



2024-2025

Student  
Handbook

with Code of Conduct

Homeroom \_\_\_\_\_

Teacher \_\_\_\_\_

**PLEASE NOTE: All of the new additions to the handbook have been shaded for your quick reference.**

**AFFIRMATION OF RECEIPT OF STUDENT HANDBOOK**  
(Please print)

I, \_\_\_\_\_,  
Student's Last Name      First      Middle      Preferred Name

have received a copy of the Emanuel County Schools 2024-2025 Student Handbook and the school supplemental handbook. The handbooks contain the student code of conduct, state law, state school board policy, and local policy on student attendance. I understand the policies, procedures, and directives set forth in these handbooks. Furthermore, I agree to abide by these policies, procedures, and directives.

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

\*\*\*\*\*

We have read a copy (either electronic or paper) of the Emanuel County Schools 2024-2025 Student Handbook and the school supplemental handbook, which contain the student code of conduct, state law, state school board policy, and local policy. We expect our son/daughter/student to abide by these policies. The Emanuel County School System reserves the right to update the handbook when necessary. The most current and applicable version will be posted on the ECS website.

**Telephone Consumer Protection Act Affirmation** –Kinvo messaging system needs parent/guardian permission to receive automated or pre-recorded calls and text messages to a cellular telephone. The Emanuel County School System is not liable for text message charges that may incur. At the beginning of the year, you provided contact information, including a cell phone number, which the District will use for automated calling purposes to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child’s school for that purpose. If you revoke consent for automated calls to your cell number, you may not receive time-sensitive or emergency information.

The District requires you to provide us notice of any changes in your contact information within ten days. This includes changes to cell numbers you provided. Correct contact information is needed so the District may provide you with information regarding school operations and any specific concerns related to your child. Failure to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

(Check One)  YES  NO

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

***Please sign, date, and return to the school site within five school day.***



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# School Board Members



Brandon Jones  
abrandonjones7@gmail.com  
District 1  
Term expires December 2024



Cherie Hooks  
District 2  
hookshome@gmail.com  
Term expires December 2026



Johnny Parker  
District 5  
johnnyparker1949@yahoo.com  
Term expires December 2026



Del Brown  
District 3  
djbrown@pineland.net  
Term expires December 2024



Sandra Swinney  
District 6  
sandrabswinney@gmail.com  
Term expires December 2026



Tanya Lane  
District 4  
tanyaplane@gmail.com  
Term expires December 2026



John Allen Bailey  
District 7  
bailey.johna@gmail.com  
Term expires December 2024



## **Central Office Staff**

Central Office Main Switchboard.....(478) 237-6674

Dr. Denise Warnock, Superintendent  
Devin Marchman, Administrative Assistant to the Superintendent

### **Administrative Services and Operations**

Jansen Ware, Assistant Superintendent of Administrative Services  
Rusty Kea, Director of Transportation  
Bill Overstreet, Bus Shop Manager  
Matt Braswell, Operations Project Manager/Safety  
Paula Amerson, Secretary of Transportation  
Gail McKenzie, Secretary of Maintenance

### **Finance**

Mollie Smith, Executive Director of Finance  
Leila Donaldson, Staff Accountant  
Kim Dowless, Accounting Specialist  
Melissa Fleming, Payroll Specialist  
Lynn Stevens, Accounting Specialist

### **Human Resources**

Valorie Watkins, Executive Director of Human Resources  
Tammy Gray, Public Relations Specialist  
Kristie Johnson, Employee Benefits

### **School Food Service**

Chandra Hooks, Executive Director of School Nutrition  
Claudia Arledge, Bookkeeper

### **Teaching & Learning**

Stefanie Mason, Executive Director of Teaching & Learning  
Demita Clarke-Hubbard, Director of Student Services  
Tracy Coxwell, Assistant Director of Student Services  
Anetria Edenfield, Director of Federal Programs and Assessment  
Dionne Gamble, Director of Attendance and System Social Worker  
Olivia Golden, System Social Worker  
Dr. Shannon Lawrence, CTAE Supervisor  
Sandy Brantley, Teaching & Learning Department Secretary  
Wendy Bullard, Student Services Department Secretary

### **Technology & Student Information Systems**

Stacey Barber, Executive Director of Technology  
Ann Rogers, Technology Project Manager & Assessment Coordinator  
Hadley Irvin, Tech Specialist  
Karen Morris, Tech Specialist  
Tom Williamson, Network Engineer

## **Emanuel County Schools Student Handbook**

### **PHILOSOPHY OF EMANUEL COUNTY SCHOOLS**

Education is a vital part of the American Democratic commitment. The mastery of basic skills, the development of the ability to reason, and character development must be fundamental components of the educational process in America's schools.

Just as essential as these components is the advancement of the value of living in a free-enterprise system. The goal of education in America is to produce individuals who are knowledgeable and can make decisions for themselves as free members of a democratic society.

#### **MISSION STATEMENT**

The mission of ECS is to prepare and inspire all students for college and career success, through personalized learning and relevant experiences.

#### **VISION STATEMENT**

The vision of ECS is to strengthen our community one student at a time.

#### **BELIEF STATEMENTS**

- We believe a strong educational program is the foundation for a thriving and progressive community.
- We believe meeting educational needs requires the active participation and support of home, school, and community.
- We believe everyone is unique, worthy, and capable of learning and achieving success.
- We believe learning is a life-long process.
- We believe everyone is entitled to a safe and secure learning environment.

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## **I. GENERAL INFORMATION**

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### **MANDATORY NOTIFICATION TO STUDENTS AND PARENTS OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

#### **A. Family Education Rights and Privacy Act**

Each year the Emanuel County Board of Education is required to give notice of the various rights accorded to parents and students over eighteen years of age (“eligible students”) pursuant to the federal statute, the Family Education Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified of certain rights with respect to the student’s education records. In accordance with FERPA, you are notified of the following

#### **1. Right to Inspect**

You, as a parent or eligible student, have the right to review and inspect substantially all of the student’s education records maintained by or at a school which your child attends in the Emanuel County School System within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. School officials will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

#### **2. Right to Consent Disclosures**

You have the right to consent to disclosures of personally identifiable data contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. The intent of the Emanuel County School System is to limit the disclosure of personally identifiable educational information contained in your educational records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, and/or under the provisions of FERPA which allows disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or school compliance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Understand that, upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

#### **3. Right to Request Amendments**

To have corrected any parts of an educational record that is believed to be inaccurate, misleading or otherwise in violation of your rights is a right. A parent or eligible student who wishes to amend or correct a record that he or she believes to be inaccurate should: (1) write the school principal or appropriate school official, (2) clearly identify the part of the record they want changed, and (3) specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advises them of their right

to a hearing regarding a request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

#### **4. Right to Complain**

You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

#### **5. Right to Obtain Policy**

You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA.

A copy may be obtained in person or by mail from the Emanuel County Board of Education, 201 North Main Street, Swainsboro, Georgia 30401.

### **B. Notice of Designation of Directory Information Under FERPA**

1. The Emanuel County Board of Education has designated certain information contained in the educational records of the students of the Emanuel County School System as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

2. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail address, (5) date and place of birth, (6) school, (7) program of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) institutions attended by the student, (12) audio statements and/or performances, and (13) photographs, video images, and other pictures of the student for school and school system publications.

3. Directory information may be disclosed by the Emanuel County School System for any purpose at its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In this case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Educational Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory informational categories - names, addresses, and telephone listings - unless parents have advised the LEA they do not want their student's information disclosed without their prior written consent.

4. Any parent or student refusing to have any or all of the designated directory information disclosed, including directory information that may be disclosed to military recruiters, institutions of higher education, and school system publications, must file written notification to that effect with the principal of the school which the student attends within 30 days of enrolling in each school year. Forms for this purpose are available in the principal's office.

5. In the event a refusal is not filed, the Emanuel County School System and the school which the child attends assume that neither the parent of a student nor eligible student objects to the release of the designated directory information.

**C. Mandatory Notification of Rights Under the Federal Protection of Pupil Rights Amendment**

Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the following rights:

1. To consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  - a. Political affiliations or beliefs of the student or student’s parent;
  - b. Mental or psychological problems of the student or student’s family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incrimination, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. To receive notice and an opportunity to opt a student out of -
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. To inspect, upon request and before administration or use -
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

The Emanuel County School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Emanuel County School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Emanuel County School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of and provide an opportunity to opt a student out of participating in the following activities:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **HARASSMENT AND NONDISCRIMINATION POLICIES** **PROHIBITION OF HARASSMENT OF STUDENTS**

The policy of the Emanuel County Board of Education is to maintain a learning environment that is free from harassment because of an individual's race, color, sex, or disability. The Board of Education prohibits all such forms of harassment. Therefore, it shall be a violation of this policy for any student, teacher, administrator, or other school system employee, through conduct or any form of communication of a sexual nature, or regarding race, color, or disability, as defined below, to harass school system students.

A violation exists if a school system policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment, racial harassment, or disability harassment, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating, observing, or otherwise engaging in activities, including sporting events and any other extra-curricular activities, under the auspices of the school system.

The Emanuel County School System will act to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, or disability. The District shall promptly address harassment pursuant to the District Title IX Grievance Procedure; and if it determines that unlawful harassment occurred to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

### **Reporting Procedures, Investigations, and Consequences**

**COMPLAINT OPTIONS: DISCRIMINATION BASED ON SEX AND SEXUAL HARASSMENT** If you believe that you or your child have experienced discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. You can report discrimination and discriminatory harassment to any school staff member, the principal (who serves as the Title IX Liaison), or the district's Title IX Compliance Officer listed below.

Before filing a formal complaint, you can seek an informal resolution by discussing your concerns with your child's principal or with the school district's Title IX Compliance Officer. You may also file a formal complaint through the procedures listed below.

**Step 1: Complaint to the School District.** Submit your complaint. In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. You can submit a complaint using this link: <https://forms.gle/U9UEg7FeMj92w4U77> or a student can contact an administrator in their school. The Title IX Coordinator will contact you to discuss your complaint and to give you the opportunity to file a formal complaint.

**Step 2: School District Investigates Your Complaint.** Once the district receives your formal complaint, the compliance officer will give you a copy of the complaint procedures and make sure a prompt and thorough investigation takes place. The complaint will be conducted in cooperation with Human Resources if the

alleged harasser is an employee. The investigation may include an interview with the charged party or parties, interviews with witnesses, if any, and an examination of any relevant documents or artifacts. The district compliance officer will respond to you in writing within 30 school days. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

**Step 3: School District Responds to Your Complaint.** In its written response, the district will include a summary of the results of the investigation, notification that you can appeal this determination, and any corrective measures the district has taken. If you disagree with the compliance officer's decision, you may appeal to the school superintendent. You must file a notice of appeal in writing to the superintendent within 10 school days of the date of the district's response.

The superintendent will schedule an appeal meeting within 20 school days after receipt of your appeal. The superintendent will send you a written decision within 30 school days after the appeal meeting. If your appeal involves exceptional circumstances that demand a lengthier process, the superintendent will notify you in writing to explain why a time extension is needed and the new date for his written response.

Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is prohibited.

### **NON-DISCRIMINATION**

The Emanuel County Board of Education does not discriminate on the basis of age, disability, race, ethnic origin, color, or sex/gender in its educational programs and activities, athletic programs, or employment practices as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (Title II); Title VI of the Civil Rights Acts of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and the Equity in Sports Act, O.C.G.A. 20-2-315.

Questions, concerns or complaints relating to the nondiscrimination policies and practices of the Emanuel County School System should be addressed to the following officials:

- Anetria Edenfield, All Title Programs
- Demita Clark-Hubbard, Section 504 and Americans with Disabilities Act Coordinator
- Stefanie Mason, CTAE and Perkins grants

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance ..." To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities

**Child Find Responsibility:** Under Child Find for Section 504, a school district is obligated to identify students who are disabled and may need related services or accommodations because of their disability. Section 504 eligibility and the need for an accommodation plan are separate determinations. OCR (Office of Civil Rights) has indicated that a student does not have to demonstrate a need for related services or accommodations in order to be Section 504 eligible. Even if a student does not need a 504 Accommodation

Plan, he/she can be determined eligible and receive procedural safeguards, periodic reevaluation, manifestation determination and the nondiscrimination protections of Section 504. Should the need for 504 Accommodation Plan develop, the team would reconvene and develop an appropriate plan.

**Evaluation And Eligibility Determination:** An evaluation under Section 504 is not necessarily a comprehensive evaluation as required under Individuals with Disabilities Education Act (IDEA). Section 504 evaluations draw upon a variety of sources and may include cumulative record and work sample review; observational data; interviews with student, parent and/or school personnel; and/or administration of formal assessment measures. A physician's medical diagnosis alone is insufficient to suffice as an evaluation. Although a medical diagnosis is one source of data to consider, it is neither required nor sufficient for establishing eligibility under Section 504. The Section 504 team may request medical documentation to assist in determining eligibility. The 504 team should always include persons knowledgeable about the student, interpretation of evaluation data, and the placement options available.

**Section 504 Accommodation Plan (504 Plan):** A student who is eligible for Section 504 and requires related services or accommodations in order for his/her educational needs to be met as adequately as those of nondisabled peers will have a Section 504 Accommodation Plan developed. The goal of the plan is to provide reasonable accommodations that ensure a student with a disability has the opportunity to participate and access the general education curriculum and extracurricular activities to the same extent as a nondisabled peer. This does not guarantee equal outcome, but provides equal opportunity, so that if appropriate effort is applied, a student will benefit the same as nondisabled peers. The 504 Plan will be developed by the Section 504 team and will be based upon the individual student's educational needs and least restrictive environment. For a diabetic student, whose endocrine system does not function properly and is at risk of serious health problems, and even death, if not properly treated, the 504 Plan may include, but is not limited to: monitoring of blood glucose levels, permission to carry and use blood glucose monitoring supplies, snacks, water, and insulin as per the student's Diabetes Medical Management Plan (DMMP), and frequent restroom breaks

### **EFFECT OF STUDENT HANDBOOK**

The policies, rules and regulations shown in the Student Handbook for Emanuel County Schools are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the student concerned, the other students in the school, and the ongoing educational mission of the school and of the Emanuel County School System.

### **STATE LAW ON ATTENDANCE**

The Emanuel County Board of Education believes that every child of school attendance age should attend school on a regular basis in order to maximize his/her educational opportunities. Students who are absent from school may never regain some of the experiences which take place during their absences. It is the intent of the Board of Education that the Georgia Compulsory School Attendance Law is followed. Every student shall be in attendance each of the scheduled school days for the full-length of the school day. Arriving late or departing early from school are in violation of the Georgia Compulsory School Attendance Law (O.C.G.A. § 20-2-690.1). Consequences are set forth in procedures Late Arrival/Early Departure as defined in the Student/Parent Handbook.



The Official Code of Georgia (O.C.G.A.) 20-2-690.1 (Abbreviated Version)

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements of a high school diploma.

Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child. (b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, 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 having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested.

Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

### **EXCUSED ABSENCES**

Excused absences are those absences due to the following:

1. Personal illness and whose attendance may be detrimental to the health of themselves or others.
2. Illness or death in the immediate family. The excused illness provision applies to the student's mother, father, step-mother, step-father, or a blood or legal relative who resides in the student's household. The excused death provision applies to the above relatives or for the student's brother, sister, grandmother, grandfather, great-grandmother, great-grandfather, aunt, uncle, great-aunt, great-uncle, cousin, niece, or nephew.
3. Special and recognized religious holidays observed by their faith.
4. Mandated by the order of a governmental agency (such as jury duty or physical exam for the armed services).
5. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
6. A student serving as Page to the Georgia General Assembly with appropriate documentation.
7. A student in foster care shall be counted present when they attend court proceedings related to their foster care with appropriate documentation.
8. A student who participates in an activity or program sponsored by 4-H. Upon request from a school principal or the principal's designee, a 4-H representative shall provide documentation as proof of a student's participation in an activity or program sponsored by 4-H.
9. An absence resulting from students visiting prospective colleges if the student receives approval from the school administrators prior to the visitation.
10. Any other absence not explicitly defined herein but deemed by the Superintendent or designee to have merit based on circumstances and may be a non-school sponsored activity.

### **UNEXCUSED ABSENCES**

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

### **HOSPITAL HOMEBOUND**

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

### **EXCUSED ABSENCE DOCUMENTATION**

Students who are absent from school for excused reasons may have up to a maximum of five (5) absences per year excused by providing a written excuse stating the reason for the absence, signed by the parent or guardian. Additional written parent excuses beyond five (5) will be marked as an unexcused absence. Any absences beyond five (5) per year must be accompanied by medical documentation from a healthcare provider in order to have the absences validated as excused. In the event that funeral/bereavement leave causes a student to miss more than five (5) days per year, a copy of the obituary or verification of funeral attendance should be submitted. All excuses should be submitted within five (5) days of return to school. The excuse must note the reason for the absence.

## **ABSENCES SHALL BE GOVERNED UNDER THE FOLLOWING PROVISIONS**

- Students in grades K-8 who have more than twenty (20) unexcused absences from school may not be promoted to the next higher grade.
- Students in grades 9-12 who have more than ten (10) unexcused absences from a semester long course or who have more than twenty (20) unexcused absences from a yearlong course will be reviewed by the School Attendance Hardship Committee.
- For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the School Hardship Committee. The school administration is responsible for initiating the attendance appeal process for the School Attendance Hardship Committee.
- Students who have been enrolled in an Emanuel County school for only a portion of the school year, as well as students who may be enrolled in courses that are scheduled for less than a full semester shall have attendance requirements and rules appropriately prorated.
- Students shall be held accountable for work missed due to absences (i.e. excused, unexcused, or suspended).

## **POLICIES AND PROCEDURES TO REDUCE UNEXCUSED ABSENCES**

### **NOTIFICATION**

Emanuel County Schools will notify the parent, guardian, or other person in charge of the student when the student has accumulated 5 unexcused absences. The notice will be sent via the Student, Kininvolved, or mail and will outline the possible penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. Prior to any action to commence judicial proceedings to impose a penalty for violating O.C.G.A. § 20-2-690.1 against a parent, guardian or other person residing in this state who has control or charge of a child or children, the school shall notify such parent, guardian, or other person by certified mail, return receipt requested.

### **SCHOOL ATTENDANCE HARDSHIP COMMITTEE**

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

The School Hardship Committee shall be composed of the following:

1. Assistant Principal as School Principal designee
2. One School Guidance Counselor or School System Social Worker (if requested by principal)
3. One of the student's academic teachers (appointed by the principal)
4. One teacher representative for the school (appointed by the principal)

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

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

1. An attendance hardship exists for the student and the attendance policy is waived. If an attendance hardship does exist for a student in grades 9-12, the student's end-of-course test for each course will

be evaluated for a grade of 70 or higher. If the course does not have an end-of-course test, the student will be administered a comprehensive exam to determine if the student has mastered the required objectives of the course. If the student masters seventy percent (70%) of the objectives, then the credit for the course may be awarded. If the student has unexcused absences during the time period for which he or she is seeking a waiver of the attendance, the likelihood of the hardship committee granting a waiver and restoration of credit is greatly diminished. The School Attendance Hardship Committee shall make every effort to maintain the intent and purpose of the attendance policy while making allowances for bona fide hardships, which may affect the future wellbeing of the students. The results of all School Attendance Hardship Committee meetings will result in a letter mailed home to the primary parent or guardian.

2. An attendance hardship does not exist and supports retention or credit denial, the student's primary parent/guardian will receive a letter informing them of the Student Attendance Hardship Committee's decision. If the student or his/her parent/guardian disagrees with the decision of the School Attendance Hardship Committee then he/she may appeal that decision to the School Principal. If the student or his/her parent/guardian disagrees with the decision of the School Principal then he/she may appeal that decision to the Superintendent/Board of Education for a final ruling. This appeal shall be limited to the record before the Attendance Hardship Committee and the role of the board shall only be to determine if the committee has followed the policy and ensure that the committee has not acted arbitrarily or illegally discriminated against a student.

\*At the high school level, the school may offer opportunities for "absence forgiveness" by offering a credit recovery option. While this may allow students to "recover" a credit denied for previous absences, students shall not be eligible for perfect attendance recognition and their attendance marking will not change.

\*\*Parents should carefully review The Official Code of Georgia (O.C.G.A.) 20-2-690.1 (Abbreviated Version) found on page 9 of the Student/Parent Handbook.

### **ADMINISTRATIVE PROCEDURES FOR ABSENCES, GRADES, AND DISCIPLINE** **(MIDDLE AND HIGH SCHOOL ELIGIBILITY REQUIREMENTS)**

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

- High School Students shall have the privilege of driving automobiles to school and may be issued a parking permit if they qualify under existing procedures (i.e. parental consent, licensed, and properly insured).
- To be eligible to participate in extracurricular activities (i.e., clubs, pageants, field trips), middle and high school students must:
  - Earn a 70% or higher in  $\frac{3}{4}$  or 75% of their classes at the end of each nine-weeks' grading period
  - Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of this eligibility, a student is considered present at school for a full day if they are present  $\frac{3}{4}$  or 75% of their classes.
  - Have four or less discipline referrals in a nine-weeks' grading period

Students who do not meet the above criteria shall lose their opportunity to participate in extra-curricular activities during the following nine weeks grading period. Middle school athletics will follow high school guidance of eligibility changing at the semester. Students with good attendance, good grades, and good discipline shall be allowed to regain their privileges to participate in extracurricular activities.

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

### **MIDDLE & HIGH SCHOOL ATHLETIC (GHSA) ELIGIBILITY REQUIREMENTS**

Students gain eligibility to practice or compete in the Emanuel County middle school or high 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 (if applicable), and after the students have met the standards of:

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

### **SPECIFIC ACADEMIC REQUIREMENTS MIDDLE OR HIGH SCHOOL ATHLETICS**

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. First year students (entering 6th or 9th grade) are eligible academically. To be considered eligible for athletics, a student must:

- Earn a 70% or higher in three (3) of four (4) at the end of 1st Semester
- Yearlong final grades will be used for 2nd Semester reporting
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present  $\frac{3}{4}$  or 75% of the school day.
- Have four or less discipline referrals in a nine-weeks' grading period

The grade reported to GHSA (high school) for the spring semester will be the yearlong grade. Athletic academic eligibility lasts for one semester and must be reviewed after each and every semester. The Athletic Director at each high school will submit eligibility reports each semester to the Georgia High School Association. Each school principal is required to provide and monitor the school's ineligibility list for attendance and discipline each nine-weeks grading period.

### **GHSA ELIGIBILITY REQUIREMENTS HIGH SCHOOL CREDITS**

Three (3) units passed the previous semester

Five (5) high school credits after 1st year

Eleven (11) high school credits after 2nd year

Seventeen (17) high school credits after 3rd year

### **ADMINISTRATIVE PROCEDURES - SENIOR PRIVILEGE PERIOD**

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

- Have earned the minimum credits to be on track for graduation (at least 25 of the 28 required units of credit) as required by the local system's policy.
- Have less than five (5) unexcused school day absences in a 9 weeks grading period. For the purposes of

eligibility, a student is considered present at school for a full day if they are present  $\frac{3}{4}$  (75%) of the school day.

- Have four or less discipline referrals in the previous nine-weeks grading period

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

### **Additional Guidelines**

Students, and their custodial parent(s) or guardians, are ultimately responsible for attendance and absences; however, school officials may attempt to contact, notify and inform custodial parent(s) or guardians of students who have unusual patterns of absences in any class, for any reason, during a nine-week grading period. Under no circumstances is it acceptable for a student to falsify their attendance records.

Pre-K students will follow the attendance guidelines provided by Bright from the Start. According to Bright from the Start guidelines, Pre-K students that are absent for ten (10) consecutive days may be dropped from the program.

### **LATE ARRIVAL/EARLY DEPARTURE PROCEDURES**

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

Students who have a total of five (5) yearly cumulative unexcused late arrivals and/or early departures from school will be considered in violation of the Compulsory School Attendance Law and a notice may be sent home regarding violation of this law. Excuses for tardies/early departures shall be accepted for the following reasons:

- Personal illness and whose attendance may be detrimental to the health of themselves or others
- Illness or death in the immediate family
- Special and recognized religious holidays. Mandated by the order of a government agency (such as jury duty or physical exam for armed services)
- Serving as Page to the Georgia General Assembly
- A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard and such parent has been called to active duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted excused late arrivals or early departures to visit with his or her parent prior to the parent's deployment or during the leave

Indication of an excused early departure or late arrival specified on a school sign in/out sheet by a parent/guardian shall be accepted as a substitute for a written excuse. Students missing thirty (30) or more minutes from any class are considered absent for that class. Missing less than thirty 30 minutes from any class is considered to be a tardy/early departure. Students who accumulate more than five (5) unexcused late arrivals and/or more than five (5) unexcused early departures from any class during a 9-week grading period shall be subject to the appropriate consequences according to progressive discipline measures, which may include detention, in-school suspension, and out-of-school suspension.

### **PREVIOUSLY ASSIGNED WORK**

Previously assigned work includes but is not limited to reports, projects, homework, and term papers which were assigned when the student was present. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student. (Make-up work is defined as work assigned on a day the student is absent and is not to be confused with previously assigned work.)

Teachers have the discretion to require students who were present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. Credit will only be awarded if the required excuse is submitted within five days and the absence is deemed an excused absence. **(Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)**

### **MAKE-UP WORK**

1. To make up daily assignments, test, or major projects the absence is classified as either an excused absence or a pre-approved absence.
2. For an unexcused absence, students can make-up a test or major project only.
3. The student makes arrangements to make up work with the class teacher within five (5) days after returning to school. If the teacher is out on leave, the student's time to make arrangements is extended by the number of days that the teacher is out on leave. All work must be made up within five (5) days after the last absence unless a principal had determined there are unusual circumstances which would justify a longer time or the awarding of an incomplete for the course.

No make-up work is to be graded until after an absence has been determined to be excused.

### **TEEN-AGE & ADULT DRIVER - RESPONSIBILITY ACT**

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

### **CERTIFICATE OF SCHOOL ENROLLMENT**

Students must present a Certificate of School Enrollment when applying for a driver's license or permit. This certificate may be obtained from the counselors' office. Allow at least 48 hours (two working days) for the certificate to be prepared. This certificate is good for thirty (30) days. If a driver's license or permit is applied for after the certificate has expired, then the student must obtain another certificate for \$5 fee and allow at least two working days for processing. Students who plan to obtain a permit or license during the summer months must obtain a Certificate of School Enrollment prior to summer break. Certificates issued prior to summer break are valid for ninety (90) days.

### **CHILDREN IN NEED OF SERVICES (CHINS)**

Emanuel County Board of Education believes that regular school attendance is essential to gaining a quality education. Each school shall intervene early when students begin to accumulate absences. These interventions shall include telephone calls, letters, home visits and conferences informing of absences and resource referrals to parents offering assistance in resolving attendance problems. If attendance problems continue, a referral to the Children In Need of Service (CHNS) will result. The purpose of the CHNS Hearing is to provide school and community-based assistance to families when needed to address attendance concerns. The CHNS Hearing is intended to be a preventative and not punitive means to promote excellent, regular attendance.

### **Students Found Truant**

In the event of being reported or found truant pursuant to O.C.G.A. 20-2-698, 20-2-699, and/or 20-2-700, the student, along with their parent/guardian, will be immediately referred for a CHNS hearing, even if they have not yet reached seven absences.

### **PERFECT ATTENDANCE**

**For purposes of determining perfect attendance, students shall have no tardies to school, no early dismissals from school, and be present on campus all day each school day.**

### **ACCIDENT/ILLNESS**

Any accident on the school campus which is serious enough to require first aid should be reported to the principal's office immediately. Parents will be notified in case of serious accidents or illnesses at school.

### **ADMISSION/WITHDRAWAL/TRANSFERS**

#### **Admission**

Registration must be done at the attendance area school. Students are assigned to a school by their custodial parent/legal guardian's residence address.

The legal custodial parent or caregiver should accompany a student to register the student in school. Parents/guardians/caregivers registering students must be the parent on the birth certificate, must have custody documents from the court or notarized affidavit. The person bringing the student to be registered for school is the person who can withdraw that student at a later time unless legally acceptable arrangements are made for someone else to do so.

Parents/guardian/caregiver must bring the following items with them when registering a student: parent/guardian-valid picture ID (license, work ID, military); child's birth certificate; child's social security card; withdrawal form/report card; child's immunization records (Georgia Form 3231). Note: We will request records from previous school; however, we must have all documentation to complete registration.

Residency must also be established to enroll the student. **TWO PROOFS OF RESIDENCE SUCH AS ANY TWO OF THE FOLLOWING** must be presented upon registration:

1. Copy of receipt for monthly rental/mortgage payment.
2. Copy of rental agreement/mortgage payment.
3. Copy of water, telephone, or cable bill.
4. Copy of property tax bill.
5. Copy of home owner's insurance policy/receipt.
6. Income tax form with your address.

If family (and child) lives with a person who rents or owns the home, an affidavit or notarized statement from renter or owner to the effect that the family (and child) lives with them, is required. School personnel may verify this information.

If legal custody of a child is split between two parents, in addition to the documents listed above, the school needs a certified copy of the most recent court order identifying each parent's respective award of physical custody. Parents are responsible to immediately inform the school of any changes to the court order.



### **Withdrawal from School**

Any student leaving school permanently should be withdrawn by the person who registered the student in school or make legally acceptable arrangements for someone else to withdraw the student. Students between the ages of 16 and 18 must have written permission from a parent/guardian to withdraw. Parents and students must attend a conference with the principal/designee prior to withdrawal.

### **Transfer**

See the administrators at the school where the student is currently enrolled for current guidelines concerning transfers.

### **Change of Address**

If a student is already enrolled in Emanuel County Schools, and changes residence within the county at any time during the year, the parent/guardian **must** also fill out an Address Verification Form. Schools **must** have this form before changing any addresses on students.

### **ADMISSION OF SUSPENDED/EXPELLED STUDENTS**

**A placement committee will determine whether students returning from a Regional Youth Detention Center will be placed at their home schools or in the Alternative Program.**

The position of the Emanuel County Board of Education that the admission into the school system of a resident student who has been suspended from another school system for disciplinary reasons may have an immediate and direct adverse impact upon the discipline or general welfare of the school.

In accordance with Georgia law, the Board reserves the right and may decide not to admit a resident student to the school system who has been suspended or expelled from another school system during the period of suspension or expulsion. This includes students enrolling from Youth Detention Centers (YDC).

### **ADMISSION OF STUDENTS THAT MAY BE CHARGED WITH A FELONY**

Expulsion or suspension of students for felonies; alternative education system policy §20-2-768

(a) Each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Sections 15-11-602 and 15-11-707 which would be a felony if committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided in Code Section 20-2-754.

(b) A hearing officer, tribunal, panel, superintendent, or local board of education shall be authorized to place a student denied enrollment in a local school system under subsection (a) of this Code section in an alternative educational system as appropriate and in the best interest of the student and the education of other students within the school system.

(c) It is the policy of this state that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

### **ADDRESSING CONCERNS**

Students/parents who are concerned about a specific classroom situation should first confer with the teacher. If the issue is not resolved, the student/parent should make arrangements to see an administrator

of the school. If the problem is not solved at this time, contacting the appropriate Central Office personnel such as an Assistant Superintendent would be the next appropriate step.

### **AFTER SCHOOL ACTIVITIES**

All after school activities sponsored by the school are under the jurisdiction of the school, and the same rules and regulations cover them as during school hours. To participate in Non-GHSA activities, students must be in attendance for at least ½ the school day of the event unless otherwise cleared by the administration. The GHSA regulates attendance for participation requirements for activities sanctioned by the GHSA. All other activities are under the jurisdiction of the sponsoring organization

### **ATHLETIC MEDICALS**

Athletes who have been restricted from play or practice secondary to a medical condition or injury must have a release from the doctor to return to play/practice.

### **BICYCLES**

Students riding bicycles to school are expected to lock the bicycles at a determined location set by the principal or designee as soon as they arrive at school.

### **BOOK BAGS**

(See school supplemental handbook.)

### **CELL PHONE /ELECTRONIC DEVICE USE**

Cell phones and cell phone accessories are allowed at school during the school day for academic purposes as directed by school personnel. Cell phones and other devices will be confiscated if used inappropriately during school hours. The school district is not responsible for lost, damaged or stolen items. Videoing without consent is not allowed.

### **EXTRACURRICULAR ACTIVITIES**

Each school's supplemental handbook will provide a listing of extracurricular offerings and the opportunity for parents to decline permission for students to participate in a specific club or organization.

### **FUNDRAISING**

The Board of Education specifically discourages students in grades P - 5 being involved in door-to-door fund raising activities.

### **SCHOOL BUS TRANSPORTATION**

The Emanuel County School System operates school buses during the week for all students who desire to participate in the transportation program. However, this service which is determined by the conduct of the student rider may be discontinued. A student is expected to behave by following school rules. For safety purposes, a student who misbehaves and threatens safety of students and/or staff will be reported to the principal.

**The principal will determine if the misbehaving student keeps or loses bus privileges. The principal's decision is final.**

Please speak with your child about his/her behavior on the bus. Help us help you get your child to school safely. Emanuel County School buses have video equipment on each bus. Videos are used to help deter bad behavior and to identify those who threaten school buses/children/drivers, etc.

### **Video Cameras on Buses**

The Emanuel County School System has installed a video camera on all regular route buses and are archived on video tapes or hard drive disc (tapes). All students who travel on system buses are shown on the tapes as they board and disembark from the buses and ride to and from school and other locations. All tapes from this recording equipment are the property of the Emanuel County BOE. The camera is there for safety purposes and to assist the driver and principal with discipline problems on the bus. The camera records for about six hours then stops, rewinds, and begins again. This might mean that something will not be recorded during this time. Also, sometimes the equipment does not work properly even though every effort is made to maintain it in working order. The tape may be pulled from the recording by the principal, transportation director, lead driver, or a person authorized by one of the above persons. The tape will be labeled with the bus number, date, and the name of the person pulling the tape. The tape will be given to the principal, assistant principal, or transportation director for viewing.

**Parents are not allowed to view videos due to the privacy rights of other students.**

The tape may be pulled if an alleged disciplinary incident occurs involving, but not limited to, the following: a fight on the bus; illegal drugs/ weapons on the bus; verbal abuse/disrespect/ sexual harassment of the driver or another student; any act of physical violence upon another person; sex acts or sexual touching of any type; principal/ driver believes there to be a problem that the driver has not seen or heard; and/or altercation that results in law enforcement being called to the bus for assistance.

All tapes should be kept at the transportation department and in student record for storage. They will be held until the school year ends and then be destroyed. The tape may be used as evidence in disciplinary hearing if requested by principal or tribunal panel.

### **Bus Drop-off Procedures**

Your child will be dropped off at the address provided by the school office. A parent/guardian is responsible for writing a note with their signature requesting a different location for their child to be dropped off. The location indicated in the note must be an Emanuel County School System scheduled bus stop.

### **Bus Behavior**

All students who utilize the county's bus transportation system must observe appropriate school behavior. The school bus and the bus stop are extensions of the classroom.

The same rules that apply on a school campus apply on a school bus and at the bus stop. Bus transportation is provided as a privilege to all students who attend Emanuel County's public schools. A student may lose his/her privilege to ride the school bus by failing to obey the system's rules. Students should respect their bus driver and cooperate with his/her instructions or requests. Students should remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisles and off other riders and their property.

### **RULES SPECIFIC TO SCHOOL BUS**

1. Students must practice acceptable conduct at all times
2. Drivers may assign seats to students
3. When crossing a street is necessary, students will immediately cross in front of the bus in full view of the driver
4. A student will keep arms and head inside the bus at all times

5. Students must be quiet at railroad crossings.
6. The use of obscene language or gestures is prohibited.
7. Students who fail to respond to correction by bus drivers shall be reported to the school principal who may deny students bus transportation. Improper bus conduct may result in suspension or expulsion from school.

### **Bus Discipline Procedures**

Disciplinary action for bus misbehavior is administered by the principal or other designee at the local school. School buses and bus stops are considered extensions of the school campus. All rules that govern student conduct while on school campus/property apply while students are on the school bus or at the bus stop. School principals have the authority to impose an immediate suspension for serious offenses. **The principal may also add any other disciplinary action deemed necessary.** School bus drivers do not discipline children, although they have the prerogative to assign seats or move a child from one seat to another to solve a discipline problem.

### **Elementary Procedures for Bus Discipline are as Follows:**

**Offense 1:** The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the driver will contact the school administrator. The driver will document these actions.

**Offense 2:** The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.

**Offense 3:** Student will be suspended from riding the bus for one (1) day.

**Offense 4:** Student will be suspended from riding the bus for three (3) days.

**Offense 5:** Student will be suspended from riding the bus for five (5) days.

**Offense 6:** Student will be suspended from riding the bus for 10 days.

**Subsequent offenses** will warrant 10 or more days removal from bus. The principal may also add any other disciplinary action deemed necessary.

### **Middle / High School Procedures for Bus Discipline Are As Follows:**

**Offense 1:** The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.

**Offense 2:** Student will be suspended from riding the bus for one (1) day.

**Offense 3:** Student will be suspended from riding the bus for three (3) days.

**Offense 4:** Student will be suspended from riding the bus for five (5) days.

**Offense 5:** Student will be suspended from riding the bus for 10 days.

**Subsequent offenses** will warrant 10 or more days removal from bus. The principal may also add any other disciplinary action deemed necessary.

In addition to any other rules governing the behavior of students on school buses, every student who rides a school bus should understand that the following behaviors are specifically prohibited:

- A. Any “act of physical violence” defined under Georgia law as follows:
  - a. Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as “Type One Physical Violence”); or
  - b. Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia Criminal law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as “Type Two Physical Violence”).

- B. Bullying as defined elsewhere in the Handbook;
- C. Physical assault or battery of other persons on a school bus;
- D. Verbal assault of other persons on a school bus;
- E. Disrespectful conduct toward the bus driver or other persons on the school bus;
- F. Other unruly behavior on a school bus;
- G. Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; audible radios; tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication system or the school bus driver's operation of the school bus.
- H. Personal belongings should be left at home. The school bus driver is not responsible for personal belongings of a student including belongings left on the bus.
- I. 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.
- J. If a student engages in physical acts of violence, either Type One or Type Two, the student will be subject to the disciplinary consequences explained under the other relevant sections in this Handbook.
- K. If a student is found to have engaged in bullying or in physical assault or battery of another person on a school bus, the parent or guardian of the student shall be required to participate in a meeting with appropriate school officials to form a school bus behavior contract for the student. The contract may include, but is not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

### **SCHOOL SAFETY PROTOCOLS**

If you see something, say something! Report crime tips: • Emanuel County Sheriff's Department: 478-237-7526 • Swainsboro Police Department: police@cityofswainsboro.org or 478-237-8967 • Twin City Police Department: 478-763-4140

**Safe Learning and Working Environments** – Creating and maintaining safe schools for students, faculty, staff, and visitors is one of our main priorities every day. Parental support and community involvement are vital to helping the district maintain safe, orderly schools. The district regularly works in partnership with the Emanuel County Emergency Management Agency and all law enforcement agencies within the county, state and nation to develop and implement school and district emergency plans that help create safe school environments.

**Emergency Preparation is Critical** The school district works closely with local government, law enforcement and other emergency management officials to monitor safety concerns and respond quickly to situations as they arise. The district and all of our schools have plans to respond to emergencies, including inclement weather, fire, dangerous items on campus, utility outages, intruders, etc. Our schools have updated their site specific Safe School Plans and they have been reviewed by the district's safety officer with assistance from law enforcement. The district also provides several training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, all schools conduct emergency drills throughout the school year so that students and staff are aware of the most

effective and safe emergency responses. Each school has assigned key staff members to perform roles and responsibilities during emergency situations.

**Parents Have a Key Role in Emergency Response** During and following an emergency situation, school and district officials must act quickly and follow established emergency protocols to safeguard students and staff, secure schools, and communicate accurate information in a timely manner. Parents can assist greatly by helping with preparation before the emergency. Here are a few critical steps you can take:

1. Do not call or go to your child's school during an actual emergency. All law enforcement agencies strongly advise you to remain out of the area and keep lines of communication open. Please do not go to your child's school unless you have received direction from the school or district officials. Vehicular traffic around the school may impede the ability of law enforcement and emergency responders from entering/exiting the campus.
2. Do not attempt to contact your child or school faculty and staff during an emergency. Students need to focus on emergency direction from school personnel and school personnel will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff and emergency responders.
3. Give school officials accurate contact information so you can be reached in case of emergency.
4. Keep contact information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home, office and mobile telephone numbers and email addresses. Also important, in case you cannot be reached are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
5. Be alert for a Emanuel County Schools notification. The district and schools will send emergency and routine messages to parents/guardians via our mass telephone, email and text notification. Parents may register multiple phone numbers with their child's school to ensure messages are received.
6. Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
7. Stay informed about emergencies, potentially serious situations, or inclement weather. When serious conditions arise at school or in the community which may result in school evacuations, early dismissals, or school closings, monitor school system messages and local media outlets. Information will be broadcast on Emanuel County Schools' electronic messaging system via telephone, email and text, the district's Facebook and Twitter social media sites, the district's website [www.emanuel.k12.ga.us](http://www.emanuel.k12.ga.us), and local media outlets: Swainsboro Radio stations, The Blade, WTOG, WSAV, WJBF, and WJCL.
8. Notify school officials if you see or hear of anything that could create a danger at school. If you prefer, you may call the law enforcement tip lines listed above. Monitor local news.
9. All schools are equipped to safely continue operations and food services despite unforeseen utility outages. There is no need to come and pick up your child due to a utility outage unless you have been notified by the school to do so.

**Delayed Dismissal and Emergency School Closings** Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools, or alter opening and closing times is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during

these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the district maintains close contact with the National Weather Service, the Emanuel County Emergency Management Agency and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions, such as lightning.

The district's electronic messaging system will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up. Bus riders will be delivered home when conditions allow for a safe dismissal.

**Emergency Release of Students to Parents** School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For your child's safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification. Noncustodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and also must show proper identification.

**Reuniting with your child** When the situation allows, students will be released following reunification procedures. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.

- **Alternate pick-up site** – In some emergencies, it may become necessary to move students and staff from their school to an off-campus evacuation location. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including the district's electronic messaging system and local media.
- **Students who remain at school** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, they will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

**Emotional Support for Students during Emergencies** It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need, the district can provide counseling services to students and/or staff through the school counselors and school psychologists within our district's Student Support Services department. If you have any concerns or questions about Emanuel County Schools' emergency protocols, please contact your school's principal or the district's safety coordinator, Matt Braswell at 478-237-6674 or [matt.braswell@emanuel.k12.ga.us](mailto:matt.braswell@emanuel.k12.ga.us)

## **DISASTER ALERTS**

Disaster alerts are held periodically throughout the school year. The Centegix Alert system is used in schools to alert students and staff to important actions that need to be taken in case of different events. The colors for said alerts are listed below.

### **Fire Drills**

Continual long sounds or verbal instructions.

### **Tornado Alert**

Verbal instructions

### **All Clear Signal**

Three (3) sounds or verbal instructions.

### **Centegix**

Red- Lockdown, Yellow-Lockout, White-Hold, Green- Evacuate, Blue-Severe Weather

## **STUDENT DRESS EXPECTATIONS**

Students are expected to comply with the Emanuel County School's Dress Code while in attendance at school. This includes wearing items in the adopted school dress code. This policy addresses requirements for normal school days and dress down/spirit days. The appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal hygiene, neatness, and conservative standards of dress and appearance. When questionable the school principal or the principal's designee will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following dress code both at school and on the school bus:

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

**Girls:** The basic clothing for girls in sixth through twelfth grades shall consist of a long or short-sleeved white, black, grey, or khaki (or other color designated by the school) collared, polo or oxford style shirt with khaki, or black skirt, shorts, slacks, Capri pants, or skorts. Polo shirt-dresses are not permitted. The skirts, shorts, slacks, capri pants, or skorts should be made of standard twill, cotton, or polyester material. See bullets below for description. No tears, rips, or holes in clothing.

**Boys:** The basic clothing for boys in sixth through twelfth grade shall consist of a long or short sleeved white, black, grey, or khaki (or other color designated by the school) collared, polo or oxford style shirt with khaki, or black shorts or slacks. The shorts or slacks should be made of standard twill, polyester, or cotton dress material. See bullets below for description. No tears, rips, or holes in clothing.

- A. **Pants** must be solid khaki, or black pants/slacks, shorts, skirts, skorts, or capri pants (no knit pants, leggings, footless tights, jogging, exercise/yoga; no zippers or other ornamentation on pant legs or skirts or any other part of the outfit.) Clothes must be worn and belted at the natural waist, made of standard dress material (cotton, polyester and /or twill) and pants legs must not drag the floor. No denim jeans, skirts, shorts, etc. Shorts, skorts, and skirts must be no more than 2 inches above the knee cap. Athletic shorts, skinny jeans/pants, leggings, or jeggings are not acceptable.
- B. **Tops** must be solid white, black, gray or khaki polo or oxford or the designated school color. Shirts with official collegiate logos may be worn. Shirts can have insignia no larger than a standard credit card. Shirts longer than 3 inches below the natural waist must be tucked in. No more than two chest pockets on shirts. T-shirts may be worn if they are school spirit shirts or school-sanctioned club shirts. Hoodies may be worn as long as they meet the color guidelines or



- they are school spirit gear or school-sanctioned club. Under the shirt, students can wear solid white, black, or school color undershirt, camisoles, or turtleneck.
- C. **Shoes**- Students are required to wear safe and appropriate shoes at all times. No bedroom shoes, heeled shoes, stilettos, high heels (heels no taller than 3 inches) or similar type shoes are allowed at school. Flips flops and athletic shoes are not permissible in lab settings.
  - D. **Tights, socks, or hose** must be solid, neutral, black, white, grey or chosen school color.
  - E. No hats, sun visors, scarves, rollers, sweatbands on head, bandannas, hoods, caps or sunglasses may be worn in the building.
  - F. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal. Visible tattoos cannot show nudity, vulgarity, or gang related images.
  - G. No visible body piercing except ears or a small stud in the nose. Students are not permitted to wear mouth grills and fronts or have nose bars, chains, or gauges.
  - H. No torn or ripped clothing of any fashion where skin or undergarments are exposed will be allowed.
  - I. The dress code shall not prohibit students from wearing coats, jackets and sweaters when necessary due to weather conditions. Trench coats and dusters are not permitted. Hoodies are not considered cold weather gear and must meet the requirements listed above.
  - J. **The following guidelines must be followed regarding jackets:**
    - a. **Cold weather gear** (jackets, coats, wraps) to be worn over clothes.
  - K. Acceptable colors are solid gold, white, red, black, grey, khaki, brown or a combination of these colors i.e. Letterman jackets.
  - L. Cannot bear inappropriate messages
  - M. Cannot be a Trench coat or duster
  - N. Must be deemed appropriate by the principal
  - O. **It cannot bear a logo or name brand symbol or other insignia or message larger than the size of a standard credit card.**
  - P. Articles of clothing that may be worn over the shirt (i.e. polo, crew neck sweatshirt, turtle neck, or **current year** school spirit shirt) include jackets, windbreakers, sleeveless V-neck or crew neck sweater vests, long or short sleeve pullover V-neck or crew neck sweaters, cardigan sweaters, long sleeve or sleeveless V-neck or crew neck wind shirts, V-neck or cardigan sweatshirts, or fleece garments of the same type. The outer garment, not including cold weather gear detailed above, must meet school color guidelines.
  - Q. **If the extra garment has a hood, the hood cannot be worn in the building.**
  - R. Prints, plaids, camouflage and other patterns or designs are **not** acceptable\
  - S. Garments that can be worn under a polo, oxford, the current year school spirit shirt or crew neck sweatshirt are:
    - T. A solid white, solid black, or second school color undershirt or camisole
    - U. Solid white, black or solid school color turtle neck
  - V. Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed. Hair must be a natural shade or tone, no extreme colors i.e. blue, pink, purple, and green, etc. No mohawks.
  - W. Clothes should be in the correct size to avoid sagging.
  - X. Belts must be plain style solid color black, brown, tan, navy or white and worn inside the belt loops. They should not have oversized, ornate buckles or buckles that bear offensive messages.
  - Y. This policy prohibits students from wearing or displaying expressive items on the clothing that may contribute to disruption by substantially interfering with discipline or with the rights of others. It also prohibits items that undermine the integrity of the policy, notwithstanding their expressive nature, such as a sweatshirt or other over-shirt that bears a message and/or covers or replaces the type of shirt required by the policy.

- Z. On special occasions schools will be allowed to have dress down days. The principal at each school will determine the dress down days for that site. Acceptable dress for dress down days will be consistent with the dress code as published in this policy and in the Emanuel County Student and Parent Handbook.
- AA. Schools should strive for full compliance using positive reinforcement. Corrective action should only be used when all positive measures have been exhausted.
- BB. **High School students who participate in pathway programs that have prescribed uniform requirements may wear those uniforms throughout the school day provided that the uniforms meet the individual program requirements.**

### **Guidelines for Dress Down Days**

- A. Hair should be fixed in an appropriate manner. No extreme colors (i.e., pink, blue, etc.) or mohawks are acceptable. Hair must be a natural shade or tone. In addition, no hats, caps, sun visors, combs, scarves, rollers or bandannas are to be worn. Sunglasses may not be worn inside. (Exceptions can be made with the principal for prescription glasses.)
  - B. No see-through garments; sheer see-through, or mesh see-through garments. Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
  - C. Shirts may be unbuttoned three buttons down for polo shirts and only 2 buttons down for all other. No skin may be shown between the button line and the belt line. No midriff type clothing is allowed.
  - D. Clothing such as belts, flaps, etc., must be buttoned or buckled. No chains or chained wallets.
  - E. Dresses, skirts, shorts, skorts, culottes, and other similar garments shall be no more than 2 inches above the knee cap or reach the end of the middle finger tips (measurement will be taken from top of the slit).
  - F. Students are required to wear safe and appropriate shoes at all times. No bedroom shoes, hee-lies, stilettos, high heels (heels no taller than 3 inches) or similar type shoes are allowed at school. Flips flops and athletic shoes are not permissible in lab settings.
  - G. Tank shirts and halter tops are not to be worn. Cleavage must not show - no low cut clothing. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed. No cut-out areas in sundresses are allowed.
  - H. No clothing or jewelry bearing advertisements of alcohol or tobacco products or offensive, obscene, or vulgar language will be allowed. The Emanuel County Board of Education interprets this to include references of a sexual nature, either symbolic or implied; references to contraception; and insufficiently attired caricatures of individuals. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal. Visible tattoos cannot show nudity, vulgarity, or gang related images.
  - I. All shirts that are three inches below the natural waist must be tucked into pants. (Exceptions may be made for seasonal jackets, coats, sweaters and sweatshirts of appropriate size that are in accordance with the policy). No trench coats.
  - J. Pants legs must not drag the floor. Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. Athletic shorts, leggings, jeggings, or exercise/yoga pants are not permitted.
- The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy.

## **Compliance**

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

### **Incident #1.**

Warning, parental contact, and remedy clothing

### **Incident #2.**

Loss of privileges, after-school detention, or ISS

### **Incident #3.**

Violation will be addressed in accordance with the Code of Conduct which provides for various consequences depending on a student's discipline record and the severity of the offense.

No student will be considered non-compliant with the dress code policy under the following conditions:

1. During the first 2 weeks after a student transfers from another system
2. When the principal authorizes dress down days or gives special permission-
3. When instructors/advisors have obtained permission through the principal and require students to dress in uniforms such as band, JROTC, sports teams, etc.

## **COUNSELING SERVICES**

School guidance counselors are available in each school.

## **IMMUNIZATION ADMINISTRATIVE PROCEDURE**

No child shall be admitted to Emanuel County Schools unless the child has submitted a certificate of immunization.

Before starting the school year, all students born on or after January 1, 2002 and entering or transferring into 7th grade will need proof of a whooping cough booster shot and a meningococcal shot.

The Certificate of Immunization is a form provided by the Department of Human Resources. It is issued by a physician licensed under the laws of Georgia or by a local board of health (Health Department). The principal/superintendent may grant a 30 calendar day waiver of the immunization certificate provided documentation is provided by physician or the Health Department that the immunizations are in process.

A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date the next required immunization is due or the date on which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or facility within 30 days after expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.

Effective with the school year 2007 – 2008, for entrance into grade six in Georgia Schools, a child must have two (2) doses of Varicella (chickenpox) vaccine on or after the first birthday.

Georgia's immunization requirements for students entering or transferring into the eleventh grade have been revised to align with the current recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP).

Effective July 1, 2021, children 16 years of age and older, who are entering the 11th grade (including new entrants), must have received one booster dose of the meningococcal conjugate vaccine (MCV4), unless their initial dose was administered on or after their 16th birthday.

Requirements for the hepatitis B, measles, mumps, rubella and varicella vaccines may be waived with serologic proof of immunity. Requirements for varicella vaccine may be waived also with history of medical diagnosis of disease or parent or guardian description of disease that has been interpreted as valid by the certifying authority.

A tetanus and pertussis booster is needed at age 14 or entry into high school (grade 9). The principal/superintendent may grant a maximum of 90 calendar day waiver with the documentation provided by the physician or the Health Department: 1) Specifying that an immunization sequence has been started and that this immunization time schedule can be completed within the 90 day waiver period, 2) Provided confirmation is received during the waiver period from the Health Department or physician that immunizations are being received as scheduled, and 3) Provided the student under waiver is a transfer student (moves to Georgia from another state) or a student entering kindergarten or first grade from out of state.

The waiver may not be extended beyond 90 calendar days; and upon expiration of the waiver, the child shall not be permitted to attend school unless the child submits a certificate of immunization.

If parent/legal guardian objects to immunization of the child on the grounds of religious beliefs, the parent/guardian must furnish a notarized affidavit which certifies that the immunization requirement conflicts with the religious beliefs.

Immunization may be required by the system should a disease be in an epidemic stage in the school/system. During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Human Resources, children who have not been immunized may be excluded from the school until (1) they are immunized against the disease unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant health danger. Out of state students must meet all requirements for Georgia Immunization and the documentation must be provided on the Georgia Certificate of Immunization Form as provided by Rule 290-5-4-.04, or a Certificate of Immunization indicating medical exemption as provided by Rule 290-5-4.05.

Code Section Code 20-2-771 and Chapter 290-5-4 (Rules of DHR and PH)  
Please direct your questions to child's school nurse

### **PROCEDURES FOR MEDICATION IN SCHOOLS**

Emanuel County Schools acknowledge that some students may require medication during the school day. School system personnel will administer medications in accordance with law and system procedures. Whenever possible, parents/guardians are encouraged to administer their child's medications before and after school hours. Appropriate forms will be sent home the first day of school. Medications will not be given one hour prior to school dismissal time.

### **Parent/Guardian Authorization/Consent**

- A. Parent/Guardian consent is required for each medication (prescription and non-prescription) to be administered to a student.
- B. Regardless of whether prescription or non-prescription, parent/guardian must complete an “Authorization of Medication Administration” form for each medication. A new “Authorization of Medication Administration” form must be completed for any change in dosage of existing medication.
- C. Medication will be administered according to prescription pharmacy label unless the prescribing physician has submitted a written change order to the school nurse.
- D. Non-prescription medications will be administered according to labeling directions on the original container.
- E. New “Authorization of Medication Administration” forms must be completed each school year even if the medications remain the same.

### **Delivery of Medication to School**

Prescription medication must be delivered to the school in its original container with the original pharmacy label containing the student’s name, date, name of the medication, dosage, and expiration date. (Medications arriving in baggies, envelopes, or other types of packaging will NOT be accepted.) A signed physician’s statement or order is required in addition to the parent’s/guardian’s signature.

Non-prescription medication must be delivered to the school in its original container with manufacturer’s directions clearly visible. (Medication arriving in baggies, envelopes, or other types of packaging will NOT be accepted.)

It is recommended that parent/guardian obtain a second container/bottle of medication from the pharmacy (one for home and one labeled for school) as medication will NOT be sent home with students.

### **Physician’s Order Requirement**

A signed physician’s order is required for the administration of prescription medication to a student.

Because aspirin and aspirin containing products have been linked to Reye’s syndrome, aspirin and other salicylates (Pepto-Bismol, Excedrin, Alka-Seltzer, etc.) will NOT be administered to students without a written order from a physician and permission from the parent/guardian.

A physician’s order will be required for non-prescription medication to be administered more than twice a day OR for more than three consecutive days.

Alternative medications such as vitamins, minerals, herbs or dietary supplements will NOT be administered by school personnel unless prescribed by a physician.

### **Self-Administration of Asthma Medication/ Epi-Pen**

A student with a diagnosis of asthma or a severe allergic reaction is permitted to possess and self-administer inhaled asthma medication or an Epi-Pen during the school day, at school sponsored activities, or while on the school bus or other school property after physician and parent/guardian approval. The parent/guardian of the student, the student, and the prescribing physician must complete the “Authorization for Student to Carry a Prescription Inhaler or Epi-Pen” form and return it to the school nurse.

Permission for self-administration of asthma inhalers/Epi-Pens is effective for one school year and must be renewed yearly.

Inhalers must be marked in permanent ink with the student's name. Epi-Pens must contain the pharmacy label and directions for the student.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

### **Disposal of Medications**

The responsibility of the parent/guardian is to pick up their child's medication (prescription and non-prescription) by the end of the school year. For safety reasons, medications will NOT be sent home with students. A written reminder will be sent home with students that have medication at school. If medication has not been picked up by the last day of school, the school nurse will dispose of and document the disposal of the medications.

### **Students with Diabetes**

An individualized health plan will be developed for each student in coordination with the treating physician and the needs of the student.

### **Caution about Drugs**

Students and parents/guardians should be aware that the sale, transfer (to include giving away, or making available in any manner), possession, or use of any drugs/medications or created appearance of drug/medication except as outlined above is a violation of the Student Code of Conduct **and such conduct will be subject to disciplinary action.**

### **Specialized Health Procedures**

A physician's order and parent/guardian consent are required for specialized health procedures (catheterizations, tube feedings, ostomy care, etc.). The parent/guardian is responsible for furnishing all equipment, supplies, medications, formulas, or other items necessary for the administration of the procedure and to provide replacements and maintenance as necessary.

## **LUNCHROOM INFORMATION**

Students are expected to confine all eating to the cafeteria (except for planned activities.)

Students are expected to display good manners in the cafeteria. Students should use correct table manners, talk only to those at their table, and should leave the table as clean as possible.

### **School Nutrition Information**

The School Nutrition staff at each school invites and encourages your child's participation in the breakfast, lunch and snack programs. Nutritious meals are planned, prepared, and served daily. All meals meet the USDA dietary guidelines for students in the specified grade levels

### **Meal Cost**

Emanuel County student meals will remain under the USDA CEP pricing option for the 2024-2025 school year. Under CEP, students enrolled in Emanuel County Schools will be served one breakfast and/or one lunch per day at no charge. When snacks are offered as part of afterschool group tutoring conducted by the school system the students will receive snacks at no charge.

Parents are encouraged to visit their child's school at mealtime with prior reservations. Meal costs for visitors are: Breakfast - \$5.00 and Lunch - \$6.00.

### **A La Carte Purchases**

Students are allowed to purchase extra items that are being served as part of the student meal such as extra milk, fruits or vegetables or smart snack items available in addition to the student meal that is provided at no charge. Smart snack items are clearly labeled as not being part of the student meal. Ala Carte Purchase payment is due at the time of purchase. No charging will be allowed for Ala Carte items. Students may place money into their meal account in advance. Please place payment for ala carte items in a sealed envelope with your child's first and last name and the payment amount on the outside of the envelope. If paying by check, include the student's first and last name on the check.

### **Food Allergies**

Parents of students with food allergies are required to provide the school nurse prior to the start of every school year, with documentation from their child's physician or nurse supporting a diagnosis of food allergy, and any risk of anaphylaxis. Any food to which the child is allergic should be identified along with a description, if appropriate, any prior history of anaphylaxis; listing any medication prescribed for the child for the treatment of anaphylaxis; detailing emergency treatment procedures in the event of a reaction; listing the signs and symptoms of a reaction; assessing the child's readiness for self-administration of prescription medication; and a list of substitute meals that may be offered to the child by school or early childhood education program food service personnel. The school nurse will copy this information to the school nutrition program so that appropriate changes may be made in the student's meal selections if needed. Lactose intolerance is not considered an allergy. Lactaid milk is available at all schools for students who are lactose intolerant.

### **Menus**

Nutritious meals prepared daily are served at all schools. Therefore, competitive meals purchased from local restaurants are not allowed to be delivered to students for lunch. Students in Pre-K through 2nd grade receive a non-select breakfast meal. At lunch they have a choice of lunch entrée but do not receive a choice of side fruits and vegetables. Grades 3 through 12 are approved for offer vs. serve for breakfast and lunch and may choose three or four items offered at breakfast and four or more food group components at lunch. Students are required as part of the USDA School Nutrition Program to have one of their selections to be at least ½ cup fruit or vegetable at both breakfast and lunch.

Menus are posted on the school's web page and in the cafeteria of each school. Please contact Mrs. Chandra Hooks, Director of School Nutrition, at 478-237-6673 with any questions you may have concerning school nutrition.

### **INFINITE CAMPUS PORTAL**

Infinite Campus Portal is an online tool for students and parents/guardians which is also available as a mobile application (app) with push notifications. It gives you 24-hour access to grades, attendance, and assignments. Parents/ Guardians can visit <https://campus.emanuel.k12.ga.us/campus/portal/emanuel.jsp> portal or the Parent Resources section of the school system's website to learn more.

Infinite Campus Portal also provides access to Georgia's Statewide Longitudinal Data System (SLDS) where historical state assessment data, grades, and attendance can be accessed. SLDS also provides access to instructional resources.

### **PERSONAL BELONGINGS**

Personal belongings should be left at home. The school is not responsible for personal belongings of a student, including belongings left in locker (includes cell phones).

## **SCHOOL PROPERTY AND STUDENT DEBTS**

Students marking or damaging school equipment or property in any way will be required to clean the article and/or pay for the damage. When issued a textbook OR CHROMEBOOK, the student becomes responsible for assuring that the book or computer does not become lost or damaged beyond normal usage. Loss or excessive damage to books or computers will result in the student paying for the book/computer or for damages. The law specifically provides that parents and students are responsible for materials lent to the student.

Students shall be notified in writing of any debt charged to them and failure to pay these debts may result in sanctions. Opportunity shall be given for the student or parent to meet with a school official to discuss any debt the student owes.

If a student or parent is unable to pay the debt, an official statement to that effect may be filed with the superintendent or designee who will make arrangements for the student to satisfy the debt by performing services for the school district.

## **TITLE I – FAMILY AND COMMUNITY INVOLVEMENT PLAN**

Parental involvement in the Emanuel County Schools is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success.

The Emanuel County School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1010 of the Every Student Succeeds ACT (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

The Emanuel County School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1010 of the ESSA:

Conduct an annual fall meeting to inform parents of school's Title I participation and to discuss the Title I program (PTA):

1. Provide parents with an "Open Letter" informing them of the benefits of their school's participation in Title I and encourage them to become involved in the ongoing planning, review, and improvement of the parental involvement program;
2. Involve parents in the planning, review, and improvement of the school's Title I program and Parent Involvement Policy through the annual evaluation of the Title I program conducted each year during programs such as "Parent University," participation on the Title I Advisory Council, use of parent surveys, memberships on committees, school wide planning teams, school councils, and involvement in developing the school's improvement plan;
3. Create a District Parent Advisory Council to provide advice on all matters related to parent involvement in programs supported by Title I funds;
4. Develop district protocols for appropriate roles for community based organizations and businesses in parent involvement activities;
5. Adopt district model approaches to improving parent involvement at the school level;
6. Allocate district resources to parent involvement activities;
7. Provide a Parent Involvement liaison for Title I schools;



8. Develop and maintain a parent involvement website;
9. Meet with parenting personnel from Head Start, Pre-K and the English Language Assistance Programs to collaborate while planning for parent workshops when feasible;
10. Conduct other activities such as parent resource centers in all Title I schools that encourage and support parents in more fully participating in the education of their students;
11. Communicate with parents in a format and language that they can understand;
12. Invite families and preschool children into the schools to visit, have lunch, and participate in planned activities;
13. Provide to parents, as appropriate, information to help them understand the State's academic content standards, the State's student academic achievement standards, and the State and local academic assessments including alternate assessments;
14. Provide parents with timely information about the Title I program through parent meetings, the school website and newsletters throughout the school year.

## **TITLE I – EVERY STUDENT SUCCEEDS ACT (ESSA)**

### **Purpose and Use of Title I, ESSA Funds**

The purpose of the ESSA Title I, Part A funds is to ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the State Board adopted content and achievement standards, as specified in the statute and regulations. Districts and schools receiving funds are to ensure that they are meeting the educational needs of low-achieving students in low income schools funded by Title I or in schools receiving the funding and are closing the achievement gap between high and low performing students, especially the achievement gaps between minority and non-minority students and between socioeconomically disadvantaged students and their more advantaged peers.

### **School-Wide Program**

A school-wide program school may now use its Title I, Part A funds coupled with other Federal education funds to upgrade the school's entire educational program, rather than to target services only on identified children. By affecting the entire program of instruction, the overall education of children in the most impoverished schools can be improved.

### **Professional Qualifications of Teachers and Paraprofessionals**

All of Emanuel County's Title I schools will use their title funds to support instructional strategies which are effective with students who are at risk of not meeting state standards. Programs of high quality are in place and offer strategies to ensure success in the core academic program. Teachers meeting professional qualifications are placed in all our schools to provide instruction on a regular basis to all of our students.

Paraprofessionals hired after January 8, 2002 must have:

- Completed two years of study at any institution of higher learning;
- Obtained an associate's degree (or higher);
- Demonstrate through an academic assessment the knowledge and the ability to assist in the instruction of reading, writing, and math.

## **COMPLAINTS AND GRIEVANCES POLICY**

### **Complaint Procedures**

#### **A. Grounds for a Complaint**

Any individual, organization or agency ("complainant") may file a complaint with the Emanuel County Board of Education ("Department") if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the *No Child Left Behind Act*.

The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### **B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Academic Achievement of the Disadvantaged
2. Title I, Part C: Education of Migrant Children
3. Title II, Part A: Supporting Effective Instruction
4. Title III, Part A: Language Instruction for English Learners and Immigrant Students
5. Title IV, Part A: Student Support and Academic Enrichment
6. Title IV, Part B: 21st Century Community Learning Centers
7. Title V, Part B: Rural Education Initiative
8. Title X, Part C: McKinney-Vento Homeless Assistance Act

### **C. Filing a Complaint**

A complaint must be made in writing to the Emanuel County School Director of Federal Programs and signed by the complainant. The complaint must include the following:

1. A statement that the Emanuel County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all applicable documents supporting the complainant's position; and
6. The address of the complainant.

### **D. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Director of Federal Programs will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. The sixty (60) day timeline outlined above may be extended if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

### **E. Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334

It is the policy of the Emanuel County Board of Education that grievances and complaints relating to school matters are to be recognized and addressed in an orderly manner. Grievances and complaints shall be addressed from parents, students, staff, private schools and other concerned organizations or individuals in the general public.

Grievances and complaints shall be handled and resolved, whenever possible, as close to their origin as possible. For the purposes of this policy, a grievance is defined as any claim by a member of the public that the action or operation of the school district or the Board of Education is in violation of the law or Board policy. Any claim that does not meet the definition of grievance will be considered a complaint and it will be handled through routine administrative procedures.

The Federal Programs Director is responsible for dissemination of complaint procedure. The complaint procedure and form will be available on district website, employee handbook, and paper copies will be available at each school and the district office.

### **STATE ASSESSMENTS**

All kindergarten students defined in Rule 160-3-1-.01 except those students exempted by criteria specified in their Individualized Education Program shall be assessed using the Georgia Kindergarten Inventory of Developing Skills (GKIDS) and/or other state approved measures during their kindergarten year. Students entering kindergarten prior to March 1 shall be assessed with the total GKIDS. Students entering on or after March 1 shall be assessed with as much of the GKIDS as the system determines is appropriate.

Students in grades 3 through 8 will take end-of-grade assessments in the content areas of language arts and mathematics. Students in grades 5 and 8 will also take end-of-grade assessments in the content areas of science. In addition, Grade 8 takes an end-of-grade assessment in the content area of social studies. These tests are administered towards the end of the school year, typically in April.

The primary mode of administration for Georgia Milestones, ACCESS, and NAEP assessments is online. Paper/pencil test materials, such as Braille, will be available during main administrations for students with disabilities who may require them in order to access the assessment.

Students at the high school level will take an end-of-course assessment in the following content areas and courses:

- Language Arts- American Literature and Composition
- Mathematics –Algebra: Concepts & Connections
- Science – Biology
- Social Studies - United States History

The end-of-course measures are administered at the completion of the course, regardless of the grade level. These measures serve as the final exam for the course and contribute 10% to the student's final course grade. Each school district selects a local testing window, based on their local school calendar, from within the state-designated testing window. Middle school students who are enrolled in one or more of these courses are required to take the associated end-of-course (EOC) measure. If enrolled in a mathematics and/or science EOC course, these middle school students will not take the corresponding mathematics and/or science content area end-of-grade (EOG) measure.

### **TRANSPORTATION CHANGES**

If a student needs to make a transportation change, he/she must present a written request signed by the parent to the office, and the office must approve it before the change is made. This will apply whether the transportation is by car or by school bus.

### **VIDEO/AUDIO TAPING**

The school system reserves the right to videotape or audiotape students while on school premises, during school events/extra-curricular events and student evaluation purposes. Students are also videotaped on school bus routes and during field trip transport. The school system also reserves the right to tape any meetings concerning the student where a parent may be present.

### **VISITORS**

Any person entering the school campus or any school building, who is not a student at the school or an employee of the school system authorized to conduct business at that school, shall check in at the Principal's office, provide a reason for his or her presence at the school, sign the school registry with the date and time of his or her visit, and obtain a school pass. The only exceptions to this policy shall be specified under provisions of Georgia law. Whether or not a visitor has registered, a school administrator may at any time ask the visitor to explain his or her presence in the school building.

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## **II. ACADEMIC INFORMATION (All Grades)**

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### **Previously Assigned Work**

Previously assigned work includes but is not limited to reports, projects, homework, and term papers which were assigned when the student was present. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student. (Make-up work is defined as work assigned on a day the student is absent and is not to be confused with previously assigned work.)

Teachers have the discretion to require students who were present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. Credit will only be awarded if the required excuse is submitted within five days and the absence is deemed an excused absence. **(Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)**

### **MAKE-UP WORK**

1. To make up daily assignments, test, or major projects the absence is classified as either an excused absence or a pre-approved absence.
2. For an unexcused absence, students can make-up a test or major project only.
3. The student makes arrangements to make up work with the class teacher within five (5) days after returning to school. If the teacher is out on leave, the student's time to make arrangements is extended by the number of days that the teacher is out on leave. All work must be made up within five (5) days after the last absence unless a principal had determined there are unusual circumstances which would justify a longer time or the awarding of an incomplete for the course.

No make-up work is to be graded until after an absence has been determined to be excused.

## **MATERIALS**

Students will be expected to have textbooks, notebook paper, and pencils at all times for use in class.

## **PARENT/GUARDIAN RIGHT-TO-KNOW**

The parents or guardians of any student who attends a school within the Emanuel County School System may request information regarding the professional qualifications of the student's classroom teacher, including a description of the professional certificate held by the teacher for the grade levels and subject areas in which the teacher provides instruction, whether or not the teacher is teaching under a provisional or probationary certificate issued by the Georgia Professional Standards Commission, and information regarding the educational background of the teacher, including a description of the teacher's undergraduate degree and major and graduate degrees, if any, with graduate fields of study or additional certification areas. Parents may also request information regarding any paraprofessionals working with the student's teacher or teachers and the qualification of such paraprofessionals. Any requests for the qualifications of the teacher or paraprofessional should be submitted in writing to the Principal of the school which the child attends and should be delivered by regular mail or personally to the Principal or any Assistant Principal of the school which the student attends.

## **MULTI-TIERED STUDENT SUPPORT (MTSS)**

This team is at least made up of classroom teachers at each grade level and looks at each child identified as needing extra interventions through the Pyramid of Intervention in order to meet his/her educational goals. This team is responsible for writing the education plan including the Tier 2 Intervention Plan. The team is also responsible for working with teachers to implement the plan, which will include appropriate progress monitoring.

## **STUDENT SERVICES**

Emanuel County Schools Special Education Programs currently provide services for students ages 3 through 21. A continuum of services and delivery models are available in order to help students meet specific individual goals and objectives. Skills, abilities and attitudes needed for success in the community and society are the key focus of our special programs. Emanuel County Schools are dedicated to the notion that all students can learn. We strive to provide the best education possible for every student in his or her home school.

Emanuel County Schools Special Education Programs follow federal and state guidelines, rules and regulations. A committee team approach is used when making educational decisions regarding the most appropriate environments and services for each individual. Interagency, interschool and intra-school collaboration provides a community approach as we strive to help students reach their potential.

## **ACADEMIC PROMOTION, PLACEMENT AND RETENTION POLICY**

### **Definitions**

- A. Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.
- B. Additional instruction – academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

- C. Differentiated instruction – instructional strategies designed to meet individual student learning needs.
- D. Grade level – standard of performance, as defined by the Office of Education Accountability, on a Georgia Milestone Assessment.
- E. Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- F. Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestone Assessment. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestone Assessment.
- G. Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.
- H. Retention – the re-assignment of a student to the current grade level during the next school year.

**GRADING SYSTEM (Kindergarten)**

- M= Meets
- P= Progressing
- N= Not Yet Demonstrated
- NE= Not Yet Evaluated
- E= Exceeds

**GRADING SYSTEM (Grades 1 - 12)**

90-100.....	A
80-89.....	B
70-79.....	C
69 and below.....	F
S.....	Satisfactory
N.....	Needs Improvement
U.....	Unsatisfactory

**GRADE DISTRIBUTION**

a. Kindergarten	Standards
b. Grades 1-2	40% Classwork/Homework, 50% Chapter Test/Quizzes, 10% Unit Tests/Performance Tasks
c. Grade 3 -5	50% Classwork/Homework, 40% Chapter Test/Quizzes, 10% Unit Tests/Performance Tasks
d. Grades 6-8	40% Classwork/Homework, 40% Quizzes/Projects, 20% Unit Tests/Chapter Tests
e. Grades 9 - 12	25% Classwork/Homework, 25% Quizzes/Lab Work, 30% Tests, 20% 1 <sup>st</sup> or 3 <sup>rd</sup> 9-week exam/Midterm/Project

## **NINE-WEEKS HONOR ROLL/STAR HONOR ROLL**

Students that have a grade of A in every subject for the nine-weeks grading period will be awarded Star Honor Roll. To be included on Honor Roll for the nine-weeks grading period a student's grades must average to a 90 or above AND the student can have no grade lower than an 80 for that grading period in any subject. When averaging grades for the nine-weeks the average will not be rounded up.

## **YEARLY STAR HONOR ROLL AND YEARLY HONOR ROLL**

Yearly Star Honor Roll- A student is recognized for yearly star honor roll if they have all A's on their report card in every subject for each of the grading periods. (Middle School and High School use grading periods 1-3 to determine awards.) Yearly Honor Roll is awarded when a student's grades for the year average to a 90 or above AND the student has no grade lower than an 80 for any grading period in any subject. When averaging grades for yearly honor roll the average will not be rounded.

## **CRITERIA FOR PROMOTION**

### **I. CRITERIA FOR PROMOTION IN KINDERGARTEN**

- A. Students shall be expected to continuously achieve at a rate commensurate with their ability for achievement.
- B. Grade placement decisions shall be made on an individual basis. Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Education plan, or Individual Assistance Plan) which supports the individual retention decision shall be on file in the student's permanent record.
- C. Promotion decisions for students with Individual Education Plans will be recommended by the IEP Placement Committee.
- D. The local system shall assess each student's readiness for first grade. Said readiness assessment shall include data obtained from multiple sources including, but not limited to the Georgia Kindergarten Inventory of Developing Skills (GKIDS) as published, Early Intervention Program (EIP), report card, teacher recommendation based on classroom performance, as well as other data such as Measures of Academic Progress (MAP).
- E. Placement decisions shall be made on an individual basis.
- F. Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Educational Plan) which supports the individual retention decision shall be on file in the student's permanent record. The information obtained by the Georgia Kindergarten Inventory of Developing Skills (GKIDS), Early Intervention Program criteria, and report card shall be used as part of the required written documentation. The student's parent/guardian shall be notified of the final placement decision.
- G. The local school system shall assure that the following requirements are met.
  - i. All kindergarten students defined in Rule 160-3-1-.01 except those students exempted by criteria specified in their Individualized Education Program shall be assessed using the GKIDS and/or other state approved measures during their kindergarten year. Students entering kindergarten prior to March 1 shall be assessed with the total GKIDS. Students entering on or after March 1 shall be assessed with as much of the GKIDS as the system determines is appropriate.

- ii. Only certified teachers who are responsible for the entire class and who have been trained in the use of the Georgia Kindergarten Inventory of Developing Skills (GKIDS) shall administer the assessment.
  - iii. All children shall be administered the GKIDS according to the established guidelines and procedures found in the Georgia Kindergarten Inventory of Developing Skills (GKIDS) Assessment Guide.
- H. Parents/Guardians of students not making grade level progress shall be notified in writing by the end of the marking period in which the student's progress indicates that promotion may not be attained.

## **II. CRITERIA FOR PROMOTION IN GRADES 1-8**

- A. Students shall be expected to continuously achieve at a rate commensurate with their ability for achievement.
- B. Grade placement decisions shall be made on an individual basis. Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Education plan, or Individual Assistance Plan) which supports the individual retention decision shall be on file in the student's permanent record.
- C. Promotion decisions for students with Individual Education Plans will be recommended by the IEP Placement Committee.
- D. Standards for Promotion Grades 1-3
- E. A student shall demonstrate satisfactory progress in both reading and mathematics on grade level. Satisfactory progress will be determined by the yearly averages of 70 or above in each of these two subjects and achievement at or above grade level in reading and mathematics using the state adopted Georgia Milestone Assessment in appropriate grades, as well as other data such as Measures of Academic Progress (MAP).
- F. In Grade 1 specifically, the student is also expected to demonstrate mastery of the Georgia Standards of Excellence for language arts and math with little or no assistance.
- G. Standards for Promotion Grades 4-5
- H. A student shall demonstrate satisfactory progress in both reading and mathematics on grade level plus one of either science or social studies. Satisfactory progress will be determined by the yearly averages of 70 or above in reading, mathematics, and in science or social studies and grade level achievement in reading and mathematics using the state adopted Georgia Milestone Assessments, as well as other appropriate data such as Measures of Academic Progress (MAP).
- I. Standards for Promotion Grades 6-8
- J. Students shall demonstrate satisfactory progress in all four academic subjects: Reading/Language Arts, Mathematics, Science, and Social Studies. Satisfactory progress will be determined by the yearly averages of 70 or above in 3 out of 4 core content classes and grade level achievement in reading and mathematics using the state adopted Georgia Milestone Assessments as well as other data such as



- K. Measures of Academic Progress (MAP). Students must also maintain a 70 or above average in two of four connection courses if they are 18 week courses, or four of the eight connection courses if they are 9-week courses.

### **III. PROMOTION CRITERIA AND PROCEDURES FOR GRADES 1-8**

- A. Each school principal shall distribute student data from the Georgia Milestone Assessment to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8 as appropriate.
- B. The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on Georgia Milestone assessments and other criteria established in this policy.
- C. Parents/Guardian of students not making grade level progress shall be notified by the end of the marking period in which the student's progress indicates that promotion may not be attained.
- D. Each school principal or designee shall review data such as Measures of Academic Progress (MAP) for each student in grades 1, 2, 4, 6 or 7 who does not achieve grade level reading and mathematics on applicable sections of the Georgia Milestone Assessment in appropriate grades and/or who do not achieve a yearly average of 70 or above in the relevant academic areas. In addition, he or she will review data for students in grades 3, 5, or 8 whose promotion/retention decision is not based on failure of a state-required Georgia Milestone Assessment (See Additional Requirements for Grades 3, 5, and 8, Part V.) For applicable students, he or she will establish a team of at least the parent and teacher that shall:
- i. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student. Achievement data should include Measures of Academic Progress assessments (MAP) and could include other available data such as grades, informal reading inventories, other skills assessments, and standards checklists as well as the student's Georgia Milestone Assessment performance;
  - ii. Review existing Tier 2 intervention plan;
  - iii. Convene the grade level Response to Intervention (RTI) Team within the first 5 weeks of the following school year to develop and implement an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level reading and mathematics on the applicable sections of the Georgia Milestone Assessment; and
  - iv. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student (progress monitoring.)
- E. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
- F. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

#### **IV. ADDITIONAL REQUIREMENTS FOR GRADES 3, 5, AND 8.**

A. Requirements in these sections shall apply to students in 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades.

B. Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level reading on the Georgia Milestone Assessment and meet promotion criteria established in this policy.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level reading and mathematics on the Georgia Milestone Assessment and meet promotion criteria established in this policy.
3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level reading and mathematics on the Georgia Milestone Assessment and meet promotion criteria established in this policy.
4. The school principal or designee may retain a student who achieves grade level reading and mathematics on the Georgia Milestone Assessment but who does not achieve a yearly average of 70 or above in the academic areas as defined in this policy. (See Section IV of this policy)

#### **FIRST GEORGIA MILESTONE ASSESSMENT TEST ADMINISTRATION**

A. When a student does not achieve grade level reading in grade 3 or when a student does not achieve grade level reading and mathematics in grades 5 or 8 on the Georgia Milestone Assessment(s) specified in section B above, then the following shall occur:

- a. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestone Assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent/guardian of the student regarding the following:
  - i. The student's failure to achieve grade level performance on the Georgia Milestone Assessments;
  - ii. The specific retest(s) to be given to the student and testing date(s);
  - iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestone Assessments; and
  - iv. The possibility that the student might be retained at the same grade level for the next school year if they do not achieve grade level on the Georgia Milestone Assessments.
- b. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

- c. The student shall be retested with appropriate section(s) of the Georgia Milestone Assessment(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.
- d. A student who is absent or otherwise unable to take the Georgia Milestone Assessment in reading and/or mathematics on the first administration, which includes its designated make-up day(s), shall take the Georgia Milestone Assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

### **SECOND GEORGIA MILESTONE ASSESSMENT TEST ADMINISTRATION**

When a student does not achieve grade level on the Georgia Milestone Assessment in grades 3, 5, and 8, and also does not achieve grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the retention of the student.
  - (a.) The notice shall describe the option of the parent/guardian or teacher to appeal the retention of the student;
  - (b.) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent/guardian, teacher (s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting;
  - (c.) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent/guardian, teacher(s), and principal or designee.
3. A student's failure to take the Georgia Milestone Assessment in grades 3, 5, and 8 in reading and/or mathematics on any of the designated second administration testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the retention of the student shall follow the procedure set forth in this policy.

### **APPEALS PROCESS**

- i. If the parent/guardian or teacher(s) appeals the retention of the student, then the school principal or designee shall establish a placement committee to consider the appeal.
- ii. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestone Assessment or the alternative assessment instrument on which the student failed to achieve grade level.

- iii. The principal or designee shall notify in writing by first-class mail the parent/guardian and teacher(s) of the time and place for convening the placement committee.
- iv. The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestone Assessment or the alternative assessment instrument and promotion standards and criteria established in this policy and make a determination to promote or to retain. Achievement data should include Measures of Academic Progress assessments (MAP) and could include other available data such as grades, informal reading inventories, other skills assessments, and standards checklists.
- v. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to achieve grade level on the Georgia Milestone Assessment by the conclusion of the school year.
- vi. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
- vii. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student (progress monitoring.)
- viii. The decision of the Placement Committee regarding the appeal of the parent/guardian of promotion or retention of the student shall be final.
- ix. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level in grades 3, 5, or 8 on the Georgia Milestone Assessment(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year. The grade level Response to Intervention (RTI) Team should be convened within the first 5 weeks of the following school year to develop and begin implementation of this plan.
- x. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

### **ENGLISH LANGUAGE LEARNERS SCORES IN ACCOUNTABILITY**

EL students enrolling for the first time in a U. S. school must participate in all SBOE-designated assessments and must be coded as a first time in U. S. school enrollee in state-required data collections. All scores resulting from the administration of state assessments will be removed from any statewide accountability calculations for the first year of a newly-arrived EL student's enrollment in a U. S. school. Though not used for statewide accountability purposes in the first year, such scores will serve as the baseline for student growth calculations and be included beginning in year two of such students' enrollment. Both achievement and growth will be included in statewide accountability calculations beginning in the third year of enrollment.

## **REPORT CARDS**

Report cards will be issued at the end of each nine (9) weeks, with progress reports being issued at the midpoint of each nine (9) week period. See system calendar for specific dates.

## **PLAGIARISM**

Plagiarism, as defined by Merriam Webster's Collegiate Dictionary, Tenth Edition, as "to steal and pass off the ideas or words of another as one's own without crediting the source," will not be tolerated. Plagiarism will be treated as a cheating infraction and will warrant appropriate disciplinary consequences.

## **GIFTED**

The gifted program in Emanuel County serves students in all grades. Students may be referred for screening by administrators, teachers, and parents.

Students may also be automatically referred if they score at the ninety percentile or above in reading and/or math on a standardized achievement test. Once students are referred, they will be evaluated in four areas: Mental Abilities, Achievement, Creativity, and Motivation. To be eligible for the gifted program, the student must qualify in three of the four areas. Eligibility is based on guidelines established by the State Board of Education.

The **Criteria for Continuation of Gifted Services** will be presented to students receiving services in gifted education and their parents at the beginning of each school year.

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## **III. MIDDLE SCHOOL (Grades 6-8)**

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### **ACADEMIC COUNSELING**

Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature.

Parents are encouraged to make an appointment to discuss their child's problems or progress with counselors and/or their child's faculty advisor and/or teacher(s).

Information concerning requirements for college, technical institutions, etc., S.A.T. dates, scholarships, and career planning is also available in the Guidance Office. Eighth grade students will be notified by April 1 of each academic year the opportunity for Dual Enrollment.

### **ELIGIBILITY FOR COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

Sixth, seventh and eighth grade students participating in competitive interscholastic activities (including activities governed by the Georgia High School Association) must meet eligibility requirements. Competitive interscholastic activities are defined as any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

Eligibility is concerned with subjects passed the previous semester. If a student has an incomplete, the student is ineligible until all incompletes are made up and the passing grades are recorded in the student's permanent record. (Summer tutorial credits earned in a non-accredited home study program or non-accredited private schools may not be used to gain eligibility.)

A student who participated in competitive interscholastic activities and received an incomplete (only given with approval of the principal as stated in this handbook: pg. 34) may have 14 calendar days after

the close of each semester to complete make-up work, provided this is available to all students. OTHERWISE, THE STUDENT IS INELIGIBLE FOR THE ENTIRE SEMESTER. Students who are ineligible for competitive interscholastic activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program. Ineligible students cannot try out for a team or program, even though the team or program will not be in operation until the next school year.

### **STUDENT DRIVING AND PARKING REGULATIONS**

Middle school students are not allowed to drive under ANY circumstances.

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## **IV. HIGH SCHOOL ACADEMIC INFORMATION AND GRADUATION REQUIREMENTS**

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### **ACADEMIC COUNSELING**

Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature. Parents are encouraged to make an appointment to discuss their child's problems or progress with counselors and/or their child's faculty advisor and/or teacher(s).

Information concerning post-secondary education and training, college admissions testing, (ACT, SAT, COMPASS, Accuplacer etc.), scholarship searches, military options, and career decision-making is also available through classroom guidance and individual guidance services. Parents and students are encouraged to utilize all of the services provided by the Georgia Student Finance Commission website, for helping students plan, apply, and pay for college.

### **DUAL ENROLLMENT**

A program that allows eligible high school students to earn college credit while working on their high school diploma. Students earn post-secondary credit hours while simultaneously meeting their high school graduation completion requirements.

House Bill 444 was signed into law by Governor Kemp on April 28, 2020. The bill made changes to the funding of the dual enrollment program. Please visit the Emanuel County Schools Dual Enrollment webpage on the district website for the most up-to-date information and resources for the program, or contact the school counselor.

Due to the possible impact on high school graduation, students who drop post-secondary courses that are required to meet the Emanuel County Schools high school graduation requirements will be placed on dual enrollment academic probation for one semester the following term (fall or spring). Students will not be allowed to take any dual enrollment courses while on academic probation.

For post-secondary institutions that only provide letter grades to dual enrollment students, the following scale will be used to convert to numeric averages on the high school transcript.

A = 95                      B = 85                      C = 75                      D = 70                      F = 62

If students earn a letter grade of "D" or a numeric grade of 60-69 in a dual enrollment course, they will receive high school credit for the course. If the student is pursuing an Accelerated Career Diploma, a grade of C or better must be obtained in all dual enrollment courses per the requirements of the diploma.

Dual enrollment students who fail one post-secondary course will be given an academic probation warning. Students who fail a second or subsequent post-secondary course(s), will be placed on dual enrollment academic probation for the following semester. Students will not be allowed to take any dual enrollment courses while on academic probation (fall or spring). Students who fail a course at the post-secondary institution, which is needed for graduation, will be required to take the equivalent course at the high school.

When eligible, the following dual enrollment courses will receive a 1.10 weight:

- A. Core academic areas of English, math, science, social studies and world (foreign) languages used by GSFC to calculate the grade point average for high school HOPE scholarship academic eligibility taken through the Technical College System of Georgia and the University System of Georgia.
- B. CTAE (career, technical, and agricultural education) courses which are aligned with GaDOE Career Clusters and Pathways.

**PROMOTION/RETENTION POLICY**

Students are classified and must have earned the appropriate number of units listed below to enter the respective grade highlighted in the following grid.

**Promotion to the next grade requires students to pass the core course work prior to taking the next required course, i.e. ninth grade literature before taking tenth grade literature. This applies to all core content. (See chart)**

<i>Grade</i>		<i>Block Units Earned</i>	<i>Courses that must be passed</i>
<i>10th</i>		<i>6</i>	<i>3 units in academic classes</i>
<i>11th</i>		<i>13</i>	<i>6 units in academic classes</i>
<i>12th</i>		<i>20</i>	<i>10 units in academic classes</i>

Students will be asked to make up course work not passed by attending credit recovery programs where students may need to pay for repeated course work.

**END OF COURSE TESTING**

End-of-Course Tests will be given in the fall, spring, and summer to students who are enrolled in the following courses:

- American Literature and Composition
- Biology
- United States History
- Algebra: Concepts & Connections

Students enrolled in these courses regardless of their grade level, will be required to take the End-of-Course Tests.

**GRADUATION REQUIREMENTS**

Juniors and seniors transferring into Emanuel County Schools can meet state graduation requirements and be exempt from system requirements if meeting system requirements would delay graduation.

Students graduating must meet all unit requirements for graduation or complete the requirements of an Accelerated Career Diploma or meet the requirements for a “Diploma of Performance” as specified in a student’s Individual Education Plan (IEP), to walk in the graduation ceremonies. Additional information can be found in the Student Services section on the district website.

## **High School Course Requirements**

### Course Requirements:

I.	English/Language Arts	4
II.	Mathematics	4
III.	Science	4
IV.	Social Studies	4
V.	CTAE/Modern Lang./Latin/Fine Arts	3
VI.	Health and Physical Education (.5 unit each)	1
VII.	Electives	8
<b>TOTAL UNITS (MINIMUM)</b>		<b>28</b>

## **ACCELERATED CAREER DIPLOMA (FORMERLY OPTION B)**

Accelerated Career Diploma, previously known as Option B, Senate Bill 2 or O.C.G.A. 20- 2-149.2, provides qualified students an alternate path to high school graduation. The Accelerated Career Diploma path to a high school diploma is designed for those students who have already chosen a career path in which they will be ready to begin work upon earning either 1) two Technical Certificates in one of several eligible career pathways, 2) a technical diploma or 3) an associate degree while simultaneously completing the 9 required high school courses to earn a high school diploma. These students will graduate with the necessary credential to move on to their chosen path in the world of work. Accelerated Career Diploma students that are eligible to graduate early will graduate at the time they finish coursework. They can submit an appeal to walk with their original class but with an understanding, they graduate the year earlier.

## **GRADUATION REQUIREMENTS FOR ACCELERATED CAREER DIPLOMA**

Student earning an Accelerated Career Diploma must earn the minimum 9 high school requirements plus the required Technical College Credentials.

### **Accelerated Career Diploma Course Requirements:**

#### Course Requirements:

I.	English/Language Arts	2
	a. (American Lit/EOC is required)	
II.	Mathematics	2
	a. (Algebra: C & C is required)	
III.	Science	2
	a. (Biology is required)	
IV.	Social Studies	2
	a. (US History is recommended)	
V.	Health and Physical Education (.5 unit each)	1
<b>TOTAL HIGH SCHOOL UNITS (MINIMUM)</b>		<b>9</b>

### **Complete any of the following Technical College Credentials:**

- Any one Associate Degree
- 2 sequenced Technical Certificates of Credit (TCC's) as required by the Technical College
- Any one Diploma Program

## **HIGH SCHOOL REQUIRED /CORE/ELECTIVE CREDIT**

Core area courses successfully completed may not be repeated except as determined by an administrator as being necessary for success in later courses. In that case, only elective credit will be awarded.



## **CREDIT RECOVERY**

The goal of the credit recovery is to give high school students the opportunity to graduate in a timely manner. This program allows students who have failed core courses (courses required for graduation) a chance to make-up non-mastered standards without repeating the entire course. The credit recovery program is conducted using Edgenuity or Georgia Credit recovery (<http://www.gacreditrecovery.org/>), which is a module-based online learning system. The online system does not require a teacher but is managed by a facilitator. Since the credit recovery program will be offered in an online learning environment, participants in the credit recovery program should be self-motivated and independent learners who exhibit a strong personal commitment towards earning credit in an online environment. There is a cost associated with credit recovery courses.

### **Requirements for Program**

1. Grade of 60-69 in the course in which attempting to recover credit or principals written approval.
2. Only two credits may be recovered per semester (unless more is approved by the principal).
3. The parent/guardian and student must participate in an interview with the counselor in order to review the program goals and requirements.
4. Early dismissal from Credit recovery is not allowed. Disruptive behaviors, and/or abuse of technology privileges will result in removal from Credit recovery.
5. If the course requires an EOC, the student must retake the test at the end of the course.
6. Transportation (if applicable) will be the responsibility of the parent/guardian.
7. All assessments must be taken in the presence of the facilitator.

### **Awarding Credits**

1. Recovered credit will only be awarded when students have completed all work satisfactorily.
2. Recovered credit will be entered on the transcript as repeat attempts and will not replace the previously earned grade. Both the original and the Credit recovery grade will be included in the student's cumulative grade point average. Students should see the school counselor of more information regarding credit recovery.

#### **IMPORTANT**

*This program is NOT approved by the National Collegiate Athletic Association (NCAA) for students seeking course credit to be eligible for college/universities under the regulations of the NCAA. Students receiving credit from these programs will not be eligible under NCAA guidelines.*

## **ADVANCED PLACEMENT PROGRAM (AP)**

Advanced Placement (AP) courses give students a head start on college while they are still in the supportive environment of a high school classroom. Advanced Placement courses provide in-depth study in a number of subjects and preparation for national tests administered by the College Board. These examinations are scored on a scale of one to five, with five being the highest score. Upon entering college, many students who performed well on the Advanced Placement exams will receive college credit and/or advanced placement in their college course work. Each college determines its own Advanced Placement policy and will specify the score on each exam necessary for credit or advanced standing. A significant number of colleges and universities grant advanced standing to students who begin their studies with credits earned through the Advanced Placement program.

Students who are enrolled in an AP course are strongly encouraged to take the exam in an effort to receive college credit for the course. The cost of the exam is the responsibility of the student, which cost approximately \$95 per exam. The College Board offers fee waivers to reduce the cost of the exam for students from families who qualify. Students should contact their school counselor for more information.

## **HONOR GRADUATE**

In order to qualify as an Honor Graduate from his/her high school, a student seeking a regular education diploma must have attained a **non-rounded** 90 or better average for the four (4) years of high school and attained at least 28 Carnegie credits. All transfer grades must have been from a SACS-approved school or the equivalent.

No residency requirement exists concerning the qualification of Honor Graduate. Grades from Dual Enrollment classes will be considered in calculations of the numerical averages. Grades from Honors courses and approved Dual Enrollment courses will be weighted and considered in calculations of the numerical averages.

**For purposes of identifying honor graduates, the averages shall be computed at the conclusion of the third nine weeks of the fourth year.**

## **CLASS RANKING/GRADE WEIGHTING**

Courses identified as Honors courses or Dual Enrollment courses eligible for weighting will receive the following weight:

Honors = 1.05

Dual Enrollment = 1.10

Advanced Placement = 1.10

This weighting is not applied to individual grades on the transcript but is applied when the cumulative average is calculated. Courses with no identifier or identified as advanced earn no weighting. Class rank is determined by the weighted cumulative grade point average and is computed on a 100 point scale. Beginning FY22 for New Dual Enrollment students in 9th and 10th grades: Weighting is only applied for dual enrollment courses that are comprised of the 30 Hope paid hours.

This will apply only to a student's class rank, eligibility to be an honor graduate, and distinction of salutatorian and valedictorian.

## **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian for each graduating class shall be those students who have attained the highest academic averages of students receiving college prep diplomas. No student shall be entitled to be valedictorian or salutatorian who does not enroll at the respective high school during the first ten (10) days of his/her senior year and must be enrolled the final semester of senior year.

**For purposes of identifying the valedictorian and the salutatorian for respective classes, the averages shall be computed at the conclusion of the third nine weeks of the fourth year.**

Credit in lieu of course work will not be included in the academic overall average.

Valedictorian will be the student with the highest class ranking after grades are weighted. Salutatorian will be the student with the second highest class ranking after grades are weighted.

## **GEORGIA SCHOLAR**

Through the Georgia Scholar program, the Department identifies and honors high school seniors who have achieved excellence in school and community life. The program is coordinated by the Department's Excellence Recognition Office and through local coordinators in each public school system and in private schools throughout the state. Each Georgia Scholar receives a seal for his or her diploma.

Students eligible for Georgia Scholar recognition are high school seniors who exhibit excellence in all phases of school life, in community activities, and in the home. Georgia Scholars are students who have carried exemplary course loads during the four years of high school; who performed excellently in all courses; who successfully participated in interscholastic events at their school and in their communities; and who have assumed active roles in extracurricular activities sponsored by their school.

The recognition is open to any student who qualifies. Students need to speak to their counselor about the Georgia Scholar Program criteria.

### **GEORGIA 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.

GHP is held in mid-summer (mid-June to mid-July) as a residential educational experience on a college or university campus. Students attend classes in the mornings and afternoons in specific areas of study, and they participate in a wide variety of social and instructional opportunities every evening. Meals and rooms are provided by the program with the only required and expected costs to the students being travel expenses to and from the interviews, a few basic supplies for classes and dorm rooms, and spending money as desired during the program.

### **COMPETITIVE INTERSCHOLASTIC ACTIVITIES ELIGIBILITY**

All students participating in competitive interscholastic activities, as defined by GHSA, must be on track for graduation and meet eligibility requirements.

Eligibility is based on the subjects/units passed the previous term and being “on track” which is based on the accumulated Units at the end of each school year. Summer school is considered part of the second semester/ term.

First-year students (entering 9<sup>th</sup> grade) are eligible academically. Second semester first-year students must have passed at least three (3) courses the previous semester in order to participate. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility for interscholastic competition. Date of entry is defined as the first date of enrollment as a student taking two (2) or more high school subjects. To be eligible to participate in interscholastic activities, a student must not have reached his/her nineteenth birthday prior to May 1, preceding the year of participation.

### **GHSA ELIGIBILITY REQUIREMENTS\***

	<u>Block</u>
Units passed previous term	2.5
On-track at end of year one	5
On-track at end of year two	11
On-track at end of year three	17

\*Schools have the discretion to increase eligibility requirements. Contact the athletic director, at the school you attend, to verify requirements.

If spring semester and summer school are being used to determine fall eligibility, then the semester averages and subjects passed will involve ALL subjects taken in spring semester and summer school. The course must be listed in the school course offering and credit must be applied toward graduation. Independent study course credit taken in summer school is not acceptable for gaining eligibility. In determining eligibility for students, summer school credits earned on non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects/units passed the previous semester, and grades made in that semester.

If a student has an incomplete (only given with approval of the principal as stated in this handbook: pg. 34), all work must be completed within the first fourteen (14) calendar days after the close of the semester. Students who are ineligible for extracurricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program even though the team or program will not be in operation until the next school year.

Students who have an unexcused absence for one-half (½) or more of the school day on the day of the activity shall not participate in that activity unless granted permission by the principal.

### **HOPE PROGRAM**

The HOPE (Helping Outstanding Students Educationally) grant and scholarship programs will assist graduating high school students, who meet certain requirements, with financial assistance for post-secondary study at Georgia public colleges, universities or technical institutes and in some instances, private institutions. Counselors can provide additional information to students and parents

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## **V. STUDENT CODE OF CONDUCT**

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### **GENERAL EXPECTATIONS**

Students will be expected to behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the Emanuel County Board of Education and obey student behavior rules established by individual schools.

Students are encouraged to seek the help of school officials in resolving conflicts with other students. Fighting is not permitted under any circumstances.

Parents and guardians are encouraged to inform your children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. A student who believes he/she has been the victim of sexual harassment, racial harassment, or disability harassment by another student or by any school employee should immediately report the incident to a teacher, counselor, assistant principal, principal, superintendent, or to another adult or school official in the school system.

The following student conduct regulations are applicable to students at any time on school grounds, off the school grounds, at a school activity, function, or event, and on school transportation:

## **INTERNET USE AGREEMENT**

The Emanuel County Board of Education recognizes that as telecommunications and other new technology change the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The Emanuel County Board of Education makes available to its students and employees a wide variety of media resources, including electronic media such as the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects employees will blend thoughtful use of such information throughout the curriculum and that employees will provide guidance and instruction to students in the appropriate use of such resources.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Please read the following "Student Internet Appropriate Use Regulations and Administrative Procedures." Your receipt of the Student Handbook indicates you have read the previously mentioned documents to which you are bound and by which your actions are governed if your child accesses the Internet at any time and under any circumstances as a student of the Emanuel County School System. To that end, the Emanuel County Schools support and respect each family's right to deny internet access for their child. Parent(s) or legal guardian(s) may obtain a "Request to Deny Internet Access" form available in the principal's office.

### **Student Internet Appropriate Use Regulations and Administrative Procedures**

The School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed ground for revocation of privileges, potential disciplinary and/or appropriate legal action.

### **Terms and Conditions**

**Acceptable Use:** Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

**Privileges:** The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these policies and procedures and may deny, revoke, or suspend access at any time.

**Unacceptable Use:** The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- A. Accessing materials or communications that are:
  1. Damaging to another's reputation
  2. Abusive
  3. Obscene
  4. Sexually oriented
  5. Threatening
  6. Contrary to the school system's policy on harassment.
  7. Harassing

8. Unauthorized access including so-called "hacking," and
  9. Other unlawful activities
- B. Sending or posting materials or communications which are:
1. Damaging to another's reputation
  2. Abusive
  3. Obscene
  4. Sexually oriented
  5. Threatening
  6. Contrary to the school system's policy on harassment
  7. Harassing
  8. Other unlawful activities
- C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
- D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized in writing by the owner(s) may copy or download copyrighted material to the system;
- E. Uploading or distributing copyrighted material without the owner's written permission - Copyrighted materials can only be distributed with the owner's written permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain;
- G. Wastefully using resources;
- H. Utilizing any software having the purpose of damaging the unit's system or user's system;
- I. Gaining unauthorized access to resources or entities (hacking);
- J. Invading the privacy of individuals;
- K. Using another user's account or password;
- L. Posting material authorized or created by another without his/her consent;
- M. Posting anonymous messages;
- N. Using the network for commercial or private advertising;
- O. Forging of electronic mail messages
- P. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- Q. Using the network while access privileges are suspended or revoked; and
- R. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Compensation: The student and/or the student's parent's/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures and policy.

Security: Network security is a high priority. If the student identifies or perceives a security problem or breach of these responsibilities on the Internet, the user must immediately notify the principal, his/her designee OR other appropriate staff. They must not demonstrate the problem to other student users.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Telephone Charges: The Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. DO NOT swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of any students.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.
7. Limiting streaming music and video files for educational use only.

Unauthorized Disclosure: Unauthorized disclosure, use, and dissemination of personal information regarding minors are illegal under the Children’s Internet Protection Act.

If you have questions about this policy and these procedures, you may wish to speak to your Principal, Media Specialist, and/or Technology Coordinator.

Bullying: The term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or “cyber-bullying” by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

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

### **PHOTO USE PER PERMISSION**

Unless the parent or legal guardian requests otherwise, pictures and/or audiovisual recordings of students may be taken by the news media and/or the school system or individual schools during sporting events, awards ceremonies, and general interest events. Pictures and/or audiovisual presentations of students may appear on the school system or individual web sites. Pictures may also appear in school, school system and/or news media publications. If the parent or legal guardian wishes to prohibit the taking of any picture or the making of any audiovisual recording of their child by the news media, school system, or by individual schools, notification must be filed, in writing to the school principal, within 10 days of the beginning of the school year or the date of enrollment. Pictures and/or audiovisual recordings that identify students as receiving special education instruction will not be allowed without prior approval.

## **LAW ENFORCEMENT OFFICIALS (NOTIFICATION OF)**

Under the laws of Georgia, any teacher, principal, or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or at any school function has a duty to make a written report of that act in order that the act shall be reported to the appropriate law enforcement officials.

The acts which must be reported to law enforcement officials include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/ transfer of marijuana or illegal drugs, and certain sexual offenses. In addition, terroristic threats will be reported.

## **QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT OFFICER**

Please be advised that **Georgia Law authorizes law enforcement personnel to come onto school campuses for the purpose of both interviewing and arresting students.** Although every effort will be made to contact parents prior to the student's interrogation or arrest, the school system cannot impede law enforcement personnel in their investigative efforts.

Further, **Georgia Law provides that juveniles charged with crimes do not have a right to have their parents present when being questioned by law enforcement officials. Law enforcement officials will be asked to sign a release form prior to removing a child from school.**

## **DUE PROCESS RIGHTS OF STUDENTS SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches will be considered grounds for disciplinary action.

For the safety of all persons on school campuses, buses and at school activities, school administrators may use metal detectors to search students and their personal property on a random basis for firearms and other weapons before, during or after the school day on school property, school transportation and at school related activities.

### 1. Personal Searches

A student's person and/or personal effects (e.g., purse, wallet, cell phones, etc.) may be searched by a school administrator whenever a school authority has reasonable suspicion that the student is in possession of a weapon or any other object in violation of school policy. The search is not to be intrusive.

A student who refuses a reasonable request by an administrator to submit to a personal search shall be suspended for ten (10) days and the principal shall recommend his/her expulsion from the Emanuel County School System.

### 2. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.



### 3. Automobile Searches

Students are permitted to park on school campus as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property.

Automobiles may be opened and the interiors of the students' vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside whether or not the illegal or unauthorized materials are in plain sight. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows, from the school having been informed by a staff member or student that a weapon, drug or some other unlawful or dangerous item is located in the vehicle or from other such circumstances.

### 4. School Safety Searches

Searches by Drug-Sniffing and/or Weapon Sniffing Canine and/or by Metal Detectors: Students should understand that school lockers, vehicles, classrooms, and other areas of the campus may be searched during school safety searches conducted by appropriate law enforcement agencies in cooperation with local school officials on unannounced dates during the school year using drug sniffing or weapon sniffing canines. In addition, in the interest of school safety, hand held and/or walk through metal detectors may be used during school safety searches.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition.

### **CORPORAL PUNISHMENT**

Corporal punishment shall not be administered to a student when the student's parent(s)/guardian(s) have provided a written statement to the school requesting that corporal punishment not be considered a disciplinary option for the child.

### **STUDENT SUPPORT PROCESSES**

Every school provides a variety of resources to help address student behavioral problems in the school discipline process. They may include such things as Student Support Teams, chronic disciplinary problem student plans, peer facilitation and conflict resolution.

### **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunity for school personnel to hear parents' concerns and comments.

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

The Code of Conduct specifies within its standard of behavior various violations of the Code which may result in a staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to participate in school activities such as PTO, Boosters, etc. regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

## **OFF-CAMPUS BEHAVIOR**

Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may result will follow the guidelines set forth in this handbook for admission of student accused of a felony.

## **OUT-OF-SCHOOL SUSPENSION**

Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. After the commission of the offenses, after the investigation by the principal of the circumstances surrounding the offense, and after notification to the parents/guardians the days of suspension shall be specified by the principal/designee and such days shall begin as soon as reasonably prudent. Ordinarily, a student will not be suspended during a semester exam period.

Every reasonable effort shall be made to notify parents when a student is suspended. At the conclusion of the suspension, a conference shall be scheduled with the parent(s) and/or guardian(s) and a school official or a student support team to develop a disciplinary and behavioral correction plan when chronic discipline occurs.

Days missed under the suspension will be counted as unexcused absences.

A zero will be given in each subject in which a grade was assigned for an activity during the days of suspension. However, a student will have 5 days to make up a test or major project missed during OSS.

Before being suspended, a student has a right to a conference with the principal or his designee where the following takes place: (1) the charges against the student are explained to him/her; (2) if the student denies his guilt, the evidence against the student is outlined for him/her; and (3) the student is given the opportunity to tell his/her side of the story.

A student who has been suspended out-of-school (OSS) for any disciplinary reason and has been assigned to OSS shall not be present on ANY school property for ANY REASON AT ANY TIME during the term of the suspension except to attend hearings.

In addition, a student who has been assigned OSS shall not participate in, or attend, any school-sponsored, extra-curricular activities (on or off campus) beginning with the specific time the OSS is assigned (which may not be the time suspension actually begins) until the beginning of the calendar day following the last day of out-of-school suspension.

A student who has been suspended out-of-school (OSS) for any disciplinary reason will not be allowed to attend or participate in field learning trips due to safety concerns.

## **IN-SCHOOL SUSPENSION**

In school suspension is an additional alternative to suspension that maybe utilized by a school administrator. Students will not be counted absent. Students will not receive zeroes unless they fail to make up work missed in their classes. The student has a responsibility to complete make up work missed consistent with provision for making up work outlined earlier in this handbook. When an administrator deems that a student's behavior, in grades 4-12, is willful and persistent, a student may be assigned to long-term ISS for up to 10 days at the Crossroads Alternative School.

A student who has been assigned to In-School Suspension (ISS) shall not participate in or attend any school-sponsored extra-curricular activities (on or off campus) including extra-curricular activities requiring leaving or arriving on campus which occur from the official beginning of the school day until the end of the school day during which the student is assigned to ISS.

## **EXPULSION**

If a recommendation for expulsion is submitted to the Board of Education, written charges for the expulsion recommendation shall be provided to the student and his/her parent(s) or guardian(s) along with the expulsion proceedings outlined in accordance with applicable.

The Board of Education may refer any disciplinary action to the System Student Disciplinary Tribunal panel, which shall conduct a hearing of the matter consistent with the Board policy. The issues to be determined at the hearing shall be whether or not the student is guilty of the alleged violation of student regulations and, if so, what appropriate punishment shall be imposed.

In determining the appropriate punishment to impose upon the student, the tribunal panel shall review the student's academic and disciplinary record and the specific circumstances of the incident that gave rise to the hearing. The maximum punishment that may be imposed is permanent expulsion from the school and from the Emanuel County School System.

## **SYSTEM STUDENT DISCIPLINARY HEARING**

Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et. Seq., (Ga. Laws 1984 VI, p. 908), the Emanuel County Board of Education shall appoint a tribunal panel to hold disciplinary hearings. Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a Tribunal panel. The tribunal panel will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and will determine appropriate punishment to impose taking into consideration the circumstances of the offenses, the student's academic record, and the student's disciplinary record. A student found guilty of violations of weapons, drugs, alcohol, sex offenses, assault on school personnel or other students, or bullying shall not participate in school activities, on or off campus, while the student is assigned to alternative programs.

For students found guilty of violations other than those mentioned in the previous sentence, the tribunal panel will determine whether or not a student may attend or participate in school sponsored and/or extracurricular activities unless the activity is governed by GHSA and attendance/participation is predetermined by the circumstances. The tribunal panel notwithstanding rules/regulations/ procedures of the organization and/or activity will determine attendance and participation in activities not governed by GHSA. The decision concerning attendance will be made a part of the minutes of the hearing.

The tribunal panel will determine whether or not a student will be allowed to apply to the Alternative school and whether or not transportation will be provided. The tribunal panel will base their determination upon the nature of the offense committed and the student's prior discipline record on school buses.

The local school board 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 member undergo continuing education so as to continue to serve in such capacity.

The disciplinary violations which will result in a hearing before the tribunal panel are as follows:

(1) An alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than ten school days; or (2) An alleged assault or battery by a student upon any teacher or other school official or employee, if such teacher or other school official or employee so requests.

## **PHYSICAL VIOLENCE RESULTING IN SUBSTANTIAL INJURY TO A TEACHER**

In accordance with Georgia Law, students are prohibited from engaging in physical violence on a school campus or at a school activity.

For purposes of this policy, physical violence shall be defined as Type One Physical Violence and Type Two Physical Violence, each of which shall mean the following:

### **Type I: Without harm**

Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in the Handbook as “Type One Physical Violence”); or

### **Type II: With harm**

Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided under Georgia law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as “Type Two Physical Violence”).

If a student commits any act of Type I Physical Violence or Type II Physical Violence against a teacher, school bus driver, or other school official or employee, the following disciplinary procedures and consequences shall apply:

- (1) A student who is alleged to have committed an act of physical violence shall be referred to the System Student Disciplinary Tribunal panel for a hearing regarding the charges.
- (2) The student shall be suspended out-of-school pending the hearing by the Tribunal panel;
- (3) The Tribunal panel shall determine all issues of fact and intent and shall submit its finding and recommendations to the Board of Education for imposition of punishment;
- (4) If a student has engaged in Type One Physical Violence, the Tribunal panel’s recommendations may include a recommendation as to whether the student may return to his or her school, and if return is recommended, a recommended time for the student’s return to school. A student who is found by the tribunal panel to have committed an act of Type One Physical Violence which involves physical contact of an insulting or provoking nature but does not result in physical harm, may be disciplined by expulsion, long-term suspension, or short-term suspension.
- (5) If, after the hearing, the tribunal panel finds that a student is guilty of Type Two Physical Violence which caused the physical harm of a teacher, school bus driver, school official, or school employee, the student shall be expelled from the Emanuel County School System permanently. Upon the review of the Tribunal panel’s decision, the Board of Education, may, in its discretion, permit the student to apply to the Alternative school for the balance of his school career.
- (6) If a student who is in Kindergarten through Grade 8 commits Type One Physical Violence, the Board of Education in its discretion and on recommendation of the Hearing, may permit the student to re-enroll in the regular school program for Grades 9-12.
- (7) If, at the time a student in grades K-5 has committed Type Two Physical Violence against a school employee and the school system does not operate an Alternative School for Grades K-5, the Board of Education may, in its discretion, permit the student who committed such an act to re-enroll in the school system.

Any student who is found by the tribunal panel to have committed any act of physical violence, whether Type One or Type Two, against a teacher, school bus driver, school official, or school employee shall be referred to Juvenile Court Services with a request for a petition alleging delinquent behavior or shall be reported to the District Attorneys' Office and to the appropriate law enforcement officials in accordance with the reporting requirements imposed upon school officials by Georgia Law.

State and Federal law provides that this shall not be applied in a manner that will infringe upon any right provided to students with Individualized Education Programs Pursuant to the Federal Individuals with Disabilities Educational Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans With Disabilities Act of 1990.

Neither the Emanuel County Board of Education nor any other board of education in Georgia is authorized under Georgia law to enroll a student who has been suspended for committing an act of physical violence which results in substantial injury to a teacher during the term of suspension.

### **BULLYING**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Bullying is defined as follows: An act that is:

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

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or

tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

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

### **ALTERNATIVE EDUCATION PROGRAM**

The Alternative Education Program addresses the general educational needs of students who have been unsuccessful in a traditional school setting. The Crossroads Transitional Academy will serve as an alternative learning environment for students in grades 6-12 who have been referred to an alternative education setting.

The AEP program is a technology driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is Edgenuity.

Students and parents/guardians will complete an interview as part of the intake process. All parties must agree to the structured terms of the agreement. Upon acceptance, students will attend a non-traditional school day.

**Graduating seniors who attend the Alternative Education Program due to disciplinary reasons are not allowed to participate in any Board of Education graduation activities. This does not include students who elect to attend by choice.**

### **VIOLATIONS OF STUDENT CODE OF CONDUCT**

Each classroom teacher will deal with disruptions by taking in-class disciplinary actions, by making a personal telephone call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher or other staff is ineffective, or the student's behavior substantially disrupts the class, should the student be referred to the principal or his/her designee.

**Failure to bring notebook, writing instruments, books or required materials and equipment to class is not cause for disciplinary referrals; however, defiance of a teacher in regard to those areas is cause for disciplinary referral.** The teacher of students who consistently exhibit poor work habits should notify parents and guardians.

The policy of the Emanuel County Board of Education is each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with the state law and State Board of Education Rule 160-4-8-15. Violations of the Student Code of Conduct are grouped into three classes. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined by the principal the principal or his/her designee in his/her discretion, the disciplinary procedures will be implemented. ECS will follow State Board of Education Rule 160-4-8-16 to determine unsafe school option status.

NOTE: Student violations of the code of conduct outside of school time related to school activities will be subject to consequences, and if student is transitioning schools, the consequences will follow the student to the next school.

## **ELEMENTARY CONSEQUENCES**

### **CLASS I OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense**

In-school conference and parent contact when warranted; correction and/or replacement of defaced/damaged personal and/or public property; other appropriate consequences.

Special circumstances may warrant disciplinary action as outlined under Subsequent Offenses below.

#### **Subsequent Offenses**

In-school disciplinary action such as probation, detention, after school detention, discipline contract, time-out, extended time-out, corporal punishment, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for up to ten school days for bus related offenses.

### **CLASS II OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense and Subsequent Offenses**

Extended time-out, detention before or after school, suspension - up to 10 days, other appropriate consequences, and/or suspension from the bus for ten days or longer for bus related offenses.

### **CLASS III OFFENSES • DISCIPLINARY ACTIONS**

The disciplinary actions for these offenses will be out-of-school suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for up to the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year, at a minimum shall result in the student being assigned to an alternative school or other alternative education program.

The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Tribunal panel will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Tribunal panel determines not to expel the student or impose some other punishment, which includes the interim suspension, the interim suspension shall be considered void.

A. The student shall be shown as present and the days absent will not show on the record.

B. The student will be allowed to make up all work missed.

## **MIDDLE AND HIGH SCHOOL CONSEQUENCES**

### **CLASS I OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense**

In-school conference and parent contact when warranted. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

#### **Subsequent Offenses**

In-school disciplinary action such as probation, detention, corporal punishment, in-school suspension, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for

up to ten school days for bus related offenses—Special circumstances may warrant a recommendation for an alternative educational program apart from the normal school setting.

## **CLASS II OFFENSES • DISCIPLINARY ACTIONS**

### **First Offense**

In-school suspension and/or suspension and/or suspension from the bus for ten days or longer for bus related offenses. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

### **Subsequent Offenses**

May include long-term suspension and/or recommendation for an alternative educational program. The third offense of bullying in a school year, at a minimum shall result in the student being allowed to apply to the Alternative school.

## **CLASS III OFFENSES • DISCIPLINARY ACTIONS**

The disciplinary actions for these offenses will be out-of-school suspension, application to Alternative school, suspension for 10+ days, and/or recommendation for expulsion by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year by a student in grades 6 - 12, at a minimum shall result in the student being allowed to apply to the Alternative school. For students who violated any of the drug or alcohol offenses, the principal shall recommend expulsion for the remainder of the semester.

A student who is expelled for violation of the drug and alcohol policy may not receive credit for the semester. An expulsion for a violation of the drug and alcohol policy shall not be effective until action by the Emanuel County School System Disciplinary Tribunal panel. The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Disciplinary Tribunal panel will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Disciplinary Tribunal panel determines not to expel the student or impose some other punishment that includes the interim suspension, the interim suspension shall be considered void.

A. The student shall be shown as present and the days absent will not show on the record.

B. The student will be allowed to make up all work missed.

## **DISCIPLINARY EXPULSION PROTOCOL FOR GRADES 6-12**

The Emanuel County School System is committed to providing a quality education to all students in a safe and positive learning environment. Our mission is to ensure the best possible educational environment for all learners.

The Student Handbook states for Class III offenses, the disciplinary action taken can include expulsion from the school system. A student committing a violation of the following Class III offenses may result in expulsion from the Emanuel County School System for a minimum of one hundred and eighty (180) school days without an option to apply to the alternative school program:



1. Terroristic threats against students and/or personnel of the Emanuel County School System.
2. Violation of the drug and alcohol policy as defined in the Code of Conduct.
3. Fighting that results in substantial injury and/or requires medical attention.
4. Possession and/or use of any type of weapon, or the use of other objects as a weapon, with the intent to do harm.
5. Committing a sexual offense as defined in the Code of Conduct.
6. Assaults against any staff member and/or the intended misuse of electronic devices such as inappropriate internet use which defames the reputation of a staff member, uses racist remarks and/or sexually provocative language interfering with the safe operation of a class, a school and/or a school system.

The previous list of offenses will be enforced with a standard of “No Tolerance.” A substantiated violation of any of the items listed above, based on the severity of the incident, could result in permanent expulsion. Based on the severity of the violation, other offenses not listed above, may also be subject to punishment up to and including permanent expulsion from the Emanuel County School System.

### **WEAPONS AND DANGEROUS ITEMS**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

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

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

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

### Reporting Requirements

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

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

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

### **POSSESSION**

"Possession" shall be strictly defined as having a substance or object on one's person including, but not limited to, holding a substance or object in one's hand for any length of time, including even a few seconds. "Possession" shall also mean having a substance or object under one's control, for example, in one's pocket, book bag, purse, auto, locker, etc.

## **VAPES/ELECTRONIC SMOKING DEVICE**

The Emanuel County School District is committed to the health, safety, and welfare of its students. The District has determined that the use of vapes, vaporizers, e-cigarettes, or other devices used to inhale vapor by means of an electronic device (“vaping”) is harmful to the health of students and the good order of the School District. Vaping requires the use of a purpose-made or homemade device that vaporizes oil that may contain flavoring, nicotine, Cannabidiol (“CBD”) oil of varying concentrations, tetrahydrocannabinol (“THC”) oil of varying concentrations, or other substances that may or may not be legal to possess (“vape”). A vaping device is generally composed of a vaporizer, battery, reservoir for smoking oil, and a battery charger. By way of example and not as a limitation, vaping devices may be called vapes, Juuls, e-cigarettes, e-cigs, dab pens or other brand names. It will be a violation of the Emanuel County Discipline Code to possess, use or transfer a vape as provided below.

For purposes of this section, the following definitions will apply:

- Cannabis. Tetrahydrocannabinol (THC) and cannabidiol (CBD) are the two primary cannabinoids that occur naturally in the cannabis sativa plant.
- CBD Oil. CBD oil is derived from a cannabis plant called hemp. Hemp contains a very high concentration of CBD and less than .3% by volume of THC.
- Low-THC Oil. Low-THC oil is derived from the cannabis plant that produces marijuana. Low-THC oil contains no more than 5% by volume of THC and may only be possessed or used under a doctor’s supervision with a prescription. Possession of Low-THC oil without a valid prescription is a felony.
- THC Oil. THC oil is derived from the cannabis plant and contains more than 5% by volume of THC. Some THC oil may contain up to 98% by volume of THC (3 - 5 times stronger than typical marijuana). Possession of THC oil is a felony.
- Vape. A vape is a purpose-made or homemade device that electronically vaporizes liquid to allow a user to inhale the vapor created in the lungs (i.e. vapes, juuls, e-cigarette, e-cig, dab pen, vape sticks, etc.) Vape will include individually or together vape battery(ies), reservoir(s), vaporizer(s), and/or vape charger(s).
- Vape Juice. Vape juice is a slang term for the liquid used by the vaporizer to create
- vapor. Vape juice may contain flavored juice, CBD oil, Low THC oil or THC oil.

Students in possession of vapes or other electronic smoking devices (42) will be addressed using the matrix below. **When such device contains CBD products with or without any form of THC,** as outlined above, the discipline will be classified as a drug offense (07) and appropriate discipline will be administered following the matrix below.

## **DISCIPLINARY OFFENSES**

Offenses are listed in alphabetical order. After the name of each offense is found the number of the offense and Classification(s) of the Offense (I, II or III).

<b>CODE</b>	<b>OFFENSE</b>	<b>LEVELS</b>
01	Alcohol	Alcohol 1-Unintentional Possession
		Alcohol 2-Under Influence without possession
		Alcohol 3- Sale, purchase, transportation, possession, consumption of alcohol
02	Arson	Arson 1- NA
		Arson 2-Arson without property damage
		Arson 3-Arson with property damage
03	Battery	Battery 1-Battery with no injuries
		Battery 2-Battery with mild or moderate injuries
		Battery 3-Battery with severe injuries; three or more offenses in the same school year
04	Breaking and Entering/Burglary	B&E/Burglary 1-NA
		B&E/Burglary 2-NA
		B&E/Burglary 3-Any incident involving breaking and entering/burglary
05	Computer Trespass	Computer Trespass 1- NA
		Computer Trespass 2- Computer misuse
		Computer Trespass 3-Unlawful use of computer or altering records
06	Disorderly Conduct	Disorderly Conduct 1-Minor disturbance
		Disorderly Conduct 2-Moderate disturbance; three or more minor disturbances in the same school year
		Disorderly Conduct 3-Severe disruption; three or more moderate disturbances in the same school year
07	Drugs	Drugs 1-Unintentional possession
		Drugs 2-Failure to report medication to school authorities; under the influence
		Drugs 3-Possession or distribution of unlawful drugs
08	Fighting	Fighting 1-Fighting with no injuries
		Fighting 2-Fighting with minor or moderate injuries
		Fighting 3-Fighting with severe injuries; three or more fights in the same school year
09	Homicide	Homicide 1-NA
		Homicide 2-NA
		Homicide 3-Any incident involving homicide
10	Kidnapping	Kidnapping 1-NA
		Kidnapping 2-NA
		Kidnapping 3-Any incident involving kidnapping
11	Larceny/Theft	Larceny/Theft 1-Unlawful taking of property with a value between \$25 and \$100
		Larceny/Theft 2-Unlawful taking of property with a value between \$100 and \$250
		Larceny/Theft 3-Unlawful taking of property with a value exceeding \$250; three of more offenses in the same school year

<b>CODE</b>	<b>OFFENSE</b>	<b>LEVELS</b>
12	Motor Vehicle Theft	Motor Vehicle Theft 1-NA
		Motor Vehicle Theft 2-NA
		Motor Vehicle Theft 3-Any incident involving Motor Vehicle Theft
13	Robbery	Robbery 1-NA
		Robbery 2-Robbery without a weapon
		Robbery 3-Robbery with a weapon
14	Sexual Battery	Sexual Battery 1- NA
		Sexual Battery 2- NA
		Sexual Battery 3- Any incident involving Sexual Battery
15	Sexual Harassment	Sexual Harassment 1- Unwelcome comments not directed towards individuals
		Sexual Harassment 2-Unwelcome comments directed towards individuals
		Sexual Harassment 3-Violation of sexual harassment policy; three or more offenses in the same school year
16	Sex Offenses	Sex Offenses 1-Inappropriate sexually-based physical contact
		Sex Offenses 2-Inappropriate sexually-based behavior
		Sex Offenses 3-Consensual sexual activities; three or more offenses in the same year
17	Threat/Intimidation	Threat/Intimidation 1-NA
		Threat/Intimidation 2-Threat without displaying weapon or physical attack
		Threat/Intimidation 3-School-wide threat or intimidation
18	Tobacco	Tobacco 1-Unintentional possession of tobacco products
		Tobacco 2-Intentional use or possession of tobacco products
		Tobacco 3-Distribution or sale of tobacco products; three or more offenses in the same school year
19	Trespassing	Trespassing 1-NA
		Trespassing 2-Unauthorized presence on school property
		Trespassing 3-Refusing to leave school property; three or more offenses in the school year
20	Vandalism	Vandalism 1-NA
		Vandalism 2-Minor damage or defacement of property
		Vandalism 3-Malicious destruction or damage to property; three or more offenses in the same school year
22	Weapons/Knife	Weapons/Knife 1-Unintentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 2-Intentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 3-Intentional possession of a knife with intent to harm or intimidate
23	Weapons/Other	Weapons/Other 1-NA
		Weapons/Other 2-Unintentional possession of a weapon (not including a knife or firearm)
		Weapons/Other 3- Intentional possession or use of a weapon (not including a knife or firearm)

<b>CODE</b>	<b>OFFENSE</b>	<b>LEVELS</b>
24	Other Discipline Incident	Other Discipline Incident 1-Other minor incidents resulting in disciplinary actions
		Other Discipline Incident 2-Three or more offenses in the same year
		Other Discipline Incident 3-NA
25	Weapons/Handgun	Weapons/Handgun 1-NA
		Weapons/Handgun 2-NA
		Weapons/Handgun 3-Any incident involving a handgun
26	Weapon/Rifle/Shotgun	Weapon/Rifle/Shotgun 1-NA
		Weapon/Rifle/Shotgun 2-NA
		Weapon/Rifle/Shotgun 3-Any incident involving a rifle/shotgun
27	Serious Bodily Injury	Serious Bodily Injury 1-NA
		Serious Bodily Injury 2-NA
		Serious Bodily Injury 3-Any incident involving serious bodily injury
28	Weapons/Other Firearms	Weapons/Other Firearms 1-NA
		Weapons/Other Firearms 2-NA
		Weapons/Other Firearms 3-Any incident involving other firearms
29	Bullying	Bullying 1-First incident of bullying
		Bullying 2-Second incident of bullying
		Bullying 3-Three or more incidents of bullying in the same school year
30	Other-Attendance Related	Attendance Related 1-Any incident involving attendance
		Attendance Related 2-NA
		Attendance Related 3-NA
31	Other-Dress Code Violation	Dress Code Violation 1-Non-invasive or non-suggestive clothing
		Dress Code Violation 2-Invasive or suggestive clothing
		Dress Code Violation 3-Three or more offenses in the same school year
32	Academic Dishonesty	Academic Dishonesty 1-Unauthorized assistance on classroom assignments or projects
		Academic Dishonesty 2- Plagiarism or cheating on classroom assignments or projects
		Academic Dishonesty 3- Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year

<b>CODE</b>	<b>OFFENSE</b>	<b>LEVELS</b>
33	Other-Student Incivility	Student Incivility 1 - Failure to follow instructions/Inadvertent use of inappropriate language
		Student Incivility 2-Blatant insubordination; profanity directed toward school staff
		Student Incivility 3-Issuing false reports on school staff; three or more offenses in the same school year
34	Other-Possession of Unapproved Items	Possession of Unapproved Items 1-Possession of unauthorized items
		Possession of Unapproved Items 2-Use of unauthorized items
		Possession of Unapproved Items 3-Possession or use of items construed to be dangerous or harmful; three or more offenses in the same school year
35	Gang Related	Gang Related 1-NA
		Gang Related 2-Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
		Gang Related 3-Gang-related solicitation, violence, threats, defacement of property
36	Repeated Offenses	Repeated Offenses 1-Collection of minor incidents
		Repeated Offenses 2-Collection of moderate incidents
		Repeated Offenses 1-Collection of severe incidents
40	Other Non-Disciplinary Incident	Other Non-Disciplinary Incident -Can only be used to report “Physical Restraint” with Action 95
42	Electronic Smoking Device	Electronic Smoking Device 1- Unintentional possession of an electronic smoking device
		Electronic Smoking Device 2- Use or knowledgeable possession of electronic smoking device
		Electronic Smoking Device 3- Distribution and/or selling of electronic smoking devices; Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.
44	Violence Against a Teacher	Violence Against a Teacher 1- NA
		Violence Against a Teacher 2- NA
		Violence Against a Teacher 3- Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher (Violence against other school personnel should be reported as Battery (03) – Level 3)



# Emanuel County School District 2024-2025 Academic Calendar

Approved 02/13/2024

Su	M	Tu	W	Th	F	Sa
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### Notes

- July 25-31 - Pre-Planning
- Aug 1 - First day of School
- Sept 2 - Labor Day
- Sept 3 - Curriculum/Data Day
- Oct 4 - End of First 9 weeks
- October 9 - Parent Conf. Early Release
- Oct 14-18 - Fall Break
- Nov 25-29 - Thanksgiving
- Dec 20 - End of 2nd 9 weeks
- Dec 20 - Early Dismissal/Half Day
- Dec 23 - Jan 3 - Christmas Holiday
- Jan 6-8 - In-service
- Jan 9 - First day of 2nd semester
- Jan 20 - MILK Holiday
- Feb 14 & 17 - Winter Break
- Feb 18 - Curriculum/Data Day
- March 17 - End of 3rd 9 weeks
- March 21 - Parent Conf. Early Release
- April 7-11 Spring Break
- May 16 - Last school day Class of 2025
- May 22 - Graduation - SHS
- May 23 - Graduation - ECI
- May 23 - Last day of School/Half Day
- May 26 - Memorial Day
- May 27 & 28 - Post Planning

Progress Report Dates	Report Card Dates
September 4, 2024	October 9, 2024*
November 20, 2024	January 10, 2025
February 12, 2025	March 21, 2025*
April 23, 2025	May 2023 (TBA)

\*Parent Conference Early Release

First 9 weeks - 45 days
Second 9 weeks - 46 days
First Semester - 91 days
Third 9 weeks - 45 days
Fourth 9 weeks - 44 days
Second Semester - 89 days
178 Inst + 2 data +10 plan =190

Calendars by Vernek42.com  
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## **EMANUEL COUNTY SCHOOL DIRECTORY**

### **Swainsboro High School**

Brandon Andrews, Principal  
689 South Main Street  
Swainsboro, GA 30401  
Steven Golden, Assistant Principal  
Jodi Singletary, Assistant Principal  
478-237-2267

### **Swainsboro Primary School**

Sarah Tapley, Principal  
308 Tiger Trail  
Swainsboro, GA 30401  
Gray Mendieta, Assistant Principal  
478-237-8302

### **Twin City Elementary School**

Jessica Collins, Principal  
162 Parrish Pond Road  
Twin City, Georgia 30471  
Christie Henry, Assistant Principal  
478-763-2253

### **Early Learning Center**

Maria Daniels, Director  
308 Tiger Trail  
Swainsboro, GA 30401  
478-237-9593  
Stephanie Triplett, Pre-K Project Manager

### **Swainsboro Middle School**

David Miller, Principal  
200 Tiger Trail  
Swainsboro, GA 30401  
Johnathan Moses, Assistant Principal  
Lindsey Sconyers, Assistant Principal  
478-237-8047

### **Swainsboro Elementary School**

Lara Norton, Principal  
258 Tiger Trail  
Swainsboro, GA 30401  
April Woods, Assistant Principal  
478-237-7266

### **Emanuel County Institute**

Brooke Frye, Principal  
102 North College Street  
P.O. Box 218  
Twin City, GA 30471  
Corian Roberson, Assistant Principal  
Adam Robertson, Assistant Principal  
478-763-2673

### **Crossroads Transitional Academy**

Donna Godowns, Head of Alternative Education  
220 Jefferson Street  
Swainsboro, GA 30401  
478-419-1080