



**STEPHENS COUNTY HIGH SCHOOL**  
323 Indian Trail  
Toccoa, Georgia 30577  
(706) 886-6825  
FAX (706) 886-8765

**Mission**

To prepare all students for the opportunities and challenges of tomorrow.

**Vision**

In order to accomplish our mission, we envision a culture where everyone achieves high levels of learning and exceeds all expectations because of a positive, supportive, and celebratory environment.

## SCHS WELCOME

Dear Students and Parents:

It is with great pleasure that we take this opportunity to welcome you to the 2023-2024 school year at Stephens County High School. We are extremely proud of the students, faculty, staff and programs that we offer our students. We encourage you to make the most of this opportunity.

The faculty, staff and administration developed this handbook to help you and your parents to learn about the school's policies, procedures and expectations for SCHS. It is a quick reference that you will find useful as questions arise throughout the school year.

We encourage you to become an active member of Stephens County High School. In addition to the academic opportunities offered, we have many activities, clubs and sports to help you become well rounded, mature adults. We are committed to be one of Georgia's premier high schools—**preeminent in our commitment to providing outstanding academic and extracurricular opportunities for our students.**

We look forward to this school year with great excitement and hope all students will have a rewarding and successful year. Please contact us if we can help you in this endeavor.

***The Administration and Staff  
of Stephens County High School***

## SCHOOL CALENDAR 2023-2024

### Fall Semester

July 27 - August 1	Pre-Planning
August 2	First Day of School
September 4	Labor Day Holiday
October 9-13	Fall Break
November 20-24	Thanksgiving Holidays
December 15	Last day of 1 <sup>st</sup> semester/Early Release
December 19-January 1	Winter Holidays

### Spring Semester

January 2-3	Teacher Work Days
January 4	1 <sup>st</sup> day of 2 <sup>nd</sup> semester
January 15	MLK Birthday Holiday
February 19	Presidents' Day Holiday
March 15	Teacher Work Day
March 29-April 5	Spring Holidays
May 24	Last day School/Early Release
May 24	Graduation
May 27	Memorial Day Holiday
May 28-30	Post-Planning

**STEPHENS COUNTY HIGH SCHOOL  
CONTACT INFORMATION**

323 Indian Trail  
Toccoa, Georgia 30577  
Main Office (706) 886-6825  
FAX (706) 886-8765  
School Website: [schs.stephens.k12.ga.us](http://schs.stephens.k12.ga.us)

Principal  
Assistant Principals

Jessica Simmons  
Shelley Langston  
Kristina Lightfoot  
Chuck King

CTAE Director

Rod Pipkin

Athletic Director

Chuck King

Counselors

Renee Herron (A-G)  
Becky Jameson (H-O)  
Kathy Thomas (P-Z)

Transportation Director

Lisa Bell  
(706-886-1633)

### SCHS Bell Schedules

REGULAR			PM ACTIVITY		
1 <sup>st</sup>	7:45—9:25		1 <sup>st</sup>	7:45—9:00	
	Break	9:15 – 9:25		Break	9:00 – 9:10
2 <sup>nd</sup>	9:25—10:55		2 <sup>nd</sup>	9:10—10:25	
3 <sup>rd</sup>	11:00—1:10		3 <sup>rd</sup>	10:30—12:40	
	A Lunch	11:00—11:25		A Lunch	10:30—10:55
	B Lunch	11:30 – 12:00		B Lunch	11:00—11:30
	C Lunch	12:05—12:35		C Lunch	11:35—12:05
	D Lunch	12:40—1:10		D Lunch	12:10—12:40
4 <sup>th</sup>	1:15—2:45		4 <sup>th</sup>	12:45—2:45	
ADVISEMENT/SPEAR TIME			2 HR DELAY		
1 <sup>st</sup>	7:45—9:05		1 <sup>st</sup>	9:45—10:45	
Advisement	9:10—9:40		2 <sup>nd</sup>	10:50—11:50	
2 <sup>nd</sup>	9:45—11:05		3 <sup>rd</sup>	11:55—1:45	
3 <sup>rd</sup>	11:10—1:20			A Lunch	11:55—12:15
	A Lunch	11:10—11:35		B Lunch	12:20—12:45
	B Lunch	11:40—12:10		C Lunch	12:50—1:15
	C Lunch	12:15—12:45		D Lunch	1:20—1:45
	D Lunch	12:50—1:20	4 <sup>th</sup>	1:50—2:45	
4 <sup>th</sup>	1:25—2:45				
EARLY RELEASE			AM Activity/Extended Spear Time		
1 <sup>st</sup>	7:45 – 9:20		1 <sup>st</sup>	7:45 – 9:00	
2 <sup>nd</sup>	9:25 – 10:55		AM Activity	9:05 – 9:55	
3 <sup>rd</sup>	11:00 – 11:45		2 <sup>nd</sup>	10:00 – 11:15	
	A/B Lunch	11:10	3 <sup>rd</sup>	11:20 – 1:30	
	C/D Lunch	11:20		A Lunch	11:20 – 11:45
				B Lunch	11:50 – 12:20
Lunch: Called by Intercom				C Lunch	12:25 – 12:55
				D Lunch	1:00 – 1:30
Dismissal: 11:45			4 <sup>th</sup>	1:35 – 2:45	

## Clubs/Extracurricular Activities and Sponsor(s)

<b>Name</b>	<b>Sponsor(s)</b>
Academic Bowl	M. Montgomery-Anderson
Anchor	Ann Hunt
Archery	Charnell Giles
Art Club	Julie Green
Anglers Club	Chris Holland
Beta Club	Sadie Pruitt
Biblical Studies Club	Craig Hagel
Debate Club	Roi Hoffman
Family Consumer Sciences Club	Kacie Brady, Amanda Duncan, Karen Keane
First Priority	Kirk Rogers
Future Business of America (FBLA)	Gordon Thigpen
Fellowship of Christian Athletes (FCA)	Kirk Rogers
Future Farmers of America (FFA)	Ethan Holton, Josh Brown
Georgia Mock Trial Competition Team	TBD
Health Occupations Students of America (HOSA)	Tabitha Smith, Haley Rider
Interact	Jennifer King
Key Club	Claire Segars, Emily Morgan
National Art Honors Society (NAHS)	Julie Green
National Honors Society (NHS)	Lauren Watson
National Technical Honors Society (NTHS)	Brian Thomason
Preservation of the Reservation	TBD
Science Olympiad	TBD
SkillsUSA - Automotives, Construction, Cosmetology, Drafting, Welding	B. Thomason, B. Randall, C. Holland
Spanish Club	Briana Tyree
Student Advisory Council	Charnell Giles
Technology Student Association	Jeffrey Lovegrove
Thespian Troup 7735	Rebecca Howard
Unity Club	William Trimier
Womens Empowerment Club	Amanda Rogowski
Yearbook	Stacey Hemphill

### SCHS Sports

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Wrestling	Baseball
Cross Country	Basketball	Soccer
Softball	Cheerleading	Tennis
Cheerleading		Golf
Volleyball		Track

### **Parent's Right to Know**

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Michael Keown, Principal of Stephens County High School, at 706-886-6825.

### **Parent/Guardian Contact Information**

It is the responsibility of the parent or legal guardian to inform school personnel in writing when there is a change in address and/or other contact information.

**NOTICE:** All students will be afforded equal educational opportunities as required by law. It is the policy of the Stephens County School Board that students shall not suffer discrimination on the basis of race, color, sex, religion, national origin, age or other legally-protected status in educational activities or opportunities, including course offerings, extracurricular or other activities, and educational services. Students with a disability as defined under applicable law shall be afforded all educational opportunities and services as required under such laws.

Any student or other person with a complaint alleging a violation of Section 504 shall promptly notify one of the following individuals designated as coordinators by the school system: the Superintendent, Administrative Assistant, or Human Resources Director, Stephens County Board of Education, 191 Big A School Road, Toccoa, Georgia 30577-1429.

## **ATTENDANCE INFORMATION AND TERMS**

Regular school attendance is a law in Georgia. Parents and students must assume responsibility for being punctual and regular in school attendance. It is the position of the Stephens County Board of Education that each school day is important, and no student should be absent except for extraordinary reasons. Excessive tardiness and early dismissals interrupt the school day and can negatively impact student learning.

### **Excused Absences**

An excused absence is an absence for which a student provides a documented excuse for the absence; however, when a student does not provide an excuse from the parent/guardian within the time limits required by the school the absences will be treated as an unexcused absence.

Absences from school may be excused for the following reasons:

1. The student is personally ill and attendance at school will endanger his/her health or the health of others.
2. The student's immediate family has a serious illness or death, which would reasonably necessitate absence from school.
3. A special and recognized religious holiday observed by the faith of the student occurs on a school day.
4. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces, mandating absences from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. The student has a special medical or dental appointment that cannot be made for after school hours.
8. The student attends a funeral, which is approved at the discretion of the school administration.
9. An educational trip if approved by the school administrator after the parent submits the required application.
10. Visitation with parent/guardian up to five days for parent's/guardian's call to duty or leave from overseas deployment to a combat zone or combat support posting.

The school may request that the parent(s)/guardian(s) provide one or more of the following documents to validate the absence as excused:

----School nurse release  
 ----Doctor's excuse  
 ----Subpoena/Court Order  
 ----Obituary of an immediate family member  
 ----Hospital intake form for an immediate family member  
 ----Government document for pre-induction physical examinations for service in the armed forces

This list is not all inclusive.

When a student is absent from school, an excuse must be submitted to the school within two school days of the student's return to school.

In regards to excused absences, a parent/guardian note may serve as documentation for a MAXIMUM OF SEVEN missed days of school. After SEVEN parent notes have been submitted, all additional absences will be considered unexcused unless accompanied by appropriate documents to validate the absences as excused. Please refer to the list above for documentation that will be accepted.

Students who miss 10 or more consecutive days due to illness may apply for hospital homebound services. The student must complete all make-up work within 14 calendar days after the close of a semester.

### **Truancy**

The Stephens County Board of Education defines truancy as "any child subject to compulsory attendance who during any school year is absent 5 or more days without a valid written excuse."

### **Permission to Leave School**

All pupils are required to remain at school at all times during school hours unless permission to leave is granted by the principal upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations.

### **Unexcused Absences**

All absences that are not validated as excused according to the above conditions will be considered unexcused. Absences due to suspension or expulsion are unexcused.

### **Excuses for Tardiness/Early Dismissals**

The policy concerning EXCUSES FOR ABSENCES also applies to tardiness/early dismissals. Tardiness and Early

Dismissals may be excused for the following reasons.

1. The pupil is personally ill.
2. The pupil's immediate family has a serious illness or death, which would reasonably necessitate a tardy or early dismissal.

3. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces.
4. The pupil has a special medical or dental appointment that cannot be made for after school hours.
5. The pupil attends a funeral, which is approved at the discretion of the school administration.

### **Consequences and Penalties for Excessive Absences**

When a student accumulates 5 unexcused absences, the school will notify the parent/guardian of the consequences and penalties of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent/guardian, the school will send written notice via first class mail or certified mail with return receipt requested. Once the letter is sent to the parent, the school has fulfilled its responsibility to notify the parent.

On an annual basis, the Stephens County School System will provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written notification of possible consequences and penalties. After two (2) reasonable attempts to secure such signatures, the school will send written notice via first class mail or certified mail with return receipt requested. Once the letter is sent to the parent, the school has fulfilled its responsibility to notify the parent.

In addition, students who are age 10 or older by September 1 shall also sign a statement indicating receipt of written notification regarding possible consequences for non-compliance with compulsory attendance regulations and the Stephens County Board of Education policy governing student attendance.

If a student accumulates a total of eight absences or five unexcused absences, an attendance support team meeting will be held at the student's school in order to discuss attendance, grades, and discipline. An attendance support team meeting may be held when a student accumulates 14 tardies or early check-outs.

### **5<sup>th</sup> Period**

When a student accumulates more than five (5) UNEXCUSED absences in any class, that student will need to start attending 5<sup>th</sup> Period to earn back those absences. A student can earn two (2) blocks back per 5<sup>th</sup> Period session. Students will be ineligible to participate in any extracurricular activities (prom, clubs, athletics, band, parking, etc.) until excessive unexcused absences are earned back. See page 13 for more information on the 5<sup>th</sup> Period program at SCHS.

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

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

### **Attendance Support Teams**

Each school will establish an Attendance Support Team (AST) chaired by an attendance support worker/counselor or principal designee. The team will be responsible for monitoring and implementing procedures to reduce tardy days, early dismissals, and truancy at the applicable school. The team will assess each truancy case and develop strategies and interventions to correct the student's truancy.



**Educational Trips**

Parents/guardians must complete the application for an Educational Trip and submit the request to the school one week before the trip. Principals have the ability to approve or to deny educational field trips. The administrator will review the student's attendance record prior to making the decision to approve or to deny. Educational trips will not be excused for more than 5 school days. No trip will be excused for more than 5 consecutive school days. No trip will be excused during End-of-Course exams or during the last week of a semester. All work missed must be made up within the number of allotted days as previously specified. In addition, the student must keep a log of the activities that occurred that are related to his/her educational experience and write a paper concerning these activities. These documents must be presented to the administration in a similar manner as all other make-up work.

**Hospital/Homebound**

A hospitalized or homebound student who receives as much as three hours of instruction per week from a certified hospital/homebound teacher may be counted present at the school for that week.

**Additional Terms and Information****Absence:**

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

**Excused Absence:**

An excused absence is an absence for which a student provides a documented excuse for the absence; however, when a student does not provide an excuse from the parent/guardian within the time limits required by the school the absences will be treated as an unexcused absence.

Absences, which occur for reasons not listed above, will not be excused except when extenuating circumstances exist in the judgment of the school administrator.

**Unexcused Absence:**

An absence without a valid written excuse is considered unexcused. Absences due to out-of-school suspension or expulsion are unexcused. (School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy - S.B.O.E. 160-5-1-.10.)

**Truant:**

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant (S.B.O.E. 160-5-1-.10).

**Permission to Leave School:**

All pupils are required to remain at school at all times during school hours unless permission to leave is granted by the principal upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations.

**Tardy:**

A student is tardy when he or she is not present in the assigned class or school activity at the designated time.

**Excused Tardy:**

A tardy is excused when a student arrives late to school with a valid excuse. Other tardies may be excused at the Principal's discretion.

**Unexcused Tardy:**

A tardy is unexcused when a student arrives late to school without a valid excuse. (Examples include over-sleeping, traffic congestion, errand for parents).

**Early Dismissal:**

An early dismissal is when a student is checked out of school before the end of the school day.

**Excused Early Dismissal:**

An early dismissal is excused when a student is checked out early before the end of the school day with a valid excuse. (See above: Excuses for Tardiness/Early Dismissals.)

**Unexcused Early Dismissal:**

An early dismissal is unexcused when a student is checked out early before the end of the school day without a valid excuse. (Examples include going out of town, a hair appointment, avoiding after school traffic.)

**Detention:**

Work/study session outside of regular school hours.

**In-school Suspension:**

Removal of a student from their regular classes and assignment of the student to an alternative program isolated from peers.

**Out-of-school Suspension:**

During the period of suspension, the student is excluded from all school sponsored classes and/or activities. School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

**Expulsion:**

Permanent removal from school.

**TARDIES & CHECKING IN AND OUT OF SCHOOL**

Students will be strongly discouraged from leaving school for any but the most urgent reasons and should arrive at school and be in class on time.

- A written excuse from a parent or guardian must be turned in to the front office if a student is to leave school early. Please include phone numbers. **A parent or guardian will be contacted by office personnel.** An early dismissal slip will be issued. Students arriving to school late must have a note for tardy and will be given an admittance slip to class.
- **Once a student has checked out, he or she must leave the campus immediately.**
- Students arriving to school late or checking out early will be coded excused or unexcused in Infinite Campus. It is the student's responsibility to arrange for making up work missed as a result of an absence.
- **Students may not leave campus at any time after they have come onto the campus without going through the formal checking out process in the front office.**
- Upon returning to school or upon arriving at school late, a student must sign in formally with the office, regardless of why the student left or why the student is checking in late. **Failure to sign in properly will result in an office referral, and any student who does not check in properly will be disciplined.**
- Bus notes must be turned in to the front office.
- See Discipline Policy for excessive tardiness.

***Attendance directly affects grades. Excellent attendance is the number one predictor of student success. We want you to be at school every day.***

**STUDENT PARKING POLICIES**

Student parking in the school parking lot is a privilege, not a right. All student drivers must purchase a permit. To obtain a permit, students and parents must sign a policy regulation sheet and adhere to all regulations. All debts must be paid to receive a parking permit. See Mrs. Burton for an application.

## STEPHENS COUNTY BOARD OF EDUCATION TRANSPORTATION POLICIES

- A. Publicly owned buses are used for school purposes only.
- B. Pupil transportation is provided only to the school in the pupil's attendance zone.
- C. Bus drivers are in charge of riders.
  - Each bus driver has charge of the pupils riding his bus. Improper language, smoking, or misbehavior of any kind is not tolerated. Bus drivers handle problems with pupils according to the specified procedure given below, which may result in suspension of bus transportation and/or school discipline.
  - The bus driver is in complete charge of his bus. He can assign pupils at any time to specific seats.
  - Problems of a serious nature must be reported promptly to the principal of the school that the pupil attends.
  - If there should be any recurrence of unsatisfactory behavior on the bus, the matter will be reported a second time to the principal.
  - If the problem cannot be resolved, the principal will notify the parent that the pupil is denied the privilege of transportation by bus.
  - Transportation problems are not to be discussed on the bus while pupils are being transported. These problems should be taken up with the principal of the pupil and the driver if necessary.
  - When the privilege of transportation by bus is denied to a pupil, this denial does not change the requirement of attendance at school. Under such a condition, it is the responsibility of the parent to transport the pupil to school.
- D. Generally:
  - Students are not allowed to change buses without prior written permission of their principal.
  - Unauthorized passengers will not be allowed by the driver.
  - No seats on the buses are to be reserved by the students.
  - Food and drink are not to be consumed on the bus.

Bus safety is of utmost importance. Students should be on time, take seats promptly and remain seated while bus is moving. Driver must be able to hear and see other vehicles and outside traffic; therefore, unduly loud conversation is not allowed.

Student shall secure dangling jacket strings, book bag straps or loose fitting clothing that might get caught on bus equipment.

Students should also keep shoes tied while boarding, departing, and riding the bus.

In view of the safety of students, the Stephens County Board of Education stipulates that the following will not be allowed to be brought on the bus: live animals, snakes, flammable material, glass containers, or balloons. Band instruments and school related projects should be appropriate size to be held in student's lap. If balloons are delivered at school, parents should transport.

### STUDENT RESPONSIBILITIES WHILE LOADING THE BUS

- Arrive at the bus stop 5 minutes before bus arrival time waiting 12 feet from side of the roadway in a single file, ready to board the bus
  - Driver will neither honk the horn nor wait
  - If a student living on a spur route does not ride for three days, the bus will discontinue service until transportation is notified.
  - Bus stops should be 1/10 mile apart; students will meet at the designated stop location.
  - Wait for drivers to signal to cross the road. Cross 12 feet in front of the bus.
- If bus is missed, student should return home and obtain an alternate way to school.
- **NEVER** chase the bus to load or go to an alternate location.

### STUDENT RESPONSIBILITIES WHILE RIDING THE BUS

- Observe the same conduct rules as in the classroom.
- Keep all belongings in your lap at all times—not in the seat.
- Sit forward facing. "Seat-to-seat and back-to-back"
- Keep head, hands, and feet inside the bus.
- Keep the aisle clear.

- Do not push or shove when others are boarding the bus. Be courteous and wait your turn.
- Take your seat promptly and remain in your seat while on the bus.
- Keep both feet on the floor and out of the aisle while on the bus.
- Bus seats are designed for three (3) people. Do not refuse to share seats.
- Do not destroy school property. You will be **required to pay** for damages. Also, keep the bus clean.
- Do not expose hands, arms, or any other body parts out the bus window.
- Improper or foul language or misbehavior of any kind will not be tolerated.
- Loud talk, screaming, or loud laughter will not be tolerated on the bus. This distracts the driver.
- Food and drinks are not to be consumed on the bus.
- Horseplay and teasing are forbidden on the bus. Such actions often result in fights.
- No cell phones, radios, headsets, games, or toys of any kind may be played on the bus at any time.
- No unauthorized stops. Do not ask to get off other places.
- A permission note, signed by parents and administrator, is required for riders to get on or off bus at a different place.
- A permission notes, signed by parents and administrator (or administrator's designee), is required for each rider going home together.
- All notes must be turned into the front office of SCHS **before** school starts. Notes will not be signed by an administrator at the bus loading area. SCHS administrators and/or designee must contact parents of both students and will not do so at the bus loading zone.
- Do not visit mailbox until after the bus has left the designated stop location.
- If a student is denied transportation on the bus, it does not change the requirement to attend school.

When parents and students sign the form acknowledging receipt of and knowledge of the student handbook, they also acknowledge receiving these bus rules. All the rules of conduct that apply to students within the school building also apply to students riding the buses.

#### STUDENT INSURANCE

If you wish to purchase student accident insurance, which includes options for around the clock coverage and also covers football and CTAE labs, please click on the link for student accident insurance that is located in the district homepage at [www.stephens.k12.ga.us](http://www.stephens.k12.ga.us) or on our school webpage at [schs.stephens.k12.ga.us](http://schs.stephens.k12.ga.us). Student insurance is required for participation in CTAE lab courses. If you do not have internet access or need assistance, please contact the school office and we will assist you in getting your coverage started.

#### CAFETERIA/LUNCH INFORMATION

- **No student has permission to leave campus for lunch. No student has permission to accept the delivery of fast foods on campus. No student has permission to be in the parking lot during lunch without approval from an administrator. All students will remain in the cafeteria until the lunch bell rings dismissal.**
- Students may pre-pay for lunches/breakfast by the week, month or year or pay for meals as they are received. Parents also have the option to pre-pay using a debit/credit card or checking account on-line. Go to [WWW.MYPAYMENTSPLUS.COM](http://WWW.MYPAYMENTSPLUS.COM) and set up your account.
- Parents/guardians may apply for Free or Reduced price meal benefits for their children using the paper or online application made available at the beginning of the year, or by requesting an application at any time during the year. A link to the paper application and on-line application are available on the school website.
- Parents must reapply each school year for free and reduced price meal benefits. If your child received free or reduced price meals last school year from a processed application, they will continue to receive those benefits for the first 30 days of school, but you must reapply before the end of the 30 days. We encourage all parents that think they may qualify for meal benefits to complete the application and return it to the school cafeteria manager immediately. All free and reduced meal benefit information is confidential.

The meal prices are as follows:

- Lunch - \$2.20, reduced price lunch – 40 cents
- Breakfast- \$1.25, reduced price breakfast – 30 cents
- Adult meal prices are \$3.00 for employees and \$3.50 for visitors.

- Checks should be made out to the school name and cafeteria. **Cash back is NOT an option.**
- High School Students have a \$10.00 MEAL charge limit. Students over the charge limit are offered a courtesy sandwich. Nutrition Staff will communicate with students the account balance and remind them to bring money. We encourage parents to sign up for Meal Pay Plus to see up to date account information and accessibility to add money anytime.
- A La Carte Sales: Students must have money in their account or pay at the time of purchase for a la carte items. A la carte items cannot be charged to the students account.
- The school cafeteria is a nonprofit service for the convenience of students and faculty. Students must help keep the dining area (and outside areas) clean and pleasant by returning trays and removing trash to the appropriate place.

#### **POLICY AND PROCEDURES FOR ADDING CLUBS**

New clubs will only be started at the beginning of each school year and should be submitted NO LATER than the last two weeks of the current school year in order to be considered for the following year. All clubs requests must be submitted by a current student or students and will have to follow the school procedures of submitting a statement, purpose of the club, and a faculty advisor, to be considered.

#### **5<sup>th</sup> PERIOD**

The 5<sup>th</sup> Period program at SCHS is a non-traditional learning opportunity available for all students to earn initial credit, repair credit, recover credit, or recover attendance. The 5<sup>th</sup> Period program is staffed by certified SCHS teachers and will be held in the SCHS Cafeteria from 3:30 PM – 6:30 PM each Monday – Thursday during the normal school year.

#### **TELEPHONE USE**

Students may not use any school phone without prior permission from school personnel. All calls must be made by school personnel. **Cell phones should not be out, on or used during the instructional period for any reason.**

#### **CARE OF SCHOOL/PERSONAL PROPERTY**

- Students are expected to take care of all school property, not limited to textbooks, equipment, or facilities. Failure to take proper care of textbooks or not returning the books will result in fines being levied for book repair/replacement for the replacement cost of the book.
- Students who damage school property will be responsible for the repair of said property, and subject to restitution and police charges being filed.

#### **LOST AND FOUND**

- For “Lost and Found,” please see the receptionist.
- Students are directed not to bring expensive jewelry, excessive cash, cameras, radios and/or tape recorder-players to school or school events.
- Students are cautioned about taking pocketbooks, jewelry, and other valuables to the gym during physical education class, athletic practices, or other events. **Students are to use gym lockers for security. Coaches may also secure items for students.**

**SCHS and its employees will not be responsible for such items nor guarantee their safety; employees will not be responsible for items to be delivered to students. Students are responsible for security of items, and classroom searches WILL NOT be used to take up instructional time.**

#### **DUES**

Dues of \$50 total are required for each student. These may be paid in small yearly amounts to offset the costs incurred by students as seniors. For example: 9<sup>th</sup> grade dues are \$10, 10<sup>th</sup> grade dues are \$15, and 11<sup>th</sup> grade dues are \$25. A total of \$25 must be paid by March 31<sup>st</sup> of the 11<sup>th</sup> grade to attend prom. If the student has not paid the total amount, the remaining Dues should be paid by December of the student’s 12<sup>th</sup> grade year. Dues cover a senior’s ticket to Senior Prom, Senior Activities, Senior Scholarship and Honor’s Night. They are also used to cover graduation costs such as chair rental, sound, flowers, etc. While it is not mandatory for students to pay dues in

order to graduate, a student will not be able to participate in the “extras” (like Prom and other activities) if dues have not been paid. Dues may be paid at any time to Mrs. Lynne Fisher.

#### **DEBTS**

Students must clear all debts with Mrs. Coleman. Seniors will not be allowed to participate in graduation exercises or to receive their final transcripts until all debts are paid in full.

#### **ELIGIBILITY TO HOLD OFFICE**

To be eligible to run for a major *class office*, a student must have an overall 80 average or higher. The student must also maintain this average after he/she takes office. Students who aspire to an office must not have a serious discipline referral during the current year.

#### **MEDICATION**

Our policy is to promote good health to all of our students through a healthy lifestyle. Proper sleep, diet, and exercise will go a long way in maintaining your personal health. A school nurse is on duty at Stephens County High School to promote healthy living for our students. However, when students do become ill, they may see the school nurse for assistance. We make every effort to notify parents if their child becomes ill at school. We encourage students to stay in school if they are not running a fever, vomiting, or are nauseated.

- ☐ We discourage the use of over-the-counter medications (OTC) at Stephens County High School.
- ☐ The school nurse has Tylenol, Advil, and Tums in her office for students with simple headaches, braces, and general aches and pains. Each student must have a signed permission slip with medical information on file in the nurse’s office before she will administer any medications.
- ☐ Students must have a pass to see the school nurse.
- ☐ School nurse will administer Benadryl on an as-needed basis for allergic reactions ONLY.
- ☐ Students with asthma are allowed and encouraged to carry their inhaler with them at all times.
- ☐ Students with allergies are allowed to carry their epi-pen with them at all times.
- ☐ Students are never allowed to carry medications with them without written permission from the principal.
- ☐ Long-term prescription medications require a form to be completed by the parents and the student’s doctor. The medication must be in the original container from the student’s pharmacy with specific instructions for administering. The nurse will keep all controlled medications in a locked cabinet and will document each time the medication is administered.
- ☐ No sample medications will be given.
- ☐ At the end of the school year, all medications not picked up will be discarded at SCHS.

#### **Board Policy: Medication**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines 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/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may 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 from the parent for the 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 diabetes medical management plan developed and implemented pursuant to state law.

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 also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

#### **MEDIA CENTER**

The Media Center is an information center for students, faculty, and staff. The hours of operation are 7:15 a.m.-3:15 p.m. Monday-Friday

The student must have a Media pass signed by a teacher to visit the Media Center during class time. It is the responsibility of the student to sign in and out of the library and receive his/her pass back to class.

No item may be renewed or checked out if a student has unsettled debts. Students are financially responsible for overdue, damaged, and lost materials. Books may be checked out for two weeks and may be renewed once. The fine assessment is 5 cents per day. Lost and damaged materials must be paid in full.

#### **SCHOOL COUNSELING PROGRAM**

The School Counseling Department at Stephens County High School provides counseling services for students, parents, and teachers. The goal of the Guidance Department is to help students develop a deeper understanding of themselves and the world around them as they learn to enhance their decision-making skills and develop to their full potential as individuals.

Career planning:

- Individual counseling for personal, academic and attendance concerns
- Registration and course selection
- Explanation of individual and group test scores
- Education after high school
- Identification of services and resources available outside the school setting

Parents are offered the following services:

- Coordination of parent and teacher conferences
- Consultation about individual concerns
- Assistance with planning for post-secondary education
- Identification of referral sources
- Attendance meetings

Teachers are offered the following services:

- Consultation about specific concerns
- Assistance with the advisement process
- Explanation of test scores
- Facilitation of parent-teacher conferences

**Appointments with counselors are available upon request. Please contact your child's counselor to request an appointment.**

#### PSAT

Students can gain testing experience for the SAT by taking the Preliminary Scholastic Aptitude Test (PSAT). Tenth grade students are encouraged to take the PSAT for practice. For eleventh graders, the PSAT is also the National Merit Scholarship Qualifying Test. This test is offered in October. Students will sign up for this test at SCHS.

#### SAT

The Scholastic Aptitude Test (SAT) measures verbal and mathematical ability. Results from this test may be required to determine postsecondary admission. Students should check with the post-secondary school of choice to determine test-score requirements.

#### ACT

The American College Test (ACT) assessment includes four tests of educational development: English, Mathematics, Reading, and Science Reasoning. The tests are based on the major areas of instruction in American high schools. Results from this test may be used to determine postsecondary admission.

#### ACCUPLACER

The ACCUPLACER may be required by some colleges for admissions and placement determinations.

#### ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) will be administered during the school year. This test qualifies students planning to enter the military for specific jobs. Any student may take this test. The results provide students with valuable career information.

Refer to the Testing Information & Resources page on the SCHS website for more details.

#### WORK PERMITS

Work permits can be obtained from the Work Based Learning Department in the CTAE wing.

#### DMV REQUESTS

Please refer to the Georgia Department of Driver Services website (<https://dds.georgia.gov/teen-drivers>) for the most up-to-date information regarding teen drivers. Requests for ADAP certificates and/or other supporting documents must be made by the student 3 school days in advance of needing them.

#### HOPE

Information on the HOPE scholarship and student eligibility is available from your counselor and at [GAFutures.org](http://GAFutures.org). Your official HOPE GPA is determined and available through [GAFutures.org](http://GAFutures.org).

#### TRANSCRIPTS

Each student may request copies of his/her transcripts while a senior at Stephens County High School. They may be requested by a student, parent, or guardian. Final semester grades will not be a part of the transcript until after grades are posted and entered. A final transcript will be sent to their requested college. After graduation, all transcripts will incur a fee of \$3 for each mailed or faxed copy. A transcript request form must be completed and on file prior to requesting a transcript. Students may request transcripts to be sent to colleges from [GaFutures.org](http://GaFutures.org) at no charge. See your counselor for more details.



### DUAL ENROLLMENT

For information on available Dual Enrollment options at SCHS see Mrs. Bartmas.

<b>Credit Conversion and Grade Conversion Chart</b>			
<b><u>Dual Enrollment:</u></b>  <b><u>Semester</u></b> hour credit will be converted to high school unit credit as follows:  1-2 semester hour course = 0.5 unit  3-5 semester hour course = 1.0 unit  <b><u>Quarter</u></b> hour credit will be converted to high school unit credit as follows:  1-3 quarter hour course = .5 unit  4-8 quarter hour course = 1 unit	When a numerical grade is unavailable, the correlation of students' grades earned at the awarding institution and the secondary grades shall be as follows. A "D" numeric grade reported by the post-secondary institution is considered passing.		
	Awarding High School or Post-Secondary Letter Grade	High School Grade Conversion	Weighted Grade Conversion for DE Courses
	A+	100	106
	A	95	101
	A-	92	98
	B+	88	94
	B	85	91
	B-	82	88
	C+	78	84
	C	75	81
	C-	72	78
	D+	68	74
	D	65	71
	D-	64	70
	<b>F</b>	<b>59</b>	<b>65</b>

If a student withdraws from a college course and no corresponding course or credit recovery opportunity is possible, the student will receive a "W" on the high school transcript. For transcript reporting purposes, any grade given by the college indicating a withdrawal (e.g., W, WF, WP) will be converted to a "W."

Due to summer state reporting guidelines, "W" will not be reported for DE courses taken during the summer term.

Pass / Fail (P/F) will be recorded as received.

#### Awarding Units & Transferring Credits

Stephens County Board of Education Policy JBC(4) governs the awarding of units and transferring credits earned by students. Students and parents may contact the school principal for information regarding credit recovery opportunities. Upon enrollment of a transferring student the principal and/or designee reviews Policy JBC(4), reviews transferring courses and curriculum to compare with state standards as necessary, grants units of credits according to this policy, and updates the student's transcript in the Student Information System. In addition, the principal or designee reviews this policy and may schedule required End-of-Course Assessments in accordance with state assessment guidelines and state rules concerning transfer credits.

#### Stephens County CLC

SCHS students who choose to participate in this “release time education” will be awarded 1 unit of credit in the corresponding course after successfully completing the CLC course. Go to [www.stephenscountyclc.org](http://www.stephenscountyclc.org) for more information.

<u>CLC Courses Offered</u>	<u>Academic Elective Credit awarded at SCHS</u>
Science in the Bible	45.01200 Current Issues
Comparative Religions	45.01100 Comparative Religions
Old Testament Survey	45.08940 History and Literature of the Old Testament
New Testament Survey	45.08950 History and Literature of the New Testament

#### **GENERAL GRADUATION REQUIREMENTS**

Per local BOE policy, only students who have earned their diploma will be allowed to participate in the graduation ceremony and other graduation-related activities. Students must complete all graduation requirements. Graduation requirements are available on the school website. Students and parents can view student progress through the Infinite Campus portal (Academic Plan Progress report). Students may also make an appointment with their school counselor to review progress.

Students who are currently enrolled in the Alternative School program due to disciplinary actions will not be allowed to participate in the graduation ceremony and other graduation-related activities.

Those students who qualify and plan to participate in the graduation ceremony are required to participate in graduation practice. Students are expected to remain until dismissed even if the practice exceeds the regularly scheduled time allotment. Failure to practice or remain at practice could result in loss of ability to participate in the graduation ceremony. Failure to be in compliance with the graduation dress code would prevent students from walking during the ceremony. Students will be pulled by the final faculty sponsor before entering the ceremony if the student is not in compliance. We hope that students will honor this request. However, it is up to the individual to decide if they want to participate in the ceremony.

Students are expected to be respectful to their classmates during the graduation ceremony. Any student exhibiting inappropriate behavior or that detracts from the ceremony may be removed from the event by the local law enforcement.

## PROMOTION/RETENTION POLICY

(Effective 2021 – 2022 School Year)

### 9th to 10th

- 5 total units

### 10th to 11th

- 11 total unit

### 11th to 12th

- 17 total units

## HONOR GRADUATES AND RANK IN CLASS

As of the 2013-14 school year, class rank, honor graduates and all other honors awarded by SCHS will be determined by using an unrounded cumulative numerical average. Both academic and non-academic classes shall be calculated to 1/1000<sup>th</sup> of a percentage point. Class ranking for all grades shall be determined by the unrounded cumulative numerical average of weighted final semester grades for all courses completed except the spring semester of the current school year. The progress report percentage grade weighted as described at 9 weeks of the spring semester of the current school year will represent the courses taken during that semester in the calculation. Dual Enrollment grades are not recorded until the end of each semester and, consequently, will NOT be included in the 9-week progress report spring semester. Course averages will be weighted by the units of credit for each course to properly weight the grades for partial semester courses.

Beginning in 2016-2017, and pertaining to the class of 2020 and beyond, any grade earned in a class at any post-secondary school will be an equal 6 percentage points increase, whether that grade was earned at a school that is a unit of the University System of Georgia or other SACS accredited post-secondary school. Please note that Advanced Placement and Honors courses will earn the 6 or 3 percentage points respectively.

As used above, advanced placement courses are defined as those courses and teachers certified by the College Boards audit program to be advanced placement courses.

**Honors** – Students maintaining an unrounded cumulative average of 90.000 and above based on the above calculation method will be honor graduates.

**Valedictorian and Salutatorian** – Only students who have been enrolled in SCHS their entire junior and senior years will be eligible to be valedictorian or salutatorian. Full-time PSO students must have been enrolled in SCHS both their freshman and sophomore years. The student with the highest unrounded cumulative average according to the calculations described above and therefore ranked first in the graduating class will be valedictorian. The student with the second highest unrounded cumulative average according to the calculations described above and therefore ranked second in the graduating class, will be salutatorian. In the event of a tie for valedictorian, there will be co-valedictorians and no salutatorian.

## AWARDS DAY CRITERIA/HONOR CORDS

**Academic Letter:** given to students with a non- rounded 96 cumulative weighted average at the end of first semester. Ninth graders are to be given a certificate while 10<sup>th</sup>-12<sup>th</sup> are awarded an academic letter then a bar for each year following.

**Academic Subject recognition** is given to the student with the highest average for each course.

**Indian Spirit subject award** is a department choice award based on work ethic, participation, and has a love for the subject in each course.

**Grade level Citizenship Award-** recipient of this award should demonstrate the following: outstanding qualities in attitude, work ethic, school spirit, character, and/or community service (no discipline referrals).

**Beta Club Stole Criteria:** Be an active participant in SCHS Beta Club, maintain a 90 or above cumulative average (non-weighted/non-rounded), accumulate a minimum of 10 service points during senior year at SCHS.

**CTAE Cord Criteria:** Must maintain at least 2.5 cumulative GPA, must have taken a minimum of three courses in a program area, must have demonstrated pathway mastery level of 4.0, must be of sound character and without discipline problems (no disciplinary infractions resulting in ISS or OSS during senior year), no more than 5 unexcused absences per semester during senior year, must be chosen by the teacher after careful consideration of all other criteria and deemed by the teacher as outstanding.

**Fine Arts Cord Criteria:** Minimum of (3) credits earned in the same fine arts area during the student's high school career plus (1) additional fine arts credit in a different area Or: (4) credits earned in the same fine arts area (art, band, chorus, or drama) Minimum grade of 90 in *each* of the fine arts courses taken to be eligible for the Seal. Honor cords can be purchased if the student qualifies for the Seal.

**Athletic Cord Criteria:** A graduating Senior who has lettered in his/her sport as a Senior and has participated in a Varsity sport for at least 2 consecutive years with one of the years being his/her senior year.

**National Honor Society:** Students must have a total of 8 service points per year that they have been in NHS, and they have to pay dues for each year they are members. Dues begin at \$20 and increase by \$5 per month. Students must also maintain the 93 overall average that they had when inducted.

**Foreign Language:** For foreign language it is 4 of the same language or 3 of the same and 1 other language course. The average has to be 85 or better.

#### GRADING POLICY

Stephens County High School operates on the course credit system. A final report of the student's grades and accumulated credit is mailed to the parent at the end of course completion. **If parents do not receive reports, they should immediately contact the school counselor.** At the end of each course, credit will be granted for courses passed.

#### REGISTRATION

Registration is supported by the students' advisors and the Guidance Department. Consult your counselor and/or advisor with any question or concerns.

**All schedule change requests must be submitted for the entire school year by a predetermined deadline and will be strictly enforced.** Specific class periods and teachers are assigned by Infinite Campus.

#### HOSPITAL/HOMEBOUND (H/H) PROGRAM

Hospital/Homebound (H/H) refers to those students who have a medically diagnosed physical condition that restricts them to their home or hospital for a period of time that will significantly interfere with their education.

Eligibility and Placement

1. A medical referral form shall be completed by a licensed medical physician. Forms are obtainable in the Office at Stephens County High School. The physician shall project that the student will be absent a minimum of ten school days and is physically able to profit from educational instruction.
2. Students are not eligible for Hospital/Homebound if the absence is caused by communicable diseases, emotional problems, expulsion, suspension, uncomplicated cases of pregnancy, or abuse of chemical substances.

## **Discipline Information**

- A student's past disciplinary record may be considered when assessing a discipline penalty.
- Students serving out-of-school suspension, Crossroads placement, Long-term suspension or expulsion are **not permitted to attend or participate in any school function, or be on school grounds.**
- The principal, or his designee, has the discretion to recommend long-term suspension or expulsion based on the seriousness of the offense. Long-term suspension or expulsion recommendations are heard by a discipline Tribunal.
- School administrators are authorized to file criminal charges in their official capacity as an administrator for the school system.
- The school board is charged with adopting rules to govern the operation of the schools within its district.
  1. The courts universally recognize that it is within the power of, and indeed is the duty of, the school board to make needful regulations to control the behavior of the students.
  2. In fact, even if the school board does not have a written behavior code or if the rules do not cover the particular activity in question, the school board can still punish behavior that is subversive to good order and discipline in the schools.

## **CODE INFRACTIONS**

### **CHEATING**

Cheating is prohibited at Stephens County High School. Cheating may include, but is not limited to, such things as copying another student's homework, copying another student's answers on a test, plagiarizing a paper, using a "crib sheet" during a test, giving answers to another student during a test, and any other activities that are designed to substitute someone else's work for that of the student who will receive credit for the work. Any behavior that is intellectually dishonest must be avoided and is prohibited. Students who are found to be cheating or to have cheated will be subject to strict disciplinary action by the teacher and/or school administration. These consequences will include loss of credit for any assignments, tests, or other item on which the student cheated.

- |                           |  |
|---------------------------|--|
| 1 <sup>st</sup> offense   | Parent contacted by Teacher and a zero for work      |
| 2 <sup>nd</sup> offense   | Parent/Admin/Teacher conference and a zero for work. |
| 3 <sup>rd</sup> + offense | Parent contact, a zero for work and 3 days ISS       |

## **INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS**

### **Interrogations**

The principal of each school, or the authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish misconduct. The system strives 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 that ensures that students are not arbitrarily stripped of personal privacy.

Principals of each school where lockers are issued ensure 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 that lead students to believe the lockers are under their exclusive control.

In the event a search of the student's person, personal possessions, or locker reveals the student is concealing material, 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.

## **HARASSMENT/DISCRIMINATION**

It is the policy of the Stephens County Board of Education that all students and employees shall be free from all forms of harassment and discrimination, including harassment or intimidation based on race, color, religion, sex,

age, national origin, disability or any other legally protected status. Students are entitled to equal educational opportunities of the educational environment. **Bullying requires alternative placement on the 3<sup>rd</sup> offense.**

#### **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational development or success; (2) submission to or rejection of such conduct is used as a basis for educational decisions affecting an individual; or (3) such conduct unreasonably interferes with a student's educational performance or creates an intimidating, hostile, or offensive working environment. (Reference to JCAC policy.)

#### **Procedures for Reporting Harassment**

Any student who reasonably believes that he/she has been subjected to harassment or discrimination of any kind should immediately contact the principal to make a complaint. If the allegations involve the Building Administrator (principal), the complaint should be made to the superintendent, administrative assistant, or human resources director, Stephens County Board of Education, 191 Big A School Road, Toccoa, Georgia, (706) 886-9415. These persons are designated coordinators for compliance with Title II, Title VI, Title IX and the Americans with Disabilities Act. In every case, the complaining student should complete a written complaint setting forth the details of the allegations and explaining how the alleged conduct has interfered with the student's educational opportunities. Inquiries may also be forwarded to the Office for Civil Rights, United States Department of Education, Washington, DC.

Where there is a reasonable belief that the reported conduct may constitute harassment or discrimination, a prompt investigation of the situation will be conducted by the person receiving the complaint (or his/her designee), an action reasonably calculated to prevent a continuation or recurrence of a harassment or discrimination will be taken including discipline or discharge of any employee responsible, or discipline or expulsion of any student responsible. Investigators shall prepare a written report which sets forth the findings of the investigation and the evidence in support of the findings.

Employees or students with knowledge of any facts related to a harassment complaint must refrain from discussion of such matters with other employees, except as directed by those investigating the complaint. No employee or student will suffer any adverse treatment for the good faith reporting of harassment or discrimination or for cooperating in an investigation of harassment conduct. The Board of Education will make every reasonable effort to maintain the confidentiality of the complaint and the resulting investigation.

#### **Notification**

This policy will be explained to all students and a copy of the policy will be included in all student handbooks.

#### **HALL PASS**

Hall passes must have a student's name recorded with destination, time left and time returned. Students out of class without a note in the agenda will be considered off limits or skipping. Teachers may require students to make up missed instructional time for restroom breaks and other personal issues.

#### **VIOLENCE**

Violence in schools or on school buses will not be tolerated. Assault and/or battery upon a teacher, other school official, or school employee is prohibited and requires a minimum suspension of 90 days on the first offense. When a student has committed an alleged assault and/or battery upon a teacher, other school official, or school employee, the student shall be referred to a Student Disciplinary Tribunal with a recommendation for long-term suspension, expulsion, or permanent expulsion.

#### **DRUGS / DRUG PARAPHERNALIA / ALCOHOL**

The possession, sale, transfer, distribution, or use of illicit drugs or alcohol is wrong and harmful. The possession, sale, transfer, distribution, or use of illicit drugs or alcohol is prohibited. Likewise, the possession, sale, transfer,

distribution, or use of substances represented to be or thought to be by the buyer or receiver of illicit drugs is prohibited. The use of a legal substance to attain a mood-altering effect and the possession or use of any equipment or device used for preparing or taking drugs or alcohol is prohibited. When a student has allegedly violated one of these prohibitions concerning illicit drugs or alcohol and long-term suspension, expulsion, or permanent expulsion is recommended or required, the student shall be referred to a Student Disciplinary Tribunal with a recommendation for long-term suspension, expulsion, or permanent expulsion. A violation of any prohibition concerning alcohol requires a **minimum** suspension of 10 days on the first offense and referral to a Student Disciplinary Tribunal with the recommendation for long-term suspension, expulsion, or permanent expulsion for any further offenses. A violation of any prohibition concerning illicit drugs requires a **minimum** suspension of 90 days on the first offense and referral to a Student Disciplinary Tribunal with the recommendation for long-term suspension, expulsion, or permanent expulsion.

#### **Board Policy: Bullying**

The Stephens County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal.

Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of

retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. 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.

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. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

### **SCHS Student Conduct**

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No student shall, while on school grounds, off school grounds at a school activity, function or event, or en route to and from school by bus or other transportation provided by the school system, at school bus stops, or while in any vehicle used in connection with a school function or activity, violate any of the following rules of Stephens County High School. Note, this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee.

Rule 1: Occupying Property with Intent to Deprive Other's Use: A student shall not occupy any school building, gymnasium, school grounds, properties or any part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.

Rule 2: Blocking Entrances, Exits or Corridors: A student shall not block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of access thereof.

Rule 3: Damage or Destruction of School Facilities: Setting Fires: A student shall not set fire to or otherwise damage or destroy any school building or property.

Rule 4: Activating False Alarms: A student shall not falsely activate any alarm system, including but not limited to fire and security systems or call 911 without good reason to do so.

Rule 5: Terroristic Threats: A student shall not make any bomb threats or terroristic threats that may cause the discontinuance or interruption of school, or a school activity, function, or event.

Rule 6: Weapons: A student shall not possess, discharge, display, or otherwise use any firearms, explosives, or other weapons. (See minimum discipline).

Rule 7: Blocking Traffic: A student shall not, except under the direction of the school principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.

Rule 8: Disruption of School Activity: A student shall not in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause or attempt to cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.

Rule 9: Refusal to Identify Self: A student shall not refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized personnel.

Rule 10: Theft of School Property: A student shall not steal or attempt to steal school property.

Rule 11: Theft or Damage of Private Property: A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property.



Rule 12: Physical and Verbal Assault: A student shall not physically or verbally assault a teacher, other school official, school employee, those persons attending a school related function, another student, or any persons. (See minimum discipline).

Rule 13: Battery on Students and Non-School Employees: A student shall not batter another student or any other non-school employee, including those persons attending a school related function. (See minimum discipline).

Rule 14: Drugs and Alcohol: A student shall not possess, sell, use, distribute, attempt to distribute, or be under the influence of any alcoholic beverage, intoxicant, inhalant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind, drug paraphernalia, or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. A student shall not possess, sell, use, distribute, or attempt to distribute any substance under the pretense that it is an alcoholic beverage, intoxicant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind, or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. Use of an over-the-counter drug as an over-the-counter drug and following the directions of the same shall not be a violation of this rule. In those cases in which it is necessary for a student to take medicine at school, a student shall follow the regulations established by the school. No student shall be in possession of any drugs or medicines without approval of an administrator or the school nurse. The use of prescription medication as prescribed by a doctor and in compliance with the regulations established for medications at school shall not be a violation of this rule. Under no circumstances should students distribute or sell or attempt to distribute or sell prescription drugs. (See minimum discipline).

Rule 15: Failure to Obey: A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, paraprofessionals, administrators, counselors, media specialists, school bus drivers, or other authorized school personnel.

Rule 16: Excessive Tardiness and Truancy: A student shall not miss or be tardy for class or required activities during school hours unless permission has been granted by the school administration.

Rule 17: Tobacco: A student shall not use, possess, distribute, or sell tobacco or tobacco products. (See minimum discipline).

Rule 18: Profane, Vulgar, or Obscene Words or Gestures: A student shall not use, speak, utter, or write profane, vulgar, obscene, disrespectful, or inflammatory words, language, or drawings or make such gestures.

Rule 19: Pornographic Materials: A student shall not possess, sell, use, view, or transmit pornographic or obscene materials, literature, or electronic media.

Rule 20: Criminal Violations: A student shall not commit any crime (felony or misdemeanor) as defined by the laws of Georgia, nor violate any City, County, State, or Federal law while under the jurisdiction of the Stephens County School System.

Rule 21: Inappropriate Displays of Public Affection and/or Sexual Misconduct: A student shall not engage in or encourage others to engage in any kind of amorous kissing or sexual activity with or without the consent of the other individual involved. A student shall not expose one's intimate body parts.

Rule 22: Trespassing: A student shall not trespass nor unlawfully enter onto school property or into school facilities.

Rule 23: Electronic/Communications Devices: A student shall not use, possess, or carry a pocket pager, beeper, cellular telephone, radio, compact disc (CD) player, tape player, video game, or other electronic device except for health or other unusual reasons approved by the school administration. A student is prohibited from using any electronic device in a manner that might interfere with school bus communications equipment or the school bus driver's operation of the school bus.

Rule 24: Gambling: A student shall not engage in gambling or participate in games of chance for money or property.

Rule 25: Academic Dishonesty: A student shall not use the work of another student or person for academic purposes unless authorized, or engage in the unauthorized use of notes or materials for completion of an assignment or test.

Rule 26: Encouraging Violation of Rules: A student shall not urge, encourage, or counsel other students to violate any of the preceding rules.

Rule 27: Bullying: A student shall not bully any person.

Rule 28: Threat, Harassment, Intimidation: A student shall not threaten, verbally or written, expressed or implied, to cause bodily injury to any student, teacher, school official, school employee, or any person attending a school related function. A student shall not harass nor intimidate any student, teacher, school official, school employee, or any person attending a school related function.

Rule 29: Physical Violence: A student shall not inflict physical violence upon a student, teacher, school bus driver, school official, or school employee. (See minimum discipline.)

Rule 30: Prohibited Items on the Bus: A student shall not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Rule 31: Falsifying reports of Alleged Inappropriate Behavior by Teacher or School Personnel: A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student.

Rule 32: Conduct Subversive to Good Order: A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This rule includes any off-campus behavior of a student, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Rule 33: Repeated Violations/Willful Misbehavior: Students may not willfully and repeatedly violate school rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violation of school rules or behavior.

The following criminal offenses committed by students can lead to schools being named as an Unsafe School according to the provisions of State Board Rule for Unsafe School Choice Option: aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson - first degree, kidnapping, murder, rape, voluntary manslaughter, non-felony drugs, felony drugs, felony weapons, and terroristic threats.

### **Stephens County High School Discipline Policy and Procedure**

Minor classroom correction for minor issues is a part of classroom management and should first be handled by the teacher. If behavior is not modified, then administrative referrals are appropriate. Discipline given will be based on the severity of misbehavior, students' discipline history, student willingness to rectify misbehavior and the degree of cooperation.

**Teacher Detentions:** Students stay with the Teacher for assigned time.

**Administrator Assigned Lunch Detention:** Mon – FRI during lunch period located in the cafeteria and students should bring something to study

**In School Suspension:** Removal of a student from his or her regular classes and assignment of the student to an alternative program isolated from peers. Before being released from ISS, work should be completed and the ISS instructor will place it in the teacher's box. The ISS instructor will email the classroom teachers of students not

released for that period for incompleteness of work assigned. **If ISS Rules Not Followed:** Students will serve OSS for time remaining and 1 day ISS will be served when student returns.

**Out of School Suspension:** One or more days OSS. During the period of suspension, the student is excluded from all school sponsored classes and/or activities.

**Long Term Suspension:** Suspension lasting longer than 10 days

**Expulsion:** Suspension out of school going from one semester to another semester.

**Bus Suspension:** Student suspended off bus. (Student or parent is responsible for transportation to/from school or student is counted absent.)

**Legal Charges:** Law enforcement is contacted and charges filed against student.

**Severe Clause:** Administration reserves the right to accelerate consequences according to severity of the incident, student attitude or continual repetition.

## **STUDENT OFFENSES**

No student shall, while on school grounds, off school grounds at a school activity, function, or event, or in route to and from school by bus or while in any vehicle used in connection with a school function or activity violate any of the following rules of the Stephens County School System. **Note, this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee.**

### **Parking Violation**

A student shall adhere to all rules and regulations as given in the agenda and parking application sheet.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | Warning  |
| 2 <sup>nd</sup> offense | Parking privileges revoked for remainder of semester.    |
| 3 <sup>rd</sup> offense | Parking privileges revoked for remainder of school year. |

***Note: Any student leaving school without permission will lose parking privileges plus school discipline***

- |                          |                            |
|--------------------------|----------------------------|
| 1 <sup>st</sup> referral | – 10 days                  |
| 2 <sup>nd</sup> referral | – until end of semester    |
| 3 <sup>rd</sup> referral | – until end of school year |

### **Electronic/Communication Device**

**The following guidelines apply to electronic device and accessories:**

During the school day, cell phones, electronic devices, and accessories should be out of sight except in the cafeteria during lunch and the hallways during class change. Cell phones and electronic devices should be not be out, on, or used during the instructional period for any reason.

If a student violates the electronic/communication device rule, the teacher will collect and turn the phone in to administration. If a student refuses to give the teacher the entire cell phone or electronic device (including accessories), an administrator will be contacted and additional consequences will be given.

### Consequences (per semester):

**1<sup>st</sup>** – Phone will be turned in to administration. Student may pick the phone up at the end of the school day from the front office.

**2<sup>nd</sup>** – Phone will be turned in to administration. A parent/guardian must pick the phone up from the front office.

**3<sup>rd</sup>** – Phone will be turned in to administration and student will be assigned 1 day of ISS. A parent/guardian must pick the phone up from the front office.

NOTE: The school is not responsible for any lost or stolen personal items. Security of these items is the student's responsibility. Educational processes **will not** be interrupted to search for such devices.

### **Electronic Information Resources Violation (Per Year)**

All students must follow the Stephens County Board of Education Computer-Assisted Instruction policy. Students who do not adhere to the policy will receive discipline as follows. **Please be aware that every keystroke is being recorded and monitored on personal and school devices connected to SCHS wireless network.**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 1 day ISS  |
| 2 <sup>nd</sup> Offense | 3 days ISS- Loss of Internet privileges for 2 weeks                  |
| 3 <sup>rd</sup> Offense | 3 days OSS- Loss of Internet privileges for remainder of school year |

\*Individual teachers may prohibit students from being in programs that are not related to class activities, including games and Internet sites.

### **DRESS CODE**

Your appearance and dress at school affect your attitude and behavior and those of other students. You are expected to **dress neatly and modestly** and in such a way that you do not disrupt the educational process or endanger the health or safety of yourself or others. Pants, shorts, and skirts must be secured at the waist.

Specific apparel includes, but not limited to:

- Clothing that reveals cleavage is not permitted.
- Shorts must be clearly visible, not covered by shirts or other upper garments and be a modest length, covering most of the upper to mid-thigh.
- Clothing with holes or cutouts that show undergarments is not permitted.
- Shirts cannot hang off the shoulder unless appropriate attire is worn underneath.
- Tank-tops, tube-tops, spaghetti straps, halter-tops are not permitted.
- No mesh or see through tops may be worn without dress code appropriate undershirts.
- The midriff must be sufficiently covered at all times.
- Young men may not wear tank tops, and sleeveless shirts must fit tightly around the top edge of the shoulder and armpit.
- Shoes must be worn at all times. Bedroom shoes are not permitted.
- Pajama tops or bottoms are not permitted.
- Blankets are not permitted.
- Clothing displaying, promoting, or advertising alcohol, tobacco, or other illegal substances are not permitted.
- Clothing displaying obscene, sexually suggestive, or profane phrases, illegal activity, markings, or designs, and gang related designs, are not permitted.
- Hats or head coverings are not allowed to be worn while inside of the school building.
- Sweatbands or sunglasses are not to be worn inside the building.
- Bandanas are not permitted.
- Any other article of appearance that is physically revealing or provocative is not permitted.

***\*The faculty of Stephens County High School depends on the good judgment of our parents and the sensitivity of our students not to wear clothing that may cause disruption in the learning process. Parents or students who have specific questions about an item's appropriateness should consult the local school administration.***

**Dress Code Violation (Year)**

- 1<sup>st</sup> referral: ISS until clothing is modified  
2<sup>nd</sup> referral: Clothing must be modified and 1 days ISS  
3<sup>rd</sup> referral and above: Tier 2 consequences will apply

**Bus Discipline (Per Year)**

(School discipline will apply for serious offenses in addition to bus suspension)

- 1<sup>st</sup> Referral- Administrative conference with student/and student take referral home for parent to sign & return next day, or 1 day bus suspension if not returned.  
2<sup>nd</sup> Referral- 1 day Bus suspension (Admin conference) - Call parent  
3<sup>rd</sup> Referral- 3 day Bus suspension (Admin conference)- Call parent  
4<sup>th</sup> Referral- 5 day Bus suspension - Parent conference with Administrator/Student to return to bus.  
5<sup>th</sup> Referral-10 day Bus suspension - Parent conference with Administrator/Student/Driver to return to bus.  
6<sup>th</sup> Referral- Bus suspension remainder of semester  
7<sup>th</sup> Referral- Bus suspension remainder of school year

**Student Fails to Attend Teacher Assigned Detention**

Teacher will refer student for administrative detention.

**Student Fails to Attend Administrator Assigned Detention**

1 day ISS for failing to attend

**Student Fails to Attend ISS**

1 day OSS for each day failing to attend and re-serve ISS when student returns

**Tardies**

Each time a student is tardy to class, the student will be assigned before or after school detention equivalent to the amount of time missed due to the tardy. Each detention will be served with the teacher. Before school detention can be served between 7:15 and 7:40. After school detention can be served between 2:50 and 3:10.

**Simple Classroom Misbehavior**

1. Failure to participate in class
2. Failure to follow reasonable request in class
3. Horseplay in class
4. Other simple classroom misbehavior
5. Refusal to do work

**Teachers should follow these steps before office referral:**

1. Warning- Student/Teacher Conference
2. Parent Contact- (phone)
3. Teacher Detention time assigned with teacher before or after school

**Administrative Consequences-(per Class/per Teacher)**

- 1<sup>st</sup> Referral- Administrative Detention  
2<sup>nd</sup> Referral and beyond- 1 day ISS

**\*Please note that multiple referrals may result in accelerated consequences up to OSS and/or a tribunal.**

**Tier I**

## Moderate Misbehavior

1. Inappropriate behavior or horseplay
2. Non designated area, off limits
3. Failure to follow reasonable request outside classroom
4. Engaging in potentially harmful activity
5. Name calling or ridiculing
6. Failure to follow school policy
7. Public display of affection (*except for hand-holding*)
8. Other moderate misbehavior

### **Tier I CONSEQUENCE (per semester)**

1<sup>st</sup> Referral- 1 day administrative detention

2<sup>nd</sup> Referral- 1 day ISS

3<sup>rd</sup> Referral and beyond- Multiple (2 or more) days of ISS

**\*Please note that multiple referrals may result in accelerated consequences up to OSS and/or a tribunal.**

### **Tier II**

#### Serious Misbehavior

1. Willfully disrupting class or bus
2. Excessive horseplay
3. Possession of tobacco/tobacco related products (including lighters, matches, non-tobacco dips)
4. Disrespect (Racial, ethnic, sexist, profanity, or vulgar remarks/gestures)
5. Possession of vulgar or profane materials or writings (paper or electronic)
6. Providing false information to school or staff
7. Cutting class or school, or leaving class without permission
8. Pocket knife less than 2 inches
9. Other serious misbehavior

### **Tier II CONSEQUENCE (per year) (Possible Charges Filed)**

1<sup>st</sup> Referral- 2 days ISS

2<sup>nd</sup> Referral- 3 days ISS

3<sup>rd</sup> Referral- 1 day OSS

4<sup>th</sup> & above- 2+ days OSS (Possible Tribunal)

### **Tier III**

#### Severe Misbehavior

1. Willfully disrupting school
2. Refusing to comply with staff directions – major insubordination
3. Defacing school property (make restitution and consequence)
4. Bullying, harassment, or instigation
5. Refusing to give staff your name or correct name
6. A fray (A skirmish or tussle between students, a step below fighting.)
7. Inappropriate use of cell phone (video/picture/text message/posting to social media)
8. Blatant disrespect to staff
9. Possession of vape/vape related products (e-cigarettes, flavored juice, tank systems, e-liquids, etc..)
10. Other severe misbehavior

### **Tier III-Consequence (Per Year) (Possible Charges Filed)**

1<sup>st</sup> Referral – 3 days ISS/OSS (depending on the severity)

2<sup>nd</sup> Referral –3/5 days OSS (depending on severity)

3<sup>rd</sup> & above- 10 days OSS (Possible Tribunal)

#### **Tier IV**

##### **Criminal Acts**

1. Fighting
2. Sexual Harassment
3. Simple weapon possession
4. Possession of a knife greater than 2 inches
5. Distribution of pornographic materials (includes posting to social media, texting, and cell phone images)
6. Hazing
7. Possession of fireworks
8. Activating Fire Alarm or Fire Extinguisher
9. Vandalism or destruction of school property (make restitution and consequence)
10. Theft (make restitution and consequence)
11. Threatening or intimidation of staff members
12. Other criminal acts

#### **Tier IV Consequence (Possible Charges Filed)**

1<sup>st</sup> Referral-5- 10 days OSS (Possible Tribunal)

2<sup>nd</sup> Referral- 10 days OSS (Tribunal)

#### **Serious Criminal Acts**

1. Sale or distribution of drugs or alcohol. Possession or use of illegal drugs, drug paraphernalia, alcohol or coming to school under the influence of (including over the counter drugs or materials portrayed as controlled substance)
2. Assault on Teacher, Staff member, or Student
3. Sexual Assault
4. Engaging in Sexual Activity
5. Weapon possession
6. Inciting a riot
7. Assault with a weapon
8. Extortion
9. Terroristic threat
10. Other serious legal or school violations, criminal acts

#### **Consequences (History- Charges Filed)**

1<sup>st</sup> Referral- 10 days OSS (Tribunal LTS or Expulsion)

\*The administration reserves the right to accelerate or alter consequences based on the nature and/or severity of the incident.

***All policies and procedures are subject to change at the discretion of the Stephens County Board of Education and/or the Stephens County High School Administration.***

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The Stephens County School District has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- 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 district;
- Honors and awards received during the time enrolled in the district's schools;
- Video, audio or film images or recordings;
- Photograph; and Grade level



Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, 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. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 15 days after officially enrolling in school or within 15 days of the date of the release of this notice.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)) To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### ***Survey Release***

Students will participate in school or system sponsored surveys and/or needs assessments in order to evaluate the effectiveness of programs, practices, and/or activities sponsored by the school or school system unless written notification has been received by the school that indicates your desire to opt out of said surveys.

### ***False Report on a Teacher***

Schools are required by law to notify students that they are subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Discipline actions could range

from a Level I, Level II, Level III, Level IV or Level V recorded in the student handbook dependent upon the seriousness of the circumstances.

Complaints should be addressed with an administrator or counselor. Once a report has been made at the school level, any individual resident of the state of Georgia may report criminal or unethical behavior by an educator to the PSC by submitting a request for investigation (complaint) in writing to:

Ethics Division  
Two Peachtree Street  
Suite 6000  
Atlanta, Georgia 30303-3141

Complaints should include the name of the educator, where they reside or are employed, specific details of the allegations, and the name, address, and signature of the individual requesting the investigation.

### **Off-Campus Conduct**

The Board of Education has a responsibility to provide protection for students and employees. Furthermore, it is obligated to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Stephens County Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools. Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; or, (c) en route to and from school or a school activity.

Authority to take disciplinary action also extends to any off-campus, non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student who has been charged with a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could include but would not be limited to a felony or offense which would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including, but not limited to, in-school suspension, and/or an assignment to an alternative educational program.

School officials shall contact the proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in board policy relating to suspension or expulsion.

All policies and procedures are subject to change as the discretion of the Stephens County Board of Education and/or Stephens County High School Administration.