
Appling County High School

2023-2024 Student Handbook





Appling County High School Mission

To provide opportunities for student success in academic, extracurricular, and personal development through a school characterized by quality resources, exemplary staff, community and parental involvement, and a safe and caring environment to grow work-ready students for their future endeavors.

CREED: A Promise to Myself

"I promise to work hard to take advantage of the learning opportunities that are available to me each minute of every minute of every school day. I realize that developing discipline, as part of my personality requires making a choice to work hard. Others, including my friends, may take the easier road, but I know that I must not waste this opportunity to become a better person."

Our Campus

Address

482 Blackshear Hwy
Baxley, GA 31513

Phone Numbers

Main Office: (912) 367-8610
Fax: (912) 366-9877

Website

www.appling.k12.ga.us/achs

ADMINISTRATION

PRINCIPAL
Dr. Ben Horner

ASSISTANT PRINCIPAL
Dr. Ryan Flowers
Ms. Wendy Powell
Mrs. Rustin Parker

ATHLETIC DIRECTOR
Mr. Jordan Mullis

DEAN OF STUDENTS
Mr. Bubba Walker

INSTRUCTIONAL COACH
Mr. David Cole

SPED COORDINATOR
MR. BRYAN WEAVER

School Colors
Red & Black

School Mascot
Pirate

Alma Mater
From the sands of
Georgia's Southland
Beams thy noble brow,
And the heirs of
Appling rising
Pledged with sacred
Vow.

Alma Mater, thee
We'll honor True and
Loyal be,
Ever crown with praise
And glory Appling hail to
Thee.

Appling County High School is accredited by Cognia.

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2023-2024 CALENDAR HIGHLIGHTS

July 31-August 3.....	Preplanning
August 4.....	First Day of School
September 4.....	Labor Day Holiday
September 8.....	Progress Reports (4.5 weeks)
October 6.....	Progress Reports (9 weeks)
October 9.....	Fall Break
October 14.....	Homecoming Dance
November 9.....	Progress Reports (13.5 weeks)
November 10.....	Veteran’s Day Holiday/Parade
November 20-24.....	Thanksgiving Holidays
November 27-January 8.....	EOC Testing Winter Window
December 15-18.....	Final Exams (Exam Exemptions)
December 19.....	End of 1 st Semester/Early Release Day
December 20- January 3.....	Christmas Holidays
January 4-5.....	In-Service Days
January 8.....	First Day of Second Semester
January 12.....	Report Cards (18 weeks)
January 15.....	Martin Luther King Holiday
February 9.....	Progress Reports (4.5 weeks)
February 9.....	Miss Pirate
February 16-19.....	Winter Break
March 15.....	In-Service Day
March 14.....	Progress Reports (9 weeks)
March 29- April 5.....	Spring Break
April 13.....	Prom
April 15-May 24.....	EOC Testing Spring Window
April 22.....	Progress Reports (13.5 weeks)
May 1-12.....	AP Exams
May 8.....	Baccalaureate Service
May 16.....	Senior Honors Night
May 17.....	Honors Day
May 20-21.....	Senior Final Exams (Exam Exemptions)
May 22-23.....	Final Exams (Exam Exemptions)
May 24.....	Last Day of School, Early Release Day, Graduation
May 28-30.....	Post Planning
May 29.....	Report Cards (18 weeks)

Daily Class Schedule

Regular Schedule

Appling County High School Regular Bell Schedule

1st Block	7:50AM-9:23 AM
2nd Block	9:30 AM- 11:05 AM
3rd Block	11:10 AM-1:15 PM
A Lunch	11:05 AM- 11:30 AM
B Lunch	11:40 AM- 12:05 PM
C Lunch	12:15 PM-12:40 PM
D Lunch	12:50 PM-1:15 PM
4th Block	1:20 PM-2:50 PM

Friday - CREW Schedule

Appling County High School CREW Bell Schedule

1st Block	7:50AM-9:15 AM
SOAR	9:20 AM-9:50 AM
2nd Block	9:55 AM- 11:20 AM
3rd Block	11:25 AM-1:20 PM
A Lunch	11:20 AM- 11:45 AM
B Lunch	11:50 AM- 12:15 PM
C Lunch	12:120 PM-12:45 PM
D Lunch	12:55 PM-1:20 PM
4th Block	1:25 PM-2:50 PM

APPLING COUNTY SCHOOL SYSTEM PARENT AND FAMILY ENGAGEMENT POLICY 2023-2024

Revised May 29, 2023

249 Blackshear Highway Baxley, GA 31513 <https://www.appling.k12.a.us/> 912.367.8600



What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in

decision-making and on advisory committees to assist in the education of their child.

- (D) The carrying out of other activities, such as those described in Section 1116 of the Every Student

Succeeds Act (ESSA).

About the Family and Parent Engagement Policy

In support of strengthening student academic achievement, the Appling County School System (ACSS) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in our schools. This plan will describe ACSS's commitment to engage families in the education of their children and to build the capacity in its schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The ACSS will work with its schools to ensure that the required school-level parent and family

engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.

Jointly Developed

During school meetings in spring 2023 and the Annual District Meeting on May 30, 2023, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2023-2024 school year. The district posted an invitation in local news media about this meeting and posted an announcement on the school district website and on school websites. During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the Comprehensive Support and Improvement School's Plan, and the Targeted Support and Improvement School's Plan. Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the 2023 – 2024 school year.

Upon final revision, the district parent and family engagement policy were incorporated into the CLIP, which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time to the district family engagement coordinator (FEC) or by submitting written comments to your child's school. All feedback received by May 2023 was considered for revisions to this policy.

The district's plan to distribute this policy is to post it on district website and school websites, disseminate it during annual Title I school meetings in the fall and send a link to all parents via parent portal in a format and language they can understand.

Strengthening Our School

This year, the FEC will provide technical assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the FEC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the FEC will hold quarterly meetings and trainings with its Title I schools' FECs to review family engagement plans and activities. Subsequently, school FECS will train administrators and staff to improve and strengthen family engagement in their respective schools.

Appling County Primary School Fourth District Elementary School

Reservation of Funds

The ACSS will reserve 1 percent from the total amount of Title I funds it receives in 2023-2024 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the ACSS will distribute at least 90 percent of the amount reserved to our schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.



Each Title I school hosts an annual School Improvement forum in the spring for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings are reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget. If you have suggestions, please contact the FEC at the district office.

Opportunities for Meaningful Parent Consultation

Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

District Meeting ~ May 30, 2023

All parents are welcome to hear the latest updates from the Appling County School System, as well as, review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2023-2024 school year. Notices regarding this meeting will be sent to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

School Improvement Forums~ March - May 2023

During these months, each Title I school will provide opportunities for parents and family members to participate in discussions to review the schoolwide plan, the school's parent and family engagement policies, the district parent and family engagement policy, as well as, provide input on the family engagement budget and topics for school staff training. Each Title I school will notify parents about the date and time of these meetings through various means including, but not limited to, school phone system, Parent Portal, invitations, and social media. Parents may also provide input information via school surveys. Information regarding the School Improvement forum will also be made available on the school websites.

Input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.



Building Capacity

The ACSS will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the ACSS will implement a variety of family and community engagement initiatives.

Of Parents - The ACSS including Georgia Baptist Children’s Home and Family Ministries will provide families with information about the overall Title I program and its requirements. The district works with all Title I schools to help families understand academic expectations for student learning and progress. Specific information related to the State’s challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district also offers

assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

In addition, the district and school websites contain resources and materials such as parent guides, study guides, practice assessments, and materials for at-home learning. Hard copies of these materials are also available at all Title I schools, including copies in Spanish.

Each school in the district has a Parent Advisor Council, made up of parent representatives from the school. Community leaders and business partners are also invited to serve on the council. The participation of all stakeholders is encouraged through video conferencing and recording options to accommodate varying schedules.

The Parent Advisory Council advises schools on all matters related to family engagement. Information related to district needs is shared with the district Family Engagement Coordinator for further review or follow up.

The ACSS will coordinate and integrate the district’s family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as, the local preschool program and other federal and state funded preschool programs in the district. The district will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, schools will host Kindergarten Transition Days, Middle and High School Transition Nights, and College and Career Fair so parents may receive information to help prepare them and their children for the next life stage.

School Staff - The ACSS will conduct four training sessions during the school year for school Family Engagement Coordinators to learn and discuss strategies to increase family engagement,

improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools.

To ensure that information related to district, school, parent programs, and activities is available to all parents, each Title I school is required to send home and post online information for parents and family members in an understandable language and uniform format. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents' preferred language, where applicable, and provide interpreters at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, Parent Portal, district and school websites, and/or social media to post information for parents.

Parent and Family Engagement Evaluation

Each year, the ACSS will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey and the School Improvement Forums.

Beginning in January, ACSS will post a link to the annual parent survey in Parent Portal for parents to provide valuable feedback regarding the parent and family engagement activities and programs. This survey link will also be posted on the district and school websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs of parents of children eligible to receive Title I services to design strategies for more effective family engagement.

The ACSS will use the findings from the school forums and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family

engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district Federal Programs Coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Adoption

This district wide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District meeting.

This policy was adopted by the Appling County School System on May 30, 2023, and will be in effective for the 2023-2024 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

Mark Your Calendars

<i>For Parents</i>	<i>For Schools</i>
<i>Annual Parent Survey</i> January 1, 2024 – January 31, 2024	<i>Family Engagement Coordinator Meetings</i> August 2023 October 2023 January 2024 March 2024
<i>School Improvement Meeting</i> May 2024	



SISTEMA ESCOLAR DEL CONDADO DE APPLING POLÍTICA DE PARTICIPACIÓN DE PADRES Y FAMILIAS 2023-2024

Revisado el 29 de mayo de 2023

Autopista Blackshear 249 Baxley, GA 31513 <https://www.appling.k12.a.us/> 912.367.8600



¿Qué es family engagement?

Compromiso familiar significa la participación de los padres y miembros de la familia en la comunicación regular, bidireccional y significativa que involucra el aprendizaje académico de los estudiantes y otras actividades escolares, que incluyen:

- (A) Que los padres desempeñen un papel integral en la asistencia al aprendizaje de sus hijos.
- B) Que se aliente a los padres a participar activamente en la educación de sus hijos.
- C) Que los padres sean socios de pleno derecho en la educación de sus hijos y estén incluidos, según

proceda, en la adopción de decisiones y en los comités consultivos para ayudar en la educación

de sus hijos.

- (D) La realización de otras actividades, como las descritas en la Sección 1116 de la Ley de Éxito de

Todos los Estudiantes (ESSA).

Acerca de la Política de Participación de la Familia y los Padres

En apoyo del fortalecimiento del rendimiento académico de los estudiantes, el Sistema Escolar del Condado de Appling (ACSS) ha desarrollado esta política de participación de padres y familias que establece las expectativas y objetivos del distrito para una participación familiar significativa y guía las estrategias y recursos que fortalecen las asociaciones escolares y de padres en nuestras escuelas. Este plan describirá el compromiso de ACSS de involucrar a las familias en la educación de sus hijos y desarrollar la capacidad en sus escuelas para implementar estrategias y actividades de participación familiar diseñadas para lograr las metas de rendimiento académico del distrito y de los estudiantes.

Cuando las escuelas, las familias y las comunidades trabajan juntas para apoyar el aprendizaje, los niños tienden a tener mejores resultados en la escuela, permanecer en la escuela por más tiempo y disfrutar más de la escuela. El Título I, Parte A establece la participación sustantiva de la familia en todos los niveles del programa, como en el desarrollo e implementación del plan distrital y escolar, y en la ejecución de las disposiciones de mejoramiento del distrito y de la escuela. La Sección 1116 de ESSA contiene los requisitos primarios del Título I, Parte A para que las escuelas y los sistemas escolares involucren a los padres y miembros de la familia en la educación de sus hijos. La ACSS trabajará con sus escuelas para garantizar que las políticas requeridas de participación de padres y familias a nivel escolar cumplan con los requisitos de la ley federal y cada una incluya, como componente, un compacto entre la escuela y los padres.

Desarrollado conjuntamente

Durante las reuniones escolares en la primavera de 2023 y la Reunión Anual del Distrito el 30 de mayo, 2023, se invitó a todos los padres a participar y proporcionar sugerencias e ideas para mejorar esta política de participación de los padres y la familia del distrito para el año escolar 2023-2024. El distrito publicó una invitación en los medios de comunicación locales sobre esta reunión y publicó un anuncio en el sitio web del distrito escolar y en los sitios web de las escuelas. Durante esta reunión, los padres también revisaron y discutieron el Plan Consolidado de Mejoramiento (CLIP), el Plan de Apoyo Integral y Mejoramiento de la Escuela, y el Plan de Apoyo y Mejoramiento Dirigido a la Escuela. Además, cada escuela de Título I utilizó su Consejo Consultivo de Padres para revisar la política de participación de los padres y la familia del distrito antes del final del año escolar 2023 - 2024.

Tras la revisión final, la política de participación de los padres y la familia del distrito se incorporó al CLIP, que se presentó al estado. Los padres son bienvenidos a enviar comentarios y retroalimentación con respecto a la política en cualquier momento al coordinador de participación familiar del distrito (FEC) o enviando comentarios por escrito a la escuela de su hijo. Todos los comentarios recibidos antes de mayo de 2023 se consideraron para las revisiones de esta política.

El plan del distrito para distribuir esta política es publicarla en el sitio web del distrito y en los sitios web

de las escuelas, desseminalarla durante las reuniones escolares anuales del Título I en el otoño y enviar un enlace a todos los padres a través del portal de los padres en un formato e idioma que puedan entender.

Fortaleciendo Nuestra Escuela

Este año, la FEC proporcionará asistencia técnica y apoyo a todas las escuelas del Título I para garantizar que se cumplan con los requisitos de participación familiar y que se implementen estrategias y actividades de participación familiar. Las escuelas del Título I recibirán notificaciones y recursos del distrito y de la FEC para ayudarlas a mejorar y fortalecer la participación de la familia. Además de la comunicación frecuente y las visitas escolares, la FEC celebra reuniones trimestrales y capacitaciones con los FEC de sus escuelas de Título I para revisar los planes y actividades de participación familiar. Después, la FECS escolar capacitará a los administradores y al personal para mejorar y fortalecer la participación de la familia en sus respectivas escuelas.



Reserva de Fondos

La ACSS reservará el 1 por ciento de la cantidad total de fondos del Título I que reciba en 2023-2024 para llevar a cabo los requisitos de participación de los padres y la familia enumerados en esta política y como se describe en la ley federal. Además, la ACSS distribuirá al menos el 90 por ciento de la cantidad reservada a nuestras escuelas para apoyar sus programas y actividades de participación familiar a nivel local. El distrito proporcionará orientación y comunicación claras para ayudar a cada escuela a desarrollar un presupuesto adecuado de participación familiar que aborde su evaluación de necesidades y recomendaciones de los padres.

Cada escuela de Título I organiza un foro anual de Mejora Escolar en la primavera para que los padres brinden sugerencias sobre cómo estos fondos de participación familiar podrían usarse en el próximo año a nivel de distrito y escuela. Las tarjetas de comentarios y las actas de estas reuniones son revisadas por el distrito para determinar las áreas de necesidad para el próximo año escolar y considerar cambios en el presupuesto de participación familiar. Si tiene sugerencias, comuníquese con la FEC en la oficina del distrito.

Oportunidades para una consulta significativa con los padres

Los aportes y sugerencias de los padres, los miembros de la familia y los socios de la comunidad son un componente esencial de los planes de mejoramiento del distrito y de la escuela que se desarrollan cada año. Todos los padres de estudiantes elegibles para recibir servicios del Título I están invitados a asistir a dos oportunidades de reunión descritas en esta sección para compartir sus ideas y sugerencias para ayudar al distrito, las escuelas y los estudiantes a alcanzar nuestras metas de rendimiento académico estudiantil.

Reunión de Distrito ~ 30 Mayo 2023

Todos los padres son bienvenidos a escuchar las últimas actualizaciones del Sistema Escolar del Condado de Appling, así como a revisar y proporcionar información sobre la política de participación de padres y familias del distrito y el Plan de Mejoramiento Consolidado de LEA para el año escolar 2023-2024. Los avisos relacionados con esta reunión se enviarán a todos los padres antes de la reunión. El distrito también comunicará información sobre esta reunión en el sitio web del distrito escolar.

Foros de Mejoramiento Escolar ~ Marzo - Mayo 2023

Durante estos meses, cada escuela de Título I brindará oportunidades para que los padres y los miembros de la familia participen en discusiones para revisar el plan escolar, las políticas de participación de los padres y la familia de la escuela, la política de participación de los padres y la familia del distrito, así como proporcionar información sobre el presupuesto de participación familiar y los temas para la capacitación del personal escolar. Cada escuela de Título I notificará a los padres sobre la fecha y hora de estas reuniones a través de varios medios, incluidos, entre otros, el sistema telefónico de la escuela, el Portal para Padres, las invitaciones y las redes

sociales. Los padres también pueden proporcionar información de entrada a través de encuestas escolares. La información sobre el foro de Mejoramiento Escolar también estará disponible en los sitios web de las escuelas.

Los aportes sobre el uso de los fondos del Título I para apoyar los programas de participación familiar también se pueden proporcionar a través de la encuesta anual del distrito. La encuesta contendrá preguntas relacionadas con el presupuesto de participación familiar y la capacitación del personal escolar para que los padres proporcionen sus comentarios.



Creación de capacidad

La ACSS construirá asociaciones entre sus Escuelas de Título I, familias y comunidad con el objetivo de desarrollar apoyo mutuo para el logro estudiantil. Para desarrollar la capacidad de este apoyo, la ACSS implementará una variedad de iniciativas de participación familiar y comunitaria.

De Padres - La ACSS, incluyendo Georgia Baptist Children's Home and Family Ministries proporcionará a las familias información sobre el programa general del Título I y sus requisitos. El distrito trabaja con todas las escuelas de Título I para ayudar a las familias a comprender las expectativas académicas para el aprendizaje y el progreso de los estudiantes. También se proporcionará información específica relacionada con los desafiantes estándares académicos del Estado y evaluaciones locales y estatales, incluidas evaluaciones alternativas. El distrito también ofrece asistencia a los padres para comprender el uso de su sistema de información estudiantil en línea y otros recursos digitales, incluidos los daños de la piratería de derechos de autor, a través de sus especialistas en tecnología. Las notificaciones sobre estas oportunidades se publicarán en el sitio web del distrito y se compartirán a través de los sistemas de mensajería escolar, boletines informativos y publicaciones en las redes sociales.

Además, los sitios web del distrito y de la escuela contienen recursos y materiales como guías para padres, guías de estudio, evaluaciones de práctica y materiales para el aprendizaje en el hogar. Las copias impresas de estos materiales también están disponibles en todas las escuelas del Título I, incluidas las copias en español.

Cada escuela en el distrito tiene un Consejo Consultivo de Padres, compuesto por representantes de padres de la escuela. Los líderes comunitarios y los socios comerciales también están invitados a servir en el consejo. Se fomenta la participación de todas las partes interesadas a través de videoconferencias y opciones de grabación para adaptarse a los diferentes horarios.

El Consejo Consultivo de Padres asesora a las escuelas sobre todos los asuntos relacionados con la participación de la familia. La información relacionada con las necesidades del distrito se comparte con el Coordinador de Participación Familiar del distrito para una revisión o seguimiento adicional.

La ACSS coordinará e integrará los programas de participación familiar del distrito bajo esta parte con estrategias de participación de padres y familias, en la medida de lo posible y apropiado, con otras leyes y programas federales, estatales y locales relevantes, como el programa preescolar local y otros programas preescolares financiados por el gobierno federal y estatal en el distrito. El distrito invitará a profesores y personal de esos programas a asistir a reuniones de planificación centradas en actividades de participación familiar. En la primavera, las escuelas organizarán Días de Transición de Kindergarten, Noches de Transición de Escuela Intermedia y Secundaria, y una Feria de Universidad y Carrera para que los padres puedan recibir información para ayudarlos a prepararse a ellos y a sus hijos para la próxima etapa de la vida.

Personal escolar - La ACSS llevará a cabo cuatro sesiones de capacitación durante el año escolar para que los coordinadores de participación familiar de la escuela aprendan y discutan estrategias

para aumentar la participación familiar, mejorar la comunicación entre la escuela y la familia y construir lazos con los padres y la comunidad. Estas capacitaciones se volverán a entregar a la facultad y al personal de las escuelas del Título I.

Para garantizar que la información relacionada con el distrito, la escuela, los programas para padres y las actividades esté disponible para todos los padres, cada escuela del Título I debe enviar a casa y publicar información en línea para los padres y miembros de la familia en un idioma comprensible y un formato uniforme. Al comienzo del año, el personal de la escuela recibirá capacitación sobre las notificaciones y los recursos para los padres que se enviarán a casa en el idioma preferido de los padres, cuando corresponda, y proporcionará intérpretes en los eventos y reuniones de padres. La información publicada en el sitio web del distrito se traducirá en la medida de lo posible. El distrito también utilizará sistemas de llamadas telefónicas escolares, Portal para Padres, sitios web del distrito y de la escuela, y / o redes sociales para publicar información para los padres.

Evaluación de la participación de los padres y la familia

Cada año, la ACSS llevará a cabo una evaluación del contenido y la efectividad de esta política de participación de los padres y la familia y las actividades de participación familiar para mejorar la calidad académica de las escuelas del Título I a través de una encuesta anual de padres y los Foros de Mejora Escolar.

A partir de enero, ACSS publicará un enlace a la encuesta anual de padres en el Portal de Padres para padres para que los padres proporcionen comentarios valiosos sobre las actividades y programas de participación de los padres y la familia. Este enlace de la encuesta también se publicará en los sitios web del distrito y la escuela para que los padres lo completen. Además de la encuesta anual, cada escuela del Título I también utilizará el Foro de Mejoramiento Escolar para facilitar las discusiones grupales para discutir las necesidades de los padres de niños elegibles para recibir los servicios del Título I para diseñar estrategias para una participación familiar más efectiva.

La ACSS utilizará los hallazgos de los foros escolares y los resultados de la encuesta para diseñar estrategias para mejorar la participación efectiva de la familia, eliminar las posibles barreras a la participación de los padres y revisar sus políticas de participación de los padres y la familia.

Accesibilidad

Al llevar a cabo los requisitos de participación de los padres y la familia establecidos por la Sección 1116 de la ESSA, el Coordinador de Programas Federales del distrito se comunicará y colaborará con la Oficina de Servicios de Apoyo Estudiantil para garantizar oportunidades completas de participación de los padres con dominio limitado del inglés, los padres con discapacidades y los padres de niños migratorios, incluido el suministro de información e informes escolares en un idioma que los padres puedan entender.

Adopción

Esta política de participación de padres y familias en todo el distrito se ha desarrollado conjuntamente y se ha acordado con los padres y familiares de los niños que participan en los programas del Título I, Parte A, como lo demuestra la colaboración de los padres, la escuela y el personal del distrito en la reunión anual del Estado del Distrito.

Esta política fue adoptada por el Sistema Escolar del Condado de Appling el 30 de mayo de 2023 y será efectiva para el año escolar académico 2023-2024. El distrito escolar distribuirá esta política de múltiples maneras a todos los padres de los niños participantes del Título I, Parte A antes o durante la primera semana del semestre de otoño.

Marque sus calendarios

<i>Para padres</i>	<i>Para Escuelas</i>
<i>Encuesta Anual de Padres</i>	<i>Reuniones del Coordinador de Participación Familiar</i>
2 de enero de 2024 – 31 de enero de 2024	agosto 2023 octubre 2023 enero 2024
<i>Reunión de Mejoramiento Escolar</i> mayo 2024	marzo 2024





Appling County High School
Parent and Family Engagement Policy
School Year 2023-24
Revision Date 05.03.2023

In support of strengthening student academic achievement, Appling County High School receives Title 1 Part A funds and, therefore, must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116 of Every Student Succeeds Act (ESSA). This policy establishes ACHS's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Appling County High School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the School's Parent and Family Engagement Policy and the joint development of the Schoolwide Program Plan under Section 1114(b) of Every Student Succeeds Act (ESSA).
- Update the School's Parent and Family Engagement Policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practical, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning*
- (B) Parents are encouraged to be actively involved in their child's education at school*
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child*
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA*

JOINTLY DEVELOPED

Appling County High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as feasibly possible.

- School calendars with school events are placed on the website.
- Title I staff orientation is held early in the year. Administrators and the School Improvement Specialist meet with the School Improvement Team to discuss Title I and Parent and Family Engagement. The Instructional Leadership Team discusses Title I and parent involvement with their departments during professional learning communities (PLCs). During the year, sessions are held which focus on developing an understanding of the value of parent involvement, how ACHS can reach out to parents, and how parents can become partners with the school.
- Each year a team of parents and teachers meet to preview the planned events for the school and to assist in the preparation of the Parent Involvement Plan for the school.

- In conjunction with parents and staff, ACHS writes and distributes a School-Parent Compact annually. The compact describes the partnership between parents, students, and the school. It highlights ways that each partner will promote the standards of learning, as well as some of the responsibilities that each hold as a partner. The compact is distributed each school year to every student to take home.
- A parent survey is distributed annually to receive feedback from parents concerning their child's education, Title I programs, parent activities, and the Career Center. Survey results are distributed to parents and all parent comments are collected and analyzed in order to revise the Parent Involvement Plan.
- ACHS School Council meets three times a year. These date and times are publicized on the school website and Facebook. ACHS School Council meetings are open to the public. School Council members offer advice and support on planning and monitoring school progress.
- Parents of children with special needs are encouraged to participate as equal partners in the development of their child's Individualized Education Plan (IEP).
- Parents of children with unique physical or emotional concerns are encouraged to participate as equal partners in the development of their child's 504 plan.
- School councils, system-level support leaders, and school leadership teams help involve parent representatives in the planning, review, and improvement of programs.
- The ACHS principal has an open-door policy for parent discussion and involvement in the improvement.
- ACHS utilizes community organizations such as the Ministerial Alliance, Family Connections, and other organizations to offer opportunities to volunteer at parent involvement events. These community volunteers provide parents with a variety of community contacts and knowledge of community resources.

ANNUAL TITLE I MEETING

Appling County High School will take the following actions to conduct an Annual Title I Meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program requirements, the parents' rights under Title I, nature of the Title I program, the parents' requirements, the School's Parent and Family Engagement Policy, the schoolwide plan, and the School-Parent Compact.

- Annual meetings will be held before October 30th 2023 to review aspects of Title I.

COMMUNICATIONS

Appling County High School will take the following actions to parents:

- Timely information about the Title I Meetings.
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:
 - ACHS will schedule sessions at various times and days to gain the most participation and to provide the most convenience to parents.
 - Meetings will be advertised in multiple ways: District social media, school website, flyers, newspaper, and Parent Portal.
 - Policies and information regarding Title I programs are available for viewing on the school website and are stored in the school's front office.
 - At the beginning of each school year, an orientation for Spanish-speaking parents is held at the district. Parents receive assistance completing all new registration paperwork for the school year. New school policies are discussed with the parents in Spanish.
 - Methods of communication include, but are not limited to, the following: school website, email, letters, face-to-face, phone, and social media.
 - Parents are encouraged to sign-up for Parent Portal for direct access to their child's grades.
 - Letters are sent home to inform parents of the annual school review of CCRPI.
 - Letters are sent to parents to provide them with information regarding the Professional Qualifications of their child's teacher.

- Open House is held to allow parents and families to visit the school, to talk with the teachers, and to view the student's classrooms.
- Student handbooks are provided to each student/parent and are available online for students and parents to view. The rules and policies of the school are included in the handbook.
- Parent/Teacher conferences are held throughout the year using a flexible time schedule to accommodate parents and school.
- Information is printed in the local newspaper, posted on Facebook, and the school website.
- Student progress reports and report cards are sent to parents.

SCHOOL-PARENT COMPACT

Appling County High School will take the following actions to jointly develop with parents, students and entire school staff a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Hold meetings to jointly develop and revise the School-Parent Compact.
- Refer to the School-Parent Compact during meetings and accept feedback on the compact during those meetings.
- Require all students to return a signed School-Parent Compact acknowledgment form.

RESERVATION OF FUNDS

Appling County High School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- Surveying the parents to gather input on how these parental involvement funds will be used at ACHS.
- Scheduling sessions at different times and days where parents can provide suggestions.

COORDINATION OF SERVICES

Appling County High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children by:

- Career and parent resource center in the Guidance Office and Media Center with information available that will encourage and support parents more fully participating in the education of their children.
- Provide interpretation/translation during ASVAB, SAT, Scholarships, and Financial Aid meetings.
- Coordinate for high school representation during parent meetings held by other Federal Programs.

BUILDING CAPACITY OF PARENTS

Appling County High School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging state academic standards; and
- Aiding parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state academic standards
 - The state and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child
- Individual student assessment results and interpretation of results will be provided to parents.

- A description and explanation of the school curriculum will be addressed at our Title I meeting and at parent conferences.
- Parents will be educated on how to utilize the Parent Portal in Infinite Campus in order to monitor their student's information and progress.

BUILDING CAPACITY OF SCHOOL STAFF

Appling County High School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Having Professional Learning Communities which discuss parent involvement
- Having monthly faculty meetings that will discuss parent involvement
- Providing resources electronically that continually reaffirm how to encourage parent involvement

Appling County High School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Contacting parents through phone and email communications as well as Parent Portal
- Posting announcements on various social media platforms and the school website



Appling County High School
Política de participación de padres y familias
Año Escolar 2023-24
Fecha de revisión 03.05.2023

Para apoyar el fortalecimiento de los logros académicos de los estudiantes, la Escuela Secundaria del Condado de Appling recibe fondos de la Parte A del Título 1 y, por lo tanto, debe desarrollar, acordar y distribuir conjuntamente a los padres y miembros de la familia de los niños participantes una política escrita de participación de los padres y la familia que contiene información requerida por la sección 1116 de la Ley Cada Estudiante Triunfa (ESSA). Esta política establece las expectativas de ACHS para la participación de los padres y la familia y describe cómo la escuela implementará una serie de actividades específicas de participación de los padres y la familia, y se incorpora al plan de la escuela presentado a la agencia educativa local (LEA).

La Escuela Secundaria del Condado de Appling acepta implementar los siguientes requisitos como se describe en la Sección 1116:

- Involucrar a los padres, de manera organizada, continua y oportuna, en la planificación, revisión y mejora de los programas bajo el Título I, Parte A, incluida la planificación, revisión y mejora de la Política de participación de padres y familias de la escuela y el desarrollo conjunto del Plan del Programa de Toda la Escuela bajo la Sección 1114(b) de la Ley Cada Estudiante Triunfa (ESSA).
- Actualice periódicamente la Política de participación de los padres y la familia de la escuela para satisfacer las necesidades cambiantes de los padres y la escuela, distribúyala a los padres de los niños participantes y ponga la política de participación de los padres y la familia a disposición de la comunidad local.
- Proporcionar todas las oportunidades, en la medida de lo posible, para la participación de padres con dominio limitado del inglés, padres con discapacidades y padres de niños inmigrantes, incluido el suministro de información y los informes escolares requeridos por la Sección 1111 de la ESSA en un formato comprensible y uniforme, que incluye formatos alternativos a pedido y, en la medida de lo posible, en un idioma que los padres entiendan.
- Si el plan del programa para toda la escuela según la Sección 1114(b) de la ESSA no es satisfactorio para los padres de los niños participantes, presente los comentarios de los padres sobre el plan cuando la escuela lo ponga a disposición de la agencia educativa local.
- Se regirá por la siguiente definición legal de participación de los padres y la familia y llevará a cabo programas, actividades y procedimientos de acuerdo con esta definición:

Participación de los padres y la familia significa la participación de los padres en una comunicación regular, bidireccional y significativa que involucre el aprendizaje académico de los estudiantes y otras actividades escolares, lo que incluye garantizar:

- (A) Los padres juegan un papel integral en ayudar al aprendizaje de sus hijos*
- (B) Se alienta a los padres a participar activamente en la educación de sus hijos en la escuela*
- (C) Los padres son socios plenos en la educación de sus hijos y están incluidos, según corresponda, en la toma de decisiones y en los comités asesores para ayudar en la educación de sus hijos.*
- (D) Se realizan otras actividades, como las descritas en la Sección 1116 de la ESSA*

DESARROLLADO CONJUNTAMENTE

La Escuela Secundaria del Condado de Appling tomará las siguientes medidas para involucrar a los padres de manera organizada, continua y oportuna en la planificación, revisión y mejora de los programas de Título I, incluidas las oportunidades para reuniones periódicas, si así lo solicitan los padres, para formular sugerencias y para participar, según corresponda, en las decisiones relacionadas con la educación de su hijo y responder a dichas sugerencias tan pronto como sea posible.

- Los calendarios escolares con eventos escolares se colocan en el sitio web.
- La orientación del personal de Título I se lleva a cabo a principios de año. Los administradores y el Especialista en Mejoramiento Escolar se reúnen con el Equipo de Mejoramiento Escolar para hablar sobre el Título I y la participación de los padres y la familia. El Equipo de Liderazgo Educativo analiza el Título

I y la participación de los padres con sus departamentos durante las comunidades de aprendizaje profesional (PLC). Durante el año, se llevan a cabo sesiones que se enfocan en desarrollar una comprensión del valor de la participación de los padres, cómo ACHS puede comunicarse con los padres y cómo los padres pueden convertirse en socios de la escuela.

- Cada año, un equipo de padres y maestros se reúne para obtener una vista previa de los eventos planificados para la escuela y ayudar en la preparación del Plan de participación de los padres para la escuela.
- Junto con los padres y el personal, ACHS escribe y distribuye anualmente un Acuerdo entre la escuela y los padres. El pacto describe la asociación entre los padres, los estudiantes y la escuela. Destaca las formas en que cada socio promoverá los estándares de aprendizaje, así como algunas de las responsabilidades que cada uno tiene como socio. El compacto se distribuye cada año escolar a cada estudiante para que lo lleve a casa.
- Una encuesta para padres se distribuye anualmente para recibir comentarios de los padres sobre la educación de sus hijos, los programas de Título I, las actividades para padres y el Centro de Carreras. Los resultados de la encuesta se distribuyen a los padres y todos los comentarios de los padres se recopilan y analizan para revisar el Plan de participación de los padres.
- El Consejo Escolar de ACHS se reúne tres veces al año. Estas fechas y horas se publican en el sitio web de la escuela, y Facebook. Las reuniones del Consejo Escolar de ACHS están abiertas al público. Los miembros del Consejo Escolar ofrecen asesoramiento y apoyo sobre la planificación y el seguimiento del progreso escolar.
- Se alienta a los padres de niños con necesidades especiales a participar como socios iguales en el desarrollo del Plan de Educación Individualizado (IEP) de su hijo.
- Se anima a los padres de niños con preocupaciones físicas o emocionales únicas a participar como socios iguales en el desarrollo del plan 504 de su hijo.
- Los consejos escolares, los líderes de apoyo a nivel del sistema y los equipos de liderazgo escolar ayudan a involucrar a los representantes de los padres en la planificación, revisión y mejora de los programas.
- El director de ACHS tiene una política de puertas abiertas para la discusión y participación de los padres en la mejora.
- ACHS utiliza organizaciones comunitarias como Ministerial Alliance, Family Connections y otras organizaciones para ofrecer oportunidades de voluntariado en eventos de participación de padres. Estos voluntarios de la comunidad brindan a los padres una variedad de contactos en la comunidad y conocimiento de los recursos de la comunidad.

REUNIÓN ANUAL TÍTULO I

La Escuela Secundaria del Condado de Appling tomará las siguientes medidas para llevar a cabo una Reunión Anual del Título I, en un momento conveniente, y alentará e invitará a todos los padres de los niños participantes a asistir para informarles sobre los requisitos del programa Título I de la escuela, los derechos de los padres bajo el Título I, la naturaleza del programa Título I, los requisitos de los padres, la Política de participación de los padres y la familia de la escuela, el plan escolar y el Acuerdo entre la escuela y los padres.

- Se realizarán reuniones anuales antes del 30 de octubre de ²⁰²³ para revisar aspectos del Título I.

COMUNICACIONES

La escuela secundaria del condado de Appling tomará las siguientes medidas para los padres:

- Información oportuna sobre las Reuniones de Título I.
- Número flexible de reuniones, como reuniones por la mañana o por la tarde, y puede proporcionar fondos del Título I, transporte, cuidado de niños o visitas domiciliarias, ya que dichos servicios se relacionan con la participación de los padres y la familia.
- La información relacionada con la escuela y los programas para padres, las reuniones y otras actividades se envía a los padres de los niños participantes en un formato comprensible y uniforme, incluidos formatos alternativos a pedido y, en la medida de lo posible, en un idioma que los padres puedan entender:
 - ACHS programará sesiones en varios horarios y días para obtener la mayor participación y brindar la mayor comodidad a los padres.
 - Las reuniones se anunciarán de varias maneras: redes sociales del distrito, sitio web de la escuela, volantes, periódico y Portal para padres.

- Las políticas y la información sobre los programas de Título I están disponibles para ver en el sitio web de la escuela y se almacenan en la oficina principal de la escuela.
- Al comienzo de cada año escolar, se lleva a cabo en el distrito una orientación para padres de habla hispana. Los padres reciben asistencia para completar todo el papeleo de registro nuevo para el año escolar. Las nuevas políticas escolares se discuten con los padres en español.
- Los métodos de comunicación incluyen, entre otros, los siguientes: sitio web de la escuela, correo electrónico, cartas, cara a cara, teléfono y redes sociales.
- Se alienta a los padres a registrarse en el Portal de Padres para tener acceso directo a las calificaciones de sus hijos.
- Se envían cartas a casa para informar a los padres sobre la revisión escolar anual de CCRPI. o Se envían cartas a los padres para brindarles información sobre las calificaciones profesionales del maestro de su hijo.
- La jornada de puertas abiertas se lleva a cabo para permitir que los padres y las familias visiten la escuela, hablen con los maestros y vean las aulas de los estudiantes.
- Los manuales de los estudiantes se proporcionan a cada estudiante/padre y están disponibles en línea para que los estudiantes y los padres los vean. Las reglas y políticas de la escuela están incluidas en el manual.
- Las conferencias de padres y maestros se llevan a cabo durante todo el año utilizando un horario flexible para acomodar a los padres y la escuela.
- La información se imprime en el periódico local, se publica en Facebook, y el sitio web de la escuela.
- Los informes de progreso de los estudiantes y las boletas de calificaciones se envían a los padres.

PACTO ESCUELA-PADRES

La Escuela Secundaria del Condado de Appling tomará las siguientes medidas para desarrollar conjuntamente con los padres, los estudiantes y todo el personal de la escuela un pacto entre la escuela y los padres que describa cómo los padres, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por que la escuela y los padres construirán y desarrollarán una asociación para ayudar a los niños a alcanzar los altos estándares del estado.

- Celebrar reuniones para desarrollar y revisar conjuntamente el Pacto Escuela-Padres.
- Consulte el Pacto entre la escuela y los padres durante las reuniones y acepte comentarios sobre el pacto durante esas reuniones.
- Requerir que todos los estudiantes devuelvan un formulario de acuse de recibo firmado del Pacto entre la escuela y los padres.

RESERVA DE FONDOS

La Escuela Secundaria del Condado de Appling tomará las siguientes medidas para involucrar a los padres de los niños atendidos en las escuelas del Título I, Parte A en las decisiones sobre cómo se gasta el 1 por ciento de los fondos del Título I, Parte A reservados para la participación de los padres y la familia:

- Encuestar a los padres para recopilar información sobre cómo se utilizarán estos fondos de participación de los padres en ACHS .
- Programar sesiones en diferentes horarios y días donde los padres puedan brindar sugerencias.

COORDINACIÓN DE SERVICIOS

La Escuela Secundaria del Condado de Appling, en la medida de lo posible y apropiado, coordinará e integrará programas y actividades de participación de padres y familias con otros programas federales, estatales y locales, y llevará a cabo otras actividades que animen y apoyen a los padres a participar más plenamente en la educación de sus hijos por:

- Centro de recursos para padres y carreras en la Oficina de Orientación y el Centro de Medios con información disponible que alentará y apoyará a los padres para que participen más plenamente en la educación de sus hijos.
- Proporcionar interpretación/traducción durante las reuniones de ASVAB, SAT, Becas y Ayuda Financiera.

- Coordinar la representación de la escuela secundaria durante las reuniones de padres realizadas por otros programas federales.

DESARROLLO DE LA CAPACIDAD DE LOS PADRES

La Escuela Secundaria del Condado de Appling desarrollará la capacidad de los padres para una sólida participación de los padres y la familia para garantizar la participación efectiva de los padres y apoyar una asociación entre la escuela y la comunidad para mejorar el rendimiento académico de los estudiantes a través de lo siguiente:

- Proporcionar a los padres una descripción y explicación del plan de estudios en uso en la escuela, las formas de evaluación académica utilizadas para medir el progreso del estudiante y los niveles de logro de los exigentes estándares académicos estatales; y
- Ayudar a los padres de los niños participantes, según corresponda, a comprender temas como los siguientes:
 - Los exigentes estándares académicos estatales
 - Las evaluaciones académicas estatales y locales, incluidas las evaluaciones alternativas.
 - Los requisitos del Título I, Parte A
 - Cómo monitorear el progreso de su hijo
 - Cómo trabajar con los educadores para mejorar el rendimiento de sus hijos
- Los resultados de las evaluaciones individuales de los estudiantes y la interpretación de los resultados se proporcionarán a los padres.
- Se abordará una descripción y explicación del currículo escolar en nuestra reunión de Título I y en las conferencias de padres.
- Se educará a los padres sobre cómo utilizar el Portal de Padres en Infinite Campus para monitorear la información y el progreso de sus estudiantes.

DESARROLLO DE LA CAPACIDAD DEL PERSONAL ESCOLAR

La Escuela Secundaria del Condado de Appling brindará capacitación para educar a los maestros, personal de apoyo educativo especializado, directores y otros líderes escolares y otro personal, con la ayuda de los padres, en el valor y la utilidad de las contribuciones de los padres y en cómo comunicarse trabajar con los padres como socios iguales, implementar y coordinar programas para padres y construir lazos entre los padres y la escuela al:

- Tener comunidades de aprendizaje profesional que discutan la participación de los padres
- Tener reuniones mensuales de la facultad que discutirán la participación de los padres.
- Proporcionar recursos electrónicamente que reafirman continuamente cómo fomentar la participación de los padres.

La Escuela Secundaria del Condado de Appling proporcionará otro apoyo razonable para las actividades de participación de los padres y la familia en virtud de la Sección 1116, según lo soliciten los padres:

- Ponerse en contacto con los padres a través de comunicaciones telefónicas y por correo electrónico, así como a través del Portal para padres
- Publicar anuncios en varias plataformas de redes sociales y en el sitio web de la escuela.

What is a School-Parent Compact?

It is a written commitment describing how all members of a school community—parents, teachers, principals, and students—agree to share responsibility for student learning. This compact helps bridge the learning connection between school and home.

Did You Know?

- *Parents, students, teachers and faculty members work together to develop our school-parent compact. Each school year, two meetings are held for parents, teachers, and students to compare the compact with school data to review our progress and assess our goals.*
- *This compact is uniquely developed to meet the needs and goals of our school and students.*



Activities to Build Partnerships

Parent-Teacher Conference Opportunities:

- Rising Freshmen Family Meeting
- Ninth Grade Orientation
- Open House
- Annual Title I Meeting
- Title I Stakeholders Meeting
- Title I Planning Meeting
- Review and Input of Title I documents

Workshops for Parents:

- Successful Transition to high school
- Ways to increase learning at home and school
- Planning for Graduation
- Preparation for applying to college
- Preparation for college financial assistance
- Dual Enrollment

Communication about Student Learning

Progress reports will be sent home every four and a half weeks. Reports cards will be sent home at the end of the semester.

Parents are encouraged to regularly check their student's grade and attendance on Parent Portal.

Parents are able to communicate to their student's teachers through email or phone communication.

Parents are encouraged to attend each of the many support opportunities at ACHS as applicable to their students.



Appling County High School

2023-2024 School-Parent Compact

*Appling County High School
482 Blackshear Hwy
Baxley, Georgia 31513
(912) 367-8610
www.appling.k12.ga.us*

Revised May 3, 2023

District Goal

During the 2023-2024 school year, Appling County Schools shall increase Content Mastery scores by 3% of the gap between the baseline year and 100.

School Goal

By June 2024, students will show measurable progress in Mathematics, ELA, Science and Social Studies as evidenced by a 3% growth in the developing, proficient, and distinguished learner categories as measured by the Georgia Milestone Assessment; By June 2024, the number of students passing End of Pathway Assessments will increase.

As a school, we will...

- Provide 30 minutes of designated sustained reading time each week for students in ELA classes. All reading material will be print/non-digital and student's choice.
- Distribute a list of vocabulary terms every nine weeks for parents and students to master at home.
- Share on our school website teacher recommended educational websites for extra practice.

As a parent, I will...

- Ensure that my child has the opportunity for sustained reading time for at least 30 minutes each week beyond school time. This reading time will not include social media. Print reading material is preferable.
- Ensure that my child masters the list of vocabulary terms by the end of each nine weeks.
- Ensure that my child will spend time each week practicing on the recommended websites.

As a student, I will...

- Read for at least 30 minutes each week outside of school. This reading time will not include social media. Print reading material is preferable.
- Work with my parent to master the list of vocabulary terms by the end of each nine weeks.
- Utilize the recommended websites for extra practice.

¿Pacto escuela-padres?

Es un compromiso escrito que describe cómo todos los miembros de una comunidad escolar (padres, maestros, directores y estudiantes) acuerdan compartir la responsabilidad del aprendizaje de los estudiantes. Este pacto ayuda a unir la conexión de aprendizaje entre la escuela y el hogar.

¿Sabías?

- Los padres, estudiantes, maestros y miembros de la facultad trabajan juntos para desarrollar nuestro pacto escuela-padres. Cada año escolar, se llevan a cabo dos reuniones para padres, maestros y estudiantes para comparar el pacto con los datos de la escuela para revisar nuestro progreso y evaluar nuestras metas.

- Este compacto está desarrollado exclusivamente para satisfacer las necesidades y metas de nuestra escuela y estudiantes.



Actividades para construir alianzas

Oportunidades de conferencias de padres y maestros:

- Reunión familiar de estudiantes de primer año en ascenso
- Orientación de noveno grado
- Casa abierta
- Reunión Anual de Título I
- Reunión de partes interesadas del Título I
- Reunión de planificación del Título I
- Revisión y entrada de documentos de Título I

Talleres para Padres:

- Transición exitosa a la escuela secundaria
- Formas de aumentar el aprendizaje en el hogar y la escuela
- Planificación para la graduación
- Preparación para aplicar a la universidad
- Preparación para la asistencia financiera universitaria
- Inscripción doble

Comunicación sobre el aprendizaje de los estudiantes

Los informes de progreso se enviarán a casa cada cuatro semanas y media. Las boletas de calificaciones se enviarán a casa al final del semestre.

Se alienta a los padres a verificar regularmente la calificación y la asistencia de sus hijos en el Portal de Padres

Los padres pueden comunicarse con los maestros de sus hijos a través de correo electrónico o comunicación telefónica.

Se alienta a los padres a asistir a cada una de las muchas oportunidades de apoyo en ACHS según corresponda a sus estudiantes.



Appling County High School

2023-2024 Escuela-Padre Compacto

Appling County High School
482 Blackshear Hwy
Baxley, Georgia 31513
(912) 367-8610
www.appling.k12.ga.us

Revisado el 18 de abril de 2023

Meta del distrito

Durante el año escolar 2023-2024, las escuelas del condado de Appling aumentarán los puntajes de Dominio del contenido en un 3 % de la brecha entre el año de referencia y 100.

Meta de la escuela

Para junio de 2024, los estudiantes mostrarán un progreso medible en Matemáticas, ELA, Ciencias y Estudios Sociales, como lo demuestra un crecimiento del 3 % en las categorías de estudiantes en desarrollo, competentes y distinguidos, según lo medido por la Evaluación Milestone de Georgia; Para junio de 2024, aumentará la cantidad de estudiantes que aprueben las evaluaciones de fin de ruta.

Como escuela, vamos a...

- Proporcionar 30 minutos de tiempo de lectura sostenida designado cada semana para los estudiantes en las clases de ELA. Todo el material de lectura será impreso/no digital y será elegido por el estudiante.
- Distribuya una lista de términos de vocabulario cada nueve semanas para que los padres y los estudiantes los dominen en casa.
- Comparta en el sitio web de nuestra escuela los sitios web educativos recomendados por los maestros para practicar más.

Como madre, lo haré ...

- Asegurar que mi hijo tenga la oportunidad de tiempo de lectura sostenido por lo menos 30 minutos cada semana más allá del horario escolar. Este tiempo de lectura no incluirá redes sociales. Es preferible material de lectura impreso.
- Asegurarme de que mi hijo domine la lista de términos de vocabulario al final de cada nueve semanas.
- Asegurarme de que mi hijo pase tiempo cada semana practicando en los sitios web recomendados.

Como estudiante, voy a...

- Leer por lo menos 30 minutos cada semana fuera de la escuela. Este tiempo de lectura no incluirá redes sociales. Es preferible material de lectura impreso.
- Trabajar con mis padres para dominar la lista de términos de vocabulario al final de cada nueve semanas.
- Utilice los sitios web recomendados para practicar más.

**Appling County School System
Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address: Pam Thomas (Acting System 504 Coordinator) 249 Blackshear Hwy, Baxley, GA 31513. pam.thomas@appling.k12.ga.us 912-367-8600

School 504 Coordinator	Address	Phone Number	Email
Altamaha Elementary Simikia Wright	344 Altamaha School Rd. Baxley, GA 31513	912-367-3713 Ext. 244	simikia.wright@appling.k12.ga.us
Appling Elementary Complex Carmen Spell	680 Blackshear Hwy. Baxley, GA 31513	912-367-8649 Ext. 777	carmen.spell@appling.k12.ga.us
Appling County High Amanda Towns or Shelly Roppe	482 Blackshear Hwy. Baxley, GA 31513	912-367-8610 Ext. 421	amanda.towns@appling.k12.ga.us shelly.roppe@appling.k12.ga.us
Appling County Middle Erin Thomas	2997 Blackshear Hwy. Baxley, GA 31513	912-367-8630 Ext. 530	erin.thomas@appling.k12.ga.us
Fourth District Elementary Kristy Garner	13396 Blackshear Hwy. Surrency, GA 31563	912-367-3250 Ext. 321	kristy.garner@appling.k12.ga.us

Updated FY 22

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

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

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

Appling County School System Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The school system's Section 504 Coordinator's contact information is:

Dr. Kandiss Taylor kandiss.taylor@appling.k12.ga.us 912-367-8600

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing.

If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official. This official will not be an employee of the District and will have knowledge of Section 504 of the Rehabilitation Act of 1973
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment

operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.

Title IX and Other Federal Programs and Acts

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

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Students and the general public are hereby notified that the Appling County Board of Education does not discriminate in any educational programs, activities or in employment policies.

In order to comply with Title IX, the Appling County Board of Education has appointed the Human Resources Director to coordinate its Title IX Program. The HR Director will be available in reference to any grievance, questions or complaints dealing specifically with Title IX that are received from all schools' Title IX Contact Person. Normal channels of communications, from student to teacher to administrator to Board of Education are to be completed before the student grievance procedure is utilized. This policy is located in the Appling County Board of Education Office and BOE website. Board Policy JAA.

The following individuals have been designated as the employees responsible for coordinating the board of education's efforts to implement this nondiscriminatory policy at the district and school levels:

Appling County Board of Education, 249 Blackshear Hwy., Baxley, GA 31513:

The Education Amendment of 1972, Title IX and The Civil Rights Act of 1964, Title VI:

Christina Robitzsch, Human Resources Director, (912) 705-8120

The Rehabilitation Act of 1973, Section 504:

Dr. Kandiss Taylor, 504 Coordinator, (912) 705-8155

The American with Disabilities Education Act of 1990, Title II:

Mrs. Pam Thomas, Special Education Director, (912) 705-8162

Federal Programs:

Dr. Norma Nunez-Cortes, Director of Federal Programs, (912) 705-8111

Appling County High School, 482 Blackshear Hwy., Baxley, GA 31513:

Mr. Jordan Mullis, Athletic Director, (912) 705-8453

Sexual Harassment

No ACHS student, employee, or visitor, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or nonverbal. Sexual harassment is a violation of Appling County Board of Education policy (GAF/JP, 12-9-93). This policy protects students from sexual harassment by other students, teachers, administrators, other school personnel, visitors, or independent contractors. It also protects teachers and other school staff and employees from harassment by students, other school employees, or visitors to campus.

Examples of sexual harassment include verbal harassment or abuse, including jokes, name-calling and sexual rumors; repeated remarks to a person, with sexual or demeaning implications; unwelcome rubbing, touching in a provocative way, or pulling clothes; pictures, illustrations, or drawings with explicit sexual acts, suggestions, or other meanings; pressure for and/or soliciting sexual activity accompanied by implied or explicit threats concerning grades, job, evaluation, assigned duties, etc.

Instances of sexual harassment should be reported immediately to teachers, administrators, or other appropriate school officials. If a student is being subjected to sexual harassment by an adult, or school employee, or official, such instances should be reported to the principal or the superintendent. Sexual misconduct is subject to discipline as outlined in the ACHS Code of Discipline and/or Appling County Board of Education policy. All acts of sexual misconduct will be reported to the Student Services Coordinator for review and referral to the Department of Family and Children Services (DFACS).

Because of the serious nature of sexual harassment, any person who intentionally or knowingly makes false allegations of sexual harassment is subject to severe disciplinary penalties.

Appling County School System
Board Policy IFBG: Internet Acceptable Use

1. **Acceptable Use** - The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the Appling County School System.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Students will have access privileges only at school under the supervision of a teacher. The system administrators will deem what is inappropriate use and their decision is final. There is no appeal process. The system administrators may deny access at any time, as required. An administrator, faculty member or staff member of the Appling County System may request denial, revocation, or suspension of a specific user.
3. **Guidelines for Use** - The following guidelines shall be observed when using the Internet service through the school: These guidelines apply to all faculty, staff, and students.
 - Users shall be polite, courteous and respectful during all sessions on the internet, including use of e-mail. Users must use appropriate language. Cyber bullying will not be tolerated.
 - Profanity, obscenity, vulgarity or other illegal activity is strictly prohibited. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, inappropriate adult sites, or material protected by trade use.
 - Electronic mail (e-mail) and telecommunications are not to be utilized to share unauthorized confidential information about students and other employees.
 - Electronic Mail is NOT private, and inappropriate or illegal messages will be reported to the authorities.
 - The unauthorized disclosure, use, and dissemination of personal information such as mailing address, phone number, or social security number, etc. are prohibited.
 - Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.
 - Attempts to obtain access to restricted sites, servers, files, and databases are prohibited.
 - Use of the network which causes disruption to others is prohibited.
 - All communications and information accessible via the Internet should be assumed to be subject to copyright law. When accessing school information off-campus, all guidelines contained within the Acceptable Use Policy still apply.
4. **Warranties** - The Appling County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.
5. **Accountability** - All users are fully responsible for their own actions, including legal, financial, or otherwise. Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held accountable for what the student may access through the Internet beyond instructional directives. All users must also abide by the terms and conditions in the Appling County Acceptable Use Policy. Any violation of this policy may be unethical, a breach in the Code of Ethics for Educators, and may constitute a criminal offense.
6. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the school network or Internet, you are required to notify the principal or system administrator. Do not demonstrate the problem to other users. Never use another individual's account. Attempts to log on to the school network or Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified as a security risk or having a history or problems with other computer systems may be denied access to the school network or Internet.
7. **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, on the internet, or on other networks that are connected to any other network. This includes, but is not limited to, to uploading or creation of computer viruses. Vandalism will result in immediate disciplinary action.
8. **Enforcement** - Violating any of the guidelines may result in access privileges being revoked, disciplinary action being taken and/or appropriate legal action being initiated.
9. **Permission for Use** – The school system shall have in operation procedures or guidelines concerning online activities of students, developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying. Any computer that provides access to the Internet will have filtering software installed to block or filter access to content that is obscene, pornographic, or harmful to minors on internet- connected computers used by minors.
 - Users will be required to obtain permission from a teacher before using the Internet.
 - All student users and their parents/guardians will be required to review the Appling County Acceptable Use Policy and school handbook prior to use.
 - Those that do not agree with the procedures and/or guidelines and choose not to allow their child to use technology in the Appling County School System must submit a signed letter of non-agreement to the school media specialist.



Applying County High School



Dr. Ben Horner
Principal
Mrs. Rustin Parker
Assistant Principal, Student Support

Dr. Ryan Flowers
Assistant Principal, CTAE
Ms. Wendy Powell
Assistant Principal, Instruction

Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

July 1, 2023
Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the school name 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:

1. Whether the student's teacher—
 - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - o is teaching in the field of discipline of the certification of the teacher.
2. 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 Principal or Designee at (912 367-8610), ben.horner@appling.k12.ga.us.

Sincerely,

Ben Horner

Ben Horner, Ed. D.
Principal, Applying County High School

482 BLACKSHEAR HIGHWAY, BAXLEY, GEORGIA 31513
Office (912) 367-8610 FAX (912) 366-9877
www.appling.k12.ga.us/achs



Applying County High School



Dr. Ben Horner
Principal
Mrs. Rustin Parker
Assistant Principal, Student Support

Dr. Ryan Flowers
Assistant Principal, CTAE
Ms. Wendy Powell
Assistant Principal, Instruction

Notificación de Derecho a la Información

Derecho a conocer las Calificaciones Profesionales de los Maestros y Paraprofesionales

Applying County High School

1 de julio 2022

Estimados Padre de Familia o Tutor Legal:

Conforme a los requisitos de la Ley Para que Todos los Alumnos Tengan Éxito, la Applying County High School le gustaría comunicarle que puede solicitar información sobre las Calificaciones Profesionales del (de los) maestro(s) y/o Paraprofessional(es) de su hijo/a. Puede solicitarse la siguiente información:

1. Si el Maestro del Alumno:
 - o ha cumplido con la calificación y los requisitos para la Licencia del Estado para

los niveles del grado y las asignaturas en las que el Maestro enseña;

- o está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
- o está enseñando en el campo de la disciplina de la certificación del Maestro.

2. Si son Paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del Maestro y/o Paraprofessional de su hijo/a, comuníquese con Dr. Ben Horner al ben.horner@appling.k12.ga.us.

Atentamente,

Ben Horner

Ben Horner, Ed.D.
Principal, Applying County High School

482 BLACKSHEAR HIGHWAY, BAXLEY, GEORGIA 31513 Office (912) 367-8610 FAX (912) 366-9877
www.appling.k12.ga.us/achs

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Appling County School Nutrition Program

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Appling County School System. Appling County School Nutrition meals adhere to the USDA dietary guidelines and requirements.

Monthly menus are available on the Appling County School District website (www.appling.k12.ga.us) and can be accessed under the Department Tab by selecting School Nutrition.

We are pleased to inform you that Appling County School System will continue to operate under the National School Lunch and School Breakfast Programs and participate in Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Appling County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Students will be required to pay for extra items and second meals. Meal accounts will be used by students who wish to purchase extra items in the cafeteria. Students can put money in their accounts by giving it to a cashier or by visiting www.k12paymentcenter.com. Adult/visitor meal prices are \$2.90 for breakfast and \$3.75 for lunch.

The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no fast food is to be delivered to a student and consumed in the cafeteria during serving times. The school cafeteria is maintained as a vital part of the health program of the school. If we can be of any further assistance, please contact the Appling County School Nutrition Program at (912) 367-8600.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2. fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

SCHOOL NURSE

A nurse is available in the school clinic to assist students who become ill or injured at school. A pass to the Nurse's office should be obtained from the classroom teacher. It is imperative that a clinic record (yellow) form, with emergency telephone numbers and parental permission for treatment, is on file for each student. These forms will be sent home with the students the first few days of school and need to be returned as soon as possible. Students may discuss their health concerns with the nurse. Medication taken in school must be kept in the nurse's office. A medication authorization form must be signed by the parent/guardian. These forms may be obtained from the school nurse. **Medications must be delivered to and from school by the parent/guardian.** Students who need to call home due to illness must report to the nurse and she will assist them in making this call.

ALL Diabetic students are REQUIRED, by law, to provide the nurse with a current Diabetes Medical Management Plan (DMMP), signed by the Physician, upon entry into school.

ALL students diagnosed with a Seizure Disorder are REQUIRED, by law, to provide the nurse with a current Seizure Action Plan, signed by the Physician, upon entry to school.

MEDICINES

A school nurse or school designee may administer medication provided all of the following requirements are met:

- All medicine shall be in a properly LABELED, original container (Prescription medicine must be in Rx bottle from Pharmacy);
- Written instructions from a Doctor, Nurse Practitioner, or a Physician's Assistant who is authorized to prescribe medicine as how to administer, amount, time, etc., must be shown;
- A written request by the parent or guardian must be made to the school nurse or school designee to administer the medication (Medication Authorization Form);
- The school nurse or school designee shall keep a written report of medication administered; and
- The school nurse or school designee may administer non-prescription medication requested in writing by the parent or guardian

School personnel shall not provide students with any medication whatsoever, except as authorized by this procedure.

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 (EpiPen) for allergic reactions and glucagon for diabetes, as well as other diabetic supplies. 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, the 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 school designee 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.

Nurses or other school employees are authorized to administer an EpiPen, 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. Any school employee who in good faith administers or chooses not to administer an EpiPen to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer Naloxone, if available, to a student who is having an actual or perceived opioid overdose, regardless of whether the student has a prescription for Naloxone. Any school employee who in good faith administers or chooses not to administer Naloxone to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer an Albuterol Nebulizer/Inhaler, if available, to a student who is having an actual or perceived respiratory emergency, regardless of whether the student has a prescription for Albuterol. Any school employee who in good faith administers or chooses not to administer an Albuterol to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer Glucagon, Baqsimi, or GVOKE Pen, if available, to a student who is having a Hypoglycemic emergency, regardless of whether the student has a prescription for the above listed meds. Any school employee who in good faith administers or chooses not to administer Glucagon, Baqsimi, or GVOKE Pen, to a student in such circumstances shall be immune from civil liability.

GUIDANCE

Guidance Office

Guidance and counseling services are available to every student at Appling County High School. Services include assistance with educational planning such as college applications; scholarships and financial aid information; interpretation of test scores; academic counseling; occupational and career information; and help with home, school, or social concerns. Students seeking guidance should obtain permission from his/her teacher to schedule an appointment in the guidance office. Students who are experiencing a crisis will be seen without an appointment. Confidentiality is practiced in the guidance office.

Helplines

HELPLINE 1-800-338-6745

The Governor of Georgia has a toll-free helpline designed to meet the needs of persons who are experiencing difficulty in their lives because of substance abuse, or other related problems, which may require assistance. Manned twenty-four hours a day, seven days a week, trained counselors are available to provide support and referral information. If you have a drug or alcohol problem, or you or someone you may know may need to talk, please call this toll-free number.

1-877-SAY-STOP (1-877-729-7867)

This is a toll-free hotline located at the Georgia Department of Education intended to make schools safer. Students are encouraged to report anyone who has brought or has threatened to bring a weapon to school. Callers will not be asked to reveal their identities.

1-800-715-4225

For immediate access to routine or crisis services, please call the Georgia Crisis and Access Line (GCAL). GCAL is available 24 hours a day, 7 days a week, and 365 days a year to help you or someone you care for in a crisis. Additionally, you can access GCAL services via text and chat through an app called My GCAL.

Admissions

Effective April 15, 1996, Appling County Board of Education policy requires students to be residents of Appling County in order to be enrolled. Nonresident students who enrolled prior to this date will not be subject to this requirement; however, nonresident students who withdraw will not be allowed to reenter.

All students requesting first time admission to Appling County High School shall be admitted only upon being enrolled by (1) a parent of the student; (2) an adult who may be caring for the child under court order or has been awarded legal custody of the student by any court in this state or in any other state; or (3) an adult with whom the student actually resides and who is exercising parental control over the student pursuant to the consent of the parents of the student or the abandonment of the student by the parents. In the event, schools must have a notarized Power of Attorney "that substantially complies" with the form included in the Official Code of Georgia 19-9-151. Kinship Caregiver Affidavit should be completed by the adult with whom the student is residing. This form shall be completed for students living in the Appling County School District who do not live in the home of their parents or guardians. (Refer to Appling County School System's website, Student Services Department to find Power of Attorney form to be notarized.)

The principal shall require from any adult who is not the parent of the student proof of legal custody or a certificate setting forth the circumstances whereby the adult is exercising parental control. The principal shall make reasonable inquiry to determine the truth of the facts set forth in the certificate. Upon furnishing the required proof or certificate and appropriate verification of the facts set forth therein, the adult, parent or legal guardian enrolling the student shall be deemed the legal authority of the student for all school purposes. However, a parent, legal guardian, or an adult acting in the place of the parent may not enroll a student, if the purpose of the student residing with such adult is to avoid tuition as a nonresident or to avoid a suspension or expulsion imposed by our school or another school district.

A birth certificate, acceptable transfer papers, immunization certificate, and any other additional documents as required by statute or School Board policy shall be required of each student prior to formal school admission. Out of state

students who produce transfer papers without a certificate of immunization will have 30 school days to produce this certificate, and if at the end of this 30-day period such papers have not been produced, the student will be dropped from school until this requirement has been met.

A transferring student applying for admission to ACHS must provide a certified copy of his/her disciplinary record from the school previously attended. In lieu of complying with this condition, a transferring student may be admitted on a conditional basis if he/she and his/her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administrators. The student or his/her parent/guardian shall also disclose on the same document as the release disclosure whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed. The student or parent/guardian shall also disclose whether the student is presently serving a suspension or expulsion from another school, the reason for the discipline, and the terms of the discipline.

Students with identifiable handicaps will be formally admitted only upon the recommendation of an officially held Special Education Meeting. Services will be provided and class assignments will be made as directed by this committee. The principal may make temporary assignments until a Special Education Committee meeting can be held.

Students who have not attained the age of 20 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Students who have not dropped out of school for one quarter or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Special education students are eligible for enrollment in appropriate programs through the age of 21 unless they have received a high school diploma, special education diploma or the equivalent, provided they were enrolled during the preceding school year and had an approved IEP which indicated that a successive year of enrollment was needed.

Any student who voluntarily withdraws or is administratively withdrawn from school will be allowed to reenter the following semester under these guidelines: (A) The age limit has not been surpassed for school attendance; (B) The parents or guardians along with the reentering student and the school administrator must sign a contract which stipulates conduct, attendance requirements, and penalties for future withdrawals; (C) The student must reside in Appling County.

Certificate of Enrollment/ADAP Certificate

Any driver's license applicant younger than 18 years of age must be enrolled in and not under expulsion from public or private school. Students may sign up using the QR code posted on the school website and in the guidance office for a Certificate of Enrollment and/or Alcohol and Drug Awareness Program (ADAP) certificate. Please allow 24 hours for completed certificates. The student or parent/guardian may pick up certificates in the guidance office. Certificates of Enrollment and/or ADAP certificates will not be mailed or faxed. Certificates are good for 30 days. Students are provided one Certificate of Enrollment/ADAP certificate per academic year at no charge. Additional certificates are \$5.00 each.

Child Find

The Appling County School System is committed and obligated to identify, locate, and evaluate all children, birth thru twenty-one, suspected of having disabilities and in need of special education services. These services are eligible to all children including Migrant, Homeless, and incarcerated children. If you suspect a child may have a disability and need services, please contact your school counselor or the Special Education Director.

College Visitation

The Appling County Board of Education will allow seniors two (2) absences per semester and juniors one (1) absence per semester resulting from students visiting prospective colleges if the student receives prior administrative approval. Students are required to submit signed documentation from the college visit to administration. To be excused for a college visit, the student may not have more than five (5) absences in the current semester. Students may pick up a college visitation form in the front office.

Dual Enrollment

The purpose of the Dual Enrollment program is to promote and increase access to postsecondary educational opportunities for Georgia high school students, to increase high school graduation rates, to prepare a skilled workforce, and to decrease time and cost to postsecondary credential completion. Georgia's Dual Enrollment Program provides funding for students who are dually enrolled in a participating public high school and postsecondary institution in Georgia. Students take postsecondary coursework for credit towards both high school graduation requirements and postsecondary certificate, diploma, or associate degree requirements. Students may enroll on a part-time or full-time basis as a Dual Enrollment student and take college courses at their high school or a postsecondary campus or online. Students will receive high school and college credit simultaneously when attending and passing eligible dual enrollment college classes. House Bill 444 allows funding for 30 semester hours or 45 quarter hours of attempted college credit.

10th grade students are eligible to enroll in any approved Career, Technical, and Agricultural Education (CTAE) courses listed on the course directory at a participating TCSG institution. 10th grade students with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the course directory at a TCSG, USG, or private eligible participating postsecondary institution.

11th & 12th grade students are eligible to enroll in any approved dual enrollment courses listed on the course directory at an eligible participating postsecondary institution (USG, TCSG, or private) providing they meet admissions requirements.

Core and CTAE courses are eligible for dual enrollment funding. Fine Arts and Physical Education courses are not eligible for dual enrollment funding.

ACHS requires a 3.0 cumulative GPA to enroll in academic coursework.

College grades that are submitted as letter grades rather than numeric grades will be converted according to Appling County Grading Policy IHA.

To enroll in Dual Enrollment courses:

Contact ACHS Dual Enrollment Coordinator in the Guidance Office (Mrs. Amanda Towns)

Eligible students must apply and be accepted at a participating eligible postsecondary institution (USG, TCSG, or private institutions)

Eligible students and parents must sign a participation agreement

Eligible students must complete a dual enrollment funding application each year through www.GAfutures.org

Dual enrollment funding is available for a maximum of 15 hours per semester. Eligible students are subject to the 30-hour funding cap including tuition, mandatory fees, and books. Additional course specific costs may not be covered. Dual enrollment courses do not count against any maximum hourly caps for the HOPE scholarship or grants.

Dropping a course or not following program rules and regulations may result in students losing credit, receiving a failing grade and/or being removed from the dual enrollment program which affects their high school graduation requirements and GPA. Any student who drops a class and does not replace the class with a corresponding high school level course will receive a grade of 55 for the course even though the college posts a W or WF. Additionally, courses dropped during the summer term after the drop/add date will be recorded as a 55 on the transcript. Withdrawal from two (2) courses will make a student ineligible to continue receiving dual enrollment funding. Students will not receive dual enrollment funding for a repeated course.

Accelerated Career Diploma

Students that wish to be considered for this dual enrollment option will need to meet with their guidance counselor and Administrator to formulate a plan that will best suit each individual student. This path toward graduation is new and there will be unique circumstances that may be used to determine eligibility for this path through either SPCCA or CPTC. Students must have and maintain a 2.0 GPA, minimal absences, and minimal discipline referrals.

- The Principal, or designee, will make the final decision on this placement.

Georgia Special Needs Scholarship

Under a state law (Senate Bill 10) passed in 2007, parents of students with disabilities have options to exercise public and private school choice. If a parent chooses another public system (and the system accepts), the parent is responsible for transportation. In addition, parents may request a transfer to a private school and may be entitled to funding to offset tuition costs. To find out more about school choice, please contact your System Special Education Director or go to the Georgia Department of Education website.

Governor's Honors Program

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders. Sophomores and Juniors are eligible to apply to be nominees in various categories for ACHS. If selected as nominees, students will then apply to be selected to this elite program at the state level.

Hospital Homebound

A student with a medically diagnosed physical condition that is non-communicable and restricts him/her to home or to a hospital for a period of time, which will significantly interfere with the student's education (a minimum of 5 school days), will be eligible for services of an itinerant hospital-homebound instructor. Pregnant students are NOT eligible for hospital-homebound services in cases of normal pregnancy. The guidance office should be contacted to apply for this program. Students are not eligible to participate in school or extracurricular activities while on hospital-homebound instruction.

Notice of Directory Information

The Appling County School System, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Appling County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the school system to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs, school's website, and sports activity sheets, such as for wrestling, showing weight and height for team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Schools must provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without their prior written consent.

If you do not want the Appling County School System to disclose directory information from your child's education records without your prior written consent, you must notify your child's Principal in writing within ten (10) school days of receipt of this notification. The following information has been designated as directory information: student's name, address, telephone listing, photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Scholarships

All scholarship information received by the school is publicized in the designated area of the guidance office. Additionally, most colleges offer scholarships that are available on their websites.

Student Educational Records

As a parent, you have the right to (1) inspect and review your child's records; (2) request the amendment of your child's records which you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) provide consent to disclosures of personally identifiable information contained in the records except those disclosures which are allowed by law without parent permission; (4) file with the U.S. Department of Education a complaint concerning alleged failures of the school or system to comply with these requirements. School officials defined as certificated employees of the school system may have access to records on a need to know basis. If you wish to review, inspect, or request an amendment of your child's educational records you should contact your child's principal. When a student reaches 18 years of age or is attending an institution of postsecondary education, these parent rights transfer to the student.

Transcripts

Current high school students can request transcripts sent to prospective colleges at no charge. Any transcripts requested after a student's graduation date may be purchased for \$2.00 each.

Transfers and Withdrawals

A student transferring or withdrawing from Appling County High School must notify the guidance office immediately. All students wishing to transfer/withdraw must clear all responsibilities with classroom teachers, administrators, media center, cafeteria, clubs, and other school organizations.

In compliance with Georgia House Bill 180, Appling County High School will send all academic and disciplinary records of students who transfer to other schools or districts.

GRADES

Progress reports will be issued at 4 ½, 9, and 13 weeks. A report card will be issued at 18 weeks. Student grades will continue to average until week 18 for a semester average. The final average is the semester average and a semester exam. The semester exam is worth 20% of the final average. Teachers will update students' grades in Infinite Campus throughout the semester.

Appling County School Grading Policy IHA

A = 90-100

B = 80-89

C = 70-79

F = below 70 (failing)

Exam Exemption

Exam exemption is an opportunity to reward students for academic achievement, good attendance, and good behavior. Students may be exempt from semester finals provided the following requirements have been met:

1. The student has not missed more than 4 days from any class (excused and/or unexcused). School sponsored functions are not included.
2. The student has an average of 85 or higher for the semester in each class.
3. The student has not been suspended (ISS or OSS).

Students meeting the above criteria will be exempt from all NON-End of Course (EOC) exams. Students not meeting all requirements will be required to attend school and take all exams. The student MUST be at school on the day the Exam Exemption forms are distributed in order to be eligible for exemption status. The student will receive their semester course average for their final exam grade except for courses which have an EOC. Students are not required to participate in Exam Exemption and may report to school and take their final exams. Exam exemption eligibility will be determined at the end of each semester.

Goal Card

Any student who meets the established criteria (90 or above in each subject) will be presented with a Pineland Bank Goal Card. Goal Card holders are entitled to free admission to all school sponsored activities, i.e. football games, basketball games, baseball games, etc. Events that are club-sponsored fundraisers such as Miss Pirate will not be covered under the Goal Card Program. Goal Cards will be awarded at the end of each semester based on final averages.

Honor Roll

Honor Roll will be announced at the end of each grading period. To be listed on Honor Roll, a student must have a 90 or above average for the current grading period.

Incomplete Work/Make-Up Work

It shall be the responsibility of the student to get incomplete/make-up assignments within 3 school days of his/her absence from his/her teacher and complete all assignments, within a time frame determined by the teacher. Students will make up work at the teachers' convenience (for example: before or after school). Assignments that a student knew about prior to being absent should be completed the day that the student returns to school. Students may not receive a grade higher than 50% for unexcused absences and out-of-school suspensions.

Promotion Policy

A student's grade level classification is based on the number of Carnegie units earned:

To be promoted to 10 th Grade	5 Units
To be promoted to 11 th Grade	11 Units
To be promoted to 12 th Grade	17 Units
Total Required for Graduation	24 Units

Semester System

Appling County High School operates on a two-semester 4 by 4 block schedule. Each semester is 18 weeks long. The school day is divided into four (4) blocks with each block lasting approximately 90 minutes. Credit is granted in one-unit increments. Each student who passes a one-block course will receive one unit of credit.

Testing

The A+ Educational Reform Act of 2000, O.C.G.A. 20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. The implementation of these tests is currently under review by the Georgia Department of Education. Students who enter the 9th grade for the first time in August 2011, or after are required to pass courses associated with End-of-Course Testing (EOC), with the EOC contributing 20% to the course grade. The End-of-Course Testing program is comprised of the following four content area assessments:

English Language Arts

American Literature and Composition

Science

Biology

Mathematics

Algebra I

Social Studies

United States History

Transfer Grades

Letter grades from transferred courses will be converted to a numerical grade by averaging all the numerical grades contained in the letter grade span in the school in which the grade was earned. Fractions of .50 or higher will be rounded up to the next highest whole number.

Example:

$$A = 93 \text{ to } 100 (93+94+95+96+97+98+99+100) = 772$$

$$772/8 = 97$$

The letter grade "A" would be converted to the numerical grade of "97."

If no numerical equivalent scale is available for the school in which the grade was earned, the Appling County School Grading Policy IHA will be used to calculate the average numerical grade.

Example:

A+	100	B+	89	C+	79	F	65
A	95	B	85	C	75		
A-	90	B-	80	C-	70		

Students transferring with a letter grade of "D," for which no numerical equivalent is available from the transferring school, will be assigned the numerical grade of "70."

GRADUATION

Diploma Types

A diploma is awarded to students who meet all graduation requirements. A performance certificate is awarded to students who meet IEP goals.

Early Graduation

Seniors who complete graduation requirements may participate in Graduation Exercises, Honors Night, Grad Bash, and Prom. Students who graduate early are not eligible to receive an award for perfect attendance. Also, students who graduate early are not eligible to participate in athletics during the spring semester.

Graduation

Graduation practice is mandatory for those students who plan to march at graduation exercises. Seniors will be notified in advance of practice time. The graduation committee will establish the graduation attire each year. Graduates participating in graduation exercises must abide by the graduation attire guidelines.

Seniors are encouraged but not required to participate in graduation exercises. Those who choose not to participate may pick up their diplomas the week following graduation exercises. To participate in graduation exercises, a student must have completed all requirements for a Georgia High School Diploma. All required Carnegie units must be earned, and all financial obligations must be met. Any student who fails to meet these requirements will not be allowed to participate in graduation exercises. Students earning a performance certificate or an Ombudsman diploma are allowed to participate in graduation exercises.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07, Testing Programs-Student Assessment. Students, who enroll in the ninth grade for the first time during the school year and then withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs-Student Assessment.

Appling County High School - Honor Graduate Criteria
Revised 8/22 – Effective 1/23

Honor Graduate Criteria Class of 2023

Honor Graduate status, including Valedictorian and Salutatorian, will be computed at the end of the first semester of the senior year. *Classes taken the second semester of the senior year that are not satisfactorily completed may affect honor graduate status.*

Valedictorian will have the highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of three (3) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. Additionally, the Valedictorian must have been enrolled at ACHS for the previous three (3) semesters.

Salutatorian will have the second highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of three (3) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. Additionally, the Salutatorian must have been enrolled at ACHS for the previous three (3) semesters.

If the cumulative averages are tied to the ten thousandths place as determined by the student information system, there will be co-valedictorians and no salutatorian.

Summa Cum Laude will have an overall HOPE cumulative grade-point average of 95.00 – 100.00 and have taken twelve (12) of the most rigorous classes. Summa Cum Laude graduates will be listed alphabetically for any publications and graduation.

Magna Cum Laude will have an overall HOPE cumulative grade-point average of 90.00 – 94.99 and have taken twelve (12) of the most rigorous classes. Magna Cum Laude graduates will be listed alphabetically for any publications and graduation.

Cum Laude will have an overall HOPE cumulative grade-point average of 85.00 – 89.99. Cum Laude graduates will be listed alphabetically for any publications and graduation.

Honor Graduate Criteria Class of 2024

Honor Graduate status, including Valedictorian and Salutatorian, will be computed at the end of the first semester of the senior year. *Classes taken the second semester of the senior year that are not satisfactorily completed may affect honor graduate status.*

Valedictorian will have the highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of three (3) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. *Additionally, the Valedictorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year. The Valedictorian must have been enrolled at ACHS for the previous three (3) semesters.

Salutatorian will have the second highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of three (3) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. *Additionally, the Salutatorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year. The Salutatorian must have been enrolled at ACHS for the previous three (3) semesters.

If the cumulative averages are tied to the ten thousandths place as determined by the student information system, there will be co-valedictorians and no salutatorian.

Summa Cum Laude will have an overall HOPE cumulative grade-point average of 95.00 – 100.00 and have taken twelve (12) of the most rigorous classes. Summa Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

Magna Cum Laude will have an overall HOPE cumulative grade-point average of 90.00 – 94.99 and have taken twelve (12) of the most rigorous classes. Magna Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

Cum Laude will have an overall HOPE cumulative grade-point average of 85.00 – 89.99. Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

*This will take effect beginning with second semester of the FY23 school year but will not be retroactive for grades earned prior to second semester of FY23. All semesters beginning with second semester of FY23, including the final semester of a student's senior year, will be included. (For example, for an 11th grade student in FY23, any failing grade from his/her 9th or 10th grade year would not prevent the student from earning honor graduate status, but a failing grade after the implementation date would prevent the student from becoming an honor graduate.)

Honor Graduate Criteria Class of 2025 and Beyond

Honor Graduate status, including Valedictorian and Salutatorian, will be computed at the end of the first semester of the senior year. *Classes taken the second semester of the senior year that are not satisfactorily completed may affect honor graduate status.*

Valedictorian will have the highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of two (2) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. *Additionally, the Valedictorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year. The Valedictorian must have been enrolled at ACHS for the previous three (3) semesters.

Salutatorian will have the second highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of two (2) AP classes offered by the end of the third 9 weeks (Q3) of their senior year. *Additionally, the Salutatorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year. The Salutatorian must have been enrolled at ACHS for the previous three (3) semesters.

If the cumulative averages are tied to the ten thousandths place as determined by the student information system, there will be co-valedictorians and no salutatorian.

Summa Cum Laude will have an overall HOPE cumulative grade-point average of 95.00 – 100.00 and have taken twelve (12) of the most rigorous classes. Summa Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

Magna Cum Laude will have an overall HOPE cumulative grade-point average of 90.00 – 94.99 and have taken twelve (12) of the most rigorous classes. Magna Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

Cum Laude will have an overall HOPE cumulative grade-point average of 90.00 – 100.00 without the academic rigor requirement. Cum Laude graduates will be listed alphabetically for any publications and graduation. *Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including second semester of senior year.

*This will take effect beginning with second semester of the FY23 school year but will not be retroactive for grades earned prior to second semester of FY23. All semesters beginning with second semester of FY23, including the final semester of a student's senior year, will be included. (For example, for an 11th grade student in FY23, any failing grade from his/her 9th or 10th grade year would not prevent the student from earning honor graduate status, but a failing grade after the implementation date would prevent the student from becoming an honor graduate.)

Rigorous Courses

This list may change due to state and system course availability.

All honors, gifted, advanced placement, and dual enrollment courses are considered rigor courses at Appling County High School

Senior Superlatives

Senior Superlatives will be selected by the senior class. A student is allowed only one “superlative” designation. Ballots are counted by senior sponsors. The valedictorian and salutatorian will automatically be “Most Intellectual” and be eligible to be chosen for an additional superlative designation.

Ombudsman

High school students who are unsuccessful in the regular classroom environment may be referred for Ombudsman placement. Placement in this program can be made by recommendation of the administration of ACHS, tribunal panel, or by board action.

Ombudsman provides full-time alternative academic programs on computer-based curriculum for students in grades 9 through 12. Initial academic assessments are administered to all students. When graduation requirements have been met, students may receive a high school diploma. Skill development for all grade levels begins with a careful diagnosis and evaluation of each student’s needs by a certified instructor. Through this program, with a low student/teacher ratio, students achieve academic gains.

HOPE

Georgia’s HOPE and Zell Miller Scholarship/Grant is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with a portion of the tuition costs at a HOPE and/or Zell Miller Scholarship/Grant eligible college or university. Georgia’s HOPE and Zell Miller Scholarship/Grant has program eligibility requirements, academic requirements, and a length of eligibility. Georgia high school students can track their HOPE Scholarship/Grant status from high school through their GAfutures account on www.GAfutures.org.

GRADUATION REQUIREMENTS

Class of 2023 and Beyond

Required Areas of Study	General Diploma	Credits
English/Language Arts	Honors 9 th Grade Literature or 9 th Grade Literature Honors World Literature or World Literature American Literature or AP Lang British Literature or Honors British Literature Dual Enrollment English course	4
Mathematics	Foundations of Algebra [prequalified students] Honors Algebra or Algebra Honors Geometry or Geometry Honors Algebra II or Algebra II Pre-Calculus Other approved 4 th Math or Dual Enrollment Math course	4
*Science	Honors Biology or Biology Honors Physical Science or Physical Science Environmental Science or Chemistry or Honors Chemistry Forensics AP Biology Other approved 4 th Science or Dual Enrollment Science course	4
Social Studies	Honors World History or World History US History Honors American Government/Economics American Government Economics	4
Health/Physical Education	Health Personal Fitness	1
CTAE and/or Modern Language/Latin, and/or Fine Arts	*College and Career Seminar Class (starting with Class of 2027) **Pathways (BRIDGE ACT – H.B. 400) ***Spanish I and Spanish II	3
Electives (8 units)	4 Units	4
TOTAL UNITS	24 Units	24
*Science may be used to meet both the required science and required elective in CTAE sequence of courses.		
**“Focused program of study” is a rigorous academic core combined with a focus in mathematics and science; a focus in humanities, fine arts, and foreign language; or a coherent sequence of career pathway courses that is aligned with graduation requirements established by the State Board of Education and curriculum requirements established pursuant to Part 2 of H.B. 400 that prepares a student for postsecondary education or immediate employment after high school graduation.		
***Students planning to enter or transfer into a University System of Georgia Institution after graduation MUST take two units of the same foreign language.		
****The “College and Career Seminar” class will be a graduation requirement for all students starting with the incoming freshman class of 2027 and beyond.		

*Students may also pursue an Accelerated Career Diploma, which was previously known as SB 2 or Option B. These students would be on an individualized plan that would be created by ACHS administrators and counselors.

Appling County High School Pathways

Appling County High School (ACHS) offers 14 different Career, Technical, and Agricultural Education (CTAE) Career Pathways and 3 Advanced Studies Pathways. Any ACHS student who finishes a sequence of three courses (3 units of credit) in one of our CTAE career pathway areas will be recognized as a **Georgia Career Pathway Completer**. Any student who completes an advanced studies sequence of courses in fine arts, world language, or advanced academics will be recognized as a **Fine Arts Pathway Completer**, a **World Language Pathway Completer**, or an **Advanced Academic Pathway Completer**. Students can earn pathway completion status in multiple areas if they complete course requirements. Students who are Pathway Completers will receive a Pathway Completer seal on their diploma.

9 Career Pathway Cluster Areas	14 Georgia Career Pathways & Courses		
Agriculture, Food & Natural Resources Cluster	<u>Agricultural Mechanics Career Pathway</u> Course 1: Basic Agriculture Science (02.47100) Course 2: Ag Mechanics Technology I (01.42100) Course 3: Ag Mechanics Technology II (01.42200)	<u>Food Animal Systems Career Pathway</u> Course 1: Basic Agriculture Science (02.47100) Course 2: Animal Science and Biotechnology (02.42100) (**also 4 th Science credit) Course 3: Agricultural Animal Production and Management (01.43200)	<u>Horticulture & Forest Science Career Pathway</u> Course 1: Basic Agriculture Science (02.47100) Course 2: Forest Science (03.45100) (**also 4 th Science credit) Course 3: Gen. Horticulture & Plant Science (01.46100) (**also 4 th Science credit for upperclassmen)
	<u>Forestry/Mechanical Systems Career Pathway</u> Course 1: Basic Agriculture Science (02.47100) Course 2: Ag Mechanics Technology I (01.42100) Course 3: Forest Science (03.45100)	<u>Horticulture/Mechanical Systems Career Pathway</u> Course 1: Basic Agriculture Science (02.47100) Course 2: Gen. Horticulture & Plant Science (01.46100) Course 3: Ag Mechanics Technology I (01.42100)	
Business, Management, & Administration Cluster	<u>Business and Technology Career Pathway</u> Course 1: Introduction to Business and Technology (07.44130) Course 2: Business and Technology (07.44100) Course 3: Business Communications (07.45100)		
Arts, Audio/Video Technology, and Communications Cluster	<u>Audio-Video Technology and Film Career Pathway</u> Course 1: Audio-Video Technology & Film I (10.51810) Course 2: Audio-Video Technology & Film II (10.51910) Course 3: Audio-Video Technology & Film III (10.52010)		
STEM (Science, Technology, Engineering, & Math) Cluster	<u>Engineering and Technology Pathway:</u> Course 1: Foundations of Engineering and Technology (21.42500) Course 2: Engineering Concepts (21.47100) Course 3: Engineering Applications (21.47200)		
Healthcare Science Cluster	<u>Therapeutic Services – Allied Health and Medicine Career Pathway</u> Course 1: Introduction to Healthcare Science (25.52100) Course 2: Essentials of Healthcare (25.44000) (**also 4 th Science credit) Course 3: Allied Health and Medicine (25.43700)		
Architecture & Construction	<u>Welding Career Pathway</u> Course 1: Industry Fundamentals and Occupational Safety (46.54500)		

Cluster	Course 2: Introduction to Metals (48.58100) Course 3: Welding I (48.55100)
Hospitality & Tourism Cluster	<u>Culinary Arts Career Pathway</u> Course 1: Introduction to Culinary Arts (20.53100) Course 2: Culinary Arts I (20.53210) Course 3: Culinary Arts II (20.53310) ****Non-Pathway 4 th Science Credit Course: Food for Life (20.41400) (<u>**4th Science credit for upperclassmen</u>)
Education & Training Cluster	<u>Early Childhood Care and Education Career Pathway</u> Course 1: Early Childhood Education I (20.52810) Course 2: Early Childhood Education II (20.42400) Course 3: Early Childhood Education Practicum (20.42600)
Marketing Cluster	<u>Marketing Management Pathway</u> Course 1: Marketing Principles (08.47400) Course 2: Marketing and Entrepreneurship (08.44100) Course 3: Marketing Management (08.44200)
Government & Public Administration Cluster	<u>Army JROTC Pathway</u> Course 1: JROTC Army Leadership Education 1 (PS-LE1) (28.03100) Course 2: JROTC Army Leadership Education 2 (PS-LE2) (28.03200) Course 3: JROTC Army Leadership Education 3 (PS-LE3) (28.03300)
3 Advanced Studies Pathways and Courses	
Fine Arts Pathway	A student will be considered a Fine Arts Pathway Completer if they <u>meet all graduation requirements and complete three units of credit in the area of Music</u> . Appling County High School offers the following Music courses in the areas of Band, Music, and Chorus: Beginning Band I (53.03610), Beginning Band II (53.03620), Beginning Band III (53.03630), Beginning Band IV (53.03640), Intermediate Band I (53.03710), Intermediate Band II (53.03720), Intermediate Band III (53.03730), Intermediate Band IV (53.03740), Advanced Band I (53.03810), Beginning Music Tech I (53.02210), Intermediate Music Tech II (53.02220), Advanced Music Tech III (53.02230), Beginning Choral Ensemble I (53.07110), Beginning Choral Ensemble II (53.07120), Beginning Choral Ensemble III (53.07130), Beginning Choral Ensemble IV (53.07140), Advanced Choral Ensemble I (53.07310), Advanced Choral Ensemble II (53.07320), Advanced Choral Ensemble III (53.07330), and Advanced Choral Ensemble IV (53.07340).
World Language Pathway	A student will be a World Language Pathway Completer if they <u>meet all graduation requirements and complete three units of credit in one distinct world language</u> . Appling County High School offers the following world language courses: Spanish I (60.07100), Spanish II (60.07200), and Spanish III (60.0730).
Advanced Academic Pathway	A student will be considered an Advanced Academic Pathway Completer if they <u>meet all graduation requirements, complete two sequential units of course credit in one world language (Spanish I and Spanish II), and achieve at least one AP course credit or one postsecondary course credit that fulfills a core graduation requirement in ELA, Mathematics, Science, or Social Studies</u> .

*The Appling County School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs, activities, or employment practices and provides equal access to the Boy Scouts and other designated youth groups. All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

HONORS DAY AND HONORS NIGHT

Some of the major honors, awards, and other recognition of student achievements are given below. Contact the Guidance Department for additional information on any award presented through Appling County High School.

Senior Science Award

J.H. Highsmith High Achievement Award

J.P. Morris Math Award

McDowell Music Club Award

McDowell Speech and Drama Award

Pineland Bank Social Studies Award

Peyton Miles English Award

Perfect Attendance Award

Students shall be counted present when they are: (1) in attendance at least one half of the instructional day and have no more than 4 unexcused tardies to school, (2) serving as pages of the General Assembly.

Superior Attendance Award

Superior attendance certificates will be given to students who have not missed a day of school, have not received a tardy, and have not been assigned to ISS.

STAR Student and Teacher Program

Georgia Chamber of Commerce sponsors STAR student and teacher program. The STAR student is the senior receiving the highest SAT score who also meets the following requirements:

1. Be among those students in the upper 10 percent or top 10 students scholastically, of his/her class at the end of second semester of the junior year.
2. Be a legally enrolled senior. Legally enrolled is defined as meeting average daily attendance requirements and physically attending classes at a high school for the entire school year. Joint enrollees are eligible for the STAR honors if they meet the responsibilities of the STAR awards.
3. Attend a public or private Georgia High School that is fully accredited by the Georgia Accrediting Commission or the South Association of Colleges and Schools or meets all standards set by the Georgia Department of Education for secondary schools.
4. Take the College Board Scholastic Aptitude Test (SAT) in Georgia on a national testing date between March 2005 and November of the student's senior year.
5. Exam scores greater than or equal to the latest available national high school average. Verbal, math, and writing scores from any qualified SAT taken at one sitting will be used to determine eligibility.

STUDENT ATTENDANCE

Students are expected to be in attendance in Appling County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed by law. A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

Parents/guardians of students who have more than five (5) unexcused absences shall be considered in violation of O.C.G.A § 20-2-690.1 and upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court.

State policy requires students to be enrolled for a full class load (3.5 blocks) unless they are fifth year seniors.

A student must be present for 75 of 90 minutes of each class block to be counted present for that class block.

A student must be present at least one-half day in order to participate in an extracurricular activity unless he/she has prior administrative/head coach approval.

A student who is absent from school should submit a written excuse; signed by the student's parent/guardian, doctor, or court official; specifically stating the reason(s) for the absence within three (3) days of returning to school. The principal may require students to present appropriate medical documentation or other documentation upon return to school for the purpose of validating excused absences. ACHS will only allow 3 parent notes per semester.

Absences will be considered excused according to Appling County Board of Education policy (JB) or unexcused.

Excused Absences

Appling County Board of Education policy (JB) states that students may be excused for the following reasons:

- Personal illness or attendance in school that endangers a student's health or the health of others
- A serious illness or death in a student's immediate family necessitating absence from school
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- The observance of religious holidays, necessitating absence from school, and/or conditions rendering attendance impossible or hazardous to student health or safety
- Students shall be counted present when they are serving as pages of the Georgia General Assembly.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Students in foster care shall be counted present when they attend court proceedings related to their foster care.

Unexcused Absences

Absences that are not excused by Appling County Board of Education policy (JB) will be marked unexcused. Students will be allowed to make up work for partial credit during an unexcused absence. Suspension days are marked as unexcused absences.

Family Leave Absences

A parent may request administrative approval for up to two (2) days Family Leave Absence (FLA) per semester. The FLA will be considered an unexcused absence, and the student may make up work for full credit. This request should be made prior to a planned FLA but must be requested within three (3) days upon returning to school. Upon approval and usage of these days, it is understood by all parties that these days will be counted as absences (including for exemption status).

Tardiness

Students are expected to be on time to school and class. When the tardy bell rings, students not in class will be marked tardy, unless they have an excuse note from another teacher.

Tardy Policy

Appling County High School allows five (5) unexcused tardies to school per semester before disciplinary action is taken according to Rule 24b: Excessive Tardies to School of the Appling County High School Code of Discipline. Appling County High School allows one (1) tardy to class per semester before disciplinary action is taken according to Rule 24a: Excessive Tardies to Class of the Appling County High School Code of Discipline.

Check-In Policy

Any student who arrives at school after 7:50 AM must check-in through the front office using the CheckMate kiosk. Students will be issued an admittance slip denoting the time of arrival. Students arriving on late buses will be issued an admittance slip. Students who check out and return to campus must check in through the front office. Failure to comply with this policy will result in disciplinary action according to Rule 21: Check-In/Check-Out Policy of the Appling County High School Code of Discipline.

A student who is tardy to school should submit a written excuse; signed by the student's parent/guardian, doctor, or court official; specifically stating the reason(s) for the tardiness. The principal may require students to present appropriate medical documentation or other documentation for the purpose of validating excused tardies.

Check-Out Policy

If a student will be checking out before school dismissal, he/she should submit a written request to the front office prior to 1st block; signed by the student's parent/guardian with a valid phone number; specifically stating the time and reason(s) for checking out; noting who will be transporting the student (or if the student drives) upon checking out.

Parents/guardians or designated adults on the student's information file may enter the front office to check-out his/her student. Students may not check-out after 2:30 PM each day.

Additionally, parents/guardians or designated adults on the student's information file may call the front office to check-out his/her student when using a phone number identical to the phone numbers provided on the student's information file. Students may not check-out by phone call during lunch, final exam days, or after 2:30 PM each day.

Students who become ill at school will visit the nurse's clinic prior to the parent contact for student's check out.

Depending on the time of check-in or check-out, students will be marked absent if he/she is not present for 75 of 90 minutes of each class block.

Any student leaving campus, whether by preauthorized note, parent/guardian pick up, or phone call, must check out in the front office using the CheckMate kiosk. Failure to comply with this policy will result in disciplinary action according to Rule 21: Check-In/Check-Out Policy or Rule 22: Leaving School Without Permission/Truancy of the Appling County High School Code of Discipline.

TRANSPORTATION

Bus Transportation

Bus transportation is available for all students. Bus routes are not interchangeable, and students must ride the designated bus at the designated time. Contact the Appling County School System Bus Shop at (912) 367-8609 or (912) 367-8600 ext. 147 for further information.

Bus Stop Rules

1. There will be set bus stops at a safe location that a student must be at in order to be picked up by the bus. Students are not to cross the highway to catch a bus for any reason unless they have been made an authorized stop by the driver and not on a four-lane highway. The designated stop will be placed at a safe location and located twelve feet off the roadway. Student must be at the bus stop 10 minutes before the scheduled arrival time. The bus cannot wait for a student. If the student is not present at the stop and the driver activates their eight-way lights they will proceed to the next stop and the parent is responsible for getting their child to school. Do not follow a bus to the next stop to put your child on the bus in the am, you must bring your child to school. Also, do not follow the bus in the pm to get your child(ren) off the bus. If no one is home the child will be returned to the school.
2. Stay off the road at all times while waiting for the bus.
3. No horseplay at the bus stop.
4. Do not move toward the buses at the loading zone until buses have been brought to a complete stop.
5. Students should be careful when approaching the bus stop. Do not approach the bus until the driver motions you to do so.
6. On roadways where there are no sidewalks, walk single file facing the traffic.
7. At the designated bus stop, remain on the side of the road where you live twelve feet away from the roadway. When the bus comes to a complete stop, and the driver motions that it is safe to cross the street, cross the road in front of the bus, then board the bus.

While on the Bus

1. Obey instructions given by the driver.
2. Please be courteous to fellow pupils and the bus driver. (Annoying the driver or other students will not be tolerated.)
3. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
4. Remain silent when approaching and crossing railroads.
5. Talk only in a normal voice and do not use profane or obscene language.
6. Remain properly seated, do not change seats, and keep head and hands inside the bus.
7. Eating is not allowed during daily routes. Students are allowed to eat on the bus during Field Trips ONLY however all drinks must have a screw on lid (no Fountain Drinks). All paper must be placed in the trash can located at the front and rear of the bus. Students can lose their privilege for not following the rules.
8. Do not carry weapons of any kind while riding a bus.
9. Do not tamper with any of the equipment on the bus, especially the emergency door or windows for any reason.
10. Do not litter on the bus, or throw objects within or outside the bus.
11. Do not leave the bus except at your regular stop without written permission from the administration.
12. Do not bring glass or possible dangerous items on the bus.
13. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
14. Students are not allowed to transport prescription or non-prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
15. Due to the possible distraction to the bus driver by the use of cell phones, beepers, or other personal electronic communication devices, the use of these items will not be allowed on the school bus if the driver deems that the student is misusing the device. The devices may or may not be allowed in emergency situations (i.e., mechanical break-down of the school bus, accidents, or other possible safety issues).

Students are expected to follow behavior guidelines posted on Appling County School System's buses and any other reasonable requests made by bus drivers. All Appling County High School rules and policies are in effect while students are loading, unloading, being transported, and at bus stops according to Rule 11: Bus Conduct in addition to other rules of the Appling County High School Code of Discipline.

Bus Arrival at School

Students arriving at school by bus before 7:10 AM should go directly to the school lobby or cafeteria. Students arriving at school by bus after 7:45 AM should go directly to the front office to check in and receive permission to eat breakfast in the cafeteria.

Bus Departure from School

Students departing school by bus should go directly to the bus ramp at dismissal. Students may wait for late buses on the breezeway at the bus ramp. All other areas of the school are off limits, including the field house, weight room, gym, parking lots, and hallways.

Change in Transportation

If your child will go home any way other than what is designated on the student's information file, a written note must be submitted to the front office. Phone calls or facsimiles, emails or texts will not be accepted. Bus changes must be approved by administration. A student must have this note with office approval, in order to ride his or her secondary bus to get off at a different stop other than their primary address. No changes will be made after 11:00 AM unless there is an emergency. Students will be allowed only one additional bus change per year (i.e., a student cannot be given a note each day to five different locations to get off in the afternoon). There must be someone to receive the child at the permanent or the secondary address, if the child is under the age of 12 years old.

Student Drivers

Students who are 16 years of age or older with a valid driver's license have the privilege to drive on campus. Students must obtain a parking decal from the school bookkeeper in the front office. The cost of the decal is \$20. A copy of the student's valid driver's license and insurance must be on file. The parking decal must be visible upon entering and parking on campus.

The Fine Arts Center parking lot is designated for student drivers to park during the school day.

Student drivers are expected to obey traffic laws and driving safety rules while on campus. The privilege to drive and park on campus may be revoked for speeding, reckless driving, improper parking, failure to display parking decal, and/or parking in unauthorized areas. Students under the age of 16 who drive on campus will be reported to school law enforcement. All Appling County High School rules and policies are in effect while driving and parking on campus according to Rule 18: Improper Use of Motor Vehicle in addition to other rules of the Appling County High School Code of Discipline.

CAFETERIA

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Appling County School System. Appling County School Nutrition meals adhere to the USDA dietary guidelines and requirements.

Monthly menus are available on the Appling County School District website (www.appling.k12.ga.us) and can be accessed under the Department Tab by selecting School Nutrition.

We are pleased to inform you that Appling County School System will continue to operate under the National School Lunch and School Breakfast Programs and participate in Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Appling County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Students will be required to pay for extra items and second meals. Meal accounts will be used by students who wish to purchase extra items in the cafeteria. Students can put money in their accounts by giving it to a cashier or by visiting www.k12paymentcenter.com. Adult/visitor meal prices are \$2.90 for breakfast and \$3.75 for lunch. The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no fast food is to be delivered to a student and consumed in the cafeteria during serving times. The school cafeteria is maintained as a vital part of the health program of the school. If we can be of any further assistance, please contact the Appling County School Nutrition Program at (912) 367-8600.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(833) 256-1665 or
(202) 690-7442

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

MEDIA CENTER

Hours of Operation: 7:30 AM-3:30 PM

The media center is open throughout the day for students to check out books, research, collaborate, design and produce projects, independent reading, and virtual class work. There are 40 computers housed in the media center which allows individual students as well as classes to utilize the facility. The media center is open before school begins, during lunch and after school for the benefit of all students and teachers. We provide access to technology, print, and e-resources to support the curricular needs of our students and staff.

In order to give better service, certain regulations govern the Media Center's operation:

- 1) Students must have a pass signed by the teacher during class time
- 2) Books are normally checked out for two weeks
- 3) Appropriated charges will be made for damaged books
- 4) Overdue fines are five cents per school day excluding Saturday, Sunday and holidays
- 5) Magazines are used only in the Media Center
- 6) Books, magazines and Media Center facilities may be used by many students--do not limit their usefulness by marking, tearing, or damaging them in any way
- 7) Students causing a disturbance will be suspended from the Media Center by a media specialist
- 8) Students using the Media Center do not talk loudly, eat, or drink.

Students who have outstanding fines or overdue books on the day report cards go out will not be allowed to receive their report cards. Ample notice will be given to students through homeroom teachers when books are overdue. It is the responsibility of the student to notify the media staff of any discrepancies in overdue notices.

SCHOOL NURSE'S CLINIC

School Nurse

A nurse is available in the school clinic to assist students who become ill or injured at school. A pass to the Nurse's office should be obtained from the classroom teacher. It is imperative that a clinic record (yellow) form, with emergency telephone numbers and parental permission for treatment, is on file for each student. These forms will be sent home with the students the first few days of school and need to be returned as soon as possible. Students may discuss their health concerns with the nurse. Medication taken in school must be kept in the nurse's office. A medication authorization form must be signed by the parent/guardian. These forms may be obtained from the school nurse. Medications must be delivered to and from school by the parent/guardian. Students who need to call home due to illness must report to the nurse and she will assist them in making this call.

ALL Diabetic students are REQUIRED, by law, to provide the nurse with a current Diabetes Medical Management Plan (DMMP), signed by the physician, upon entry into school.

Medicines

A school nurse or school designee may administer medication provided all of the following requirements are met:

- All medicine shall be in a properly LABELED, original container (Prescription medicine must be in Rx bottle from Pharmacy);
- Written instructions from a Doctor, Nurse Practitioner, or a Physician's Assistant who is authorized to prescribe medicine as how to administer, amount, time, etc., must be shown;
- A written request by the parent or guardian must be made to the school nurse or school designee to administer the medication (Medication Authorization Form);
- The school nurse or school designee shall keep a written report of medication administered; and
- The school nurse or school designee may administer non-prescription medication requested in writing by the parent or guardian

School personnel shall not provide students with any medication whatsoever, except as authorized by this procedure.

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 (EpiPen) for allergic reactions and glucagon for diabetes, as well as other diabetic supplies. 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, the 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 school designee 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.

Nurses or other school employees are authorized to administer an EpiPen, 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. Any school employee who in good faith administers or chooses not to administer an EpiPen to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer Naloxone, if available, to a student who is having an actual or perceived opioid overdose, regardless of whether the student has a prescription for Naloxone. Any school employee who in good faith administers or chooses not to administer Naloxone to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer an Albuterol Nebulizer/Inhaler, if available, to a student who is having an actual or perceived respiratory emergency, regardless of whether the student has a prescription for Albuterol. Any school employee who in good faith administers or chooses not to administer an Albuterol to a student in such circumstances shall be immune from civil liability.

STUDENT RESPONSIBILITIES

Class Dues

Each student is responsible for paying class dues in the fall of each year. All class dues must be paid before students can attend graduation. The following dues are charged to students each year to help pay for class expenses.

Freshmen \$15

Sophomores \$15

Juniors \$15

Seniors \$15

Textbooks, Library Books, and Financial Obligations

Textbooks and library books that are issued to or checked out by students must be returned to the teacher who issued the book or returned to the library and checked in accordance with library regulations. Any and all books that are not returned must be paid for. Substitute books are unacceptable. Those students who do not return property that belongs to the school or Board of Education must pay for the books, other property, or damages. The student must clear all financial responsibilities each semester. For those students who fail to meet their financial obligations, the following actions will be taken until payment is made, students will not be able to: (1) receive a report card; (2) be promoted to the appropriate homeroom; (3) obtain a copy of their permanent record; (4) have a transcript mailed from the school office; (5) participate in graduation exercises (even though otherwise eligible); and (6) receive an Appling County High School diploma (even though otherwise eligible for a diploma). Once these books are returned and all financial obligations are met, then these restrictions will be removed. It is important to remember that school property is public property and must be used with care. A \$5.00 fee will be charged to reprint lost or extra report cards.

Returned Checks

If a check is returned from the bank (insufficient funds, stop payment, etc.), the student will be required to redeem the returned check with cashier's check or cash. A \$35.00 charge will be assessed for any returned check. Returned checks remaining unredeemed after a reasonable period of time may be forwarded to a collection agency with the student bearing the additional collection cost.

Digital Learning Platforms

At Appling County Schools, we use various Digital Learning Platforms. Students will be provided with account information for grade/age appropriate digital learning platforms to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Please read the Appling County Schools Internet Acceptable Use Policy. By signing the Appling County High School Handbook Consent Form, you consent for your student to use Digital Learning Platforms. If you do not consent, provide a letter stating that you do not give permission for the Appling County School System to create/maintain digital accounts for your student.

ClassLink

ClassLink provides single sign-on into web and Windows applications. Students have access to Google Classroom, Google Docs, Google Slides, Google Drive, Microsoft Office 365, Email, and Infinite Campus Student Portal. Students can access their ClassLink by visiting Appling County High School's website and clicking the link for ACHS Classlinks under the Quick Links section.

Username: firstnamelastinitiallunch#

Password: @cMMDDYYYY (birthday)

Email

Email is hosted by Microsoft Office Outlook. Students can access their email accounts by clicking on Staff/Student Email on Appling County High School's website.

Username: firstnamelastinitiallunch#@appling.k12.ga.us

Password: @cMMDDYYYY (birthday)

Infinite Campus Student Portal

Students should review their course progress and attendance data by logging into Infinite Campus Student Portal frequently. Students can access their Infinite Campus Student Portal by clicking on Student/Parent Portal on Appling County High School's website.

Username: firstnamelastinitiallunch#

Password: @cMMDDYYYY (birthday)

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Appling County Athletics
Fall Sports
Cross Country
Cheerleading (Football Sideline)
Cheerleading (Competition)
Football
Softball
Volleyball
Winter Sports
Basketball
Cheerleading (Basketball Sideline)
Wrestling
Swim
Spring Sports
Baseball
Bass Fishing
E-Sports
Golf
Soccer
Tennis
Track and Field

Appling County Extracurricular Activities
4-H
Art Club
Beta Club
DECA
Drama Club
FBLA
FCCLA
FFA
Governors Honors Program
HOSA
Army JROTC
Marching Band/Auxiliary
Science Team
Spanish Club
Student Council
TSA
Yearbook

All school events (banquets, concerts, practices, fund raisers and etc.) including booster groups that use the high school facility during the school week (Sunday-Thursday) will start by 6:30 PM. The exceptions are for GHSA competitions.

All school activities (banquets, camps, concerts, and/or practices) will end by 8:30 PM during the school week. Practice may be extended until 9:00 PM one (1) night each week. Failure to comply with the dismissal time will result in the loss of the opportunity for an extended night for that individual group.

All school activities (banquets, camps, concerts, and/or practices) will end by 6:00 PM on Wednesday. The exceptions are for GHSA Playoff Competitions that mandate a date and time.

All events that require an overnight stay and the competition is not until the next day, will not depart from school until school is dismissed (unless administratively approved).

Camps, practices, rehearsals and/or other non-competition type activities will not be held during the school day. Students must be in school for ½ of the school day to be eligible to participate in school activities. The exceptions are doctor's notes, funerals and/or court, or principal's prior approval.

Students who are assigned to ISS are not allowed to attend any activity that would keep them from serving their assigned ISS day(s). Students who do will not be eligible to participate in the group's next activity.

Students who are assigned OSS are not eligible to participate in school related activities (banquets, camps, competitions, concerts, and/or practices) until the day after their OSS is completed. Students who do will not be eligible to participate in the group's next two activities.

The sponsor or head coach will be responsible for making sure these procedures are followed without exception.

Eligibility for Athletics

Appling County High School follows all rules and regulations for athletics as governed by the Georgia High School Association (GHSA).

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

- (a) academic requirements
- (b) age
- (c) semesters in high school residence in the school's service area
- (d) transfer rules

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

(a) Enrollment is defined as follows:

- (1) Fall Semester: When the student participates in a practice or contest before classes begin, or the student attends classes.
- (2) Spring Semester: When the student attends classes.
- (3) A student may be enrolled in only one (1) high school at a time.

(b) The student must be in regular attendance.

(c) The student must be taking courses that total at least 2.5 units that count toward graduation.

(d) All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school courses must be on file at the school by the first day of the new semester for the student to be eligible.

Note: If an eligible student transfers from a school on a block-schedule format to a school using a traditional format (or vice versa) and cannot get a full schedule of classes with equivalent credit, the school may petition the Executive Director for a waiver of this rule for the semester the transfer occurs.

A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

Athletic Physical

Students must have a certificate of annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation.

Scholastic Standing

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 units counting toward graduation the semester immediately preceding participation.

Students must accumulate units towards graduation according to the following criteria:

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- (b) **Second-year students** must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- (c) **Third-year students** must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.
- (d) **Fourth-year students** must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.

(e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2- 315). Students are hereby notified that Appling County School System does not discriminate based on gender in its athletic programs. The sports equity coordinator for this school system is, Appling County Board of Education, 249 Blackshear Hwy., Baxley, GA 31513, (912)367-8600. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Home School Participation

1. One course facilitated by the school must be taken by the home school student during the semester in which the student participates. The approved course may be face to face, virtual, or dual enrollment. The student must be registered for 30 days prior to participation.
2. The student must meet the same eligibility requirements as the public-school students including scholastic standing and annual physical examination.
3. The student must live in the service area in which he/she participates. Residence information must be provided.
4. The student must provide the home school curriculum used and upload a transcript.
5. Beginning and ending dates the school attended beginning with the 9th grade

Additionally, the bill specifies that a student that withdraws from a public school to home school will be ineligible for one calendar year. Home school students must try out and pay participation fees. Any additional changes made to the 'Dexter Mosley Act' by GHSA or the state legislature will take precedent over the local policy.

Homecoming Court

Seniors will vote to determine the ten female seniors who will represent Appling County High School on the Homecoming Court. The entire student body will vote for the Homecoming Queen from the ten girls elected to the Homecoming Court by the seniors. Homecoming Court representatives are expected to participate in the Homecoming Parade and Pep Rally. The Homecoming Queen will be crowned at half time of the Homecoming Game. The following criteria will be used for a student to be a representative on the Homecoming Court:

- Be on track to graduate
- Passing all their classes
- No ISS days during the last and previous semester or OSS days while in high school
- No more than 5 unexcused absences

Prom

ACHS Prom is a school event held on campus in the spring of each year for junior and senior students. Prom ticket prices will be determined by the school sponsoring the prom.

Code of Conduct for Athletic and Extracurricular Activities

Participation in interscholastic athletic competition and/or school sanctioned extracurricular activities is a privilege extended to the students by the Appling County Board of Education. Students participating in ANY extracurricular activities at Appling County High School act as representatives of Appling County Schools. All students are expected to conduct themselves in such a manner as to meet the highest standards of Appling County Schools at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in all school sanctioned extracurricular activities. All students, parents, coaches, sponsors, directors, and administrations understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day of school at ACHS. The Code remains in effect for the entire school calendar year, including time when school is not in session. The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the misconduct. All consequences listed in the Code of Conduct are minimum standards. Coaches, sponsors, directors, and school administration have the discretion to set consequences over and above these standards.

Violation A

Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school).

Consequence: Immediate suspension from ALL participation until such as:

1. Local prosecutors dismiss or drop all pending charges and petitions;
2. The student pleads guilty to a misdemeanor charge, in which case refers to Violation B; any suspension/consequences already administered
3. The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct which is committed by an adult could be charged as a felony and serves any and all portions of the sentence including all periods of probation

Violation B

Alcohol/Other Drugs (Possession and/or Use) Misdemeanor Criminal Law Violations

Note: School administration must have valid evidence and/or verification of the violation as defined as a verifiable police report given to the school.

Consequence: Coach/Sponsor/Director will meet with the student and parent(s)/guardian(s)

- 1st Offense: 5 consecutive days of work detail, 7:00 AM – 7:45 AM. If refusal or failure to serve, proceed to 2nd offense. Work detail days must be consecutive and no waiver is available.
- 2nd Offense: Suspension from ALL extracurricular activities for 20% of the season
- 3rd Offense: Dismissed from ALL extracurricular activities but allowed to try-out for subsequent extracurricular activities after the activity has completed its season

DRESS CODE

The following dress code is the result of a collaborative effort between ACHS class officers and the administration. As one student remarked during a meeting, "if in doubt, don't wear it." Schools are not only responsible for teaching content to students they also play an important role in developing character. This character development will translate into a more successful career and responsible citizen. A student's appearance reflects the image of Appling County High School, therefore appropriate attire is expected at all times.

All students shall be modestly dressed and groomed so as not to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted (example: a long coat in 80-degree weather).

It is necessary that students adhere to the following guidelines:

- Skirts, dresses, shorts, skorts, and other similar attire must be no shorter than (4) inches from the top of the knee all the way around.
- Splits and slits may be no higher than four (4) inches above the top of the knee.
- There shall be no holes in any attire revealing undergarments or skin four (4) inches above the top of the knee.
- Pants and shorts must be of appropriate size and fit and worn around the natural waistline.
- Pajama style pants are not permitted.

Shirts and tops:

- Shirts must be appropriate size and natural fit. No oversized large shirt.
- Any shirt or top that exposes the midriff when the student's arms are outstretched from the sides and raised to shoulder height is prohibited.
- Low cut shirts/tops are not permitted. Shirts/tops must be made or buttoned to cover the cleavage area.
- No bare midriffs or bare backs.
- Leggings, colored panty hose or tights are permitted if covered with the appropriate length dress, shirt or shorts.
- Dresses, blouses, and tops may be sleeveless as long as the strap is a minimum of 3 inches wide. Tank tops, spaghetti straps, tube tops, halter-tops, and similar style straps are not acceptable. See-through garments are not permitted.
- Males are not permitted to wear sleeveless shirts, tank tops, or sleeveless t-shirts.

Caps, hats, sweatshirt hoods, sunglasses, and hair:

- Caps, hats, sweatshirt hoods, sunglasses, bandannas, scarves, stockings, or any kind of headdress are not permitted in buildings. Hoodies, headdresses, headwraps, or sunglasses will be confiscated and returned when the student reports to the administrator's office at the end of the day.
- Combs, picks, curlers, etc. are not to be worn in the hair.
- Sunglasses may be worn for medical reasons if the student has a doctor's note.

Shoes:

- Shoes must be worn at all times. Bedroom slippers and cleats are not permitted.

General:

- There shall be no attire displaying: suggestive or profane wording, symbols, or gestures; sexual, violence, gang, or weapons connotations or references; advertising for or references about tobacco, alcohol, or drugs. This includes but is not limited to; clothes, shoes, hats, tote bags, notebooks, backpacks, and jewelry.
- Undergarments are not to be visible.
- Stuffed animals, blankets, pillows, etc. are not permitted.
- Clothing and other attire shall be free from offensive racial slogans or symbols.
- Body piercing jewelry that is visible other than in the ear is not permitted.
- Non-jewelry and link chains, dog collars, and items with spikes/protrusions are not permitted.

- Belts and overalls must be buckled with both shoulder straps over the shoulder.
 - Belt buckle must be no larger than a deck of cards.
 - Except under a doctor's order canes are not permitted on campus. This includes all school-related activities.
 - Any other apparel that the principal, or designee, deems as disrupting the school environment
- Note: Violations of the dress code will be handled as outlined in the Code of Discipline.

The following items are not permitted: Roller shoes or Heelys, flip-flops, spaghetti straps, halter tops, or tube tops. All shorts and skirts must be an appropriate length.

CELL PHONES & ELECTRONIC DEVICES

The use of cellular telephones or other Personal Electronic Devices (PEDs) is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, In School Suspension (ISS) and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and powered off. This prohibition includes *all* emergency situations unless the student is directed to use a cellular telephone or PED by an ACHS employee or other official.

The possession of cellular telephones and other personal electronic devices (PEDs) is a privilege extended to **high school students**. *Due to the potential disruption a cellular telephone or PED may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.*

- This rule applies to the instructional day. High school students with permission to possess PEDs may use them during afterschool activities as allowed by the school principal or designee.
- Students are **never** permitted to use cell phones in the restrooms and locker rooms.
- Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day.
- All cell phones must be turned off during the instructional day. Students are not allowed to have cell phone ringers on silent alert or send text messages during the instructional day.
- The principal, or designee, may offer an incentive for students to utilize phones during their lunch time – if certain criteria is met that is decided upon by the administration.

Consequences:

First violation: The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian between 3:00 PM and 4:00 PM the following day.

Second violation: The device will be confiscated, the student will be fined \$15.00, the student will receive one (1) day ISS, and the telephone or device will be confiscated for five (5) days and returned only to the parent/legal guardian who must retrieve the item and pay the fine after 3:00 PM. Failure to pay fines may result in sanctions until restitution is made.

Third violation and thereafter: The phone will be confiscated for ten (10) days and the parent must schedule a conference with an administrator to retrieve the cell phone or PED. The student will be fined \$25.00 and receive three (3) days ISS. Failure to pay fines may result in sanctions until restitution is made.

Students with Serious Medical Conditions or Other Unusual Circumstances

1. Students with serious medical conditions will be allowed to possess and use a cellular telephone or other PED that is determined by a licensed physician to be essential for the health of the student. Use of the device during the school day shall be restricted to the immediate health concerns of the student.
2. Administrators are authorized to give permission for a student to possess and use a cellular telephone or other PED under highly unusual circumstances.

A student's refusal to surrender their PED will be considered insubordination and will result in two (2) days of Out of School Suspension (OSS).

All administrators, counselors, teachers, and/or staff members are authorized to confiscate cell phones and/or electronic devices during class time, during a testing situation, and/or any time the student is in violation of the Cell Phone/Electronic Device policy.

ACHS wishes to cooperate with students and parents in the case of an emergency. Miscellaneous messages cannot be delivered during the school day. Students receiving messages will be called to pick up their messages when announcements are made at the end of the day unless the message is an emergency. Students should discuss their appointments and other activities after school with their parents outside of school time.

APPLING COUNTY HIGH SCHOOL CODE OF DISCIPLINE

The home, school, and community must work together to establish a fair and effective discipline program. The Appling County High School Code of Discipline was developed and is annually reviewed by a committee comprised of students, parents, teachers, and administrators. This free communication has led to the development of a student code of conduct that should improve and enhance student behavior and academic performance while dealing effectively with student behavior that detracts from the learning environment. Appling County High School teachers and administrators believe that our students have been taught acceptable behavior at home, and that they know how to behave in a respectful manner. This includes accepting corrections of their behavior with respect. Young people will make mistakes, but it is expected that students will make a good faith effort to correct misbehavior and treat others—teachers, administrators, and classmates—with the same dignity and respect they expect for themselves. Our teachers, administrators and other staff members remain committed to a fair and impartial enforcement of the code.

It is expected that students will behave in such a way as to facilitate a learning environment for themselves and other students. Students are expected to respect each other and school district employees, obey student behavior policies adopted by the Appling County Board of Education and the student behavior rules established by Appling County High School. Students and parents should become familiar with the school policies, regulations, rules, and disciplinary consequences cited in the code.

All disciplinary options in the code of discipline are at the discretion of administrator or teacher. Individual circumstances, severity of offense, and other factors may be taken into consideration when decisions are made with an attempt to be consistent and fair, and every effort will be made to protect the rights and dignity of the student. Student support services that may help the student address behavioral problems may be utilized. The school, system, or other public entities and community organizations may provide these support services. Teachers are authorized and expected to maintain classroom discipline through student conferences; parent contact and conferences; teacher punishment; and if the behavior persists or is severe, referral to the administration. It should also be noted that corporal punishment may be administered. Corporal punishment will not be an option, however, if it proves to be ineffective for a particular student. Similarly, teachers may assign after school teacher detention.

NOTE A: The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA. These procedures apply to all students who have been determined eligible for special education services.

NOTE B: Local boards of education shall provide for the distribution of student codes of conduct to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. Student codes of conduct shall be available in each school and classroom.

NOTE C: Local board policies relating to student codes of conduct shall provide that each local superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.

NOTE D: Local boards of education shall provide for disciplinary actions against students who violate student codes of conduct.

NOTE E: Teachers and administrators have the authority to take customary and reasonable measures to maintain proper control among students placed under their care and supervision. Such measures may include the use of lawful authority to restrain or correct pupils and maintain order. Surveillance cameras will be used to monitor the campus and/or school buses, and recorded events will be used as evidence for disciplinary procedures.

NOTE F: It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

NOTE G: Local board policies shall require the filing of a report by a teacher documenting a student's violation of the student code of conduct which repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn within one school day of the most recent occurrence of such behavior. The report shall be filed with the principal or principal's designee, shall not exceed one page, and shall describe the behavior. The principal or principal's designee shall, within one day of receiving such report, send to the student's parents or guardians a copy of the report, and information regarding how the principal or principal's designee may be contacted.

NOTE H: The principal or the principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians. Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee.

NOTE I: Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

NOTE J: Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A 20-2-751.2.

Progressive Discipline Processes are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be considered; and that all due process procedures required by federal and state law will be followed; GA Code 160-4-8-.15 Parental involvement processes designed to create the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. Local boards of education shall provide opportunities for parental involvement in developing and updating student codes of conduct.

Ultimately, the Principal, or designee, will have the authority to use his or her best judgement to determine the proper consequence for a student's action. However, the following will be used as a guide:

Minor/Moderate

Classroom Corrections:

1. **Warning**
2. **Parent Call**
3. **Referral**

Administrative Referrals:

1. **1 day lunch detention**
2. **3 days lunch detention**
3. **1 day ISS**
4. **3 days ISS**
5. **1 day OSS**
6. **2 days OSS**
7. **3 days OSS**
8. **5 days OSS with notice that their next consequence will be a referral to alternative school**
9. **Alternative school placement**

Major Offenses (not drugs, weapons, sexual in nature, or assault)

- 1. 1-3 days of OSS**
- 2. 5 days OSS with notice that their next consequence will be a referral to alternative school**
- 3. Alternative school placement**

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

Search and Seizure

According to law and board policy, delegated school officials may have access to student lockers, automobiles and personal belongings while under school supervision, and when there is reason to suspect the welfare of students and other personnel may be threatened, or when the violations of school rules are involved. Searches shall be made in the presence of at least one witness except in emergencies, or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Random searches may be conducted during the school year.

Delegated search officials include principals and/or assistant principals during both regular school hours and/or any function under school jurisdiction; certified school personnel who have responsibility for students who are required to be away from school before or after regular school hours; and school resource officers.

Law Enforcement

The school has multiple School Resource Officers that are on campus to assist with school safety. Their main goal is to maintain safety and security of our students, staff, and others. However, there will be times at the discretion of the principal, or designee, that law enforcement may be asked to assist when a law is broken and it becomes a disruption to the school environment. However, if there is a disruption that involves multiple participants (including, but not limited to, assault, sexual occurrences, or other items that may involve harm on another individual) that a parent has every right to discuss with local law enforcement.

Parent Notification

The student's copy of his/her Discipline Report will be considered sufficient parental notification. Disciplinary actions involving In-School Suspension and Out-of-School Suspension will also include parent notification by phone and/or mail.

RULE 1 (08): VIOLENCE

Physical assault and/or battery on any person (student or persons attending school related functions) on the school grounds; off the school grounds at a school activity, function, event; or enroute to and from school or a school function, activity, or event on system-supported transportation will not be allowed.

Categories:

- 1a: Verbal abuse or intimidation
- 1b: Verbal assault, fighting words, minor push, or other actions that promote violence
- 1c: Fight (physical altercation) (direct or indirect) or battery

Note: Students who refuse to retaliate in a fight will not be punished. Students who are hit by another student should report the incident to an adult. When clearly evident, as witnessed by an adult, that a student did not return punches, action taken will be left to the discretion of the administrator. Offenses involving extreme violence or threats to do bodily harm will be referred for a tribunal hearing. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for causing substantial physical or visible bodily harm or seriously disfiguring another person, including another student.

Note: Students who violate regulations in the Code of Conduct are subject to consequences by Appling County Schools. Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Under Code Section 20-2-751.4 “Bullying” is defined as:

Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Cyber bullying is defined as the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., SnapChat, Facebook, Twitter, etc.), chat rooms, texts, and instant messaging; using cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online.

The student who is determined to be the primary aggressor by the School Resource Deputy (SRD) will have an arrest or juvenile complaint filed by the SRD on the 3rd and subsequent violations under Georgia Code (O.C.G.A. 16-6-23).

O.C.G.A. 16-3-21

(a) A person is justified in threatening or using force against another when and to the extent that he or she reasonably believes that such threat or force is necessary to defend himself or herself or a third person against such other’s imminent use of unlawful force.

The recommended dispositions for bullying will be addressed under Rules 1a and 1b in our current Appling County High School Code of Discipline. The penalties for the first and second violations of Rules 1a and 1b will remain the same and as with other rules are at the discretion of an administrator.

The disposition for the third violation of “bullying” in the Appling County High School Code of Discipline will be “assignment to alternative school”.

BULLYING

In response to current Code Sections 20-2-145 and 20-2-751.4 in the Official Code of Georgia Annotated (School Law), the violations for bullying must be more clearly defined.

Although bullying can be addressed under several rules in our current handbook, the State mandates a more severe penalty than is defined in the ACHS Student Code of Discipline. It is rare that a student violates Rules 1a or 1b more than twice in a school year, but we are compelled to follow State Laws regarding the act of bullying.

ANTI-GANG POLICY

The Board of Education recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the Appling County School System. For purposes of this policy, a “gang” is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. “Gang related or gang-like activity” includes, but is not limited to, the prohibited conduct set forth below. No student on, about school property, or

at school related activities on or off school grounds shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang
- Engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:
 - Soliciting membership in, or affiliation with, any gang
 - Soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property
 - Engaging in violence, extortion, or any other illegal act or other violation of school policy
 - Soliciting any person to engage in physical violence against any other person

“Wannabees” are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. “Wannabees” will be dealt with as gangs under terms of this policy. In determining whether acts, conduct, or activities are gang related, school officials are encouraged to work closely with local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.

RULE 2: WILLFUL REFUSAL TO CARRY OUT INSTRUCTIONS OR IDENTIFY HIMSELF/HERSELF

Refusal to carry out instructions of faculty or staff or repeated violations of school and/or class rules will not be allowed. Refusal to identify him/her upon request will not be allowed.

RULE 3: ASSAULT ON FACULTY/STAFF MEMBER

It is a violation of state law 20-2-751.5 for a student to physically or verbally assault and/or batter teachers, administrators, other school personnel, or bus drivers.

RULE 4: CLASSROOM/HALLWAY DISTURBANCE OR DISRESPECT/INSUBORDINATION

Students are not to cause classroom/hallway disturbances or show disrespect or

insubordination. Teachers will attempt to resolve minor disturbances. A disturbance will be considered major if there is substantial disruption of learning and/or a threat to others. Disrespectful conduct including the use of vulgar or profane language during school hours and at school related functions directed toward teachers, administrators, students, other school personnel, and other persons will not be tolerated

RULE 5: SCHOOL DISTURBANCES

Students are not to commit acts, which cause disruption of learning opportunities or threaten the safety of others.

RULE 6: WEAPONS – GA. Code Section 16-11-127.1 Knife (22), Other (23), Handgun (25), Rifle (26)

Students cannot supply; possess, handle, use or transmit a knife or other objects that can be considered a weapon on the school grounds; off the school grounds at a school activity or event on system-supported transportation. "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nun chaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

RULE 7: ALCOHOL (01) AND DRUGS (07)

A student shall not possess, sell, use, transport, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind at school or on school property at any time; off the school grounds at a school sponsored activity, function, or event; in route to and from school. A student shall not attend school or any school event after having consumed any quantity of alcohol or other illegal substance. Use may be detected by observation, odor, or other means. A student known to be under the influence of such substances at school or school event shall be suspended for a minimum of five days. Students in possession of drug related paraphernalia including but not limited to cigarette papers, pipes, bong, and scales shall be handled at administrative discretion according to type of contraband. The school is available to assist students who use drugs or abuse alcohol by counseling, drug abuse education, and/or cooperation with other appropriate health care providers.

Note: Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation provided the medication is in its original container and given to the nurse when the student arrives on campus. Inappropriate possession or use of substances that look like or promoted as illegal drugs is a violation of this rule. Punishment for misuse of prescription and over the counter

drugs will be based on the severity of the offense and at the administrator's discretion. Students needing to carry prescribed asthma medication must notify the school nurse. In all cases of violation of Rule 7, law enforcement shall be consulted for possible criminal arrest and the State Department of Public Safety will be notified to revoke the student's driver's license.

RULE 8: USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES, OR OTHER ACTIONS

Use of profane, vulgar, or obscene words (written, verbal, in music, or drawn), gestures or actions during school, at school events or functions, or while en route to and from school or school events will not be allowed.

RULE 9: TERRORISTIC ACTS, BOMB THREATS, PULLING FIRE ALARMS, FALSE CALLS TO 911, AND FIREWORKS INCLUDING SMOKE BOMBS

Any student violating or attempting to violate a law of the State of Georgia or the United States of America while on the campus of any Appling County school or at any school function or event shall be subject to disciplinary action. (This includes calling in a bomb threat to any of the Appling County schools.)

RULE 10: DESTRUCTION (20)/THEFT (11)/FRAUD/ROBBERY BY INTIMIDATION (13)

Theft of property, fraud or attempt to defraud by deception, willful and/or malicious destruction of, and/or threat to destroy, school property; willful vandalism including marking, defacing, or destroying public or private property while student is on campus and/or under school supervision; destruction or vandalism of any property belonging to any school personnel or any person legitimately at school will not be tolerated. Students are responsible for the security of their personal belongings and school property that has been issued to them. In cases of theft or loss, the administration will attempt to resolve the matter; however, students must be aware that the recovery rate is low.

Students are asked to leave large sums of money at home and never leave money or other valuables unattended in dressing rooms, lockers, classrooms, etc.

Students who tamper with technology/computers owned by the Appling County Board of Education will be in violation of this rule. This type of destruction would include loading viruses, unauthorized programs, or any other kind of alterations that interfere with the learning function of the school-owned property.

NOTE: In cases of property damage, restitution will be required.

RULE 10B: CAFETERIA THEFT BY TAKING AND/OR DECEPTION

Students are expected to pay for all food items taken from any serving line or booth used to distribute food items. Any student who takes food item(s) without paying for said item(s) in a manner set forth by the cafeteria manager or designee, or any student who uses the student number of another to obtain food items will be fined and placed in in-school or out-of-school suspension based on the severity of the theft. The cafeteria manager or designee will determine the cost of item(s), which will be used to calculate fines for theft from their areas.

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RULE 11: BUS CONDUCT

Students must follow all posted rules and reasonable requests made by the bus driver. Common courtesy in behavior and language should be observed at all times. Students shall be prohibited from acts of physical violence as defined by Georgia Code Section 20-2-(ACHS Rule 1c), bullying as defined by subsection (a) of Georgia Code Section 20-2-751.4 (ACHS Rule 1a and 1b), physical assault or battery of other persons on the school bus (ACHS Rule 1c), verbal assault of other persons on the school bus (ACHS Rule 1a, 1b, 3), disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior (ACHS Rule 4).

In addition to the normal punishment for fights, students in grades 6-12 who are guilty of fighting on a school bus shall be suspended for the following:

Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus (ACHS Rule 16).

NOTE: All ACHS rules and policies are in effect while students are loading, unloading and being transported by bus. Students may be written up in violation of rules other than or in addition to rule 11.

RULE 12A (18): TOBACCO

Students enrolled in Appling County Schools shall not possess, transmit, or use tobacco (or any paraphernalia such as lighters, matches, etc.) in any form on any school grounds during, before, or after school hours; or on any school grounds being used by any school group; traveling to and from school while on system-supported transportation; off the school grounds while in attendance at any school function; or while otherwise subject to jurisdiction of school authorities. Students with the smell of smoke on their breaths in a smoke-filled environment could be considered in violation of this rule. Any student who warns a smoker(s) or otherwise acts as a "look-out" will be subject to punishment at the administrator's discretion.

RULE 12B: VAPES, ELECTRONIC CIGARETTES, JUULS, OR PARAPHERNALIA

Students enrolled in Appling County Schools shall not possess, transmit, or use any product relating to vaping (or any paraphernalia relating to vaping) in any form on any school grounds during, before, or after school hours; or on any school grounds being used by any school group; traveling to and from school while on system-supported transportation; off the school grounds while in attendance at any school function; or while otherwise subject to jurisdiction of school authorities.

Recommended Dispositions:

1st Referral	3 day ISS and \$25 fine
2nd Referral	3 days ISS and \$50 fine
3rd Referral	Alternative School Placement and \$75 fine

- If the vape tests positive for THC, the student will be suspended for 10 days pending a due process hearing before the tribunal panel. The administration will make a recommendation to the tribunal panel as a minimum suspension for the remainder of the existing semester. The parent/guardian of any student involved will be contacted immediately.
- Parents/guardians have the right to waive the tribunal hearing and apply for admission to the Appling Alternative School if space is available. Student must serve a minimum five-day suspension before being admitted to the alternative school.

RULE 13A: FAILURE TO PERFORM ASSIGNED CONSEQUENCES

No student will fail to carry out assigned consequences for misconduct or fail to report to Lunch Detention. Administrative discretion can be used in cases involving extenuating circumstances. Teacher will refer student to administrator for not serving teacher detention, where student will then receive 3 days of lunch detention.

RULE 14: PUBLIC DISPLAY OF AFFECTION

No inappropriate public display of affection will be allowed during the school day. Display of affection includes but is not limited to holding hands, kissing, and caressing.

RULE 15: BEING IN UNAUTHORIZED AREAS/OFF LIMITS

Unless accompanied by a teacher, students must have an official hall pass whenever they leave a class during the period. There are no exceptions to this rule. Students are not allowed to visit other students during class hours. During lunch, students are to remain on campus in assigned areas only. Students are not to go to cars or the parking lot during the day without written permission or adult supervision. Only students who ride a bus are permitted in the bus loading and unloading area.

The following areas are off limits unless part of a school-related activity that the student is part of:

1. Any part of the school a student does not have a class or permission to be in while classes are in session
2. Any construction area
3. Football practice and playing field
4. Track
5. Baseball/Softball field
6. Area behind school
7. Parking lots
8. The Fine Arts Center
9. Teacher's lounge
10. Anywhere on campus after 3:30

If a student needs to go to any area that is considered off limits, they must receive permission from an administrator.

RULE 16A: CELL PHONES/PERSONAL ELECTRONIC DEVICES

The use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, media center, halls and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a cellular telephone or PED by an ACHS employee or other official.

Recommended Dispositions for inappropriate use of personal electronics:

1st Referral	Confiscation, returned to parent/guardian between 3:00 PM and 4:00 PM the following day
2nd Referral	Confiscation, returned to parent/guardian between 3:00 PM and 4:00 PM after 5 days, \$15.00 fine, and 1 day ISS
3rd and Subsequent Referrals days	Confiscation, returned to parent/guardian after 10 following parent/administrator conference, \$25.00 fine, and 3

days ISS

RULE 16B: MISUSE OF SCHOOL TECHNOLOGY

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, smart watch, PED, electronic recording, camera, or playback device, etc) during testing.

RULE 17: FOOD AND DRINKS

No students shall have food or drinks in the classrooms or restrooms at any time. No fast food can be brought to students. Cups, soft drink bottles, and personal sip containers are prohibited in the building. Glass containers are not allowed on campus at anytime.

RULE 18: IMPROPER USE OF MOTOR VEHICLE

Students are to observe all driving rules and safety rules while on campus. Driving too fast for conditions, reckless driving, improper parking, or parking without a decal will not be permitted. Students must park in the designated areas. No student may park at the Elementary Complex or other areas adjacent to campus. Car will be towed away at owner's expense.

Recommended Dispositions:

1st Referral	\$10.00 fine and loss of driving privilege
2nd Referral	\$15.00 fine and loss of driving privilege
3rd Referral	Loss of parking privileges for one calendar year

RULE 19: FORGERY/UNAUTHORIZED SIGNATURE

Parent or guardian signatures on school documents are not to be signed by anyone other than the parent or guardian; records are not to be altered. Unauthorized use of hall passes, notepads, initialing or signing notes, forms and other such documents for teachers' signatures or approval, etc. is prohibited. Administrative discretion may be used depending on the severity of the forgery.

RULE 20: LUNCHROOM CONDUCT

No food, drinks, straws, etc., may be taken from the lunchroom or designated eating area. Appropriate behavior and cleanliness are expected. Students are not to run in the lunchroom or break in the lunch line. Students are expected to return trays, plates, and utensils to the service area. The lunchroom supervisor may assign alternative punishments.

RULE 21: CHECK-IN/CHECK-OUT POLICY

Students who arrive at school after 7:50 AM must get an admittance slip from the CheckMate kiosk located in the front office. If the slip is marked unexcused, the teacher will include the tardy in the student's tardy record. In addition, a student may be marked both tardy and absent from class because a student must be present in class 75 out of 90 minutes of each block to be counted present.

RULE 22A: LEAVING SCHOOL WITHOUT PERMISSION/TRUANCY

A student leaving the school grounds during the school day without permission will be considered

truant.

RULE 22B: TRANSPORTING STUDENTS OFF CAMPUS

Students who knowingly transport another student who has not signed out properly off campus will have their parking privileges revoked.

Recommended Dispositions:

1st Referral	Parking privileges revoked for 20 days
2nd Referral	Parking privileges revoked for 40 days
3rd Referral year	Parking privileges revoked for remainder of school

RULE 23: DRESS CODE

Students are expected to be in compliance with the guidelines as spelled out in our school dress code. Repeated attempts to disrupt the learning environment with improper dress will be a violation. The student will not be permitted to remain in class while in violation of this policy. A student who refuses to comply with a directive about dress may be insubordinate Rule 2 and placed in ISS for the remainder of the school day. The student will be counted absent from class if more than 15 minutes of class time is missed.

RULE 24A: EXCESSIVE TARDIES TO CLASS

Students are to be on time to all classes, assemblies, and advisement meetings. Any student who is not in class when the tardy bell rings will be considered tardy, unless they have a legal excuse from the office or another teacher (See also Rule 21: Check-In Policy).

Recommended Dispositions:

1st Offense	Verbal warning by teacher
2nd – 5th Offense	1 day Lunch Detention
6th – 8th Offense	2 days Lunch Detention
9th – 11th Offense	3 days lunch detention
12th and Subsequent Offenses.	5 days lunch detention

RULE 24B: EXCESSIVE TARDIES TO SCHOOL

Students are to be at school on time. Students who are not in 1st Block class when the tardy bell rings must have an admittance slip from the front office. The front office will handle the discipline referral for students tardy to school.

RULE 25 a, b, c: PORNOGRAPHY/SEXUAL HARASSMENT & MISCONDUCT

No student shall sell, distribute, or possess pornographic material (25a); subject another student to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits to the opposite sex (25b); or engage in acts of sexual misconduct (25c). All acts of sexual misconduct will be reported to the Student Services Coordinator for review and possible referral to the Department of Family and Children Services (DFACS).

RULE 26: SKIPPING CLASS/LEAVING CLASS WITHOUT PERMISSION

Any student who misses more than 15 minutes of a class without a legal excuse will be

considered skipping class. Failing to report to, or reporting unacceptably late to assemblies, programs, or other school-sponsored gatherings or advisement may be interpreted as a violation of this rule. Students who skip more than one class per day will be violating Rule 22: Truancy. Students who leave class without permission will be in violation of Rule 26, regardless of time missed.

RULE 27: CHEATING

No student will demonstrate academic dishonesty by cheating on tests, class work, or homework. Students who knowingly allow students to copy their work are also considered cheating.

RULE 28: GAMBLING

Students shall not engage in games of chance, which involve wagers of money or tokens.

RULE 29: OTHER ACTS OF MISCONDUCT

Some acts of misconduct may not be specifically stated in the ACHS Code of Discipline. Such other acts will have disciplinary actions taken based on the nature and severity of the incident.

RULE 30: REPEAT VIOLATION OF THE CODE OF DISCIPLINE

Students accumulating 10 or more referrals that result in ISS or OSS in one school year will be considered Chronic Disciplinary Students.

RULE 31: ILLEGAL ACTS

Students may not violate, or attempt to violate, incite, advise, or counsel others to violate a law of the State of Georgia and/or the United States of America or school policy or rule.

RULE 32: ACADEMIC EFFORT

A student will make a reasonable effort toward academic achievement and progress. Repeated refusal to complete class or homework assignments will be a violation.

Student could be administratively placed in the OMBUDSMAN Program for academic purposes.

OFF-CAMPUS BEHAVIOR

Students who engage in an off-campus behavior, which could result in the student being criminally charged with a felony and whose continued presence at school poses a potential danger to persons or property at school or disrupts the educational process, may face disciplinary action up to and including suspension or expulsion, even if the court decides to drop charges. GA Code: 20-2-768

DISCIPLINARY PROGRAMS

TEACHER DETENTION

Students may be assigned to teacher detention by individual teachers. This detention is typically held in the teacher's classroom in the morning or after school. Detention time, length of stay, etc. is at the discretion of the teacher. Students will be given at least 24-hour (overnight) notification when detention is scheduled after school.

LUNCH DETENTION

Students may be assigned lunch detention by an administrator. Students will be given at least 24-hour (overnight) notification. Students assigned to lunch detention will:

1. Report by the tardy bell
2. Bring work materials (books, paper, pencils, etc.)
3. Remain the entire lunch period; or when released by the administrator in charge
4. Be quiet, but cannot sleep
5. Complete assignments
6. Follow all rules established by lunch detention administrator
7. Be provided school bag lunches and milk/juice at student request

Failure to follow lunch detention rules may result in further lunch detention days, ISS, or OSS.

IN-SCHOOL SUSPENSION

The purpose of the ISS program is to provide an alternative means of modifying unacceptable student behavior in lieu of suspension from school. Students are allowed to complete class assignments in a closely monitored setting and are not counted absent from class/school. Students also receive counseling related to their misbehavior, if necessary.

When it is determined that ISS has not been an effective deterrent or when a student has exceeded his/her quota of ISS days (15 days per semester, 20 days per year), ISS will no longer be used as a disciplinary option for that student.

Students/parents will be given 24-hour (overnight) notice. Emergency situations, as determined by an administrator, may warrant immediate placement in ISS without prior notice to parents. Students do not have the option of ignoring an ISS assignment and choosing a "self-imposed" out-of-school suspension. All absences from ISS must be made-up, and the student cannot return to regular class until he/she has completed the assigned days.

In-School-Suspension (ISS) Rules and Regulations

1. Students will not be allowed to attend field trips including Grad-Bash during the term of ISS
2. Students are to report to ISS when the 7:40 AM bellrings
3. Go directly to the assigned workstation and begin daily assignments or wait quietly for instructions
4. Students are not permitted to have electronics devices or cell phones in ISS
5. Bring books and materials to ISS classroom
6. Talk only when answering a question from the supervising teacher
7. Raise hand to ask a question and wait to be recognized
8. Speak in normal voice when permitted to talk
9. Walk to and from various workstations when permitted to do so
10. Write only on notebook paper
11. Do not pass notes

12. Go to the restroom at designated times
13. Always face the front and sit up straight in desk (No leaning back in chairs)
14. Never sleep
15. Complete all assignments given by teachers
16. Complete all special assignments given by ISS teacher
17. Students may bring lunch or receive school provided sack lunch. No gum or candy.
No soft drinks--only milk, juice or water.
18. Students are required to make up time when absent or leave school early for any reason.
19. Two (2) tardies to ISS will result in one (1) extra day of ISS time.
20. Students are not allowed visitors unless permission is given by an administrator or ISS teacher.
21. Students should be aware that violation of rules and regulations of in ISS will result in notification of the principal and/or notification of proper authorities for your removal.
22. Students will have counseling sessions with a school counselor during ISS placement, if necessary.
23. The term of ISS ends upon release from ISS the final day and all assigned work is completed.
24. Work-Based Learning and Dual Enrollment students who leave campus early are assigned to ISS for the periods they are on campus. WBL students will remain on campus all periods for repeat offenses.

**** PENALTIES FOR VIOLATING ISS RULES: (1) additional days in ISS and/or (2) suspension from school when warranted. ****

OUT-OF-SCHOOL SUSPENSION

Students may be suspended from school for up to ten (10) days for serious misconduct (without the right to a hearing). A student may also be suspended for up to ten (10) days to await action by a tribunal panel. The suspended student may not come on campus for any reason without administrative approval. A suspended student may not participate in or attend any after school activity or field trip including Grad Bash. Days missed during Out-of-School Suspension will be considered unexcused.

EXPULSION (LONG-TERM SUSPENSION)

Expulsion is suspension from school for more than 10 days, typically for the remainder of an existing semester. A student may also be suspended for several successive semesters or permanently from Appling County Schools. This penalty is assigned by a tribunal panel or the Board of Education.

DISCIPLINARY HEARING PANEL (TRIBUNAL)

The Appling County Board of Education's Hearing Panel (Tribunal) will hear the following cases:

- Alleged assault or battery by a student upon a teacher, other school official, or employee.
- Alleged assault or battery by a student upon another student if alleged assault or battery justifies expulsion or long-term suspension.
- Substantial damage caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the discretion of the administration, the damage justifies expulsion or long-term suspension.
- The student has violated a Student Behavior Contract.
- The student violates the weapons, drug, or alcohol policy.

- Violations of law that require more than 10 days out-of-school suspension.
- Other rule violations that the administration determines merit a Tribunal hearing.

Decisions made by the tribunal panel may be appealed to the local Board of Education. Long-term suspension is greater than ten (10) days. Students referred to a tribunal hearing will be given written notification and a parent conference will be held to outline the purposes and procedures.

ALTERNATIVE NIGHT SCHOOL PROGRAM

Placement in this program can be made by recommendation of the administration of ACHS, tribunal panel, parent or guardian, or by board action. The program provides full-time alternative academic programs on computer-based curriculum for students in grades 9 through 12.

OMBUDSMAN PROGRAM

High school students who are unsuccessful in the regular classroom environment may be referred for Ombudsman placement. Placement in this program can be made by recommendation of the administration of ACHS, tribunal panel, or by board action. Ombudsman provides full-time alternative academic programs on computer-based curriculum for students in grades 9 through 12. Initial academic assessments are administered to all students. When graduation requirements have been met, students may receive a high school diploma.