

# **Rabun County High School**



## **2025-2026 Student Handbook**



# Rabun County High School

## 2025 - 2026

The Rabun County High School Student Handbook/Agenda Book went to press on July 8, 2025. Any district changes in information contained within this document supersede the information contained herein. Students will be notified of any changes during the first week of school through a handbook addendum or through class meetings and/or Champions teachers. A copy of the Rabun County Code of Student Conduct is included in this agenda book.

"Notwithstanding any of the rules and regulations contained herein, the Code of Student Conduct, adopted by members of the Rabun County Board of Education, shall govern all long-term suspensions and all expulsions with respect to offenses committed by students for which a due process hearing is held before the Disciplinary Hearing Officer for the Rabun County School District."

### **RIGHT TO KNOW**

Dear Parents,

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

The following information may be requested:

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

If you wish to request information concerning your child's teacher and/ or paraprofessional's qualifications, please contact your child's principal.

## **RABUN COUNTY SCHOOLS 2025-2026 CALENDAR**

July 28 - August 1	Pre-Planning
August 4	First Day of School
September 1*	Labor Day Holiday
October 8	End of 1st Nine Weeks
October 9-14	Fall Break
October 9	Teacher In-Service
November 24-28*	Thanksgiving Holiday
December 19	End of First Semester
December 22 - January 2*	Winter Holidays
January 5	Teacher In-Service
January 6	Students Return
January 19*	Martin Luther King Holiday
February 16	President's Day Holiday
March 12	End of 3rd Nine Weeks
March 13	Teacher In-Service
March 16	Student Holiday
April 6 - 10*	Spring Break
May 22	End of Second Semester/Graduation
May 25	Memorial Day Holiday
May 26 - 27	Post-Planning

\*Bad Weather Make-up Days or Student Holiday

Dear Parents and Students:

I am privileged to have the opportunity to serve as the Principal of Rabun County High School, and I am excited to welcome you to the 2025-2026 school year. I look forward to what the new school year holds as we work together to build upon the rich history of pride and tradition here at Rabun County High School.

Each new school year offers the unending promise of a blank page for our students. New beginnings provide us an opportunity to renew our commitment to each member of our school and community, and to carefully craft the chapter of our lives we wish to write. Our students play an integral role in making our school unique and ensuring we achieve our vision of Excellence in Everything. Rabun County High School provides a broad range of life changing experiences in the areas of academics, fine arts, CTAE, athletics, leadership, and community outreach. I encourage you all to take advantage of these amazing opportunities to broaden your horizons and look for an opportunity to get connected through one of these opportunities. Your high school experience is greatly enhanced when you get involved!

A strength of any school community is the joint effort of parents, faculty, and staff to establish and maintain high expectations for all areas of student growth and development. To this end, we have created this Handbook to help you become more familiar with the educational opportunities and responsibilities of RCHS students and parents.

It is our expectation that by providing high-quality instruction and various opportunities for extracurricular participation, all our students will be prepared to make informed choices about their futures. Whether their path leads them to our nation's most prestigious colleges and universities, to pursue technical or vocational training, to join the workforce, or to serve in the military, Rabun County High School will provide every opportunity for our students to experience success. To that end, we expect every student to give their very best effort each and every day as we work alongside them to achieve their academic and personal goals. We will be unwavering in the high expectations we set for our students, and we will celebrate their successes.

I can't wait to experience what the new school year has in store for each and every one of us. Working together, we will achieve excellence and carry on the pride and traditions of the Wildcat Nation!

Justin M. Spillers  
Principal  
Rabun County High School

## **MISSION AND BELIEF STATEMENTS**

### **Rabun County High School's Vision**

"Achieving excellence in everything we do."

### **Rabun County High School's Mission**

"Creating a culture of academic and personal success through positive relationships, hard work, and an emphasis on student ownership."

### **Rabun County High School's Goals**

- We will provide a safe environment for students to learn and excel.
- We will provide challenging curricula and high expectations for learning.
- We will develop students who take responsibility for their learning and their own actions.
- Our students will understand the value of hard work.
- We will develop students who are kind and compassionate towards others.
- We will develop students who are employable and/or college ready.
- Our students will be confident in their ability to solve problems and experience success.
- We will recruit, hire, and retain a highly effective and diverse staff dedicated to helping our students succeed.

## **RABUN COUNTY HIGH SCHOOL**

230 Wildcat Hill  
TIGER, GEORGIA 30576  
706-782-4526

Principal  
Assistant Principal  
Assistant Principal

Justin Spillers  
Allen Blair  
Kelsey Thompson

CTAE Director

Tammie West

Athletic Director

Jonathan Welch

Cafeteria Manager

Michael Sikes

## **RABUN COUNTY BOARD OF EDUCATION**

Steve Cabe – Chairman  
Mark Beck  
Scott Horton  
Allyn Stockton  
Rick Story

Superintendent of Schools  
Assistant Superintendent:  
Technology Coordinator  
Transportation Director

Steve Cole  
Kelly McKay  
Greg Purcell  
Marty Dixon

## CONTACTS FOR STUDENTS

### **If you need:**

Athletics  
Accident Insurance Claim Forms  
Admittance Slips, Attendance, Tardiness  
Announcements  
Approval of Activities  
Clubs  
Discipline Information  
Fees and Fines  
College Information  
Scholarship Information  
Transcript Requests & Student Records  
Testing / Advisement  
Work-Based Learning  
Literary Events  
Lockers  
Lost and Found  
Lunchroom  
Medical Attention  
Parking Permits  
To be listened to  
  
To report vandalism  
CTAE Pathway Guidance and Programs  
Withdrawing or Entering School

### **Go to:**

Coach Welch  
Front Office  
Mrs. Wood  
Mr. Spillers  
Mr. Spillers  
Mr. Spillers  
Mr. Blair or Mrs. Thompson  
Mrs. Stephens  
Mrs. Addington / Mrs. Stockton  
Mrs. Addington / Mrs. Stockton  
Mrs. Ramey  
Mr. Blair  
Ms. West  
Mrs. Backer  
Mrs. Hollifield  
Administrative Office  
Mr. Michael Sikes  
Mrs. Worley  
Mrs. Stephens  
Mrs. Addington / Mrs. Adcock/  
Administrative Team  
Administrative Team & Sgt. Owens  
Ms. West  
Mr. Spillers & Mrs. Ramey

## **ADMINISTRATIVE OFFICES**

The administrative offices are available to students who need to conduct official business. **These offices are not for loitering or socializing.** Students are permitted to transact business with the offices before or after school.

All students sent to the office for disciplinary reasons are to report directly to the receptionist or secretary and turn in the accompanying misconduct report before being seated. Students given misconduct reports at the end of class are to report to the office prior to going to the next class. Students failing to report to the office after they have been given misconduct reports are subject to disciplinary action.

### **Lockers**

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession. Therefore, the school has the right to open and search lockers at any time without prior notice to the student. Defacing the locker doors will result in paying for the locker door. The locker fee is \$5.00. Students having problems should see Mrs. Hollifield before school begins.

### **Lost and Found**

Lost and found will be located in the Administrative Office. It will be cleaned out at the end of each semester. The school will donate all unclaimed items to charity.

## **SCHOOL ATTENDANCE**

### **Saturday School**

Saturday School provides an opportunity for students to make up unexcused absences along with serving as an alternative for students to serve disciplinary consequences without missing time in the classroom. Saturday School sessions will occur approximately two times per month, and students and parents will be provided appropriate notification of any Saturday school assignment.

### **RGHS Attendance Policy**

It is imperative that students attend every class each day in order to maximize their full academic potential. Only doctor's appointments with a verified doctor's note, an illness or death in the immediate family, court order, religious holidays, and/or the deployment of a parent in the military are considered excused absences. Absences due to other major life events/emergencies must be cleared with Mr. Spillers. All other absences will be considered unexcused. Students with **seven (7) or more unexcused absences** in a semester will receive an Attendance Failure for the course(s) in which the absences occurred.

### **Excused Absences:**

For an absence to be excused, the following two (2) conditions must be met:

1. A student shall not be absent from school or from any class or other required school hours except for conditions specified below:
  - Personal illness or attendance in school that endangers a student's health or the health of others. Upon return to school, appropriate medical documentation will be required within three days of the absence. (Only verified doctor's notes or a note from the school nurse will be accepted.)
  - A serious illness or death in a student's immediate family necessitating absence from school. In the case of serious illness, students are required to present medical documentation to validate the absence as excused within three days of the student's return to school.
  - A court order or an order by a governmental agency mandating absence from school.
  - Special or recognized religious holidays observed by the faith of the student.
  - Weather or environmental conditions rendering attendance impossible or hazardous to student health or safety.
  - A student whose parent is in military service in the armed forces of the United States or the 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, shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.
  - The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote.
2. Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor note) or legal documentation to the school for the purpose of validating that an absence(s) is excused. If a note is not submitted within three (3) days of return to school, the absence(s) will be recorded as unexcused.

***\*\*Parent notes are not considered valid documentation for the conditions above. If you have specific questions, please contact school administration.***



**Unexcused Absences:** All absences that are not validated as excused according to the above conditions will be considered unexcused.

**Tardies:** A student is tardy to school when he or she arrives at school, an assigned class, or a school activity after the designated time. Students who arrive after 8:05 AM must report to the Front Office and sign in with the Attendance Clerk. Students who are tardy will be assigned lunch detention, and excessive tardiness will result in increased consequences. Students arriving after 50% of the class has passed are considered absent from the class as outlined in the attendance policy. Doctor and dental appointments will not count against the student if a doctor's note is provided at the time of arrival. The following consequences apply concerning tardies:

Students are expected to be on time for each class. A tardy to class occurs if a student is not in class after the tardy bell rings. When the bell rings, all teachers' doors will be locked and students will be required to have an assigned eHall Pass to enter class. If a student is five or more minutes tardy to class, they are considered AWOL, and the teacher should notify the Front Office immediately.

**Admin Responsibilities**

Tardy to School 1-6: Lunch Detention

Tardy to School 7 or More: Parent Conference, Loss of Parking Privileges, Saturday Detention

**Teacher Responsibilities**

Tardy to Class 1-3: Classroom Consequence (Parent Phone Call Home, Morning/Afternoon Detention, etc...)

Tardy to Class 4 or More Times: Teacher Referral

\*Possible consequences: Parent Conference, ISS, Loss of Parking Privileges, Saturday Detention, etc...

**Checkout:** A checkout is when a student leaves school prior to regular dismissal time. A note signed by a parent stating the reason and time for the checkout must be turned in or faxed to the front office before the beginning of the official school day. **No phone checkouts will be allowed.** All notes must be verified and approved prior to the student leaving campus.

Any student who leaves the school without properly signing out and without authorization will face possible suspension. To leave school during the day at any time and for any reason, a student must sign out through the administrative office. Students who check out during the school day may not be able to return to school without a note from a doctor, the school nurse, or prior approval by the principal or his/her designee. **Checking out for lunch is not permitted.**

**Counting Present:** Students shall be counted present when they are:

1. Present for at least half of the instructional time required at each grade level (grades 9-12, 25 minutes of each class period).
2. Serving as pages of the Georgia General Assembly.
3. In attendance, in grades 9-12, by individual class.
4. Approved for interruption of instruction in grades 9-12.
5. Students in foster care shall be counted present when they attend court proceedings related to their foster care.
6. Receiving hospital / homebound services.

**Make Up Work:** It is the student's responsibility to make up any work missed during his / her absence. After returning to school, all arrangements to make up work must be requested by the student and completed within three (3) school days.

**Official College Visits**

- Juniors may take one official college visit without an attendance penalty as long as official documentation from the college is provided.
- Seniors may take two official college visits without an attendance penalty as long as official documentation from the college is provided.

**Unexcused Absences & Athletics/School Sponsored Events:**

- Student athletes, band members, or extracurricular club members absent for an entire school day without a doctor's note will be allowed to attend practices or after-school events on the day of their absence, but they may not participate.
- Student athletes, band members, or extracurricular club members must be present for at least 4 out of 7 class periods in order to participate in athletic practices and/or competitions, band practices and/or trips, or extracurricular club events and/or trips unless a doctor's note is provided.
- Chronic absenteeism may disqualify a student from participating in an athletic sport.

In accordance with Board Policy IED, a student may miss a class up to ten (10) days a year for school-sponsored, non-instructional activities. Should you anticipate exceeding this limit, you must appeal to the Board of Education for an extension.

If a student is planning to miss a class/classes because of a school-sponsored non-instructional activity, that student is responsible for obtaining the prior

approval form, completing it, and having all teachers sign it one full day in advance. Make-up work must be arranged with the teacher within three (3) days of returning to school. It is the student's responsibility, and not the teacher's responsibility, to arrange a time to make up any missed work.

### **School Attendance Procedures**

Please see the attendance procedures outlined in the RCSS Student Code of Conduct. The Principal or his or her designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, any time school attendance is a concern. Attendance procedures are based on absences/school year.

### **Making Up Unexcused Absences**

Saturday School provides an opportunity for students to make up for unexcused absences. Students can earn back unexcused absences as one Saturday School served earns one absence back. Saturday School sessions will occur periodically through each semester. Students must make arrangements with Mr. Spillers in advance to register for Saturday School.

Saturday School begins promptly at 8:30AM and ends at 12:00PM. Students that are tardy will be turned away. Students will report directly to the RCHS Cafeteria upon arrival. Students must stay for the entire session to earn credit; no partial credit will be awarded. Students are expected to be on task, awake, and working the entire time. Any student who does not follow these expectations will be dismissed, and no credit will be awarded.

Students who need to submit attendance waiver letters at the end of the semester for excessive unexcused absences will not be allowed to submit a letter unless the student has attended a minimum of two Saturday School sessions. A student with a passing grade and seven (7) or more unexcused absences in a semester will earn an Attendance Failure (AF) for that specific semester and be required to retake the class to earn credit.

- **There will be NO transportation provided for Saturday School sessions.**

\*\*Two no-shows for Saturday School may result in the loss of the privilege of attending Saturday School for the remainder of the semester.

### **Student Attendance Appeals Process**

Students with seven (7) or more unexcused absences receiving an Attendance Failure may request an attendance appeal upon notification of the Attendance Failure by the principal or the principal's designee. Requests for an attendance appeal must be submitted in writing to the principal or the principal's designee no later than 7 calendar days from the issuance of an Attendance Failure. Students must meet the following criteria in order for their attendance appeal request to be considered:

- Student has attended a minimum of two (2) Saturday School sessions.
- Student provides the reason for each absence in order from the first to the last absence.
- Student provides a medical diagnosis and/or documentation provided by the licensed practitioner diagnosing and/or treating the condition. (This includes an M.D., D.O., PA-C, D.C., Psychiatrist etc.)

The student appeal will be reviewed by a committee consisting of school administration, the student's school counselor, and the student's classroom teacher.

### **GRADUATION REQUIREMENTS**

All students will be required to complete a total of **25** units for graduation. All students will take:

- I. 4 units of English
- II. 4 units of Mathematics
- III. 4 units of Science
- IV. 3 units of Social Studies
- V. At least 3 units required from: Foreign Language\* and/or CTAE and/or Fine Arts for all students
- VI. Health (.5) and Personal Fitness (.5)
- VII. 6 additional electives \*\*

Students must receive approval from Mr. Spillers in order to graduate early. Any student wishing to graduate early must provide a written request to Mr. Spillers prior to August 1<sup>st</sup> of the requested graduating year.

\*Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language. Georgia Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language for admissions.

***\*\*Students enrolling in the 9th grade for the first time during the 2024-2025 school year and subsequent years thereafter, will be required to complete a Georgia approved Pathway (CTAE Pathway, Fine Arts Pathway, Foreign Language) from category (V) OR a Georgia approved Pathway for Advanced Content Pathway from category (I, II, III, or IV) OR a locally approved pathway.***

Rabun County Schools reserves the right under the Strategic School Waiver Partnership Contract to waive Graduation Requirements when appropriate for the purpose of substitution of equivalent or higher-level requirements which will assist students in acquiring the knowledge and skills necessary to be successful as they continue their education at the post-secondary level and/or the workforce.

### **Career, Technical, and Agricultural Education (CTAE) Pathways**

- Agriscience Systems Diversified Ag
- Animal / Mechanics Systems
- Agriculture Mechanics Systems
- Veterinary Science
- Food Animal Systems
- Plant Mechanical Systems
- Audio / Video Technology & Film
- Business & Technology
- Computer Science
- Therapeutic Services / Patient Care
- Animation & Digital Media
- Manufacturing Pathway
- Engineering & Technology
- Culinary Arts (Dual Enrollment Pathway)

### **Work Based Learning**

Juniors and Seniors have the opportunity to participate in work based learning through one of the following: apprenticeship, internship, or work study. In apprenticeship and internship, students are working in jobs related to career goals and courses taken at the high school. Students may receive up to three credits through the work program. Ms. Tammie West is the program contact for RCHS. Work Based Learning is a privilege and may be revoked at any time by the Principal.

- Effective with the 2015-2016 9<sup>th</sup> grade class, in order to participate in the work based learning program the following requirements must be met:
  - On-track with pathway completion
  - Job aligned with pathway
  - Principal approval
- Work Based Learning is a privilege and may be revoked at any time by the Principal.
  - Students failing a course are not permitted to participate in Work Based Learning
  - Students that do not adhere to our attendance and tardy policies are not permitted to participate in Work Based Learning
- Students that fall within the above listed categories will be required to attend a study hall during their scheduled Work Based Learning periods
- Grades, attendance, and tardies will be reviewed weekly.

### **Grade Promotion Requirements**

<b>Promotion to</b>	<b>Requires student to</b>	<b>On track with</b>
10th grade	Earn 5 Units	*(5)
11th grade	Earn 11 Units	*(11)
12th grade	Earn 18 Units	*(18)

*\*A student must pass five (5) out of seven (7) classes from the preceding semester and earn the indicated credit units to satisfy the "on-track" requirements for extracurricular and athletic eligibility.*

### **Guidance and Counseling Services**

The purpose of the Guidance and Counseling Department at Rabun County High is to assist students in ways which will help make their high school career as meaningful as possible. The counselors are trained to assist students, parents, and faculty in a positive pursuit of the young person's

education. Individual counseling is provided for every student to help with personal, academic, and vocational interests and needs. Students may meet with the counselors by appointment; however, in crisis situations they may seek immediate help.

The counselors assist students in preparing for their future, whether their choice is college, vocational school, military, or entry into the job market, by providing them opportunities to meet with the representatives from the various agencies, either through individual appointments, classroom presentations, or guest speakers, arranged by the counselors. Students are exposed to many available opportunities beyond high school.

Another service of the counselors is assisting the students toward a career pathway and guiding them to the proper classes to prepare them for their future. The counselors coordinate the SAT, PSAT, ACT, ASVAB, COMPASS and Advanced Placement Exams. The counselors also coordinate the information for scholarships, honors programs, job corps, special interest, and enrichment programs.

Students are encouraged to take advantage of the Career Center, which includes videos, pamphlets, catalogs, and access to [www.ga futures.org](http://www.ga futures.org). Georgia Career Information Center has information on occupations, college programs, and employment.

The guidance office is open from 7:45 a.m. to 3:45 p.m. Later or earlier appointments can be made.

Lost or damaged materials must be paid for by the student to whom they were issued. Overdue fines will be \$0.05 per day with a maximum fine of \$5.00.

## **ACADEMIC INFORMATION**

### **Course Sequences (Traditional, Honors, & Advanced)**

Rabun County High School is committed to providing a rigorous course curriculum for every student enrolled in our school. The following course sequences and classifications are designed to provide the most appropriate challenge for each of our unique learners.

<b>MATHEMATICS</b>			
	<b>Traditional Sequence</b>	<b>Honors Sequence</b>	<b>Advanced Sequence</b>
<b>8th</b>	8th Grade Math	8th Grade Math / HS Algebra I	HS Algebra I
<b>9th</b>	College Readiness Mathematics or Foundations of Algebra	Honors Algebra: Concepts & Connections / Honors Geometry: Concepts & Connections	Honors Geometry: Concepts & Connections
<b>10th</b>	Algebra: Concepts & Connections	Honors Geometry: Concepts & Connections / Honors Advanced Algebra: Concepts & Connections	Honors Advanced Algebra: Concepts & Connections
<b>11th</b>	Geometry: Concepts & Connections	Honors Advanced Algebra: Concepts & Connections / AP Pre-Calculus	AP Pre-Calculus
<b>12th</b>	Advanced Algebra: Concepts & Connections	AP Pre-Calculus / Dual Enrollment Options	Dual Enrollment Options
<b>ENGLISH LANGUAGE ARTS</b>			
	<b>Traditional Sequence</b>	<b>Honors Sequence</b>	<b>Advanced Sequence</b>
<b>8th</b>	8th Grade ELA	8th Grade ELA	8th Grade ELA
<b>9th</b>	Literature and Composition I	Honors Literature and Composition I	Honors Literature and Composition I
<b>10th</b>	Literature and Composition II	Honors Literature and Composition II	AP Language & Composition
<b>11th</b>	American Literature	Honors American Literature	AP Literature/Composition / Dual Enrollment
<b>12th</b>	Multicultural Literature	Honors Multicultural / Dual Enrollment / Dramatic Writing	Dual Enrollment / Dramatic Writing

## SCIENCE

	Traditional Sequence	Honors Sequence	Honors / Advanced Sequence
<b>8th</b>	8th Grade Science	8th Grade Science or HS Physical Science (no credit)	HS Physical Science
<b>9th</b>	Environmental Science	Physical Science	Honors Biology
<b>10th</b>	Earth Science	Biology	Chemistry
<b>11th</b>	Biology	Chemistry / Forensics	Physics / Forensics
<b>12th</b>	Physical Science	Chemistry / Physics / Forensics	Forensics / Dual Enrollment / AP

## SOCIAL STUDIES

	Traditional Sequence	Honors Sequence	Advanced Sequence
<b>8th</b>	8th Grade Georgia Studies	8th Grade Georgia Studies	8th Grade Georgia Studies
<b>9th</b>		AP Human Geography	AP Human Geography
<b>10th</b>	World History	Honors World History	AP World History
<b>11th</b>	U.S. History	Honors U.S. History	Honors U.S. History / Dual U.S. History
<b>12th</b>	Economics / Government	Economics / Government	Economics / Government / Dual Enrollment

### Course Prerequisites

Many of our Honors and Advanced Sequence courses require students to make specific academic decisions beginning in the 9<sup>th</sup> grade, so it is important that parents and students begin looking at course sequences early. In order to provide guidance to students and parents, as well as to ensure that all students are appropriately challenged in all academic courses, the following criteria apply to our Honors and Advance sequence courses:

Honors Sequence Criteria / Prerequisites	Advanced Sequence Criteria / Prerequisites
<b>EOG / EOC Scores:</b> Students must score a 3 or 4 on their most recent EOG and/or EOC assessment. Students scoring a 2 on their most recent EOG/EOC must meet <b>BOTH</b> the Teacher Recommendation <b>AND</b> Performance criteria.	<b>EOG / EOC Scores:</b> Students must score a 3 or 4 on their most recent EOG and/or EOC assessment or a minimum score of 3 on their most recent AP Exam.
<b>AND</b>	<b>AND</b>
<b>Teacher Recommendation:</b> Students must receive a written recommendation from their most recent content area teacher.	<b>Teacher Recommendation:</b> Students must receive a written recommendation from their most recent content area teacher and/or a recommendation from the AP teacher whose class they plan to take.
<b>OR</b>	<b>OR</b>
<b>Performance:</b> Students must earn an 85 or above in their two previous specific core content area courses. Students must maintain an 80 or above in all high school specific core content courses.	<b>Performance:</b> Students must earn a 90 or above in their two previous core content courses.

## Advanced Placement Courses

Students taking Advanced Placement (AP) courses will receive 9 points added to their final grade, up to a final grade of 100, at the end of each semester. Students may elect to take the AP exam for their respective courses, and their success on the AP exam could allow them to earn course credit at participating colleges and universities. Rabun County High School has worked hard to pay the test fee associated with AP exams for all students enrolled in an AP course. Students must notify their teacher no later than December 2, 2024, if they elect **NOT** to take the AP exam at the end of the school year. ***Students who elect not to take the exam after that date will be responsible for paying the \$40 test restocking fee charged by the College Board.***

## Champions Program (Student Advisement)

High school students will be divided into Champions groups based on the grade level of the student. Students will be advised throughout their high school years in regards to overall credits, courses needed for graduation, class schedule, and post high school career options. Students will also be required to develop academic, attendance, behavior and personal goals that will be evaluated and monitored throughout the school year.

## Course Schedules

Students are required to maintain a full schedule at all times. A full schedule for a Rabun County High School Student is 7 classes. Full time Dual Enrollment students must take and maintain a minimum of 4 Dual Enrollment courses per semester..

It is the student's responsibility to notify administration and/or school counselors prior to dropping a Dual Enrollment course. Students who drop a Dual Enrollment course will be required to add an additional class to their schedule. Based on the date of the Dual Enrollment withdrawal, the new course may be a no-credit Advanced Study Skills course.

## Dual Enrollment

### Purpose

The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. Beginning with Fall term 2015 (FY 2016) the program is offered during all terms of the school year; fall, spring and summer semester or fall, winter, spring, and summer quarter.

In order to participate in the Dual Enrollment program at Rabun County High School, **students must meet the eligibility requirements AND sign the Rabun County High School Dual Enrollment Parent Agreement.**

### Eligibility

To be eligible for the Dual Enrollment program, a student must:

1. Be enrolled in the eleventh or twelfth grade (9th grade begins with Fall term) of a private or public high school in Georgia or a home study program within the State of Georgia operated in accordance with O.C.G.A. §20-2-690(c);
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.
5. Meet Rabun County High School's Dual Enrollment academic criteria and sign the Dual Enrollment Parental Agreement Form.

## Dual Enrollment Grade Conversions

In the absence of a numerical grade provided to the school on the student's college transcript, letter grades will be converted to numerical grades as follows:

**A+ = 99   A = 96   A- = 93   B+ = 89   B = 86   B- = 83   C+ = 79   C = 76   C- = 73   D = 70   F = 69   W = 69   WF = 69**

Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade per the scale above on the high school transcript and a college grade on the college transcript. Program grades will not be weighted on the student's official transcript.

## Award Amount

Students, who meet all eligibility requirements, will receive a student-specific award amount to be applied toward tuition, mandatory fees and a book allowance. Aid is paid to the postsecondary institution.

## Course Directory

Upon choosing an eligible Georgia postsecondary institution, the student will select postsecondary courses from the Dual Enrollment course list found in the [Dual Enrollment Course Directory](#) (GAfutures website).

## Application Procedure

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia must complete the [Dual Enrollment online application \(https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/\)](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/).

The application consists of three parts:

1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

All three sections of the application must be completed and submitted to GSFC.

GSFC must receive the complete Dual Enrollment application no later than the last day of the postsecondary term, semester or quarter or the student's withdrawal date whichever occurs first.

Additionally, all students participating in the Dual Enrollment program at Rabun County High School must complete the Dual Enrollment Agreement Form prior to registering for classes.

High school and postsecondary institutions may set earlier institutional deadlines for participation. Check with your high school and postsecondary institution for deadlines each term, semester or quarter.

**PLEASE SEE MRS. ADCOCK OR MS. ADDINGTON ABOUT THE APPLICATION PROCESS.**

## Potential Impact Student GPA

It is important for both students and parents to understand that all grades earned through the Dual Enrollment program will affect a student's GPA, both at Rabun County High School and on their official college transcript. Any student wishing to withdraw from a Dual Enrollment course **must meet with a guidance counselor** to discuss the potential impact that decision will have.

## Impact on HOPE and Zell Miller Scholarship Eligibility

- Dual credit enrollment hours taken at a postsecondary institution, under which Dual Enrollment payments have been made, are not counted as attempted-hours, nor included in the combined paid-hours limit.
- Dual credit enrollment hours of the Accel program, paid prior to Spring term 2011 will be included in both the 127 semester/190 quarter hours limit and combined paid-hours limit. This includes payments from the HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, and Accel programs.

## Awarding of Credits

Most courses at Rabun County High School are scheduled for an entire school year and consist of two semesters of eighteen (18) weeks in length. Each semester carries ½ unit credit each. A final grade is assigned at the end of each semester and consists of a mid-term and/or final exam that counts for 10% of each semester's final grade.

## SCHEDULE CHANGES

All schedule change requests will be submitted online this year. Students may access the form online under the Parent and Student Resources tab on our Website. There is also a form which must be filled out and signed by a parent or guardian in certain situations. Responses to schedule change requests will be made within three (3) days. **No schedule will be changed without administrative approval.** *As a general rule, requests for change(s) in schedule(s) will be approved for the following reasons:*

- Student has taken the course before and received credit.
- Student has not completed the prerequisite course(s).
- Parents, Guidance Counselor, Advisor, and Administration must ALL approve the schedule change.

**Schedule changes will not be made for the following reasons:**

- Lunch preference.
- Student preference of teacher.

**Schedule changes will only be made during the first 10 days of the first semester.** Any changes made outside of this drop/add window will receive no credit. For students enrolling for the first time, with no previous enrollment for the current school year, **credit will only be awarded if they enroll within the first 18 days of the semester.**

## Grading Information

The following grade equivalencies are for all classes and grades:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
0 - 69	=	F

A grade of 70 is the lowest passing grade. No grade over 100 will be given in any subject or any grading period. All incompletes must be made up within ten (10) calendar days after the semester ends.

Progress Reports will be available in Infinite Campus each nine (9) weeks. Students and parents are encouraged to download the Infinite Campus Parent Portal app in order to continuously monitor student grades.

Report cards will be sent home with students at the end of each semester.

Parents are encouraged to use the parent portal within the student information system to track their student's progress throughout the year. Parents can create an account through the Infinite Campus Parent Portal.. [www.rabuncountyschools.org](http://www.rabuncountyschools.org)

Rabun County High School will not accept transfer credits awarded with a final grade below 70.

## Graduation Ceremony

Only students who have completed all academic and attendance requirements will be allowed to participate in the graduation ceremony. Graduation ceremonies will take place in the Rabun County High School stadium unless weather requires the ceremony be moved to the Rabun County High School Gym. In the event the ceremony is moved to the Gym, students will be provided a set number of tickets to ensure family members have an opportunity to enter the ceremony before general admission guests.

## Honor Graduate

To be an honor graduate, a student must have a cumulative average of 90 or above (not an 89.6 rounded to a 90). Teachers will factor in the seniors' nine points for those taking Advanced Placement courses.

Honor graduate status will be determined at the end of the first semester, and at the end of the second semester. Once a student has earned honor graduate status at the end of the first semester, their status will not be revoked. Students receiving this distinction will be awarded their honor patches during the senior night awards ceremony, and their names will be printed in the graduation ceremony program. Students who attain an honor graduate status after the first semester will receive their honor recognition during graduation practice.

## Valedictorian, Salutatorian, & Historian

To qualify for Valedictorian, Salutatorian, or Historian, a student must have attended Rabun County High School full-time for three (3) of the four (4) years of his/her schooling (9-12), including the junior and senior year. Students are also required to take one or more Honors, Dual Enrollment, or AP level courses.

A weighted average will be used to determine the Valedictorian, Salutatorian, and Historian. To determine a qualifying student's GPA, points will be added to a student's final grades for all Honors, Dual Enrollment, and AP courses:

- Honors Courses = 5 Points
- Dual Enrollment Courses = 7 Points
- AP Courses = 9 Points (These points are already automatically added to an AP student's final course grade.)

These points will only be added for the determination of Valedictorian, Salutatorian, and Historian, and will not appear on the student's report card or final transcript (with the exception of the nine (9) points added for AP courses). For the purpose of calculating Valedictorian, Salutatorian, and Historian, grades will not be capped at 100, with the exception of AP courses. Grades will be averaged to the 100th of a point at the end of the first semester grading period to determine Valedictorian, Salutatorian, or Historian. In the event of a tie, a determination will be made based on the student with the greatest number of successfully completed AP and Dual Enrollment courses. To be a Valedictorian, Salutatorian, or Historian, a student must graduate with his or her class. Second semester Dual Enrollment scores will not be available and therefore not a part of this average.



Speeches delivered by the Valedictorian, Salutatorian, and Historian as a part of the graduation ceremony are a privilege that must meet the following guidelines:

- Speeches must meet the Senior Class sponsor's approval;
- Speeches must be positive, encouraging, and uplifting;
- The principal has final approval of all speeches.

## Star Student

Star student nominees must satisfy all of the following requirements:

1. Be a **legally enrolled senior** in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission (GAC), Southern Association of Colleges and Schools (SACS) and/or the Georgia Private School Accreditation Council (GAPSAC).
  - A legally enrolled senior is a student who has registered – and been accepted – as a student in the school and will graduate with the 2022 senior class. Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. (College and high school grades are averaged to determine rank.)
  - Seniors who complete graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.
  - **NOTE:** The STAR Program is designed to recognize high school seniors who have the highest SAT score in their graduating class and meet all the other program requirements. How many classes a student takes off campus or how involved the student is with extra-curricular activities at the school are irrelevant in determining the STAR Student.
2. **Take the two-part SAT any year on any national testing date through and including November 2024. Important: November 2024, is the last acceptable SAT test date for the 2025 PAGE STAR program.**
3. Score highest on a **single test** date (scores may **not** be combined from two or more test dates) on the three-part SAT among qualified seniors in the school. Nominees' SAT scores must be equal to or higher than the latest available national average published by College Board in late September on the math (513), critical reading (497) and writing (487) sections.
4. Be in the **top 10 percent or be among the top 10 students numerically**, whichever category provides the largest number of eligible students in the school. A student must meet the "top 10" requirement based on cumulative high school (grades 9 through 11) grade average numerically computed by utilizing the system normally utilized by the school. Calculation should be on cumulative grades through the junior year.  
**If the student with the highest SAT score does not** meet the top 10 criterion, the student with the **next highest SAT score who does meet the criterion** becomes the nominee.

Visit [www.gafutures.org](http://www.gafutures.org) to gather information about colleges, financial aid, HOPE Scholarship, and more.

## Credit Recovery

RGHS offers a Credit Recovery Program throughout the school year. This program is offered to any student who fails a traditional course and allows students to use the Connexus learning management program to complete failed courses and earn the required credit. Our Credit Recovery Program and Connexus is utilized for failed courses only and may not be used for students to earn initial credit without approval from our Student Support Team.

We also offer a Summer School program in which students may earn credit in an RGHS course they failed during the spring semester. Summer School is not designed for students to recover credit from the fall semester.

Georgia Virtual School offers on-line courses for students state-wide. Students can take an entire course, from any Internet-connected computer, available 24 hours a day, seven days a week. The summer program is tuition-based, and enrollment space is limited. Therefore, students are accepted on a first-come first-serve basis. The cost depends on the Carnegie Unit. Payment will be due at the time of registration. For more information, visit the website at [www.galearning.org](http://www.galearning.org).

Any course taken off the campus of Rabun County High School must be approved by the administration in order to receive credit. This includes all Dual Enrollment courses.

## STUDENT INFORMATION

### Activities and Projects

No activity will be approved unless the sponsor can be present during the scheduled activity. All school functions must be properly chaperoned by school personnel. All school activities and functions must be placed on the school calendar and approved in advance by the principal. All fund-raisers must be approved by the Board of Education and meet local board policy requirements.

## Assembly Etiquette

Movement into and out of the Gym and Fine Arts Building should be in an orderly fashion with no running, pushing, loud talking, or crowding. Students will sit in sections assigned and must remain in those sections until dismissed by Administration

- Talking and unnecessary movement during any kind of program are rude and inappropriate.
- Use of good taste and common sense in showing your appreciation for a performance is encouraged. Applause (when appropriate) in good taste is encouraged; catcalls, chants, and whistling are unacceptable.
- Students at Rabun County High are expected to show the utmost class, manners, and respect toward any person(s) who is/are speaking to or leading an assembly program. No type of misbehavior will be tolerated.

## STUDENT CELL PHONE USE - DISTRACTION FREE LEARNING

Rabun County High School recognizes the overwhelming scholarly research supporting the negative effects of distractions caused by student cell phone use during periods of classroom instruction. In accordance with this research and in an effort to help students achieve excellence in everything they do, Rabun County High School is making the following efforts to provide a distraction free learning environment for all students:

***Students may not access their cell phones at any time during a scheduled class period. All cell phones and phone related devices must be placed out of sight in a closed compartment of the student's backpack/bag or in a designated phone holder located in the classroom as soon as the student enters the classroom, and they must remain there until the dismissal bell rings.***

If a student chooses not to adhere to this policy, their cell phone must be turned in to the Front Office where a parent and/or guardian will be required to come pick up the electronic device after school hours between 3:10 PM and 4:30 PM. Additional disciplinary consequences for the student may be taken for repeated acts of insubordination regarding this student handbook policy.

For parents needing to reach their child during instructional periods throughout the day, they may contact the Front Office at (706) 782 - 4526, and a message will be relayed to the student by school staff.

## Complaints

If you feel you have been treated unfairly by someone in charge, come to the Administrative Office and tell us your concerns. Remember, you are expected to be respectful of Rabun County High School Faculty and Staff at all times regardless of whether you feel you have been treated unfairly.

## Daily Announcements

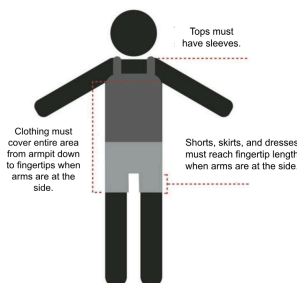
School announcements will be posted daily on the TVs located throughout campus. It is the students' responsibility to check these locations for important information throughout the school year.

## DRESS CODE

The purpose of the RCHS Dress Code is to prepare students for a work force in which appropriate dress and respect for others is vital for success. Students are expected to dress in a manner that is not disruptive to the learning environment and shows respect for their teachers and fellow students. Hats, toboggans, headbands, bandannas, sunglasses, or caps are not to be worn in the school building unless approved for a special occasion. Undergarments should never be visible. Shoes must be worn at all times. All decisions related to student dress are determined by the school principal or his/her designee. *\*Please also refer to the RCSS Code of Conduct.*

### Examples of inappropriate dress are:

- Shirts, blouses, or t-shirts with vulgar, offensive, or suggestive words or pictures, or which advertise alcohol, tobacco, weapons, or controlled substances
- Shorts, dresses, and/or skirts which fall above the fingertips with arms down by the side
- Midriff tops, tank tops, sleeveless tops, backless tops, or see-through tops
- Chains used to attach items to clothing, spikes of any kind, or other sharp objects
- Pajamas and/or bathroom slippers
- Face paint, costume makeup
- Clothing with holes above the fingertips with arms down by the side
- Costumes or blankets
- Clothing or paraphernalia associated with gang affiliation or activity



### Consequence for Violations of Student Dress Code

- **1st Infraction** – The student will need to change into appropriate attire and will receive a written warning. If appropriate attire is not readily available, the student will need to wait in the ISS classroom until appropriate attire arrives.
- **2nd Infraction** – The student will need to change into appropriate attire and will receive 3 days of lunch detention.

- **Subsequent Infractions** – The student will need to change into appropriate attire and will receive 1 day of ISS for each infraction. Parent contact will be made at each infraction. Should the charged student have more than 3 subsequent code of conduct infractions, the student may be referred to the Student Disciplinary Tribunal to determine the extent of the punishment to be imposed.

### Drug Testing

The Rabun County Board of Education firmly believes that the use and abuse of drugs that are not prescribed or used as prescribed are detrimental to the physical, emotional and mental well-being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his/her staffs to develop and implement drug screening procedures for all students who wish to participate in any interscholastic athletic activity, any interscholastic extracurricular activity or any student who applies for a parking permit and intends parking a vehicle on school grounds.

### Elevators

Students are not allowed to use the elevators without permission from school administration.

### Field Trips

Rabun County High School students may be given the opportunity to participate in field trips that will take them off campus. Students must have permission from their parents in writing before they are permitted to go on any trip sponsored by the school. All trips must be properly chaperoned. **NO student is permitted to drive a vehicle on school-sponsored trips.** It is the responsibility of the student to arrange to complete the work missed due to a field trip. Students are still subject to all school rules and regulations that apply on campus. Students may be excluded from field trips based on teacher input regarding academic performance. Any student failing **one (1) or more** courses or having **five (5) or more** unexcused absences and/or tardies will not be allowed to participate in any field trip.

The full participation of students in all classroom activities is provided free of charge and no student will ever be denied these opportunities because of the inability or unwillingness of his/her parents/guardians to donate financially in support of these activities.

### Financial Responsibilities

Students must clear up all financial obligations for any fines or fees owed to the school at the end of each semester and/or prior to graduation. This must be done in order to participate in the graduation ceremony.

### Fire Drills and Emergency Procedures

Rabun County High School will conduct fire and tornado drills periodically. The tornado drill will be announced over the intercom. Return to class will be announced over the intercom. The intercom system will be used when possible to communicate with everyone during drills or actual emergencies. Students will be given instructions on the evacuation process for both drills. An Emergency Procedures Plan is in place for all other emergencies.

### Hall Passes

All students in the hallways during classes are required to have an approved eHall Pass issued by their teacher of record for that particular time. Failure to follow our eHall Pass procedures could result in disciplinary consequences.

### Media Center

The Media Center is open from 7:45 a.m. to 3:35 p.m. each school day. **All students must sign in at the circulation desk upon entering the media center.**

Students are expected to observe all school rules. No food or drinks will be allowed in the media center.

### Personal Property

Rabun County High School is not responsible for the loss of a student's personal property while on campus. It is the student's responsibility to keep track of their personal property and leave expensive items which can be easily lost at home or in their vehicle.

### School Nutrition

A variety of menu items are offered daily for high school students including hot food items, a pizza bar, salad bar and sandwiches. In order to maintain an atmosphere that will be enjoyable for all students, we ask that each student abide by the following rules:

1. Do not run to lunch or break in line ahead of other students.
2. When you finish eating, clean up the area around you, and return your tray and utensil to the dish room window. Plastic drink bottles are to be placed in the recycle container.
3. In an effort to speed lunch lines, students are encouraged to prepay for meals and may do so on Monday mornings between 7:30-8:00a.m. Additionally, change will not be given. Instead, the entire amount of cash or check will be deposited into the student's lunch account.

4. Students may not charge for ala carte items such as desserts, chips, snack items or bottled drinks. If the student does not have money in his/her account or cash to pay for the item, the student will be asked to put the item back.
  5. Regular sodas and food from fast-food restaurants are **not** allowed in the cafeteria.
  6. During lunch, students should be in the cafeteria or courtyard.
  7. Cost of Meals:
 

	<u>Student</u>	<u>Teacher</u>
Breakfast:	No Charge	\$3.00
Lunch	First Meal Free – Second Meal \$5.30 (paid)	First Meal Free – Second Meal \$5.30
- \*Manage your student's meal account at [www.myschoolbucks.com](http://www.myschoolbucks.com)***
8. Please notify the school nurse and school nutrition manager if you have a food allergy or medical condition that involves nutritional concerns. Juice **cannot** be served as a substitute for fluid milk in a reimbursable meal.
  9. According to USDA policy, students are required to pick up a serving of fruit or vegetable with lunch.
  10. Free and reduced lunch applications can be found online at [www.EZmealapp.com](http://www.EZmealapp.com), or you can request a paper copy from RCHS front office.

### Student Charges

Students are encouraged to make arrangements to pay for their meals before meal service. No student will be refused meals because of lack of funds. Students may not charge ala carte (extra) items. Student information system all-call technology, school-level administrators or designee will contact parent/guardian concerning high debt levels.

### Student Parking Information

1. Parking permits will be sold according to seniority by class. Parking on campus is a privilege. Students are reminded to drive in a responsible and safe manner when entering the campus, driving in the parking lot, and leaving in the afternoon. Anyone who displays unsafe or reckless driving habits and endangers other people's lives will not be allowed to drive on campus and will be disciplined accordingly.
2. A student is required to park in assigned space after the vehicle is registered with the office. **Under no circumstances may a student use another student's parking space. No student may leave campus and return before school ends at 3:10 unless approved by the administration.**
3. All student vehicles on campus must be registered within the first week of the school year or within 3 days of entering school during the year. Students attaining 16 years of age during the school year should register vehicles prior to bringing vehicles on campus.
4. **Students should exit vehicles immediately upon arrival on campus and should not return to vehicles until leaving campus for the day. The violation of this rule could result in driving privileges being revoked or the student being placed in ISS.**
5. All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
6. Student vehicles parked on campus are subject to search by school officials at any time and without notice. The parking lot is periodically checked by administration, law enforcement, and drug detecting canines.
7. No student shall have any form of weapon, drugs, alcohol, or any substance illegal to minors in his/her vehicle. This includes but is not limited to tobacco products, vaping devices and/or cartridges, nicotine products, etc... All items found in a vehicle are the responsibility of the owner.
8. Students are only permitted to park in designated student parking spots. They are not allowed to park behind the Gym or around the Weight Room during the school day.
9. Parking permit fee is \$40.00 if bought during the first semester, \$25 if bought second semester. There will be a \$5 charge for replacement parking stickers. There will be no refund if a parking space is revoked for any reason by the administration.
10. **All students who buy parking passes will be eligible for a random drug test to be administered at the High School at designated times. Students selected will not be notified until the day and time of their test. Students selected for the test may not check out until the test is administered.**

### SCHOOL SPONSORED CLUBS/EVENT(S)

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. **No club may be formed during the school year.** All students who participate in clubs will be eligible for a random drug test to be administered at the high school at designated times. Students selected will not be notified until the day and time of their test. Students selected for the test may not check out until the test is administered.

### Clubs

Membership in clubs is limited only by the student's ability to continue satisfactory academic work, to attend meetings, and to abide by adopted policies. All club funds must be deposited with the principal's office, which will be subject to audit each year, and records will be kept. All clubs must plan for dues

that will underwrite expenditures. All clubs are required to be active and have some type of school or community project. In order to establish a new club at Rabun County High School, these conditions must be met:

1. There must be a way to become affiliated with a national sponsor.
2. A checklist of steps to become affiliated must be provided to the administration.
3. An overview and sample of the activities that the club intends to be involved with must be turned in to the administration for approval based on policies stated in the Board of Education Policy and Procedures Handbook.
4. Clubs must have a faculty sponsor/advisor at RCHS.
5. New clubs must be approved by the School Council AND Principal's Advisory Committee

**ANCHOR CLUB** – Sponsored by the Pilot Club of Clayton, this service club invites students (10-12) with an overall GPA of 90 to join. Dues are \$22.00 each year, and there is an initial pin fee of \$10.00.

Sponsor – April Marshall

**ART CLUB** – The R.C.H.S. Art Club is open for membership to anyone who is interested in learning about and promoting the Visual Arts. The purpose of the club is to promote the Visual Arts in the school, the community, and the state. The Art Club holds fund-raisers and uses the proceeds for field trips and scholarships. There is a \$10.00 membership fee, payable by the second meeting. Students must participate in recycling duties.

Sponsor – Amy Jarrard

**DRAMA CLUB/INTERNATIONAL THESPIANS SOCIETY** – Any student who has actively participated in the Drama I and Drama II class may become a member of this club.

Sponsor – Jessica Istre

**FRENCH CLUB** – This club is for students interested in the promotion and understanding of the French language and French culture.

Sponsor – Justin Shook

**FUTURE BUSINESS LEADERS OF AMERICA** – This club is for students interested in the business field and is open to students in grades 9-12.

Sponsor – Allison Taylor

**FUTURE FARMERS OF AMERICA** – This is an organization for all students interested in agriculture. To qualify, a student must be in grades 9-12 and take at least one class of agriculture.

Sponsors – Clay Brown and James Hale

**FELLOWSHIP OF CHRISTIAN ATHLETES** – This club is open to all athletes. Its purpose is to build a strong relationship with one another through a common bond in Jesus Christ.

Sponsor – Brooklyn Lester

**HEALTH OCCUPATIONS STUDENTS OF AMERICA** – (HOSA) This club is open to any student interested in a healthcare career. The club is state and nationally affiliated. Students have the opportunity to participate in skills events on local, district, state, and national level.

Sponsor – Alicia McCracken

**INTERACT CLUB** – This club is a Rotary-sponsored club for secondary school students. Members will perform service projects on a regular basis. The club's purpose is to instill leadership and citizenship in students. Students must maintain an academic average which allows them to be eligible for the HOPE scholarship and contribute to a minimum number of service projects.

Sponsors – Deb Paff

**NATIONAL ART HONOR SOCIETY** – The N.A.H.S. is a national organization. Membership in this chapter shall be based upon art scholarship, service, and character. This club will promote and recognize students who show outstanding ability in art, bring art to the attention of the school and community, and further aesthetic awareness in all aspects of the school's total program.

Sponsor – Amy Jarrard

**NATIONAL HONOR SOCIETY** – National Honor Society is a national organization that rewards exceptional students for community service and volunteerism, in addition to high academic standing. To remain in the NHS, a student must maintain an overall GPA of 90 in addition to contributing a minimum number of service hours.

Sponsors – April Jones

**NATIONAL TECHNICAL HONOR SOCIETY** – National Technical Honor Society is an honor organization to help recognize Career Tech students for their hard work and achievements. Students must maintain an overall GPA of 3.0 or higher and must be enrolled in at least the second course in a career/technical education pathway or have completed at least one CTE pathway. Students must also be a member of the related CTSO.

Sponsors – Tammie West

**PROM COMMITTEE** – This committee is composed of junior class students chosen by prom sponsors on the basis of applications. These students plan and decorate the Junior - Senior Prom.

Sponsors – Amy Jarrard

**READING CLUB** – The goals of the Reading Club at Rabun County High School are to promote reading for pleasure and offer students increased opportunities to engage in meaningful reading. Membership in the Reading Club is required for students who want to compete on the RCHS Reading Team. Club members will also participate in a variety of activities throughout the year promoting literacy in our schools and community.

Sponsor – Deana Dunn

**SADD** – Originally, the mission of the SADD chapter was to help young people say “No” to drinking and driving. Students have told us that positive peer pressure, role models and other strategies can help them say “No” to more than drinking and driving. And that is why SADD has become a peer leadership organization dedicated to preventing destructive decisions.

Sponsor – Sandy Ross & Katie Speed

**TECHNOLOGY STUDENT ASSOCIATION (TSA)** – The Georgia TSA seeks to prepare its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program and through various competitions.

Advisor – Brent Hinkel & Kyle Rolader

**TRI MUSIC HONOR SOCIETY** – The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools. Students in grades 10, 11, and 12 may be eligible for membership.

Advisor – Tessa Backer

### **Graduation Pins & Chord Guidelines**

**TSA** – Students have to be enrolled in an Engineering or Manufacturing class, and be an active member of TSA. OR Students must a Pathway Completer and be an active member of TSA

**CTAE** – CTAE students must have successfully completed at least one CTAE pathway for the CTAE patch. CTAE students must have passed at least one EOPA upon completion of their pathway(s) to wear the CTAE pin.

**ANCHOR** – Maintain a minimum of an 85 average, attend at least 4 events, and participate in at least 2 community service functions.

**Dual Enrollment** – The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. In order to receive an Honor’s patch upon graduation for his/her coursework in Dual Enrollment, a student must meet the following requirements:

1. Be enrolled in a minimum of 4 Dual Enrollment semesters offered on the campus of Rabun County High School.
2. Maintain an average of a 90 for all 4 classes. This will be calculated by averaging the term grades for the first semester and second semester of each respective course.

**National Art Honor Society – Section 1** - To remain a member in good standing, a member must pay dues, **\$3.00** as well as any other fees that may arise, and complete **seven** service hours within the current school year, with appropriate documentation. **Section 2** - Attendance is required at each called monthly meeting as well as any special occasion or emergency meetings. In the case in which a member cannot attend for various reasons, he/ she should as soon as possible see the N.A.H.S. advisor, Amy Jarrard. **Section 3** To graduate with NAHS honors and earn the right to wear a patch at graduation, a member must remain in good standing until the day and hour of graduation. **Section 4** - Members must maintain a minimum 90 average in all visual arts classes. **Section 5** - Members must maintain a minimum of 85 for an overall GPA. **Section 6** - Members may stay active during which there are no visual arts classes on their schedule as long as they fulfill all of the other requirements each year. **Section 7** - Members are expected to both show good character both during school hours as well as in their home life and community activities. Your behavior is a reflection of this NAHS chapter as well as yourself. **Section 8** - In the event that an infraction of the bylaws, a review by the officers and sponsor will be conducted. In the event that the individual, in question, is an officer the individual will not participate in the review. Possible disciplinary actions include, but are not limited to, suspension from the R.C.H.S. N.A.H.S. for a minimum of a semester or permanent membership revocation. This applies to all chapter bylaws as well as school rules stated in the RCHS student handbook.

**National Honor Society** – Member in good standing with RCHS National Honor Society, which means they have a 90 overall GPA and have continually completed their 20 community service hours for the year.

**FCA** – A regular FCA patch - any senior who has consistently been a member of FCA throughout their time at RCHS, and has regularly attended club day meetings and at least occasionally attended morning meetings. A Student Leader FCA patch - any senior who has been selected by the FCA sponsor as having the character, leadership potential, and shared core beliefs of the FCA organization to qualify them as a Student Leader. Once selected, that student must show a willingness to attend morning meetings and club day meetings regularly, but also lead meetings on a regular basis.

**International Thespian Society (Drama)** – Students earn a patch from the International Thespian Association (drama honor society) by earning at least thirty points. Students earn points by participating in productions, being a part of competitions, and performing. For the most part, students earn eight points for main roles or design work and four points for supporting roles or backstage work. More points are earned for being a part of various competitions. Basically, anyone who is fully active in the theater at Rabun County High School for at least two years will earn thirty points.

**SADD** – Students must have been an active member for all four years OR during their entire time at RCHS.

**FBLA** – Students must be an active member for at least 2 years – this includes a student’s Senior year – and sell a minimum of \$50 worth of Cat Cards for each year active. Students must attend one of the following each active year: Field Trip, Conference, or Competition. Students are allowed to miss no more than 2 meetings per year. Dues must be paid for each active year.

**Interact** – Members must participate in a minimum of 7 club sponsored service projects each year.

**\*Only chords, patches, and pins recognized and issued by Rabun County High School may be worn during the graduation ceremony.**

## **PROM**

The Junior-Senior Prom is a cherished event held in the spring of each year. Attendees must be under the age of twenty-one, and a high school graduate or enrolled at RCHS or another accredited high school. Middle School students are not permitted at Prom. Non-RCHS students who are planning to attend as dates must complete the non-student request to attend form, be granted approval to attend, and present a valid photo ID verifying their age prior to admittance. Students planning to bring a non-RCHS student as a date must also inform the prom sponsor, complete the non-RCHS student request to attend form, and receive proper approval no later than two weeks prior to the event. Students may not bring a date 21 years of age or older. Students who purchase tickets for dates who have not been previously approved to attend are subject to the forfeiture of the Non-Refundable prom ticket. Inappropriate attire, as deemed by the administration, which violates the decency and modesty clause of the RCHS Code of Conduct will not be permitted. **Prom tickets are non-refundable and non-transferable.**

## **ATHLETIC DEPARTMENT**

### **1. Philosophy**

Participation in athletics is a privilege of interested students. Athletics provides an opportunity for students to build character, set and reach goals, accept discipline, and experience unselfish teamwork. Athletics should work with the other extracurricular and curricular activities of Rabun County High School to provide students with a well-rounded education that prepares them to be productive citizens.

### **2. Activities**

Rabun County High offers a variety of activities for male and female students. The sports offered by season include the following: (Fall Sports) Cheerleading, Volleyball, Football, Cross Country, and Softball; (Winter Sports) Boys' and Girls' Basketball, Wrestling, Cheerleading; (Spring Sports) Boys' and Girls' Soccer, Boys' and Girls' Track, Boys' and Girls' Tennis, Baseball, Boys' and Girls' Golf.

### **3. Participation Requirements**

Academic Eligibility: All students must pass five (5) classes the semester prior to participation. All students must meet the following "On Track" requirements:

#### **Students Graduating 2026 & Beyond**

- Beginning 3rd semester – 5 units
- Beginning 5th semester – 11 units
- Beginning 7th semester – 18 units

### **4. Physical Examination**

A student must have and pass a physical exam given by a Medical Doctor. A copy of the school physical exam form must be on file before a student can participate in any athletic activity (practice or contest). Physical exams are good for one (1) calendar year.

### **5. Insurance**

Each student athlete must be covered by insurance. Parents may purchase school insurance or provide proof of personal insurance coverage.

### **6. Release Forms**

Each student athlete must have on file a completed medical release form and a parent consent to participate form. This form describes the possibility of injury from participation in competitive athletics and releases the coach and/or school official to approve any emergency treatment necessary.

### **7. Athletic Letters**

Student athletes may earn a letter by participation in a varsity sport. Criteria for earning a letter in each sport will be covered by team coaches. Students who meet the criteria for lettering may order a letter jacket. Jackets will be ordered three times a year. For information on ordering a letter jacket, please contact Mrs. Ramey.

### **8. Awards**

Teams and individual athletes may receive plaques, trophies, and other types of recognition awards at banquets sponsored by the Athletic Booster Club.

### **9. Uniforms and Equipment**

All athletes must return all equipment and uniforms at the completion of the season. No student will be allowed to participate in any other activity until responsibility for non-returned uniforms or equipment is settled.

### **10. Travel**

All team members will travel to and from athletic events on school transportation. Team unity is essential to the success of an athletic program, and requests for emergency situations may be handled by individual coaches, but must be handled personally between parents and coach. Students must remain with their team and under the supervision of their head coach at all times unless their parents sign them out with the head coach.

### **11. Discipline**

Disciplinary Action will be based on the infraction and the circumstances of each individual incident. Disciplinary actions may include the following consequences as determined by the coach, athletic director, and administration. The consequences are listed from least to most severe. These are:

- a. Verbal reprimand
- a. Physical activity (extra running, etc.)
- b. Reduction in playing time

- c. Suspension from the team (cannot practice, dress out, or participate; in any team activity. Length of suspension and terms of re-instatement will be determined by coach and A.D.)
- d. Dismissal from the team
- e. Dismissal from participation in athletic program

## **12. Drug Screening**

All student athletes will be eligible for a random drug test to be administered at the High School at designated times. Students selected will be notified on the day of the test.

## **13. Suspension & Removal**

Acts that may result in suspension or dismissal of an individual from participating on a team or the athletic program, may include, but are not limited to:

- a. Use of illegal drugs, alcohol, or tobacco;
- b. Acting in an unsportsmanlike manner when representing the school;
- c. Suspension from school by administration;
- d. Any act at school or away from school which in the opinion of the coaches or administration reflects on the athletic program in a negative manner;
- e. Missing practice without permission;
- f. Any act of dishonesty;
- g. Flagrant acts of disloyalty to his or her team, coaches, or school;
- h. Consistent lack of effort;
- i. Refusal to accept the discipline related to the rules of the team.

## **14. Game Ejection**

If an athlete is ejected from play during a sanctioned GHSA event, GHSA will fine the high school \$200.00. **This fine must be paid by the student ejected.**

## **STUDENT ATHLETE CODE OF CONDUCT & EXPECTATIONS**

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory and honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all student athletes involved in interscholastic sports.

### **RESPECT**

- Respect Others – Treat all people with respect at all times; model and require respectful behavior from teammates.
- Class – Compete with dignity; be gracious in victory and defeat, compliment opponents, and display sportsmanship during pre- and post-game interactions.
- Respect Officials – Treat officials with respect; refrain from arguing or criticizing calls during or after games.
- Disrespectful Conduct – Avoid profanity, obscene gestures, taunting, and any behavior that demeans others or the sport.

### **CHARACTER**

- Honesty – Compete honorably; do not lie, cheat, or steal.
- Self-Control – Demonstrate emotional maturity; avoid fighting, excessive anger, or retaliation.
- Healthy Lifestyle – Refrain from alcohol, tobacco, drugs, and unsafe practices; protect your body and mind.
- Integrity of the Game – Do not gamble or associate with those who do; protect the sport's credibility.
- Role Modeling – Represent your school with pride both on and off the field; model good behavior at all times.

### **HONOR**

- Integrity – Uphold high ethical standards and sportsmanship; do what is right, even when unpopular or personally difficult.
- Play by the Rules – Know and follow all game and competition rules.
- Spirit of the Rules – Respect not just the letter, but the spirit of the rules; avoid gamesmanship or bending rules for advantage.

### **SERVICE**

- Concern for Others – Show compassion; never intentionally injure anyone or act recklessly.
- Teammates – Support teammates by offering encouragement and reporting harmful or unsafe behavior.
- Loyalty – Be devoted to your school and team; prioritize team success over personal recognition.

## **RABUN COUNTY HIGH SCHOOL STUDENT CODE OF CONDUCT**

The philosophy of Rabun County High School is that all students have the right to an excellent learning environment. To accomplish this goal, each student must be provided a safe and secure school atmosphere that provides students with the maximum opportunity for learning.

Students who have progressed to high school are expected to conduct themselves properly as we prepare them to enter the workforce or post-secondary learning after graduation. The school expects that students make every effort to behave appropriately any time they are on campus or participating in a



school sponsored event. The administration of discipline follows the Rabun County School System Code of Conduct and is as fair and consistent as possible. The welfare of and respect for the individual student, as well as that of other students in the school, are of utmost importance in deciding proper courses of action.

Parent involvement through conferences is the most desirable avenue for correcting behavioral problems and will be used when possible. Disciplinary actions may include any or all of the following: parent conferences; morning, afternoon, or lunch detention; suspension of privileges; Saturday School; Saturday Work Detail; In-School Suspension (ISS); out-of-school suspension (OSS); referral to the Student Disciplinary Tribunal Committee for possible expulsion; and referral to the appropriate law enforcement agency that has jurisdiction.

In an attempt to proactively address student behavior concerns, students congregating in restroom facilities across campus is prohibited. Further, only one student at a time is allowed in a single use restroom stall, and violators will be subject to disciplinary actions.

## **RABUN COUNTY SCHOOL SYSTEM PROCEDURES AND CODE OF CONDUCT**

### **FOREWORD**

The code of conduct of the Rabun County School System is to operate each school in a manner that provides for an orderly process of education and for the safety and welfare of all students who attend schools in the system. With that purpose in mind, the Board of Education has adopted a policy that requires all schools to adopt codes of conduct that require students to conduct themselves in a manner that facilitates a learning environment for themselves and other students.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the school system and the students and may be amended at any time. It is a place for RCSS to explain certain policies and procedures applicable to students.

At Rabun County Schools, we expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school's primary goal is to educate, not punish; however, when an individual student's behavior comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

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

- At school or on school property at any time
- At bus stop
- Off campus conduct that interferes with the educational process of any student
- Off school grounds at any school activity, function or event, and while traveling to and from such events
- On vehicles provided for student transportation by the school system

Additionally, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children, school faculty and staff, and others in the community. We ask for your cooperation in sharing this responsibility for maintaining a proper learning environment.

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

### **AUTHORITY OF THE PRINCIPAL**

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

procedures.

### **ANIMAL-ASSISTED INTERVENTIONS/THERAPY DOGS**

Rabun County Schools therapy dogs teams may periodically visit students, faculty, and staff during school days and special events to provide comfort, affection, and educational assistance.

The teams may visit classrooms and partner in the activities and work of counselors and/or SROs. Rabun County Schools will honor all known fears, boundaries, and allergies with the greatest respect. All therapy dog teams must be individually approved through the District Office each year prior to visiting any RCSS campuses. RCSS therapy dogs are certified through Pet Partners and are members of the Association of Animal-Assisted Intervention Professionals.

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

There are no buildings occupied by the Rabun County School System which are known to have asbestos-contained materials. The Rabun County Department of Education's AHERA Management Plan is available for public inspection upon request at the Rabun County Board of Education Office in Tiger, GA. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, and October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Rabun County Board of Education.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notice procedures.

Anyone interested in reviewing this plan should contact:

Roger Wolfrey, Maintenance Director Rabun County Board of Education

Telephone: (706) 212-4350

963 Tiger Connector

Tiger, Georgia 30576

### **ATTENDANCE & OTHER ADMISSION/WITHDRAW REQUIREMENTS**

The Rabun County Board of Education considers regular school attendance essential to student achievement. Punctual and regular attendance is the joint responsibility of the parent and student. A full copy of the Rabun County Schools Student Attendance Protocol, which has been developed by the Rabun County Student Attendance Protocol Committee in accordance with state law, State Board of Education rule, and local Rabun County Board of Education rules pertaining to attendance, can be requested from your child's school, can be found on the Rabun County Schools website at [www.rabuncountyschools.org](http://www.rabuncountyschools.org), or by clicking [here](#).

#### **Georgia Compulsory Attendance Laws:**

Age 6 to 16: Mandatory attendance is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child during the ages of mandatory attendance shall be responsible for enrolling the child in a public school, private school, or home school program (O.C.G.A. § 20-2-690.1).

Age 5 and younger: All children enrolled for twenty school days or more in a public school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age (O.C.G.A § 20-2-150).

#### **Consequences and Penalties for Violating Georgia Attendance Laws:**

Rabun County Board of Education is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with the Rabun County Juvenile Court for prosecution as a Child In Need of Services (CHINS) case and will result in the parents and/or students being served a summons to appear in court.

- **Student Consequences** include but are not limited to:
  - permitting the child to remain with their caregivers with or without conditions prescribed by the court (O.C.G.A. § 15-11-212);
  - placing the child on probation;
  - requiring community service;
  - requiring the child to attend structured after school or evening program;

- requiring the child be supervised during the day (O.C.G.A. § 15-11-442);
- transferring temporary custody of the child;
- ordering the child and his or her parent, guardian, or legal custodian to participate in counseling;
- ordering the Department of Family and Children Services to create a case plan and ordering parent participation (O.C.G.A. § 15-11-212);
- requiring as a condition of probation that the child obtain a high school diploma or equivalent (O.C.G.A. § 15-11-601);
- continuing court involvement supervision for the time necessary for compliance, not to exceed two years (O.C.G.A. 15-11-443); and/or
- utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.
- **Parent(s) Consequences** include, but are not limited to:
  - using contempt powers to incarcerate the parent or guardian for up to 20 days (O.C.G.A. § 15-11-31);
  - using contempt powers to incarcerate the parent or guardian for up to 20 days (O.C.G.A. § 15-11-31);
  - imposing a fine up to \$1000.00;
  - requiring the child's parent, guardian, or legal custodian to participate in parenting classes (O.C.G.A. § 15-11-31); and/or
  - requiring the child's parent, guardian, or legal custodian to enter into a contract or plan as part of the disposition of any charges against the child to provide supervision and control for the child (O.C.G.A. § 15-11-31)

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of said Code shall be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00; imprisonment not to exceed 30 days; community service; or any combination of such penalties.

#### **School Procedures (RCPS, RCES, & RCMS):**

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year. **Please note that RCHS has a separate procedure. See individual school handbook for clarification on absences versus unexcused absences.**

<b>Unexcused Absences</b>	<b>Notification</b>
<b>Beginning of School Year OR Upon Enrollment</b>	<p><b>Written Notice to Parents:</b> Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><b>Written Notice to Students:</b> Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p>
<b>3</b>	<p><b>Phone Call:</b> Parents will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's school counselor to discuss attendance issues as appropriate.</p>
<b>5</b>	<p><b>Letter:</b> Parents will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p>
<b>7</b>	<p><b>Meeting:</b> Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p>
<b>10</b>	<p><b>Letter:</b> Parents will receive a letter from the school explaining the student has missed 10 unexcused days of school and reminding the parent of the importance of regular attendance.</p>

	<p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p><b>Certified Letter:</b> Parents will receive a certified letter from the school informing them a court referral is being made with the Juvenile Court of Rabun County once the 10<sup>th</sup> unexcused absence has occurred and been validated as unexcused.</p> <p><b>Juvenile Court Referral:</b> Parents will be notified by local law enforcement of the date and time to appear in court.</p>
<b>15+ (and at each occurrence of 5 unexcused absences)</b>	<p><b>Letter:</b> Parents will receive a letter from the school explaining the student has missed 15 days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the third occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p><b>A letter will be sent at each additional occurrence of 5 unexcused absences.</b></p>
<b>Tardies and Checkouts (total combined)</b>	<b>Notification</b>
<b>14</b>	<p><b>Meeting:</b> Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. If the tardies and checkouts are excused with valid written excuses, the AST Chairperson will hold this meeting at his/her discretion. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p>
<b>15+</b>	Excessive tardiness and checkouts interrupt the school day and can negatively impact student learning. A referral may be made to Juvenile Court when all efforts have been exhausted by the Board of Education to reduce the number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.

#### **School Procedures (RCHS):**

*(See Student Attendance in the RCHS Handbook for more information)*

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year. **See individual school handbook for clarification on absences versus unexcused absences.**

<b>Unexcused Absences</b>	<b>Notification</b>
<b>Beginning of School Year OR Upon Enrollment</b>	<p><b>Written Notice to Parents:</b> Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><b>Written Notice to Students:</b> Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p>
<b>3</b>	<p><b>Phone Call:</b> Parents will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's school counselor to discuss attendance issues as appropriate.</p>

5	<p><b>Contact or Letter:</b> Parents will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p>
7	<p><b>Letter:</b> Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p>
10	<p><b>Meeting:</b> Parents will be notified of a mandatory meeting with school administration in regards to consequences of their student's tenth unexcused absence.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p>

### **Student Illness**

The main reasons for keeping your student home from school are that he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact school administration immediately for notification and guidance.

#### **Reasons Your Child will be Sent Home from School**

- Fever is greater than 100.4 degrees Fahrenheit
  - Students sent home with a fever must be fever free for 24 hours without fever-reducing medication before returning to school unless a doctor's note is provided stating the child is not contagious.
- Vomiting or Diarrhea
  - Students should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with a fever, rash, or weakness. Students need to be without symptoms for 24 hours before returning to school.
- Drainage from a wound, rash, or eyes
  - Students should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- Head Lice
  - Students should stay home until after treatment is complete and the student has no live lice.
- Scabies
  - Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
- Unexplained Rash
  - Students should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- Any other medical related reasons as approved by the school nurse.

When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

### **Student Admission Requirements:**

In order for a student to enroll in the Rabun County School System the following records must be presented and maintained on file:

1. Proof of Residence: Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to a fine and/or imprisonment (O.C.G.A. 16-10-20).
2. Birth Certificate: A certified copy of the birth certificate or an alternate document authorized by the State Board of Education must be presented at the time a student enrolls in school.

3. Immunization Requirements for all Students: A completed and updated GA Immunization Form (Form #3231 - to be provided by your physician or the Health Department) must be provided to the school or school system. Failure to present an updated Certificate of Immunization within thirty (30) days of enrollment may result in the withdrawal of the student from school unless a waiver is granted in accordance with state law.
4. Form 3300 Examination Requirements:
  - Dental Screening
  - Vision Screening
  - Hearing Screening

#### **Enrolling Parent:**

In accordance with Georgia Code Section §20-2-780, the person who initially enrolled a student in Rabun County Schools or is currently listed in the Rabun County Schools' Student Information System as the enrolling parent shall be the only person who may make changes to who is on the approved list to check a student out of school and/or be listed as a point of contact on the student's information page. Please call the Rabun County Board of Education at 706-212-4350 for more information regarding the Enrolling Parent Rule.

#### **Student Withdrawal:**

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Rabun County Board of Education shall withdraw students in accordance with the requirements of SBOE Rule 160-5-1-.28.

If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).

Students withdrawing from school must pick up and complete a form from the Registrar's Office. **All financial obligations must be met and all student Chromebook items, if applicable, must be returned before withdrawal is complete.**

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

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

### **CHALLENGING MATERIALS**

The time and effort of many individuals have gone into choosing the instructional material used in Rabun County. However, at times, a person may wish to challenge the use of certain material in the school system. A formal procedure exists for challenging materials. Please contact the principal for information concerning these procedures.

### **DISCIPLINE CODE**

The Discipline Code serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The Principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school. Parents and guardians are encouraged to inform their children that certain acts of misconduct could result in legal charges. It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs..

#### **Student Discipline Code**

The purpose of the Rabun County School's Discipline Code is as follows:

1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school and possible penalties for violations of these rules and regulations.

3. To provide uniform administrative and disciplinary procedures in the school.
4. To provide for enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school-sponsored activity, or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

### **Standards for Student Behavior**

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior procedures and to obey student behavior rules established at each school within this school district.

Each student is expected to:

- Demonstrate respect and courtesy toward all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the dress code expectations set forth at each school;
- Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
- Respect the property of others, including Rabun County Schools property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

### **Discipline Code Information**

1. Students are to notify an administrator or staff member when dangerous or illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices confiscated from students due to suspicion of use in violation of code of conduct are subject to having their contents searched. Students are required to cooperate with all reasonable requests of the search of personal property (bags, cell phones, lockers, vehicles, etc) brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.
3. Students should be aware that any adult employee of the Rabun County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
4. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies may be contacted and prosecution may follow.
5. Student disciplinary records are maintained separately, however, Georgia Law requires the transfer of those records for grades 6-12 to another Georgia school district.
6. These regulations apply to students:
  - a. who are on the school grounds during, immediately before, or immediately after school.;
  - b. who are on the grounds at any other time that the school is being used by a school group;
  - c. who are off the school grounds while the student is in attendance at any school activity, school function, or school event; is engaged in activity that could have a direct effect on the orderly function of the school; or is otherwise subject to the jurisdiction of school authorities. This may include being convicted of, being adjudicated to have committed, being indicted for, or having any information filed against for the commission of any felony or any delinquent act which would be a felony if committed by an adult;
  - d. who are off campus and create or participate in conduct that interferes with the educational process of any student;
  - e. who create electronic communication(s) which present a potential danger to persons or property at the school or which disrupts the educational process; or are otherwise subject to jurisdiction of school authorities;
  - f. who are en route to or from any school functions and at the bus stop.
7. The school system reserves the right to discipline behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
8. The maximum penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board may permit the student to attend an alternative school or program. If the student is in grades K-8, the local board may permit a student to re-enroll in the regular school program for grades 9-12. If there is no alternative program

for students grades K-6, the local board may permit such a student to re-enroll in the public school system. Students committing acts of physical violence against school employees may also be referred to juvenile court authorities.

9. Students suspended or expelled from school are not allowed on the school campus or at any school function during the duration of the suspension or expulsion.
10. Students assigned or enrolled in Crossroad Alternative Education Program are only allowed on the school campus in areas designated by school administration during normal school hours. Students assigned or enrolled in Crossroad Alternative Education Program are not allowed on the school campus or at any school function at any other times during the duration of the assignment or enrollment to Crossroad Alternative Education Program.
11. Students assigned in-school suspension or out of school suspension may not participate in extra-curricular activities or assemblies during the time of the assigned consequence.
12. Students assigned or enrolled in Crossroad Alternative Education Program may not participate in extra-curricular activities or assemblies during the time assigned to or enrolled in the Crossroad Alternative Education Program without written permission from the school principal.
13. Failure to serve disciplinary action will result in additional consequences.
14. Consequences for rule violation will be administered as consistently as possible for all students while taking individual circumstances into consideration. In addition, habitual behavior problems may be referred to the Student Support Team (Tier 3) accompanied by data from Tier 2 interventions.
15. Any teacher or staff member has authority, at any time, over any student, as long as the student is in the building, on school grounds, or attending school functions.
16. Discipline records sent home should be reviewed by the parent/guardian.
17. Rule violations may be serious enough that more than a 10 day suspension is necessary. When this occurs, a student tribunal will be conducted at the Rabun County Board of Education to allow student due process.
18. Students under short-term suspension must make-up any academic work missed during the suspension to receive credit. Academic work will be provided during any suspensions and will be the responsibility of the student to request the format (hard copy, online, Google Classroom, etc) in which the work will be provided from school administration.
19. Bus Conduct – School bus transportation is a privilege afforded students by the Board of Education. It is not a right. To protect the safety and well-being of all involved, students must adhere to established bus conduct rules. Bus transportation privilege may be revoked if students violate the bus conduct expectations and/or the discipline code.

### **Consequences of Student Misconduct**

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, lunch detention, Saturday/Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), In-School Suspension, bus suspension, Out-of-School Suspension up to ten days per incident, referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion, and, depending upon the severity of the offense, law enforcement officials may be contacted.

### **Discipline Procedures, Notifications, and Explanations**

Any student receiving a discipline referral from school staff will meet with an administrator for a conference to discuss the referral. All infractions will be investigated by the administrator. All bus referrals will be submitted to the Director of Transportation who may solicit feedback from school administration if needed. The administrator will then decide on any consequences for the student. Consequences are at the discretion of the administrator and may range from bus suspension or expulsion, conference with the student, conference with parent, before or after school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), in-school suspension (ISS), out-of-school suspension (OSS), or a referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

Students are responsible for notifying parents or guardians of any detention referrals and discipline referrals. The student is also responsible for notifying the parent or guardian of the consequence of the referral. Notification of the referral with the infraction and discipline consequence will be provided for the parent to review. Rabun County Schools' local administration will make a reasonable attempt to notify the parent of disciplinary consequences of before or after-school detention, ISS, and OSS.

All consequences are at the discretion of Rabun County Schools' local administration and may be changed accordingly.

### **Parental Involvement Process**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to



improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract 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 ongoing opportunities 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 standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a school official identifies a student as a chronic disciplinary problem, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both.

Each code shall require disciplinary action for each infraction of the code.

#### **Student Removal From Class**

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student Code of Conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Board Policy JDF.

#### **Bus Conduct and Bus Passes**

School bus transportation is a privilege afforded to pupils by the Board of Education. It is not a right. The student discipline code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation. To protect the safety and well-being of all involved, students must adhere to established bus conduct rules.

Bus Conduct Rules:

1. Students must obey the bus driver.
2. Students shall not disrespect the bus driver or other students.
3. Profanity is prohibited
4. Students and parents are responsible for student conduct at the bus stop and between the bus stop and their home.
5. Arrive at the bus stop five minutes before the bus is scheduled to come. Arrive on time and do not attempt to get on the bus as it starts to move.
6. Have all items in your book bag before you leave home so you do not drop anything.
7. **NEVER** chase after the bus.
8. **NEVER** walk to another bus stop.
9. **NEVER** allow your parents to drive you to another bus stop
10. Students should stay 12 feet away from the bus stop when there is enough room to do so. Ask your bus driver where the safest place for the students to stand will be. Stay away from the road until the bus arrives and is completely stopped with air brakes engaged; stop sign and crossing arm are out and the passenger door opens. Only at this time should students proceed toward the bus.
11. Students will walk in FRONT of the bus and never behind the bus.

12. Students are to make sure that all traffic is completely stopped in all directions before attempting to get on or off the bus. Look to the driver for a signal to cross. Always be aware of what the traffic is doing by looking both ways before and during loading or unloading the bus.
13. Students must load and unload in an orderly manner at the front door and only use the other exits in an emergency.
14. Students shall not distract the driver. Keep voices at a low level. NO Fighting, Bullying, Pushing, or Playing is allowed on the bus.
15. Students are to keep ALL body parts inside the bus. Hands, Heads, etc. are not to be hanging out of the bus window.
16. Students are to stay in their seats while the bus is moving. Students need to sit correctly in the seats (Back against the back and bottom on the bottom seat). Bus seats are designed to be safe when used properly.
17. Students are required to help keep the bus clean.
18. **NEVER** throw anything out of the bus windows.
19. Eating and drinking on the bus are not permitted.
20. Smoking, vaping, chewing, or dipping of tobacco will not be permitted on the bus.
21. Only school supplies will be permitted on the bus. Guns, water guns, glass containers, balloons, knives, razor blades, scissors, electronic smoking devices, or other similar items will not be allowed on the bus.
22. Students shall be prohibited from using any electronic device during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
23. Electronics including earphones must be packed away while loading on the bus & unloading off the bus.
24. Anything that a student brings on the bus needs to fit in the student's lap.
25. Students will not be allowed to bring friends home. Students will ride their assigned bus only.
26. All transportation requests and changes must be submitted online for approval. The form can be found on the district website. Students are allowed to have one additional stop on file other than their primary stop. The request will be approved or denied within 3 business days.
27. Students will not be allowed to ride a bus that they are not assigned to unless they have an approved note from the office.
28. Any damage or destruction done to a school bus could result in the student losing their privileges and may be required to pay for damages.
29. Students that are unruly on the bus can be put off at home or at school.
30. The Transportation Director will follow a tiered discipline process when administering consequences for disciplinary infractions unless a student's infraction is so severe that it is detrimental to the safety of the driver and other students riding the bus. The Transportation Director may collaborate with school administration on some disciplinary infractions.
31. Students will only be allowed to get on and off at approved designated stops.
32. Students will have assigned seating and be required to sit in their assigned seat at all times.
33. Children under the age of 9 years old must have an adult that is on the pickup list present at the bus stop unless a sibling 13 years of age or older is accompanying them. If no adult is present, the child will be returned to his/her school. The child will not be allowed to exit the bus at a different stop.

#### Bus Passes:

Students riding buses will be issued bus passes if they are assigned to a bus. The bus pass will allow them to scan on and off the bus at the school and at their designated stop. This process will allow the school and families to see where the child is at any time they are being transported to and from school.

If the pass is misplaced or damaged, the student will receive one additional pass at no cost. Each additional pass beyond the first replacement will be charged a fee. Fees will start at \$5.00 and may increase each time another pass is lost. Students may receive a consequence within the school each time a pass is lost. Consequences may include, but are not limited to, silent lunch, before or after school detention, ISS, etc.

Sometimes, the bus pass will be forgotten or left at home. The first time a student loads their designated bus without a pass they will receive a warning for not having their pass. The second time the student does not have a pass they will be referred to administration. The third time a student does not have a pass they will be sent to the office and will have to contact someone to pick them up.

Primary students should have their bus passes attached to their book bags. Elementary, Middle, and High School students can carry their bus passes however they desire.

If a student does not have a bus pass issued to them they may not be allowed to ride the bus until the proper forms have been filled out and a pass has been issued to them.

#### **Definitions of Terms:**

#### **Level Three Offenses**

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. Level Three offenses will be heard by a Discipline Tribunal after initial investigation is completed and temporary consequences (suspension) are assigned by school administrators. The Discipline Tribunal shall determine the appropriate discipline in each case based on its individual merits. The principal may recommend an appropriate discipline for the Tribunal to consider. Appropriate compensation/restitution shall be paid to replace losses to the school system resulting from commission of any offense. Level Three Offenses are so serious in nature that offenses will be cumulative grades 7-12.

### **Level Two Offenses**

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. These major offenses are cumulative for the school year. An accumulation of multiple Level Two offenses may result in a Level Three offense. Each offense may result in suspension, in-school or out, or referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion. Appropriate compensation/restitution shall be paid to replace losses to the school system resulting from commission of any offense. Principal's discretion may be used in handling level two offenses.

### **Level One Offenses**

Consequences for these minor offenses are at the discretion of the school administrators. Generally, consequences may include but are not limited to a student conference, parent conference, before or after school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, bus suspension, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), in-school suspension (ISS), out-of-school suspension (OSS), etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures.

**Academic Dishonesty:** Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Academic Dishonesty may result in grade reduction, additional work assigned, and/or additional disciplinary consequences.

Level 1: Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments

Level 2: Intentional plagiarism or cheating on a minor classroom assignment or project

Level 3: Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

**Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action

Level 1: Unintentional possession of alcohol

Level 2: Under the influence of alcohol without possession

Level 3: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol

**Arson:** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.

Level 1: N/A

Level 2: Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks

Level 3: Intentional damage as a result of arson related activity or the use of an incendiary device

**Assault:** The attempt to commit a violent injury to another person, or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

**Attendance Related:** Repeated or excessive unexcused absences or tardiness

**AWOL:** Absent from a class without notification, including but not limited to skipping class, failure to report to class, leaving campus without permission, etc.

**Battery:** Intentional touching or striking of another person to intentionally cause bodily harm

Level 1: Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries

Level 2: Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries

Level 3: Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.

**Behavior Contract:** An agreement setting forth the expectations for student behavior. The contract should outline the behavior(s) exhibited, steps for correcting behaviors, and consequences for continued behavior in the focus area.

**Bomb Threat/Explosions:** Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property, at a school function, or extracurricular activity, or the persons in or on that property or attending the function. Preparing, possessing, or igniting explosives including unauthorized fireworks on school system property at a school function, or extracurricular activity.

**Breaking and Entering/Burglary:** The unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

Level 1: N/A

Level 2: N/A

Level 3: Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

**Bullying:** A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. 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.

Level 1: First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

Level 2: Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

Level 3: Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts the victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens the educational environment. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

**Bus Suspension:** A student may be suspended riding the bus to and from school for inappropriate bus conduct and/or violating the disciplinary code.

**Cannabidiol :** possession, distribution, or use of products containing cannabidiol, including but not limited to all CBD products, THC-8, THC-9, and THC-10, are not allowed on school property or at school events. Possession, distribution, or use of products containing cannabidiol is a violation of the Code of Conduct and may result in disciplinary action up to and including a Level 3 offense.

**Cell Phone Problems:** Non-approved cell phone use can significantly distract students from learning in the classroom/school environment. All cell phones or other electronic communication devices are banned from use in grades K-8 per state statute. For students

in grades 9-12, cell phones may only be used if instructed to do so by a teacher or administrator. All non-approved cell phone usage may result in disciplinary action.

**Chronic Discipline Problem Student:** A student who is chronically disruptive may be charged with repeated violations of school rules. Intervention attempts may include consideration by the Student Support Team, parent notification, parent observation, and development of a behavioral correction plan.

**Classroom Disruption:** Conduct or behavior, which interferes with or disrupts the teaching/learning process.

**Criminal Law Violations:** Any behavior of a student, either on campus or off campus, 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. Students convicted of, being adjudicated to have committed, being indicted for, or having any information filed against for the commission of any felony or any delinquent act which would be a felony if committed by an adult may be charged with a Level 3 infraction and may be recommended to a Disciplinary Tribunal Hearing.

**Computer Trespass:** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Level 1: N/A

Level 2: Unauthorized use of school computer for anything other than instructional purposes

Level 3: Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.

**Destruction of Property:** Injury to real or personal property through another's negligence, willful destruction, or by some act of nature. The amount of recovery for property damage may be established by evidence of replacement value, cost of repairs, loss of use until repaired or replaced or in the case of heirlooms or very personal property by substantive testimony as to sentimental value.

**Detention:** The student shall report to a specific school location and to a designated teacher or school official. Students must be given 24-hour notice to arrange transportation for detentions assigned before or after normal school hours. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school. The school principal will develop rules for detention.

**Disorderly Conduct:** Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).

Level 1: Creating or contributing to a mild or moderate disturbance that substantially disrupts the normal operation of the school environment.

Level 2: Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment

Level 3: Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.

**Disruption of Instruction:** Any student behavior which negatively impacts or interferes with the teachers ability to provide a positive learning environment for all learners.

**Dress Code:** Violation of school dress code that includes standards for appropriate school attire. Specific information regarding dress code can be found in school handbooks.

**Driving Problems:** Student drivers are expected to be safe and responsible drivers at all times when driving on any Rabun County School

campus. Failure to adhere to these standards may result in disciplinary action up to and including a tribunal referral.

**Drugs:** Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 1: Unintentional possession of prescribed or over-the-counter medication.

Level 2: Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 3: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics.

**Electronic Smoking Device:** Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. (Electronic Smoking Devices are commonly referred to as “vapes.”)

Level 1: Possession, intentional or unintentional, and/or use of an electronic smoking device.

Level 2: Repeated infractions for possession, intentional or unintentional, and/or use of an electronic smoking device.

Level 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.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal, or in the case of intentional physical violence resulting in physical harm to school personnel, by the board acting on the recommendation of a disciplinary tribunal.

**Extent of School Jurisdiction:** Students are accountable for behavior on school property, at school functions, en route to or from school functions, and at bus stops.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority

**Felony:** Any offense punishable as a felony under Georgia law or federal law. (See Criminal Law Violations).

**Fighting:** Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm.

Level 1: A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries

Level 2: A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries

Level 3: A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year

**Firearms:** Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives

**Forgery:** The making of false or misleading written communication to a school staff member with the intent to deceive the staff member or

under circumstances which would be reasonably calculated to deceive the staff member.

**Gambling:** Any participation in games (or activities) of chance for money and/or items of value.

**Gang-Related:** A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior and/or disruptive school behavior. The group of three or more individuals may also have a common name or common identifying signs, symbols, tattoos, graffiti, or attire.

Level 1: N/A

Level 2: Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang

Level 3: The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity

**Harassment:** Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited.

**Hazing:** Any action or situation which subjects a student to an activity which endangers or is likely to endanger the physical or mental health of a student, regardless of the student's willingness to participate in such activity.

**Hearing Officer:** System administrator or the person who conducts the Student Discipline Tribunal hearing procedures.

**Horseplay/Hitting/Roughing/Minor Physical Contact:** Intentionally making physical contact with another person including but not limited to hitting, slapping, pushing, tripping, and wrestling.

**Homicide** - Killing of one human being by another.

Level 1: N/A

Level 2: N/A

Level 3: Killing of one human being by another.

**Inappropriate Behavior:** Any student behavior which is inappropriate for the school setting.

**In-School Suspension (ISS):** Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers for a specified period of time. Class assignments will be sent to the student by the teacher(s). The student may not attend or participate in any extracurricular activities while assigned to ISS. Students should serve the entire day in ISS (bell-to-bell) in order for the day to count. Students arriving late or checking out early from ISS will be assigned an additional day. Students may also be assigned additional days of ISS for violations of ISS rules and procedures.

**Insubordination:** Refusal or failure to comply with a direction or an order from a school system staff member; failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.

**Intimidation:** See Threats/Intimidation

**Kidnapping:** The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Level 1: N/A

Level 2: N/A

Level 3: The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

**Larceny/Theft:** The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm.

Level 1: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$0 and \$100

Level 2: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250

Level 3: The unlawful taking of property belonging to another person or entity that does not belong

to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.

**Long-Term Suspension:** The student is suspended out-of-school for more than ten (10) consecutive school days. Any suspension of more than ten (10) consecutive school days may be assigned only by the Student Disciplinary Tribunal or by the Board of Education.

**Misconduct on School Bus or Other School Approved Transportation:** Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. In addition to consequences for offenses on a bus, students may lose the privilege to ride the bus.

**Motor Vehicle Theft:** Theft or attempted theft of any motor vehicle.

Level 1: N/A

Level 2: N/A

Level 3: Theft or attempted theft of any motor vehicle. Includes but not limited

**Out-of-School Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

**Parent Conference:** A conference with school administration and the parent/guardian of a student regarding the student's behavior at school.

**Possession of Unapproved Items:** The use or possession of any unauthorized item disruptive to the school environment.

Level 1: The possession of any unauthorized item.

Level 2: The use of any unauthorized item.

Level 3: The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment. Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

**Prescription Drug:** A drug (medication), authorized by a registered physician, that is prescribed for the student. Students and/or parents should inform the school administration or their designee if the use or possession of the medically prescribed drug is needed on the school campus.

**Profane, Obscene, or Abusive Language/Materials:** The use of either oral or written language, gestures, objects, or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

**Public/Inappropriate Display of Affection (PDA):** The practice of kissing, embracing, and other similar types of activities are not in good taste in the school setting. Events of this nature may be deemed inappropriate by school staff or administration. All students should conduct themselves in a mature manner.

**Repeated Offenses:** Collection of code of conduct violations/disciplinary offenses that occur on multiple school days.

Level 1: Collection of minor incidents.

Level 2: Collection of moderate incidents.

Level 3: Collection of severe incidents.

**Restitution:** Reimbursement for damage or loss of property.

**Robbery:** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Level 1: N/A

Level 2: Robbery without the use of a weapon.

Level 3: Robbery with the use of a weapon.



**Saturday School:** Saturday School provides an opportunity for students to make up unexcused absences along with serving as an alternative for students to serve disciplinary consequences without missing time in the classroom. Saturday School sessions will occur approximately two times per month, and students and parents will be provided appropriate notification of any Saturday school assignment.

**Search of a Student by Authorities:** School administrators may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cellphones/multimedia/electronic devices are subject to having their contents searched if needed and within the scope of the investigation. Students are required to cooperate with all reasonable requests of the search of personal property (book bags, cell phones, lockers, vehicles, etc) brought on campus. At the discretion of administrators, metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus. All confiscated items will be turned over to a parent or proper law enforcement. Failure to pick up confiscated items will result in proper disposal.

Refusal to be searched or failure to cooperate and comply with the search by school administration may result in a violation of the student Code of Conduct for insubordination/student incivility. The violation could result in consequences up to and including a tribunal hearing.

**Serious Bodily Injury:** The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Level 1: N/A

Level 2: N/A

Level 3: Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

**Sexual Battery:** Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Level 1: N/A

Level 2: N/A

Level 3: Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

**Sexual Harassment:** Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

Level 1: Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals

Level 2: Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals

Level 3: Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year

**Sexual Offenses:** Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Level 1: Inappropriate sexually-based physical contact

Level 2: Inappropriate sexually-based behavior

Level 3: Engaging in sexual activities on school grounds or during school activities

**Short-Term Suspension:** one (1) through ten (10) days suspension out of school by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

**Student Conference:** A conference with school administration and the student regarding the student's behavior at school.

**Student Disciplinary Tribunal:** A panel composed of three school employees (not assigned to the school where the student attends) and one Hearing Officer. The Tribunal hears evidence regarding disciplinary incidents presented by the school, the student, and parents/guardians when a student is referred by the local school principal or his/her designee. The Tribunal has the authority to make disciplinary decisions ranging from returning the student to the local school to permanent expulsion.

**Student Incivility:** Insubordination or disrespect to staff members or other students

Level 1: Failure to comply with instructions or the inadvertent use of inappropriate language.

Level 2: Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.

Level 3: Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

**Suspension:** When the term suspension is used in the discipline code it may be interpreted to mean in-school suspension or out-of-school suspension.

**Tardiness:** Excessive late arrival to school or class.

**Theft:** See Larceny/Theft

**Threat/Intimidation:** Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Level 1: N/A

Level 2: Physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Level 3: School-wide physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

**Tobacco/Nicotine:** Possession, use, distribution, or sale of tobacco, nicotine, or other look-a-like products on school grounds, at school-sponsored events, and on transportation to and from school (Does not include electronic smoking devices)

Level 1: Unintentional possession of tobacco, nicotine, or other look-a-like products

Level 2: Use of or knowledgeable possession of tobacco, nicotine, or other look-a-like products

Level 3: Distribution and/or selling of tobacco, nicotine, or other look-a-like products; Level 3 may be used for students that violate the school policy on tobacco, nicotine, or other look-a-like products three or more times during the same school year.

**Trespassing:** Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

Level 1: N/A

Level 2: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose

Level 3: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel;

Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

**Truancy:** Violation of the State Attendance Laws

**Unauthorized Assembly, Publications, Etc:** Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

**Vandalism:** The willful and/or malicious destruction, damage, or defacement of public or private property without consent

Level 1: N/A

Level 2: Participating in the minor destruction, damage or defacement of school property or private property without permission

Level 3: Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

**Violence Against a Teacher:** Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Level 1: N/A

Level 2: N/A

Level 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.

**Waiver:** Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

The maximum punishments for a particular offense include long-term suspension or expulsion. This may include permanent expulsion. Any punishment may be determined by a disciplinary tribunal as outlined in the JCEB Board of Education policy.

**Weapons - Handgun:** Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm

**Weapons - Knife:** The possession, use, or intention to use any type of knife.

Level 1: Unintentional possession of a knife or knifelike item without intent to harm or intimidate

Level 2: Intentional possession of a knife or knife-like item without intent to harm or intimidate

Level 3: Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate

**Weapons - Other:** The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Level 1: N/A

Level 2: Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm

Level 3: Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm

**Weapons - Rifle/Shotgun:** The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm

#### **DISTRACTION-FREE EDUCATION ACT**

The Distraction-Free Education Act was signed into legislation in 2025. This bill prohibits students in kindergarten through eighth grade from using personal electronic devices, including but not limited to, cell phones, tablets, smartwatches, and headphones, during school hours.

#### **EDNA MAE McGOVERN ACT**

Learning to swim and be safe around water is important in Rabun County. The role that water safety courses and swimming lessons play in saving lives is paramount. The National Drowning Prevention Alliance states that "Learning to swim can reduce the risk of drowning by 88% for 1-4 year olds who take formal swim lessons."

Currently, there are no known opportunities for swimming lessons or water safety classes in Rabun County. For more information on water safety or swimming lessons in our vicinity, contact the American Red Cross or National Drowning Prevention Alliance.

#### **EVERY STUDENT SUCCEEDS ACT - COMPLAINT PROCEDURES**

Any individual, organization, or agency may file a complaint with the Rabun County Board of Education if that individual, organization, or agency believes and alleges that the Rabun County Board of Education, the Georgia Department of Education, or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under The Every Student Succeeds 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. A copy of the Complaints Procedures under The Every Student Succeeds Act is available in the school office, central office, and district webpage.

#### **GRIEVANCE PROCEDURE**

Complaints, grievances, and concerns shall be handled and resolved as close to their origin as possible. All complaints shall be processed through proper and official channels. Students should first voice their concerns and complaints to their school principal (unless the concern is about the principal, in which case the concern may be addressed directly to the superintendent. The superintendent may request the concern and complaint be put in writing). Parents and patrons having complaints about any "school-related" matter should direct them to the school principal. The principal may refer the matter to the proper authority or may resolve the matter through a conference or individual attention, at his/her discretion.

Concerns about bus drivers should be directed to the principal or transportation director. Concerns about personnel not directly connected with a school may be referred directly to the superintendent.

Should a matter not be satisfactorily resolved at the initial or school level, the complaint should be forwarded to the superintendent in writing. Should the matter still not be resolved, it may be referred to the Board of Education, in writing.

#### **HOSPITAL/HOMEBOUND SERVICES**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

Contact the Student Services Director at the Rabun County Board of Education office at (706) 212-4350 for more information.

#### **IMMUNIZATION CERTIFICATE**

All students entering or attending Grades Pre-K through 12th grade in the Rabun County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law, O.C.G.A. 20-2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Public Health, or have medical or religious exemption on file at the school. Note that students should also meet the 7th Grade and 11th Grade immunization requirements prior to entering those specific grades. Students may be withdrawn from school if the form, or updated form for grades 7 and 11, is not submitted within thirty (30) days of enrolling in Rabun County Schools unless the student is eligible for a waiver as provided by state law.

All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31. Students may be withdrawn from school if the

form is not submitted within thirty (30) days of enrolling in Rabun County Schools unless the student is eligible for a waiver as provided by state law.

#### **INTERNET ACCEPTABLE USE**

The Board of Education believes that the use of the Internet in instructional programs is an educational tool which facilitates communication, innovation, resource sharing, and access to information. Due to the complex nature of the accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

In addition, the use of the Internet is a privilege, not a right. Anyone violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary action and/or appropriate legal action.

In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must have a signed Internet Access Agreement on file. Students disobeying the Internet Policy will be subject to disciplinary action up to and including referral to a disciplinary tribunal hearing.

#### **MCKINNEY VENTO ACT**

The McKinney Vento Act, 40 U.S.C.11432(g)(6), requires homeless student liaisons to work with homeless children and youth and their families to provide stability in school attendance and educational services. Information is available at each school.

#### **MULTI-TIERED SYSTEMS of SUPPORTS (MTSS)**

The Rabun County School System (RCSS) implements Georgia's Multi-Tiered System of Supports for Students (MTSS). This practice allows teachers to intervene quickly in response to the different styles of learning for all students. This tiered system includes evidence-based interventions and screenings that will provide the different levels of support needed to maximize student achievement and reduce behavior problems.

MTSS includes the following three-tiered approach to prevention and intervention with varying levels of support beyond that used as the core curriculum:

- Tier I – This is the primary level of prevention. Classroom teachers use different strategies and may use additional or different materials so your child is successful.
- Tier II – An intervention team meets to assist students having difficulties in the regular classroom and to tailor an individual academic support plan that provides supplemental instruction to your child in the area of need. Tier II interventions are applied in order to give your child additional instruction using scientifically based strategies and materials. Strategies are implemented to support your child in achieving the educational standards necessary for success in the Rabun County School System.
- Tier III – In the event that your child needs additional help to meet the standards, we utilize a third tier, which provides additional and more intensive intervention. Our Student Support Team will assist in developing an intervention plan at Tier III. At this tier, it may be necessary to alter your child's schedule and make some choices regarding subjects and provisions of educational services so the educational interventions may occur.
  - If your child does not respond to the intensive interventions at Tier III, the Student Support Team may choose to refer your child for consideration of eligibility for Special Education services.

#### **NON-DISCRIMINATION NOTICE**

The Rabun County School District does not discriminate on the basis of race, color or national origin, sex, or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. For additional information or referral to the appropriate system coordinator, contact the system superintendent's office at 963 Tiger Connector, Tiger, GA 30576 or at (706) 212-4350 or by contacting one of the system designees below:

Title IX: Assistant Superintendent

Title VI: Assistant Superintendent

Section 504: Student Services Director  
ADA: Student Services Director

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination or sexual harassment complaints procedure under Policy JAA (Equal Educational Opportunities) and/or Policy JCAC (Sexual Harassment of Students), as appropriate, or under Policy IDFA (Gender Equity in Sports) is located in the Rabun County Board of Education Policy Manual which is available in the school office or the central office and online.

#### **PROOF OF RESIDENCE**

Proof of residence is subject to investigation. Parents/Guardians are expected to notify the registrar at the school or district office immediately if there is a change in residency. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/Guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and or imprisonment (O.C.G.A. 16-10-20).

#### **RIGHT TO KNOW**

Dear Parents,

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

The following information may be requested:

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's principal.

#### **SCHOOL NUTRITION**

The Rabun County School Nutrition program is committed to providing wholesome, nutritious meals to our students. Every effort is made to design a healthy breakfast and lunch menu that meets the USDA's nutrition standards as well as a menu the students will enjoy. The Rabun County Schools Nutrition Director can be contacted at 706-212-4350. Menus, payment information, and other school nutrition information can be found online at <https://rabuncountyschools.mealviewer.net>. Please refer to each school's handbook for more information regarding the nutrition program at each school.

#### **SEARCHES**

See "Search of a Student by Authorities" under the Discipline section.

#### **SECLUSION and RESTRAINT**

Rabun County Schools complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint

#### **SECTION 504 STATEMENT**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to

the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office located at 963 Tiger Connector, Tiger, GA 30576. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## SEXUAL HARASSMENT, ABUSE, or MISCONDUCT

The intent of this procedure is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

### Definitions

- **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.
- **Days** for the purpose of this policy means "school days."
- **Deliberately indifferent** means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
  1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  3. (A) "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or  
(B) "Dating Violence"- sex-based violence committed by a person-
    - i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - a. The length of the relationship.
      - b. The type of relationship.
      - c. The frequency of interaction between the persons involved in the relationship; or
  - (C) "Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
  - (D) "Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
    - i. fear for his or her safety or the safety of others; or
    - ii. suffer substantial emotional distress.
- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity

without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Students, parents, or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

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

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

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

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

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

#### **STUDENT ACCIDENT INSURANCE**

The Board of Education endorses student accident insurance policies.

Application forms and more information will be provided during the first week of school. Students and parents are reminded that student accident insurance or athletic insurance will not pay for 100% of a claim. Students who participate in extracurricular activities must be covered by school insurance or a personal policy. All students involved in an athletic activity must have insurance of some type before they are allowed to participate.

#### **STUDENT HEALTH SERVICES INFORMATION**

The Rabun County Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, establishes a school health nurse program for the system.

#### **School Nurses**

School Nurses assist students with medication, perform assessments with complaints of illness, care for minor wounds, audit immunization forms, check for head lice and perform hearing, vision, dental, and BMI screenings. First aid supplies and emergency medications are kept in the school clinic. If the nurse is not available, teachers, paraprofessionals, or office staff will care for your child's needs.



Additionally, school nurses will, with the assistance of the parent/guardian and the child's healthcare provider, formulate an Individualized Healthcare Plan (IHP) for students with chronic illnesses such as asthma, diabetes, and seizure disorders. Please contact your school nurse if you believe your child needs an IHP for care during school hours. Parents are asked to notify and update their child's bus driver of any concerning health conditions as well.

### **Medication in School**

We understand that in order to be safe and able to benefit from the educational program, some students will need to take medication at school. If your student must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your student at the appropriate time(s).
- Long-Term Prescriptions: Obtain a copy of a medication form from the school, take the form to your student's healthcare provider, and have the form completed by listing the medications needed, dosage, and time of day the medication is to be administered. The health care provider and parent must sign the form. Prescription medicines must be brought to school in a pharmacy labeled container with instructions on how and when the medication is to be given. Pharmacies will provide a second labeled container for this use.
- Over-the-counter drugs and short-term medications must be received **in the original container** with the student's name, name of the medication, times to be given, dosage to be given, and a note signed by the parent including the parent's phone number to be reached if necessary. **DO NOT SEND MEDICATIONS WITH THE STUDENT ON THE BUS.**
- Emergency medications will be allowed to be carried by the student with an "Authorization to Carry Prescription" form signed by their physician, parent, and student. The "Authorization to Carry Prescription" form must be presented to the school nurse and school administration prior to the student carrying the emergency medication.
- School personnel will not give any medication to students unless they have received a medication form properly completed and signed by the appropriate persons, and the medication has been received in the original container. In fairness to the giving of medication and to protect the safety of your student, there will be no exceptions to this policy. All medication **MUST** be brought to the school nurse or to the office by the parent/guardian.

### **Permission to Receive Treatment from the School Nurse**

Below is a list of treatments the school may use for your child:

- |                               |                                    |
|-------------------------------|------------------------------------|
| • Acetaminophen (ex: Tylenol) | • Ibuprofen (ex: Advil/Motrin)     |
| • Aloe                        | • Meat Tenderizer for Stings       |
| • Antacids (ex: TUMS)         | • Orajel                           |
| • Anti-itch Cream             | • Peppermints                      |
| • Band-Aids                   | • Rubbing Alcohol or Alcohol Wipes |
| • Calamine Lotion             | • Saltines                         |
| • Cold/Warm Pack              | • Saltwater Gargle                 |
| • Elastic Support Wrap        | • Triple Antibiotic Ointment       |
| • Eye Rinse                   | • Vaseline                         |
| • Ginger Ale                  |                                    |

Please contact your school nurse if any modifications are needed for your child. If you have any questions about the administration of medication or treatments in the schools, please contact the school nurse.

### **Students with Diabetes**

School Personnel will be trained to implement a student's Diabetes Medical Management Plan. This is a document provided by the student's doctor for all students with Diabetes. If authorized by the management plan and the parent/guardian, the student will be able to manage his/her own condition and carry the necessary supplies and equipment at all times.

### **Students being treated for Epilepsy or Seizure Disorder:**

School Personnel will be trained to implement a student's Seizure Action Plan. The plan is created and signed by the student's parent/guardian and treating physician. The plan should be updated annually and resubmitted at the beginning of every year or as practicable following an update.

### **STUDENT INJURY or ACCIDENT**

It is important that all accidents be reported to the teacher. In the event of an accident, students will be brought to the office or nurse for first aid. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. We will attempt to contact parents to help make decisions when a child is sick at school.

### **Emergency Transportation and Treatment Release**

School personnel have permission to contact your child's healthcare provider for further medical information as it relates to treatment provided for school. In case of serious illness or injury, the school may call Emergency Medical Services (911) for immediate transportation to the hospital. By enrolling your child in Rabun County Schools, you authorize transport by EMS and treatment by the hospital emergency staff for your child. (While a parent or guardian will be contacted as soon as possible for medical direction concerning their child, our primary concern will be to stabilize the student as EMS advises.)

## **STUDENT RECORD**

It is the policy of Rabun County Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

### **Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) – Notice to Parents/Guardians and Eligible Students**

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal [or appropriate official] a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures.
5. You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.

6. You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

7. The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:

Rabun County Board of Education  
963 Tiger Connector Road  
Tiger, Georgia 30576  
Attention: Assistant Superintendent

### **Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents**

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that contains one or more of the following protected areas if the survey is funded in whole or in part by a program of the U. S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - 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
  - 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. Inspect, upon request and before administration or use:
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The District has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following are specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution;

- administration of any protected information survey non-funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

Contact your child's principal for an updated list of "Scheduled Activities and Surveys." or for questions regarding "Parent Consent and Opt-Out Responses."

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

## VISITORS

Students are not permitted to have guests at any time during the school day. All visitors/parents to all Rabun County Schools must check in at the Main Entrance Gate with Campus Security. Campus Security will direct you to the Front Office where you will be asked to show your identification. You will then receive a visitor's badge which must be displayed at all times while on campus.

Automated gates on campus are regulated via a video-call system. All visitors must remove their hats/sunglasses and have their face visible when requesting access. Gates are set to allow ONE car through at a time. Do not attempt to follow another car through the gate without checking in. Any damage to the gate, the video-call system, or the visitor's vehicle as a result of not following the proper procedures is the sole responsibility of the vehicle operator. Any cost associated with repair of these items will be the responsibility of the vehicle operator.

Rabun County Schools will ask all visitors to present identification (driver's license) to be scanned into our digital visitor management system. This is a District-wide program, so all schools will continue to follow the procedures outlined. The system will require visitors to scan a valid driver's license prior to obtaining a badge to enter the school or pick up a student. Upon entry into the office, visitors will present their ID to the front desk at which time the employee will scan the license into the kiosk. Using the information from a driver's license or state identification card, the system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on campus. Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. Any visitor who is not wearing a badge will be escorted back to the front office until proper procedures have been followed. All visitors must check out before exiting the building and retrieve their driver's license or other identification.

If you are checking out your child from school, you will not receive a visitor badge after the scan. You will be instructed to complete the normal checkout system for students.

\*\*\* If you do not have a driver's license, please bring another form of valid photo ID or call ahead of time to speak with the staff in the main office.

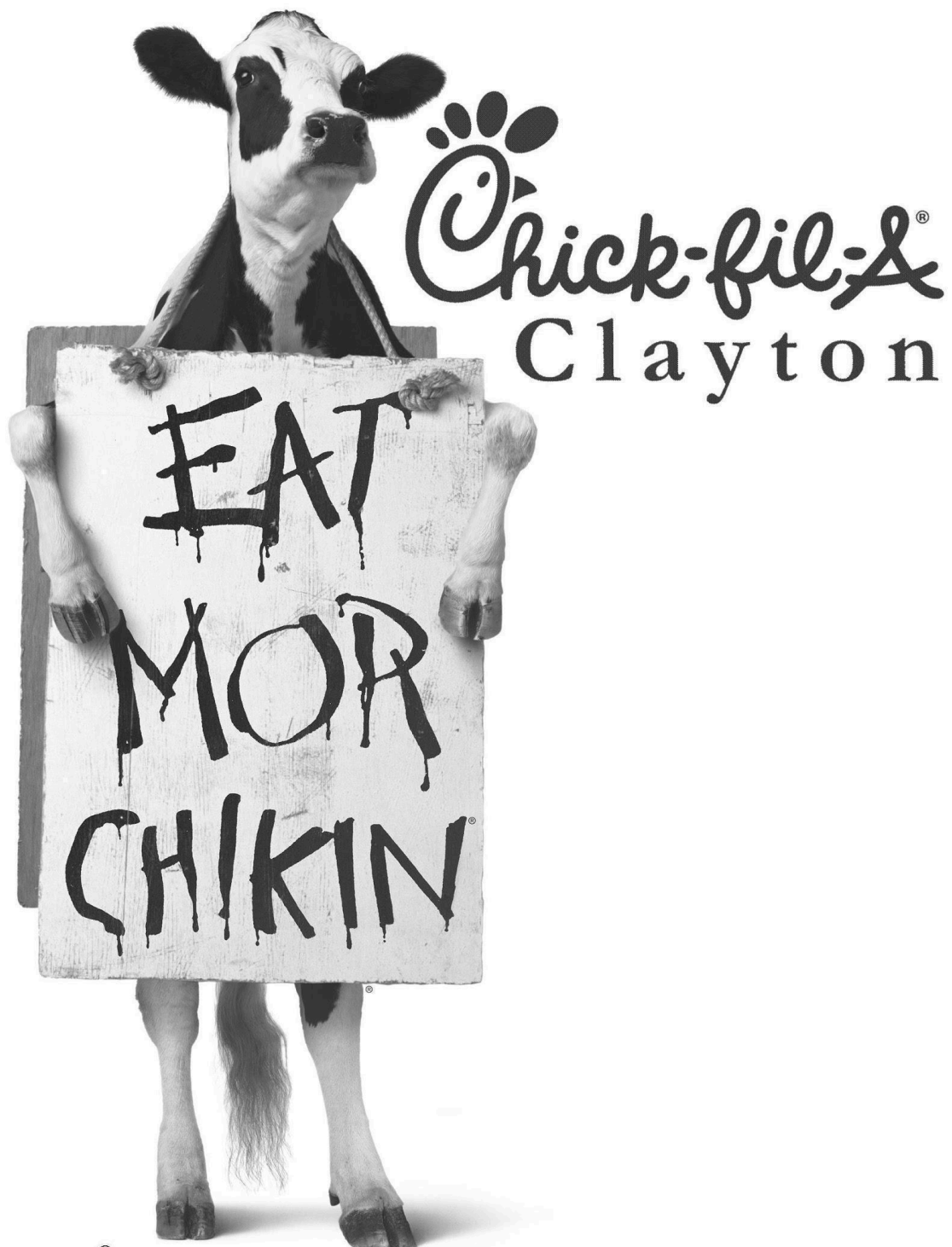
If you have further questions please contact your school administration.

## VOLUNTEER INFORMATION

If you would like to volunteer at any Rabun County School, please contact the Board of Education at 706-212-4350 for details on the volunteer approval process.

## WELLNESS POLICY

The Rabun County Board of Education is committed to student wellness as a vital component of the school district's educational program. To that end, the Board directs and authorizes the Superintendent to implement any regulations as may be necessary to establish a comprehensive school wellness program. Please review the Rabun County School System Wellness Policy, EEE, [here](#), or on the Rabun County Schools website at [www.rabuncountyschools.org](http://www.rabuncountyschools.org). Questions may be directed to the principal at your child's school.



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