

# APPLING COUNTY HIGH SCHOOL



## STUDENT HANDBOOK & CODE OF CONDUCT 2025-2026



Appling County High School  
482 Blackshear Hwy  
Baxley, GA 31513  
Dr. Ben Horner, Principal  
Mrs. Rustin Parker, Assistant Principal  
Ms. Wendy Powell, Assistant Principal  
Dr. Ryan Flowers, Assistant Principal/CTAE Director  
Mr. Seth Taylor, Dean of Students/Athletic Director

**Dear Parents/Guardians and ACHS Students,**

**The *ACHS Student Handbook & Code of Conduct* is in a digital format for the 2025-2026 school year**

**All students will also receive some printed forms and a copy of the *ACHS Handbook Acknowledgement 2025-2026* to be signed by the student and his/her parents or guardians. These forms are to be completed and returned to the school as soon as possible.**

**Please take some time to read through and discuss the *ACHS Student Handbook & Code of Conduct* with your child. Our focus is to prepare each student for college, military, or the career of his/her choice. Safety is our number one priority. With your assistance, we can maximize instructional time by having all students follow procedures and rules outlined in the student handbook. If you have any questions or concerns, please contact the school at 912-367-8610.**

**We are looking forward to a great 2025-2026 school year!**

**Sincerely,**

**Ben Horner, Ed.D.**

**Principal**

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## **The Pirate Way**

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

## **School Colors**

Red & Black

## **School Mascot**

Pirate

## **Alma Mater**

From the sands of Georgia's Southland Beams thy noble brow, And the heirs of Appling rising  
Pledged with sacred Vow. Alma Mater, thee We'll honor True and Loyal be, Ever crown with praise  
And glory Appling hail to Thee.

# Appling County High School

482 Old Blackshear Hwy  
Baxley, GA 31513  
Office: 912-367-8610  
Fax: 912-366-9877  
[www.Appling.k12.ga.us](http://www.Appling.k12.ga.us)

## **BOARD OF EDUCATION**

Dr. Lynn Overstreet, Chairman  
Mrs. Sabrina Turner, Vice-Chairman  
Mr. Mark Green  
Mr. Landry Tillman  
Mrs. Nicole Perkins

## **CENTRAL OFFICE**

Dr. Janet Goodman, Superintendent  
Mrs. Debra Lawrence, Assistant Superintendent

## **ADMINISTRATION**

Dr. Ben Horner, Principal  
Mrs. Rustin Parker, Assistant Principal  
Ms. Wendy Powell, Assistant Principal  
Dr. Ryan Flowers, Assistant Principal & CTAE Director  
Mr. Seth Taylor, Dean of Students & Athletic Director  
Mr. David Cole, Instructional Coach  
Mr. Bryan Weaver, Special Education Coordinator

## **ADMINISTRATIVE SUPPORT PERSONNEL**

Mrs. Carmen Spell, Guidance Counselor - Grades 9-10  
Mrs. Shelly Roppe, Guidance Counselor - Grades 11-12 & Dual Enrollment  
Mrs. Rebecca Shumans, Graduation Coach  
Angela Thornton, Mental Health Counselor

## **ADMINISTRATIVE ASSISTANTS**

Mrs. Hilliary Carter, Principal's Secretary  
Mrs. Angie White, Bookkeeper  
Mrs. Stephanie Hayes, Front Office  
Ms. Nikki Ellis, Front Office  
Mrs. Carla Woods, Registrar  
Mrs. Tammie Horton, Data Clerk  
Mrs. Wendy Simmons, CTAE & Athletic

## **SCHOOL NURSE**

Jennifer Summerall, School Nurse

Visit the ACHS website and Facebook page for more information regarding departmental news, teacher contact information, ACHS's plan for continued improvement, sports schedules, and much more. You can find our website by going to [www.Appling.k12.ga.us](http://www.Appling.k12.ga.us) and clicking on *Appling County High School* under the drop-down tab for schools.

# ACHS Faculty & Staff

All faculty and staff **email** utilizes the format [firstname.lastname@Appling.k12.ga.us](mailto:firstname.lastname@Appling.k12.ga.us).

## Science

Ashley Smith\*  
Kaylie Johnson  
Emily Ramirez  
Jessica Stallings  
Paris Brannen  
John Andrews

## Language Arts

Dr. Wade Bryant\*  
Katie McLeod Campbell  
Autumn Nash  
Kristen Deen  
DonMark Webb  
Samantha Ratliff

## Social Studies

Katie Rountree\*  
Molly Smith  
Zack Griffis  
**TBD**  
Sierra Clay  
Jill Davidson  
Lee Dorsett (DE)

## Mathematics

Joni Lee\*  
Larry Kersey  
Erika Downing  
LeeAnne Ewaldsen  
Lisa Griffin  
Stephanie Lightsey

## Paraprofessionals

Joy Edwards  
Angie Kearney  
Pam Manning  
Tammy Wright  
Shellie Simmons  
Roderick Ringold  
Paula Morris

## CTAE

Jena Cranford  
Alison Lamb  
Bree Bennett  
Joellen Stone  
Alex Orvin  
Evan Creamer  
Leslie Griffis  
Gail Smith  
Kelsey Marchant  
Kevin Harrison  
Suzette Daniels  
Karen Johnson  
Lexi Cole

## Media Specialist

Debby Wildes

## ACSD School Resource Deputy

Marvin Connaway  
CJ Bullard

## Physical Education/Credit Recovery

Linsey Tillman\*  
Tucker Pruitt  
Kelton Elvine  
Bruce Clark  
Jake Brock  
Tavaris Williams  
Kevin Pych  
Bobby Rhoades

## Foreign Language

Austin Crosby  
Stacey Harris

## ISS

William Emadi

## Special Education

Pam Carter  
Grace Miller  
Debbie Carter  
Halee Leggett  
Jane Tomberlin  
Kim Morris  
Wanita Sapp  
Rhonda Stone  
Christian Williams  
Belinda Horne  
Ashley Wright  
Donna Wheeler  
Lakisha Edwards  
Malarie Yarbrough  
Vickie Williams  
Ian Silberman

## Fine Arts

Jonathan Hickox\*  
Jon Beck  
Karen Davis  
Shona Pate

\*Department Head

# ACHS BELL AND LUNCH SCHEDULE

Unless involved in an extracurricular activity or have prior written permission, **students may not arrive on campus prior to 7:00 AM.**  
**All students must report to Cafeteria** - not allowed in other areas without permission

## Regular Schedule

Appling County High School Regular Bell Schedule	
1st Block	7:50 AM- 9:20 AM
2nd Block	9:25 AM- 10:57 AM
3rd Block	11:02 AM-1:15 PM
A Lunch	11:02 AM- 11:30 AM
B Lunch	11:35 AM- 12:05 PM
C Lunch	12:10 PM-12:40 PM
D Lunch	12:45 PM-1:15 PM
4th Block	1:20 PM-2:50 PM

## Wednesday – CREW Schedule

Appling County High School CREW Bell Schedule	
1st Block	7:50 AM-9:15 AM
CREW	9:20 AM-9:50 AM
2nd Block	9:55 AM- 11:20 AM
3rd Block	11:25 AM-1:20 PM
A Lunch	11:20 AM- 11:45 AM
B Lunch	11:50 AM- 12:15 PM
C Lunch	12:20 PM-12:45 PM
D Lunch	12:55 PM-1:20 PM
4th Block	1:25 PM-2:50 PM

***All students who are not involved with an extracurricular activity or teacher-supervised event must be off campus by 3:30 each day.***

*If you cannot pick your student up by 3:30, you must make other arrangements for their transportation. Students left at school for an extended time may be turned over to the Appling County Sheriff's Office as an abandoned child and may be picked up from the Sheriff's Office in Baxley.*

## 2025-2026 CALENDAR HIGHLIGHTS

July 29-August 1	Preplanning
August 4	First Day of School
September 1	Labor Day Holiday
September 4	Progress Reports (4.5 weeks)
September 13	Homecoming Dance
October 6	Progress Reports (9 weeks)
October 13-14	School Closed for All
October 15	In-service/Staff work day
November 13	Progress Reports (13.5 weeks)
November 11	Veteran's Day Holiday
November 24-28	Thanksgiving Holidays
December 8-18	EOC Testing Winter Window
December 17-18	Final Exams (Exam Exemptions)
December 19	End - 1 <sup>st</sup> Semester/Early Release
December 22- January 2	Christmas Holidays
January 5-6	In-Service Days
January 7	First Day of Second Semester
January 7	Report Cards (18 weeks)
January 19	Martin Luther King Holiday
February 10	Progress Reports (4.5 weeks)
February 16	No School Presidents Day
February 20	Miss Pirate
March 12	Progress Reports (9 weeks)
March 13	In-Service Day
March 23	Prom
April 6-10	Spring Break
May 5-15	EOC Testing Spring Window
April 21	Progress Reports (13.5 weeks)
May 4-15	AP Exams
May 6	Baccalaureate Service
May 14	Senior Honors Night
May 15	Honors Day
May 18-19	Senior Final Exams
May 19-20	Final Exams
May 22	Last Day/Early Release/Graduation
May 26-27	Post Planning
May 27	Report Cards (18 weeks)

## Parent Information

### Student Photograph Release

By signing the Documentation Sheet for Receipt of the Appling County High School Handbook, I grant permission to the Appling County School District (ACSD) to use my student's photograph, video, or audio clip on the ACSD website, individual school web pages, or in other official ACSD publications without further notice.

I acknowledge ACSD's right to crop, edit, or treat the photograph, video, or audio clip at its discretion. Personal information, such as parents' names, addresses, and telephone numbers, will never be published.

Therefore, I agree to indemnify, defend, and hold harmless the Appling County Board of Education members, its officers, employees, agents, successors, and assignees from and against any and all claims and liabilities resulting from this publishing.

I understand that I may void this release at any time for any reason by informing my student's teacher in writing. The teacher will then forward my request to the appropriate parties.

### Responsible Use Guidelines for Appling County Schools' Community of Learners

The mission of the Appling County School District is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of ACSD's curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's learner profile which includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities, engage and compete in a global environment.

By signing the ACHS Handbook Acknowledgement form, students and parents are agreeing with the following statement:

I understand that using digital devices (whether personal or school-owned) and the ACSD network is a privilege, and when I use them according to the responsible use guidelines I will keep that privilege.

All members of Appling County Schools' community agree to follow the Appling County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks, and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology, including social media.
- Give acknowledgment to others for their ideas and work.
- Report inappropriate use of technology immediately.

The responsible use procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

### Internet Acceptable Use Policy

The Appling County School District's Internet Acceptable Use Policy can be reviewed on the ACSD's web page [www.Appling.k12.ga.us](http://www.Appling.k12.ga.us)

## Important Telephone Numbers

Appling County Board of Education	912-367-8600
Appling County High School	912-367-8610
Appling County High School (FAX)	912-367-9877
ACSD Transportation Department	912-367-8600

## Title IX Statement of Compliance

### Non-Discrimination Statement

ACHS complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities. This includes, but is not limited to, admissions, employment, and the treatment of students in academic, athletic, and extracurricular activities.

ACHS is committed to providing a learning environment that is free from discrimination, harassment, and retaliation. Any student, staff, or faculty member who feels they have been subjected to discrimination or harassment on the basis of sex is encouraged to report the incident to the Title IX Coordinator. The Title IX Coordinator will ensure that complaints are addressed promptly and in accordance with applicable laws and school policies.

### Title IX Coordinator Contact Information:

- Name: Debra Lawrence, Assistant Superintendent
- Phone: (912) 367-8600
- Email: [debra.lawrence@appling.k12.ga.us](mailto:debra.lawrence@appling.k12.ga.us)

For more information regarding Title IX rights and protections, please refer to the U.S. Department of Education's Title IX page or contact the Title IX Coordinator.

## Guidance

### Guidance Office

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

### Helplines

HELPLINE 1-800-338-6745

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

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

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

1-800-715-4225

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

### **Certificate of Enrollment/ADAP Certificate**

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

### **Child Find**

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

### **College Visitation**

The Appling County Board of Education will allow seniors two (2) absences per semester and juniors one (1) absence per semester resulting from students visiting prospective colleges if the student receives prior administrative approval.

Students are required to submit signed documentation from the college visit to administration. To be excused for a college visit, the student may not have more than five (5) absences in the current semester. Students may pick up a college visitation form in the front office

### **Dual Enrollment**

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

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

11<sup>th</sup> & 12<sup>th</sup> grade students are eligible to enroll in any approved dual enrollment courses listed on the

course directory at an eligible participating postsecondary institution (USG, TCSG, or private) providing they meet admissions requirements.

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

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

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

To enroll in Dual Enrollment courses:

Contact ACHS Dual Enrollment Coordinator in the Guidance Office (Mrs. Shelly Roppe)

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

Eligible students and parents must sign a participation agreement and attend the dual enrollment parent meeting

Eligible students must complete a dual enrollment funding application each year through [www.GAfuture.org](http://www.GAfuture.org)

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

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

All dual enrollment students that are on campus during a time their dual enrollment class is not meeting are required to either check out of school and leave campus or sign into the media center and stay there during that class time.

Students who fail a dual enrollment class will not be eligible for extended session and will not be allowed to continue in the academic dual enrollment program. Failure of a technical program class will result in academic probation and a meeting with the dual enrollment coordinator for continued participation in their program.

All ACHS disciplinary action taken will include students' dual enrollment classes or SPCCA classes. If a student is involved in a major incident, they may be removed from the dual enrollment program through ACHS (at the principal's discretion).

### **Accelerated Career Diploma**

Students that wish to be considered for this dual enrollment option will need to meet with their guidance counselor and Administrator to formulate a plan that will best suit each individual student. This path toward graduation is new and there will be unique circumstances that may be used to determine

eligibility for this path through either SPCCA or CPTC. Students must have and maintain a 2.0 GPA, minimal absences, and minimal discipline referrals.

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

### **Georgia Special Needs Scholarship**

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

### **Governor's Honors Program**

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders.

Sophomores and Juniors are eligible to apply to be nominees in various categories for ACHS. If selected as nominees, students will then apply to be selected to this elite program at the state level.

### **Hospital Homebound**

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

### **Notice of Directory Information**

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

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

### **Scholarships**

All scholarship information received by the school is publicized in the designated area of the guidance

office. Additionally, most colleges offer scholarships that are available on their websites

### **Student Educational Records**

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

### **Transcripts**

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

### **Transfers and Withdrawals**

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

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

## **Grades**

Progress reports will be issued at 4.5, 9, and 13.5 weeks. A report card will be issued at 18 weeks. Student grades will continue to average until week 18 for a semester average. The final semester grade is the average of the 18 week average (80%) and a final exam grade (20%). The final exam is worth 20% of the final average. Teachers will update students' grades in Infinite Campus throughout the semester. If the course has an end of course exam, the EOC exam will be the final exam.

### **Appling County School Grading Policy IHA**

A = 90-100

B = 80-89

C = 70-79

F = below 70 (failing)

### **Exam Exemption**

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

1. The student does not have more than 3 unexcused absences (by class). School sponsored functions are not included.
2. The student has 5 days or less per class tardies
3. The student has an average of 85 or higher for the semester in each class.
4. The student has not been suspended (ISS or OSS).

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

### **Goal Card**

Any student who meets the established criteria (90 or above in each subject) will be presented with a Community Bank Goal Card. Goal Card holders are entitled to free admission to all school sponsored

activities, i.e. football games, basketball games, baseball games, etc. Events that are club-sponsored fundraisers such as Miss Pirate will not be covered under the Goal Card Program. Goal Cards will be awarded at the end of each semester based on final averages.

**Honor Roll**

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

**Procedure for Making Up Work Missed During an Absence**

Students are responsible for keeping a documented copy (the admit slip) of the absence. This documentation will be used in the event of an absence-related discrepancy. Students are responsible for collecting and completing make-up work within three (3) school days after absences and it should be done at the convenience of the teacher. In situations where the assignment was made to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns to school unless illness would preclude the work from being completed.

Students who are **pre-approved** by the principal to be absent from school due to out-of-town or family business will receive absences classified as “Principal Excused.” The student will be allowed to make up all work missed at the convenience of the teacher and within the three-day grace period. The student will have to attend scheduled make-up sessions should the teacher deem it necessary for the student to recover time/assignments. Students should take notes requesting such pre-approved absences to the principal’s office for approval **prior to the anticipated absence.**

**Promotion Policy**

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

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

**Semester System**

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

**End of Course Test (mandated by the State Department of Education)**

- English/Language Arts:** Literature and Composition II
- Mathematics:** Algebra Concepts and Connections
- Social Studies:** US History
- Science:** Biology

**Transfer Grades**

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

Example:

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

$$772/8 = 97$$

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

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

Example:

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

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

### **Extended Session**

- Any student that receives a 65-69 will be allowed to participate in extended sessions (dates determined by the principal) with the following grading to receive those ‘additional’ points. A student will complete 10 lessons in Edgenuity (assigned by the extended session teachers) for each point needed to be gained; i.e. - 5 points=50 lessons, 3 points=30 lessons
- **This does not include AP classes or Dual Enrollment classes**
- **If you fail an honors class and want to participate in an extended session, that course credit will be a regular course grade - not an honors grade.**

## **Graduation**

### **Diploma Types**

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

### **Early Graduation**

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

- Any student wishing to graduate early must meet with the principal, assistant principal, and senior counselor to gain approval prior to their senior year.

### **Graduation**

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

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

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

### **Honor Graduate Criteria Class of 2025 and Beyond**

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

**Valedictorian** will have the highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and taken or have enrolled in a minimum of two (2) AP classes offered by the end of the third 9 weeks (Q3) of their senior year.

\*Additionally, the Valedictorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including the second semester of senior year. The Valedictorian must have been enrolled at ACHS for the previous three (3) semesters.

**Salutatorian** will have the second highest HOPE cumulative grade-point average, taken twelve (12) of the most rigorous classes, and have taken or have enrolled in a minimum of two (2) AP classes offered by the end of the third 9 weeks (Q3) of their senior year.

\*Additionally, the Salutatorian must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including the second semester of senior year. The Salutatorian must have been enrolled at ACHS for the previous three (3) semesters.

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

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

\*Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including the second semester of senior year.

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

\*Additionally, the student must have passed all classes (honors, regular, academic, non-academic, WBL, AP, DE, etc.) the student was enrolled in during high school including the second semester of senior year.

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

\*For the Classes of 2026, 2027, and 2028 the required number of rigorous courses for Valedictorian, Salutatorian, Summa Cum Laude Honor Graduate and Magna Cum Laude Honor Graduate is twelve (12) courses. For the Class of 2029 and beyond, the required number of rigorous courses for Valedictorian, Salutatorian, Summa Cum Laude Honor Graduate and Magna Cum Laude Honor Graduate is sixteen (16) courses.

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

## **Rigorous Courses**

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

A list of rigorous courses can be found in the ACHS course guide. All honors, gifted, advanced placement, and dual enrollment courses are considered rigorous courses at Appling County High School.

\*Does not include Spanish 1 or 2.

Note: ACHS rigor course list for honor graduates differs from the HOPE rigor list.

## **Senior Superlatives**

Senior Superlatives will be selected by the senior class. A student is allowed only one “superlative” designation. Ballots are counted by senior sponsors.

The Senior Superlative Most Intellectual will be assigned to the highest overall HOPE GPA ranked female and highest overall HOPE GPA ranked male in the graduating class.

## **HOPE**

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

## **CLASS OF 2023 and beyond STUDENT REQUIREMENTS FOR GRADUATION**

<b>Required Areas of Study</b>	<b>General Diploma</b>	<b>Credits</b>
<b>English/Language Arts</b>	Literature and Composition I or Honors Lit and Comp Literature and Composition II or Honors Lit and Comp Literature and Composition III, Literature and Composition IV, AP Language and Composition, or other approved 4 <sup>th</sup> ELA or Dual Enrollment ELA course	4
<b>Mathematics</b>	Foundations of Algebra (prequalified students) Algebra Concepts and Connections or Honors Algebra C&C Geometry or Honors Geometry Advanced Algebra Concepts and Connections or Honors Advanced Algebra C&C Pre-Calculus, Financial Algebra, or other approved 4 <sup>th</sup> Math or Dual Enrollment Math course	4
<b>*Science</b>	Physical Science or Honors Physical Science Biology or Honors Biology Environmental Science, Chemistry, or Honors Chemistry Forensics, AP Chemistry, or other approved 4 <sup>th</sup> Science or Dual Enrollment Science course	4

<b>Social Studies</b>	American Government or AP Government World History or Honors World History US History or DE US History Personal Finance and Economics or Honors Personal Finance and Economics	4
<b>Health/Physical Education</b>	Health and Personal Fitness	1
<b>CTAE and/or Modern Language/Latin, and/or Fine Arts</b>	*College and Career Seminar Class (starting with Class of 2027) **Pathways (BRIDGE ACT – H.B. 400) ***Spanish I and Spanish II	3
<b>Electives</b>	4 Units	4
<b>TOTAL UNITS</b>	24 Units	24

\*Science may be used to meet both the required science and required elective in CTAE sequence of courses.

\*\*\*“Focused program of study” is a rigorous academic core combined with a focus in mathematics and science; a focus in humanities, fine arts, and foreign language; or a coherent sequence of career pathway courses that is aligned with graduation requirements established by the State Board of Education and curriculum requirements established pursuant to Part 2 of H.B. 400 that prepares a student for postsecondary education or immediate employment after high school graduation.

\*\*\*Students planning to enter or transfer into a University System of Georgia Institution after graduation **MUST** take two units of the same foreign language.

\*\*\*\*The “College and Career Seminar” class will be a graduation requirement for all students starting with the incoming freshman class of 2027 and beyond.

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

\*\*Students may substitute, based on the state course guidance, ELA, Math, and Science courses if they complete the pathways that are prescribed by the state DOE.

## Applying County High School Pathways

Applying County High School (ACHS) offers 14 different Career, Technical, and Agricultural Education (CTAE) Career Pathways and 3 Advanced Studies Pathways. Any ACHS student who finishes a sequence of three courses (3 units of credit) in one of our CTAE career pathway areas will be recognized as a **Georgia Career Pathway Completer**. Any student who completes an advanced studies sequence of courses in fine arts, world language, or

advanced academics will be recognized as a **Fine Arts Pathway Completer**, a **World Language Pathway Completer**, or an **Advanced Academic Pathway Completer**. Students can earn pathway completion status in multiple areas if they complete course requirements. Students who are Pathway Completers will receive a Pathway Completer seal on their diploma.

9 Career Pathway Cluster Areas	14 Georgia Career Pathways & Courses		
<b>Agriculture, Food &amp; Natural Resources Cluster</b>	<u><b>Agricultural Mechanics Career Pathway</b></u> Course 1: Basic Agriculture Science (02.47100) Course 2: Ag Mechanics Technology I (01.42100) Course 3: Ag Mechanics Technology II (01.42200)	<u><b>Food Animal Systems Career Pathway</b></u> Course 1: Basic Agriculture Science (02.47100) Course 2: Animal Science and Biotechnology (02.42100) (**also 4 <sup>th</sup> Science credit) Course 3: Agricultural Animal Production and Management (01.43200)	<u><b>Horticulture &amp; Forest Science Career Pathway</b></u> Course 1: Basic Agriculture Science (02.47100) Course 2: Forest Science (03.45100) (**also 4 <sup>th</sup> Science credit) Course 3: Gen. Horticulture & Plant Science (01.46100) (**also 4 <sup>th</sup> Science credit)
	<u><b>Forestry/Mechanical Systems Career Pathway</b></u> Course 1: Basic Agriculture Science (02.47100) Course 2: Ag Mechanics Technology I (01.42100) Course 3: Forest Science (03.45100)	<u><b>Horticulture/Mechanical Systems Career Pathway</b></u> Course 1: Basic Agriculture Science (02.47100) Course 2: Gen. Horticulture & Plant Science (01.46100) Course 3: Ag Mechanics Technology I (01.42100)	
<b>Business, Management, &amp; Administration Cluster</b>	<u><b>Business and Technology Career Pathway</b></u> Course 1: Introduction to Business and Technology (07.44130) Course 2: Business and Technology (07.44100) Course 3: Business Communications (07.45100)		
<b>Arts, Audio/Video Technology, and Communications Cluster</b>	<u><b>Audio-Video Technology and Film Career Pathway</b></u> Course 1: Audio-Video Technology & Film I (10.51810) Course 2: Audio-Video Technology & Film II (10.51910) Course 3: Audio-Video Technology & Film III (10.52010)		
<b>STEM (Science, Technology, Engineering, &amp; Math) Cluster</b>	<u><b>Engineering and Technology Pathway:</b></u> Course 1: Foundations of Engineering and Technology (21.42500) Course 2: Engineering Concepts (21.47100) Course 3: Engineering Applications (21.47200)		

<b>Healthcare Science Cluster</b>	<p align="center"><b><u>Therapeutic Services – Allied Health and Medicine Career Pathway</u></b>  Course 1: Introduction to Healthcare Science (25.52100)  Course 2: Essentials of Healthcare (25.44000) (**also 4<sup>th</sup> Science credit)  Course 3: Allied Health and Medicine (25.43700)</p>
<b>Architecture &amp; Construction Cluster</b>	<p align="center"><b><u>Welding Career Pathway</u></b>  Course 1: Industry Fundamentals and Occupational Safety (46.54500)  Course 2: Introduction to Metals (48.58100)  Course 3: Welding I (48.55100)</p>
<b>Hospitality &amp; Tourism Cluster</b>	<p align="center"><b><u>Culinary Arts Career Pathway</u></b>  Course 1: Introduction to Culinary Arts (20.53100)  Course 2: Culinary Arts I (20.53210)  Course 3: Culinary Arts II (20.53310)</p>
<b>Education &amp; Training Cluster</b>	<p align="center"><b><u>Early Childhood Care and Education Career Pathway</u></b>  Course 1: Early Childhood Education I (20.52810)  Course 2: Early Childhood Education II (20.42400)  Course 3: Early Childhood Education Practicum (20.42600)</p>
<b>Marketing Cluster</b>	<p align="center"><b><u>Marketing Management Pathway</u></b>  Course 1: Marketing Principles (08.47400)  Course 2: Marketing and Entrepreneurship (08.44100)  Course 3: Marketing Management (08.44200)</p>
<b>Workforce Ready Pathway</b>	<p align="center"><b><u>Workforce Ready Pathway</u></b>  Course 1: College and Career Seminar (32.43000)  Course 2: College and Career Readiness (32.43100)  Course 3: Advanced Career Competencies (32.43200)</p>
<b>3 Advanced Studies Pathways and Courses</b>	
<b>Fine Arts Pathway</b>	<p>A student will be considered a Fine Arts Pathway Completer if they <u>meet all graduation requirements and complete three units of credit in the area of Music or Visual Arts</u>. Appling County High School offers the following Music courses in the areas of Band, Music, and Chorus: Beginning Band I (53.03610), Beginning Band II (53.03620), Beginning Band III (53.03630), Beginning Band IV (53.03640), Intermediate Band I (53.03710), Intermediate Band II (53.03720), Intermediate Band III (53.03730), Intermediate Band IV (53.03740), Advanced Band I (53.03810), Beginning Music Tech I (53.02210), Intermediate Music Tech II (53.02220), Advanced Music Tech III (53.02230), Beginning Choral Ensemble I (53.07110), Beginning Choral Ensemble II (53.07120), Beginning Choral Ensemble III (53.07130), Beginning Choral Ensemble IV (53.07140), Advanced Choral Ensemble I (53.07310), Advanced Choral Ensemble II (53.07320), Advanced Choral Ensemble III (53.07330), and Advanced Choral Ensemble IV (53.07340). Appling County High School offers the following Visual Arts courses: Visual Art and Composition I (50.02110), Visual Art and Composition II (50.02120), Visual Art and Composition III (50.02130), Visual Art and Composition IV (50.02400), and AP Studio Art (50.08130)</p>

<b>World Language Pathway</b>	A student will be a World Language Pathway Completer if they <u>meet all graduation requirements and complete three units of credit in one distinct world language</u> . Appling County High School offers the following world language courses: Spanish I (60.07100), Spanish II (60.07200), and AP Spanish (60.07700).
<b>Advanced Academic Pathway</b>	A student will be considered an Advanced Academic Pathway Completer if they <u>meet all graduation requirements, complete two sequential units of course credit in one world language (Spanish I and Spanish II), and achieve at least one AP course credit or one postsecondary course credit that fulfills a core graduation requirement in ELA, Mathematics, Science, or Social Studies</u> .

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

## **HONORS DAY AND HONORS NIGHT**

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

- Senior Science Cup
- J.H. Highsmith High Achievement Cup
- J.P. Morris Math Cup
- McDowell Music Club Cup
- McDowell Speech and Drama Cup
- Pineland Bank Social Studies Cup
- Peyton Miles English Cup
- H.G. Buster Miles Agriculture Cup

★ All medals at senior honors night will be based on students that complete four classes in each area (not including dual enrollment classes)

### **Superior Attendance Award**

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

### **STAR Student and Teacher Program**

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

1. Be among those students in the upper 10 percent or top 10 students scholastically, of his/her class at the end of second semester of the junior year.
2. Be a legally enrolled senior. Legally enrolled is defined as meeting average daily attendance requirements and physically attending classes at a high school for the entire school year. Joint enrollees are eligible for the STAR honors if they meet the responsibilities of the STAR awards.
3. Attend a public or private Georgia High School that is fully accredited by the Georgia Accrediting Commission or the South Association of Colleges and Schools or meets all standards set by the

Georgia Department of Education for secondary schools.

4. Take the College Board Scholastic Aptitude Test (SAT) in Georgia on a national testing date between March 2005 and November of the student's senior year.
5. Exam scores greater than or equal to the latest available national high school average. Verbal, math, and writing scores from any qualified SAT taken at one sitting will be used to determine eligibility.

## **STUDENT ATTENDANCE**

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

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

State policy requires students to be enrolled for a full class load (3.5 blocks) unless they are fifth year seniors. A student must be present for 75 of 90 minutes of each class block to be counted present for that class block.

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

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

### **Excused Absences**

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

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

### **Unexcused Absences**

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

Suspension days are marked as unexcused absences.

### **Tardiness**

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

### **Tardy Policy**

Appling County High School addresses tardies in the Code of Conduct.

### **Check-In Policy**

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

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

### **Check-Out Policy**

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

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

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

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

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

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

**ACHS Tiered Attendance Policy**

<b>Tier 1</b>	<p><b><u>3-9 absences by block per semester</u></b></p> <ul style="list-style-type: none"> <li>● At 3 absences, teachers will contact parents regarding attendance and inform them of the consequences of Tier 2.</li> <li>● At 5 absences, guidance counselors will contact parents regarding attendance and inform them of the consequences of Tier 2.</li> <li>● At 6 unexcused absences, the district attendance coordinator notifies CHINS / DJJ</li> <li>● At 9 absences, an administrator will contact parents regarding attendance and inform them of the consequences of Tier 2.</li> </ul>
<b>Tier 2</b>	<p><b><u>10 UNEXCUSED absences by block per semester</u></b></p> <ul style="list-style-type: none"> <li>● Students will not be able to attend any extracurricular activities including, but not limited to, Prom, Homecoming, school sponsored dances, etc.</li> <li>● Students will not be able to leave school early from the block in which they have over 10 absences for extra-curricular activities including, but not limited to CTSO field trips, Band, Auxiliary, Chorus, Show Choir, Football, Cheerleading, Tennis, Soccer, Baseball, Softball, Basketball, Volleyball, Wrestling.</li> <li>● A letter will be sent home reminding parents what happens in each tier.</li> </ul>
<b>Tier 3</b>	<p><b><u>15 UNEXCUSED absences by block per semester</u></b></p> <ul style="list-style-type: none"> <li>● A letter sent home to parents outlining what happens in each tier.</li> <li>● Students will not be allowed to participate in any extracurricular activities.</li> <li>● Students will be removed from class and placed in Credit Recovery and the max score that can be received is an 80.             <ul style="list-style-type: none"> <li>○ If a student does not repair the credit in the current school year, they will be placed in Credit Recovery the following school year.</li> </ul> </li> </ul>
<b>Tier 4</b>	<p><b><u>20+ UNEXCUSED absences by block per semester</u></b></p> <ul style="list-style-type: none"> <li>● Students will be in Credit Recovery and the max score that can be received is a 75.             <ul style="list-style-type: none"> <li>○ If a student does not repair the credit in the current school year, they will be placed in Credit Recovery the following school year.</li> </ul> </li> </ul>

\*After 30 unexcused absences(per semester), the student will be dropped from the ACHS roll.

\*Any anomalies will be handled at the discretion of the principal or duly appointed designee

# Transportation

## **Bus Transportation**

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

## **Bus Arrival at School**

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

## **Bus Departure from School**

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

## **Change in Transportation**

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

## **Transportation Handbook**

<https://achs.appling.k12.ga.us/departments/transportation>

## **School Bus Student Conduct and Discipline Procedures**

The following are Appling County School District's rules for student conduct while riding, entering or exiting a school bus. These guidelines are established to preserve the safety of all Appling County School District's students who use a school bus for transportation. All students must adhere to the following rules. Violation of these rules will result in suspension of bus riding privileges and/or school disciplinary action. Buses are equipped with video cameras and recording devices to assist with bus behavior. Nothing in this policy shall preclude the required enforcement of other policies that govern student discipline.

Should you need assistance please contact the bus shop at 912-367-8609 or 912-367-8600 ext. 149. We love our students and want them to be certain they arrive at school and back home safely. For that reason, the following rules along with the other school/bus rules have been given to your child for bus stops and bus safety.

## **STUDENTS WILL ADHERE TO THE FOLLOWING:**

1. Obey the driver promptly and be courteous to the driver and to fellow students. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from the job of driving.
2. Observe classroom conduct when on the bus and at stop areas. The school bus is a classroom on wheels.
3. Safety reasons prohibit eating, drinking, candy or gum on the bus (Zero Tolerance).
4. No Profanity (Zero Tolerance).
5. No throwing articles of any kind, in, out, or around the bus.
6. Wait for the bus on the sidewalk or shoulder, not the roadway.
7. Keep a safe distance from the bus while it is in motion until it comes to a complete stop.
8. Enter the bus without crowding or disturbing others and occupy your seats immediately. Students

- should stay in their seats until the bus arrives at the discharge point.
9. Remain seated, face forward, and keep the aisle clear at all times (No Tolerance).
  10. Be at their bus stop approximately 8-10 minutes before scheduled pickup time and the same duration past pickup time. Student must be at the bus stop 8-10 minutes before the scheduled arrival time. The bus cannot wait for a student. If the student is not present at the stop and the driver activates their eight-way lights they will precede to the next stop and the parent is responsible for getting their child to school. Do not follow a bus to the next stop to put your child on the bus, you must bring your child to school.
  11. Exit the bus only at their approved stop or at school.
  12. Cross the road in front of the bus 15ft far enough to be seen by the driver at all times. Cross the road only after the driver announces or give the hand signal that it is safe to cross.
  13. Stay out of the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is in motion. Wait until the bus comes to a stop and raise your hand for the driver's attention.
  14. Talk in a low voice Do not shout to other passengers or to passers-by.
  15. Bus windows shall remain closed unless given permission by the driver.
  16. Keep head, hands, and arms inside the bus.
  17. Keep the bus clean, sanitary, and orderly.
  18. Do not damage or abuse the seats or other equipment.
  19. Place no book bags, books, projects, or any other equipment in the aisles – these items should be kept on their laps. Students should keep feet out of the aisles.
  20. Misuse of cell phones and other electronic equipment will not be tolerated. Privilege will be revoked after the second offence. Third Offence will be loss of riding privileges for one week.
  21. Remain silent when approaching and crossing railroads.
  22. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
  23. Do not tamper with any of the equipment on the bus, especially the emergency door or windows for any reason.
  24. Students are not allowed to transport prescription or non-prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
  25. Student are not allowed to bring any Balloons, Flowers w/Vases, Glass, Projects or Poster Boards, Large Band Instruments, Flags or the flag Poles, Baseball Bats or Golf Clubs.
  26. Tobacco Products or Vape Pens are Zero Tolerance of any type or kind. This will automatically result in loss of riding privileges.
  27. Serious violations and other forms of misconduct will be handled through the disciplinary steps for Acts of Misconduct as documented in the student Code of Conduct in conjunction with the Consequences for Violations of Bus Behavior Rules.

### **Consequences for Violations**

Bus drivers have the authority of a classroom teacher. Drivers will initially discuss minor violations with the student and parents and attempt to resolve the problem without written referral. If this attempt is unsuccessful, then written referrals will be completed and forwarded to school administrators for action as outlined below:

**First Referral** – Students will receive a written referral. A bus suspension may be Imposed. This action will depend upon the severity of the offense

**Second Referral** – Students will be suspended from riding the bus for 1-3 days at the discretion of the building principal in collaboration with the Director of Transportation. This action will depend upon the severity of the offense

**Third Referral** – Students will be suspended from riding the bus for 3 days. This action will depend upon the severity of the offense

**Fourth Referral** – Students will be suspended from riding the bus for 5 days. This action will depend upon the severity of the offense

**Fifth Referral** – Students will be suspended from riding the bus for 10 days. Students, parents,

principal, district director of transportation and bus driver must attend a conference to discuss the student's behavior before the student's riding privilege is reinstated.

**Sixth Referral** –Student suspended from riding the bus for the remainder of the current school year. For grades Pre-K through grade four (5) lesser consequences/actions may be imposed by the building administration in collaboration with the Director of Transportation.

### **SUSPENSION OF BUS PRIVILEGES:**

Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. During the suspension of bus privileges, it shall be the parent's responsibility to provide the student's transportation to school. Failure to attend school, due to the loss of bus privileges, is considered an unexcused absence. Suspensions of privileges shall not be used as a disciplinary action for non-bus related violations.

#### **Special Note:**

In the event of a dangerous situation that affects the safety of the bus riders, or the bus. The Director of Transportation may suspend a student for one day. The Director will immediately report the incident to the student's parents and the School Administrative Office.

## **MEDIA CENTER**

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

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

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

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

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

# SCHOOL NURSE'S CLINIC

## School Nurse

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

Medications must be delivered to and from school by the parent/guardian. Students who need to call home due to illness must report to the nurse and she will assist them in making this call.

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

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

## Medicines

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

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

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

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (EpiPen) for allergic reactions and glucagon for diabetes, as well as other diabetic supplies. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or school designee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication.

Nurses or other school employees are authorized to administer an EpiPen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student

has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an EpiPen to a student in such circumstances shall be immune from civil liability.

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

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

## **STUDENT RESPONSIBILITIES**

### **Class Dues**

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

Freshmen \$15

Sophomore \$15

Juniors \$15

Seniors \$15

### **Textbooks, Library Books, and Financial Obligations**

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

### **Returned Checks**

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

### **Digital Learning Platforms**

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

provide a letter stating that you do not give permission for the Appling County School System to create/maintain digital accounts for your student.

**ClassLink**

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

Username:  
firstnamelastinitiallunch#  
Password: @cMMDDYYYY  
(birthday)

**Email**

Email is hosted by Google. Students can access their email accounts by clicking on Staff/Student Email on Appling County High School’s website.

Username:  
firstnamelastinitiallunch#@appling.k12.ga.us  
Password: @cMMDDYYYY (birthday)

**Infinite Campus Student Portal**

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

Username:  
firstnamelastinitiallunch#  
Password: @cMMDDYYYY  
(birthday)

## ATHLETIC AND EXTRACURRICULAR ACTIVITIES

<b>Appling County Athletics</b>	<b>Appling County Clubs</b>
<b>Fall Sports</b>	<b>All Year</b>
Cross Country	4H
Cheerleading (Football Sideline)	Art Club
Cheerleading (Competition)	Beta Club
Football	DECA
Softball	Drama
Volleyball	FBLA
Flag Football	FCCLA
<b>Winter Sports</b>	
Basketball	FFA
Cheerleading (Basketball Sideline)	Math Team
Wrestling	HOSA
Swim	Band/Auxiliary
<b>Spring Sports</b>	
Baseball	Science Club
Bass Fishing	Spanish Club
E-Sports	Student Council
Golf	TSA
Soccer	Yearbook
Tennis	Fellowship of Christian Athletes
Track and Field	

All athletes will lift weights during the school day, unless there is an academic reason that is approved by the athletic director prior to the semester. All student athletes will be required to be exemplary students in their weight class as it is an extension of their team. Not included in this is; e-sports, sideline cheer, and bass fishing.

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

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

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

Camps, practices, rehearsals and/or other non-competition type activities will not be held during the school day. Students must be in school for 1/2 of the school day to be eligible to participate in school activities. The exceptions are doctor's notes, funerals and/or court, or principal's prior approval.

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

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

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

### **Eligibility for Athletics**

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

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

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

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

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

(a) Enrollment is defined as follows:

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

(b) The student must be in regular attendance.

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

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

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

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

\*All fines that are owed from one season to the next must be paid in full before participating in the same sport the following year, i.e.; if you owe a basketball fine from 2024 then you will not be eligible in basketball 2025 until your fines are paid in full from basketball 2024.

## **Scholastic Standing**

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

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

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
  - (b) **Second-year students** must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
  - (c) **Third-year students** must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.
  - (d) **Fourth-year students** must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester
  - (e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2- 315). Students are hereby notified that Appling County School System does not discriminate based on gender in its athletic programs. The sports equity coordinator for this school system is, Appling County Board of Education, 249 Blackshear Hwy., Baxley, GA , (912)367-8600. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator

## **Home School Participation**

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

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

## **Homecoming Court**

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

- Be on track to graduate
- Passing all their classes
- No ISS days during the past two school semesters or OSS days while in high school
- No more than 5 unexcused absences

## **Homecoming Dance**

ACHS Homecoming dance attendance requirements:

- Any student with 3 or more referrals during the current school year will not be eligible
- Any student with 10 or more unexcused absences during the fall semester will not be eligible
- Any student with 10 or more tardies during the fall semester will not be eligible

## **Prom**

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

- Any student with 3 or more referrals during the current school year will not be eligible
- Any student with 10 or more unexcused absences during the spring semester will not be eligible
- Any student with 10 or more tardies during the spring semester will not be eligible
- All dues should be paid and up-to-date

## **Code of Conduct for Athletic and Extracurricular Activities**

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

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

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

### **Violation A**

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

**Consequence:** Immediate suspension from ALL participation until such as:

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

### **Violation B**

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

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

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

1st Offense: 5 consecutive days of work detail, 7:00 AM – 7:45 AM. If refusal or failure to serve, proceed to the 2nd offense. Work detail days must be consecutive and no

- waiver is available.
- 2nd Offense: Suspension from ALL extracurricular activities for 20% of the season
- 3rd Offense: Dismissed from ALL extracurricular activities but allowed to try-out for subsequent extracurricular activities after the activity has completed its season
- All suspensions for athletic events will be at the discretion of the head coach, athletic director, and principal.

## **DRESS CODE**

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

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

It is necessary that students adhere to the following guidelines:

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

Shirts and tops:

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

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

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

Shoes:

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

General:

- There shall be no attire displaying: suggestive or profane wording, symbols, or gestures; sexual, violence, gang, or weapons connotations or references; advertising for or references about tobacco, alcohol, or drugs. This includes but is not limited to; clothes, shoes, hats, tote bags, notebooks, backpacks, and jewelry.
- Undergarments are not to be visible.
- Stuffed animals, blankets, pillows, etc. are not permitted.
- Clothing and other attire shall be free from offensive racial slogans or symbols.
- Body piercing jewelry that is visible other than in the ear is not permitted.
- Non-jewelry and link chains, dog collars, and items with spikes/protrusions are not permitted
- Belts and overalls must be buckled with both shoulder straps over the shoulder.
- Belt buckle must be no larger than a deck of cards.
- Except under a doctor's order canes are not permitted on campus. This includes all school-related activities.
- Any other apparel that the principal, or designee, deems as disrupting the school environment

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

Note: Violations of the dress code will be handled as outlined in the Code of Discipline.

## CELL PHONES & ELECTRONIC DEVICES

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

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

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

time – if certain criteria is met that is decided upon by the administration.

**Consequences:**

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

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

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

**Students with Serious Medical Conditions or Other Unusual Circumstances**

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

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

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

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

**Additional Information**

**Emancipated Minor (Definition)**

An emancipated minor is an individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor

**Visitors at Appling County High School**

All individuals who are not students or employees of Appling County High School must report to the Main Building lobby to receive permission to be on campus and obtain a visitor's pass (valid ID required). An identification badge will be issued to visitors and must be worn at all times while on school property. Students may not bring friends or children to school for visits to the campus. Parents are not allowed to walk through the school building during the school day without the express permission of the school administration.

## Emergency Information

**Fire Drills** – Fire drills are necessary for the safety of all students, faculty, and staff of Appling County High School. Fire drills will be held once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

**Tornado** – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow the instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

**Accident** – In case of an injury or illness, students should notify the nearest teacher who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.

**School Closing** – In the event of severe weather or hazardous conditions that create the need to close schools, local television, and radio stations will be notified as soon as the decision is made by the superintendent. Parents and students should seek information regarding school closings from the media instead of attempting to call the schools or school personnel. School closings will also be announced using the mass call system and posted on the ACHS Facebook page. On various occasions, emergency information may be communicated to parents/guardians and employees using the Crisis Communication System (CCS). The CCS delivers a pre-recorded message to students and parents via phone using numbers listed in our student information software. Please be sure to update your contact information when changes occur.

## Parking and Driving Privileges

Students who park on campus must purchase a parking pass. Students must have a current driver's license and proof of insurance to purchase a parking space by paying a **\$25 fee** (\$15 if purchased after January 1st). This fee is non-refundable and cannot be prorated. Vehicles parked on campus without a parking pass are considered to be parked illegally on school premises and may be towed at the owner's expense.

**Driving and parking on campus is a privilege, not a right. Those privileges can and will be suspended or revoked for repeated violations of procedures.** Students must obey traffic laws while in the parking lot.

### Students may not, under any circumstances:

- **Park in a space that is not their own**
- **Park without a permit**
- **Leave campus without permission**
- **Remain in a parked car upon arriving at school**
- **Go to a parked car during the school day without written consent from the office**
- **Drive behind the main building. This area is reserved for bus traffic.**

## Regulations for Securing and Holding a Driver's License (House Bill 1190)

Students and parents should be aware that an instructional permit or driver's license will be suspended for one full year or until the student reaches the age of 18 for the following:

- Student drops out of school
- A student has 10 days of unexcused absences in a semester or two consecutive quarters
- A student is suspended from school for threatening, striking, or harming a teacher or school official, possession or sale of alcohol or drugs on school property, possession or use of a weapon on school property or any sexual offense

# Notification Regarding Vaping at ACHS

This notification is to inform parents/guardians and students of the progressive discipline policy for the 2025-2026 school year concerning vaping and vaping devices.

As a school district, we have seen vaping and the use of vaping paraphernalia increase dramatically in the past few years. What began as an alternative to cigarettes and other nicotine products has escalated to a possible method of inhaling THC, CBD, and other hallucinogenic drugs. There are ever-increasing sales of oils, juices, and other dangerous, yet virtually undetectable, vaping products and devices marketed directly to young people. We urge parents and guardians to become familiar with this new trend so that you can be better informed and hopefully, assist our efforts to remove this danger.

While we will continue working to educate our students on the dangers of drugs, alcohol, nicotine, and the various methods of their delivery, we will also provide more severe consequences for vape-related violations of our discipline policy. Any student caught using, distributing, or in possession of E-Cigarettes, vapes, pens, or any other electronic tools and delivery devices or any vaping paraphernalia, oils, juices, etc. at school or on school property at any time; off the school grounds at a school-sponsored activity, function, or event will be subject to severe disciplinary consequences that can include expulsion. **Use or possession of vapes or vaping devices containing THC or similar substances will result in a request for a tribunal on the 1st or Any Offense.**

- **1st Offense:** 3 Days of In School Suspension
- **2nd Offense:** 4 Days of In School Suspension or 2 Days of Out of School Suspension
- **3rd Offense:** Tribunal Recommendation

We are hopeful that, with your help, we can successfully combat this challenge to our student's health and well-being.

***\*Georgia Law - The minimum age for the sale and/or distribution of cigarettes, tobacco products, tobacco-related objects, alternative nicotine products, and vapor products is 21 years of age.***

Sincerely,

Dr. Ben Horner, ACHS Principal

## Unauthorized Areas

Students should only be in approved, supervised areas during the school day.

- The parking lot is a restricted area during the school day. Students are not permitted to go to the parking lot during the school day without permission.

### Mornings

- When students arrive on campus, they are required to go directly to the 1st block. Students are not to leave the 1st block unless they are given a pass.

### Lunch

- During the assigned lunch period, all students will go directly to the cafeteria and will remain there until the end of their lunch period. During the lunch period, students must use the restrooms located at the main entrance.

### Afternoons (exception: students participating in tutoring/after-school activities)

- Car riders - go directly to the front of the school where they remain until they are picked up.
- Drivers - go directly to their car and leave campus.
- Bus riders - go directly to their assigned bus in the bus line-up behind the school.

## Search and Seizure

### Investigations:

The Principal, or an authorized representative, possesses the authority to conduct reasonable investigations of students to properly investigate student misconduct charges.

### Searches:

The Appling County School District endeavors to provide a safe and secure environment for all students. It is the policy of the Appling County Board of Education that school administrators and other professional employees as designated by the Superintendent may search students when there is reason to believe a student may be in the possession of an item that is illegal or against school rules. Situations may include but are not limited to suspicion of possession of an illegal drug, controlled substance, or weapon. Should an extensive search of a student be required, the search shall be conducted in private by an administrator, teacher, or law enforcement person of the same sex as the student with a witness present who is also of the same sex and with due consideration for the personal privacy and sensibility of the student. If a student refuses to comply with the search (Insubordination - Level III), consequences may include requesting a tribunal hearing and expulsion from the Appling County School District.

Student cars brought on campus, student bags, school lockers, desks, and other school property shall be subject to inspection and search by school authorities at any time without further notice to students or parents based on reasonable suspicion of the presence of illegal and/or inappropriate items.

The Appling County School District reserves the right to use “walk-through” or “hand-held” metal detectors, alcohol intoximeters, and “drug-sniffing” dogs at any school function including activities that occur outside normal school hours or off the school campus when, during the opinion of the superintendent or designee, such is necessary to protect the safety of students or employees. Under no circumstances may students be singled out for metal detector and/or alcohol intoximeter testing based upon factors involving race, ethnic background, or because they have emotional or behavioral disabilities. In the event a search of a student’s person, personal possessions, or locker reveals the student is in possession of items prohibited by federal, state, or local law enforcement authorities shall be notified so that they may take appropriate action.

## Selling of Merchandise during School

All fundraising activities must be pre-approved by the Appling County Board of Education at the beginning of the school term to establish a calendar of activities. Because the sale of merchandise and materials from outside agencies provides competition for board-approved fundraising activities, students are not allowed to sell such items during school hours.

# Code of Conduct

The Appling County School District establishes policies to govern the behavior of the board of education, its employees, and students.

It is the purpose of ACSD to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students, staff, and visitors who attend our schools. Students are required to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the board of education, and to obey student behavior rules established at each school in the district. 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 GA State Board of Education Rule 160-4-8-.16.

Each school's primary goal is to educate, not to punish; however, when the behavior of an individual student 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 the policies, regulations, and rules set forth in this code of conduct and discipline procedures. Student conduct is further governed by the rules contained in each school's student handbook.

The code of conduct is enforceable during the following times and places:

- On the way to school and on the way home from school, including at bus stops and on school buses or other vehicles provided for student transportation by the school system
- At school or on school property at any time
- Off school grounds at any school or school-related activity, function or event and while traveling to and from such events

In addition, students may be disciplined for any off-campus behavior which occurs in route to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, 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.

State law requires a parent or guardian to sign a statement acknowledging receipt of the code of conduct. Questions about the code of conduct should be addressed to the principal.

Parents and guardians are encouraged to review the code of conduct with their children and to support its enforcement throughout the community.

## **Authority of the Principal**

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this code of conduct; and in cases of disruptive, disorderly, or dangerous conduct not covered in this code, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate the law or a school board policy or procedure.

## **Teacher Authority**

Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn provided the student's behavior is in violation of the student

code of conduct and the teacher has previously filed a report with the Principal or if the teacher determines that such behavior poses an immediate threat to the safety of that student or others. The superintendent and principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).

### **Parental Involvement**

This code of conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about ongoing opportunities to communicate with school personnel.

Parents, guardians, and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code of Conduct through the School Governance Team (SGT). Questions about the code of conduct should be addressed with the principal or an assistant principal.

The code of conduct specifies within its standards of behavior various violations that may result in a school staff member's request for a parent or guardian to come to the school for a conference. Parents and guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes that are designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal or designee shall notify the student's parent or guardian of the disciplinary problem by telephone call and by mail 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 student with chronic disciplinary problems is permitted to return to school following a suspension or expulsion, the school shall request by telephone call and/or mail at least one parent or guardian to schedule and attend a conference for the purpose of devising a disciplinary and behavioral correction plan.

The law authorizes schools to petition the juvenile court to require a parent or 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.

### **Confidential and Anonymous Reporting**

#### Safe Schools Alert:

Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult.

## **Positive Behavioral Interventions and Supports (PBIS)**

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

The code of conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.

The following range of disciplinary actions may be imposed for violations of this code of conduct:

- Warning and/or counseling with a school administrator or counselor
- Loss of privileges
- Time Out
- Temporary or permanent removal from class, activity, event, or break
- Notification of parent or guardian
- Parent or guardian conference
- Suspension or expulsion from the school bus
- Temporary placement in an Alternative Education Program
- A short-term suspension (10 days or less)
- Referral to a tribunal for long-term suspension (more than ten days) or expulsion
- Referral to law enforcement, District Attorney, or Juvenile Court Officials.

Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

Before a student is suspended ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parent or guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.

In the event of a disciplinary tribunal hearing, a parent, guardian, or student may choose not to contest whether the student has violated the code of conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parent, guardian, or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by local school administration in accordance with local board policy.

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school system

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

### **Minor/Moderate Classroom Corrections:**

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

**Administrative Referrals:**

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

**Major Offenses (not drugs, weapons, gang activity, sexual acts, or assault - these are discussed in each section regarding these topics)**

1. 1-3 days of OSS
2. 5 days OSS with notice that their next consequence will be a referral to alternative school
3. Alternative school placement
  - **Drugs, Sexual Acts, or minor assault**
    - 1st offense - one full successful semester in alternative
    - 2nd offense - permanent placement in alternative school
    - 3rd offense - permanent expulsion from ACSD
  - **Weapons, Gang Activity, or other offenses deemed by the Principal, or designee that fall into this category**
    - Permanent Expulsion from ACHS
  - **Any other items that are deemed by the Principal, or designee, to rise to the level of this discipline level will be handled on a case by case basis**

**The following procedure will be followed for tardies:**

- Tardy 1--Teacher documents in Infinite Campus (IC) / Warning
- Tardy 2--Teacher documents in Infinite Campus (IC) / Warning
- Tardy 3--Teacher documents in Infinite Campus (IC) / teacher contacts parent
- Tardy 4-6--Teacher documents in Infinite Campus (IC). The teacher will assign after school detention for the following Tuesday afternoon. (Room 220) The teacher must have contacted parents on tardy 3. This same protocol will be followed through Tardy 6.
  - Skipping detention will result in a referral that will follow the progressive discipline plan
- Tardy 7 - Teacher will write a referral for tardies that will follow the progressive discipline plan.

## Prohibited Behaviors and Possible Consequences for Violations

Nothing in this Code section shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act.

The Appling County School District will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

- A. Alcohol and other drugs: Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, “roach clips”, rolling papers, pipes, scales, improvised smoking devices, etc.
- Consequences include referral to a tribunal, and/or referral to law enforcement. The first offense will be placement in alternative school for one full semester.
- B. Intentional misuse of prescribed medications, non-prescription medications, (including prescription and non-prescription skin patches), inhalants, or any other chemical; also to include their sale, purchase, distribution, or possession for the purpose of misuse
- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Any subsequent offense should result in a mandatory referral to a tribunal.
- C. Violation of school medication control procedures
- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, and tribunal.
- D. Weapons, explosives, and fireworks: Actual or attempted possession, sale, purchase, transmission, or use of any real or facsimile weapons, bombs, other explosive devices, or explosive material as defined by this code, board policy, state or federal law.
- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal, and referral to law enforcement. Weapon-related law violations will be referred to a tribunal and law enforcement. The punishment will be permanent expulsion for possession of a firearm or other destructive device, excluding firecrackers.
  - Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).
  - O.C.G.A. 20-2-751.1 - A weapon is defined as “any object used in a threatening manner.”
- E. Threats or acts of violence against a teacher, administrator, school bus driver, other school officials, employee, or their personal property: Examples include any verbal assault, the threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to ‘frame’ or entrap through deceit; stalking; intentional damage to personal property, etc.
- Consequences include but are not limited to loss of privileges, counseling, parent notification, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement.
- F. Disrespectful conduct toward teachers, administrators, or other school personnel, including the use of vulgar or profane language: violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student.
- Consequences include but are not limited to parent/guardian conferences, ISS, OSS, tribunals.
- G. Disrespectful conduct toward other students, school visitors, or persons attending school-related functions: Examples include the use of vulgar or profane language; verbal assault, including the threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to ‘frame’ or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, tribunal, and referral to law enforcement.
- H. Tobacco: Actual or attempted possession, sale, purchase, transmission, or use of tobacco or any substance represented or believed to be tobacco (including pouches designed to simulate smokeless tobacco) is prohibited. No tobacco/smoking-related paraphernalia, including electronic cigarettes, vaporizers, or other smoking devices, are allowed.
- Consequences include but are not limited to parent/guardian notification, ISS, and OSS. A possible tribunal referral may occur for third and subsequent offenses.
- I. Off-Campus Behavior: A student who is alleged to have committed an offense off-campus on the way to or from school, or any other time if the offense is a felony or would be a felony if the student were an adult, could be disciplined at school or excluded from school if his or her continued presence at school poses a potential danger to persons or property or is likely to disrupt the educational process.
- Consequences include but are not limited to parent/guardian contact, counseling, ISS, OSS, and tribunal.
- J. Vandalism or arson: Actual, attempted, or threatened willful or malicious damage to personal property, school property, or school buses, including the marking, defacing, or destruction of property, downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system, altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software and attempting to vandalize, disconnect or disassemble any network or computer component and bringing on-premises or accessing via email or file-sharing any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data, bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- Consequences include but are not limited to clean-up detail, parent/ guardian conference, restitution, loss of computer privileges, ISS, OSS, tribunal, and referral to law enforcement.
- K. Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of the stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof
- Consequences include but are not limited to restitution, parent/guardian conference, ISS, OSS, tribunal referral, referral to law enforcement. A referral to a tribunal is mandatory for theft of standardized tests, answer keys, or other restricted materials. Theft of a teacher's test will result in discipline being administered by the school administration.
- L. Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking
- Consequences include but are not limited to counseling, reprimand, warning, parent/ guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, or law enforcement referral.
- Notice Regarding Bullying: The Appling County School District prohibits conduct that may be construed as bullying. Upon a finding by a tribunal that a middle or high school student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Ref. O.C.G.A. 20-2-751.4***
- M. Gang-related activity: Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang-related by the Principal. The gang-related activity includes but is not limited to hand-sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

- Consequences include but are not limited to tribunal, and referral to law enforcement.
- N. Terroristic threats or acts, false public alarms, or prank 911 calls
- Consequences include but are not limited to mandatory parent/guardian contact, counseling, ISS, OSS, tribunal, and referral to law enforcement.
- Warning Statement:** *Threats of violence toward persons or property will not be tolerated, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.*
- O. Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event, including connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel
- Consequences include but are not limited to loss of computer privileges, removal from a school bus, class, activity, event or other situation, conference with teacher, parents or counselor, restitution, ISS, OSS, tribunal referral, law enforcement referral.
- P. Sexual behavior restrictions: possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited. No student shall sell, distribute, or possess pornographic material; subject another student to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits to the opposite sex ; or engage in acts of sexual misconduct.
- The first offense will be placement in alternative school for one full semester. A second offense the punishment will be at the discretion of the principal.
  - All acts of sexual misconduct will be reported to the Student Services Coordinator for review and possible referral to the Department of Family and Children Services (DFACS).
- Q. Language: Use of lewd, profane, vulgar or obscene words or gestures, also to include videos or pictures taken of such behavior with or without subsequent posting to the internet or social media; use of speech or gestures that are perceived, or where the inference is intended to demean or threaten the well-being, safety, or dignity of another person with or without that person's knowledge;
- Consequences include but are not limited to parent/guardian conferences, ISS, OSS, tribunal referrals, and law enforcement referrals.
- Note:** *The General Assembly of Georgia requires that this Code of Conduct includes language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.*
- R. Electronic entertainment and electronic communication devices restrictions: All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight in classrooms during regular school hours: With BYOT (Bring Your Own Technology), a principal can authorize usage at times during the school day.
- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, and tribunal referral.
- Notice regarding private property:** *The school and school system discourages bringing valuable private property items to school; will not be held responsible for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.*
- S. Public displays of affection that are inappropriate for a school setting (holding hands, hugging, kissing, etc.)
- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal.

T. Gambling

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, and tribunal.

U. Giving false information to school officials, dishonesty, forgery, and using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account

- Consequences include but are not limited to loss of computer privileges, parent or guardian conference, ISS, OSS.

V. Cheating, plagiarism, altering records, or other fraudulent act on school assignments, exams, records, or college entrance examinations; using the computer network for any illegal activity such as copying or downloading copyrighted software, music, images, or violation of copyright laws

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).

W. Bus misconduct: See the School Bus Code of Conduct for specifics.

- Consequences include but are not limited to counseling, warning, seat assignment, parent/guardian contact, loss of transportation privilege (bus suspension), and tribunal referral.

X. Cafeteria misconduct

- Consequences include but are not limited to loss of privileges, counseling, silent lunch, parent/guardian contact, parent or guardian conference, ISS, and OSS.

Y. Violation of school attendance requirements: Violations include unexcused absence from school or class; unexcused late arrival (tardy) to school or class; unexcused early dismissal from school or class; and leaving school or class without permission (skipping).

- See attendance policy listed prior in handbook

Z. Misuse of school technology: It is the responsibility of the students of Appling County Schools to follow the Responsible Use Guidelines for Computer Hardware, Software, Network, and Internet Access. The use of any electronic device that uses school system Internet access as well as any device brought onto the Appling County Schools campus is subject to these Responsible Use Guidelines.

- Any violation of this procedure, whether intentional or unintentional, may result in the following consequences: parent/guardian notification, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.

ACSD technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Attempt to read, alter, delete, or copy the electronic mail messages of other system users.
- Steal property.
- Gain access or attempt to access unauthorized websites, restricted network resources, and/or the data and documents of another person. This includes the use of "mirror" websites and programs designed to circumvent the proxy server to gain access to blocked Internet content.
- Provide another student with user account information or passwords (don't give your password to any other student)
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Purposely bring on the premises or infect any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane,

obscene, or sexually explicit material.

- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

Failure to follow these guidelines could violate the Official Code of Georgia, 6-12 | 2013-14 Code of Conduct and Discipline Procedures O.C.G.A., Codes 16-9-90, 16-9-91 and 16-9-93 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act.

**Warning Statement:** *The act of entering or attempting to enter a computer network-secured site (hacking) is a very serious offense that warrants a very serious consequence. This may include permanent expulsion from the school system and confiscation of the technology being used inappropriately. Access to the ACSD network and pass through to the Internet is a privilege and all students are expected to treat this learning tool with respect. Any device confiscated may be searched for content that may be deemed harmful to the Appling County School District and/or for the protection of minors under the Children's Internet Protection Act.*

AA. Willful and persistent violation of the Code of Conduct: Students are considered to be willful and persistent violators of the Code of Conduct after receiving multiple referrals.

- Consequences include but are not limited to counseling, warning, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, and tribunal.

AA. Trespassing on any Appling County High School campus while suspended or during non-school hours without cause or need to conduct legitimate school business

- Consequences include but are not limited to counseling, warning, parent/guardian notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180

BB. Traffic or parking violations

- Consequences include but are not limited to parent/guardian conferences, revocation of driving or parking privileges, ISS, OSS, and notification of law enforcement.

CC. Instigating rule violations: A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct, or any Appling County Board of Education policy.

- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, ISS, OSS, tribunal, and referral to law enforcement.

DD. Possession of any item reasonably considered inappropriate to the school setting as determined by the Principal.

### **Violence against a Teacher, Administrator, Bus Driver, or Any Other School Employee**

A disciplinary tribunal hearing will be held following any alleged assault or battery upon a teacher or any other school system employee (O.C.G.A. 20-2-753). In cases involving an alleged intentional act of physical violence by a student against a teacher, school bus driver, or other school official or employee, the student shall be suspended pending a hearing by a tribunal. Ref. O.C.G.A. 20-2-751.6

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education. The school board at its discretion: (1) may permit the student to attend an alternative education program for some or all of the period of expulsion; and, if recommended by a tribunal, (2) may permit a student in a grade K-8 to re-enroll in the regular public school program for grades 9-12; and/or (3) may also permit a student in grades K-6 to re-enroll in the public school system. Ref. O.C.G.A. 20-2-751.6; 16-3-21

In addition, a disciplinary tribunal hearing will be held following any substantial damage intentionally caused by a student on school premises to the personal property of a teacher or any other school system employee or to the property of another student at the discretion of the Principal.

## **Disciplinary Tribunal Hearings**

Disciplinary tribunal hearings are held following any instance of an alleged violation of the Student Code of Conduct if the Principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a tribunal is permanent expulsion.

In the event that a student chooses to admit guilt or chooses not to contest the charges before a tribunal; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross-examine witnesses and be represented by an attorney at such hearing; a Tribunal Waiver Agreement may be written, co-signed and dated. If the tribunal chooses to adopt the agreement as to its decision, the decision will be final and cannot be appealed by the school or the family. If the agreement is not adopted as the decision of the tribunal, the document becomes null and void, all parent/guardian rights will be restored and a new hearing date and time will be established

## **Definitions of Terms**

The terms used in this Code of Conduct are not intended to be limited to the definition of the same terms as they may be used in the criminal and other laws of this state.

**Arson:** Any willful or malicious burning of property, including any threat or unsuccessful attempt to do so.

**Assault:** Any threat to the well-being, safety, or dignity of a person, to include any threat or attempt to physically harm another person that reasonably places another person in fear of physical harm; (Example: threatening language or attempt to strike someone).

**Battery:** (Also known as physical assault) Intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Examples: shoving, fighting, hitting without provocation, etc.)

**Bullying:** Habitually cruel behavior meant to intimidate or hurt another person physically or emotionally. Bullying typically includes a desire to hurt; a hurtful action; a power imbalance; an unjust use of power; an evident enjoyment by the aggressor; a sense of being oppressed on the part of the victim; and repetition.

**Dress Code:** The standard of dress for students. The school administration is authorized to determine what constitutes a violation of the dress code. With the approval of the Superintendent, principals are authorized to institute additional restrictions that are reasonable and do not violate board policy or procedures.

**Expulsion:** Suspension of a student from a public school beyond the current semester.

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

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible, audible, or malodorous effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and/or tablets or other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though

accompanied by some skill, and in which a participant stands to win or lose something of value.

**Gang Member:** A person who is part of an association of three or more people who form an allegiance for a common purpose and engages, individually or collectively, in illegal behavior.

**Gang-Related Activity:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang-related by the Principal. The gang-related activity includes but is not limited to hand-sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

**In-School Suspension (ISS):** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers. During the period of suspension, the student is excluded from all school-sponsored activities regardless of location. Suspension days end at midnight.

**Out-of-School Suspension (OSS):** 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 campuses and all school-sponsored activities regardless of location. This includes practices and events. Suspension days end at midnight.

**Physical Violence:** (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or harms were in defense of himself or herself, as provided by Georgia Law. Ref. O.C.G.A. 16-3-21; O.C.G.A. 20-2-751.6

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct of a sexual nature. Also includes repeated remarks of a demeaning nature, demeaning jokes, stories, or actions.

**Terroristic:** The use or threatened use of force or violence to coerce or intimidate.

**Theft:** The offense of taking or misappropriation of any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Tribunal:** A due process disciplinary hearing before a three-person tribunal to hear charges made against a student in any grade K-12 who is alleged to have violated the Code of Conduct. More information: disciplinary tribunal hearings are held following any instance of an alleged violation of the Student Code of Conduct if the Principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee; if that employee requests a hearing. The objective of the hearing is to determine if the student did or did not violate the Code of Conduct and if so, to determine appropriate disciplinary action.

**Tribunal Waiver Agreement:** An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of an actual hearing before a disciplinary tribunal. If the tribunal accepts the agreement as to its decision, the agreement becomes a disciplinary order of the school system.

**Truant:** Any student subject to the state compulsory attendance law, who during the school calendar year accumulates more than five days of unexcused absences. School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student

truancy. Note: Cases of truancy and excessive excused absenteeism will be handled in accordance with the protocol that was developed by the county-wide Student Attendance Protocol Committee.

**Vandalism:** Any willful or malicious act committed during or after school hours that marks, defaces, damages, alters, or destroys school property, the personal property of another student, or the personal property of any other person that is legitimately at the school or at a school event, or making any threat or attempt to damage the aforementioned property.

**Weapon:** Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. A partial list of items that may be defined as dangerous weapons includes: any real or facsimile firearm, pistol, starter pistol, or revolver; any BB gun, pellet gun, paintball gun, or any other object designed or intended to propel a missile capable of inflicting an injury; any knife or other bladed instrument of any blade length, including any pocket knife, switchblade, butterfly knife, dirk, Bowie knife, ballistic knife, straight edge razor or any tool containing a blade; any razor blade or other type blade; any destructive device, including explosive device, explosive material, flammable compound, ammunition, or fireworks; any toxic, caustic or infectious substance; any bat, club, blackjack or other bludgeon-type weapon; any stun gun or taser; any spring stick, metal knucks, or chain; any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain; any throwing star, oriental dart or any weapon of like kind; any item that produces, directs or redirects a laser beam; or any object that is wielded in an attempt to inflict bodily injury or to place another in fear for personal safety or well-being. O.C.G.A. 20-2-751.1 - A weapon is defined as "any object used in a threatening manner."

## **DISCIPLINARY PROGRAMS**

### **TEACHER DETENTION**

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

### **AFTER SCHOOL DETENTION**

Students must report to room 220 on Tuesday afternoon by 3:00 PM and must be picked up no later than 3:35 PM. Parents will be notified at least 24 hours ahead of time before their student is placed in after school detention, so they can make sure they provide transportation for their student.

### **LUNCH DETENTION**

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

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

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

### **IN-SCHOOL SUSPENSION**

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

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

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

Students who have work-based-learning classes will be required to miss work (with 24 notice to their employer). WBL is considered a class and any student allowed to participate should also be responsible enough to follow the student code of conduct.

### **In-School-Suspension (ISS) Rules and Regulations**

1. Students will not be allowed to attend field trips including Grad-Bash during the term of ISS
2. Students are to report to ISS when the 7:40 AM bell rings
3. Go directly to the assigned workstation and begin daily assignments or wait quietly for instructions
4. Students are not permitted to have electronics devices or cell phones in ISS
5. Bring books and materials to ISS classroom
6. Talk only when answering a question from the supervising teacher
7. Raise hand to ask a question and wait to be recognized
8. Speak in normal voice when permitted to talk
9. Walk to and from various workstations when permitted to do so
10. Write only on notebook paper
11. Do not pass notes
12. Go to the restroom at designated times
13. Always face the front and sit up straight in desk (No leaning back in chairs)
14. Never sleep
15. Complete all assignments given by teachers
16. Complete all special assignments given by ISS teacher
17. Students may bring lunch or receive school provided sack lunch. No gum or candy. No soft drinks--only milk, juice or water.
18. Students are required to make up time when absent or leave school early for any reason.
19. Two (2) tardies to ISS will result in one (1) extra day of ISS time.
20. Students are not allowed visitors unless permission is given by an administrator or ISS teacher.
21. Students should be aware that violation of rules and regulations of ISS will result in notification of the principal and/or notification of proper authorities for your removal.
22. Students will have counseling sessions with a school counselor during ISS placement, if necessary.
23. The term of ISS ends upon release from ISS the final day and all assigned work is completed.
24. Work-Based Learning and Dual Enrollment students who leave campus early are assigned to ISS for the periods they are on campus. WBL students will remain on campus all periods for repeat offenses.

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

### **Out of School Suspension**

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

## **EXPULSION (LONG-TERM SUSPENSION)**

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

## **DISCIPLINARY HEARING PANEL (TRIBUNAL)**

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

- Alleged assault or battery by a student upon a teacher, other school official, or employee.
- Alleged assault or battery by a student upon another student if alleged assault or battery justifies expulsion or long-term suspension.
- Substantial damage caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the discretion of the administration, the damage justifies expulsion or long-term suspension.
- The student has violated a Student Behavior Contract.
- The student violates the weapons, drug, or alcohol policy.
- Violations of law that require more than 10 days out-of-school suspension.
- Other rule violations that the administration determines merit a Tribunal hearing.

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

## **School-Related Georgia Laws**

### Required Reporting:

Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed on school property or at any school function any act prohibited by law relative to aggravated assault if a firearm is involved; aggravated battery; sexual offenses; carrying deadly weapons at public gatherings; carrying a weapon on school property, at school functions or in a school safety zone; or possession and other activities regarding marijuana and controlled substances, shall immediately report the act and the name of the student to the principal or his/her designee. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) shall immediately notify the appropriate school system superintendent, or police authority. Ref. O.C.G.A. 20-2-1184

### Weapon Possession:

Possession of deadly weapons on school property is punishable by law “it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section ‘Weapon’ means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

### Prohibited Drug Use:

“It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to

distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. . .” Ref. O.C.G.A. 16-13-32.4

**Loitering in School Safety Zone:**

It is unlawful for any person to remain upon the premises or within the school safety zone of any public school when that person does not have a legitimate need or cause to be present. The principal has the authority to exercise control over the buildings and grounds to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on the premises. The principal shall notify the appropriate law enforcement agency to prohibit loitering. If a person refuses to remove himself from the premises if requested to do so by the principal or designee, he shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1180

**Disrupting public school:**

It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1181

**Non-Student Conduct on School Premises and Buses:**

Persons other than students who insult or abuse school teachers in the presence of pupils may be ordered to leave school premises. Any parent, guardian, or person other than a student at a public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above-designated personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. Ref. O.C.G.A. 20-2-1182

**Bullying definition (O.C.G.A. 20-2-751.4):**

(a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student’s education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

**Ineligibility for Driver’s License:**

Schools are required to report students 14 through 17 years old whose driver’s licenses are to be revoked or denied because such student dropped out of school without graduating and has remained out of school for ten consecutive school days; has accumulated ten or more school days of unexcused absences during the current or previous academic year; or has been found in violation by a hearing officer, panel or tribunal for committing one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses: (1) Threatening, striking, or causing bodily harm to a teacher or other school personnel; (2) Possession or sale of drugs or alcohol on school property or at a school sponsored event; or (3) Possession or use of a weapon on school property or at a school sponsored event; (4) Any sexual

offense prohibited by O.C.G.A. Chapter 6 of Title 16; or (5) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. The suspension of the license shall be for a period of one year or shall end upon the date of such minor's eighteenth birthday, whichever comes first. Ref. O.C.G.A. 40-5-22

## **Important Notices**

The Appling County School District prohibits conduct that may be construed as bullying (O.C.G.A. 20-2-751.4). As used in this code section, the term "bullying" means an act that occurs on school property, on school vehicles, at designated school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

### Georgia Compulsory Attendance § 20-2-690.1.

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma. For additional requirements, see code O.C.G.A. § 20-2-690.1.

### Threats of Violence

The Appling County School District will not tolerate threats of violence toward persons or property, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.

### Sexual Conduct and Criminal Penalties

The General Assembly of Georgia requires that this code of conduct includes language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### Private Property

ACSD discourages bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

### Instigating Rule Violations

A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct, or any Appling County Board of Education policy.

### False Reporting

The General Assembly of Georgia requires that this code of conduct includes language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged

inappropriate behavior by a teacher, administrator, or other school employees toward a student. Such false reporting may be punishable by law and is punishable by this code of conduct.

**E-Cigarettes, Vapes, Pens, etc.**

Any student caught using, distributing, or in possession of E-cigarettes, vapes, pens, or any other electronic tools and delivery devices or any vaping paraphernalia (including THC, CBD, hemp products), oils juices, etc. at school or on school property at any time, off the school grounds at a school-sponsored activity, function, or event will be subject to severe disciplinary consequences that can include expulsion.

**\*Georgia Law - The minimum age for the sale and/or distribution of cigarettes, tobacco products, tobacco-related objects, alternative nicotine products, and vapor products is 21 years of age.**

**Notice of rights of students and parents under Section 504**

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

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

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

your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

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

## **SECTION 504 PROCEDURAL SAFEGUARDS**

### **1. Overview**

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

### **1. Hearing Request**

The Request for the Hearing must include the following:

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

Within 10 business days from receiving the grievance's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

### **2. Mediation**

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

### **3. Hearing Procedures**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
  - e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present evidence and witnesses, respond to the grievous testimony and answer questions posed by the review official.
  - f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
  - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
  - h. The hearing shall be closed to the public.
  - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
  - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
  - k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
  - l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievance can prove that a preponderance of the evidence supports his or her claim.
  - m. Failure of the grievance to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.
4. Decision  
The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
5. Review  
If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **Section 504 Resolution Agreement - Adopting 504 Safeguards and Frequently Asked Questions**

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GA DOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards. These actions must be taken by each LEA before June 15, 2012.

The following frequently asked questions are designed to help guide LEAs as they adopt and implement student rights and procedural safeguards under Section 504.

1. Where can I find GA DOE's model student rights and procedural safeguards under Section 504? You may find GA DOE's model student rights and procedural safeguards, as well as, other information relevant to complying with the Section 504 Resolution Agreement on GA DOE's website.
2. Does my LEA need to adopt the exact same student rights and procedural safeguards as GA DOE? No, your LEA may adopt the model rights and safeguards as written or it may modify the model rights and safeguards in a manner that is consistent with Section 504 law and regulations. If you wish to modify the model rights and safeguards, we encourage you to seek the advice of your legal counsel regarding your proposed modifications.
3. Can my LEA adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards? Yes, procedural safeguards and student rights must be in place under Section 504 and Title II of the ADA. GA DOE encourages LEAs and schools to fulfill all obligations under Section 504 and Title II of the ADA in the manner it deems most appropriate, which may include adopting additional guidance or forms to assist decision-makers.
4. Is GADOE going to adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards? GA DOE will not adopt additional guidance or forms as a result of the Section 504 Resolution Agreement. Though GADOE does not have any current plans to adopt additional guidance or forms for implementing Section 504 or Title II of the ADA, any future guidance will be posted on the GADOE website.
5. What process does my LEA need to follow to adopt the student rights and procedural safeguards? To adopt the student rights and procedural safeguards, the LEA should utilize the same process as it would for any internal policy or procedure.
6. How does my LEA notify OCR that it has adopted and implemented the student rights and procedural safeguards? By June 15, 2012, each must notify OCR in writing that the LEA has adopted and implemented its students' rights and procedural safeguards. This can be done as a letter or email to OCR that includes the student rights and procedural safeguards adopted by the LEA, a link to where the student rights and procedural safeguards may be found on the LEAs webpage, a written description of the notice it provides to parents and guardians, a description of the hearing process, and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings or the procedure by which a hearing officer will be obtained.
7. To whom should the LEA send the notification to OCR that we have implemented the student rights and procedural safeguards? Written notification that the LEA has adopted and implemented its students' rights and procedural safeguards should be sent via email or U.S. mail to:  
The U.S. Department of Education  
Office of Civil Rights  
61 Forsyth St., S.W. Suite 19T10 Atlanta, GA 30303
8. What needs to be included in my LEA's notification to OCR that we have implemented the student rights and procedural safeguards? The notification must include the student rights and procedural safeguards adopted by the LEA, a written description of the notice it provides to parents and guardians, a link to where the student rights and procedural safeguards may be found on the LEA's webpage, a description of the hearing process, and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings or the procedure by which a hearing officer will be obtained
9. How does an LEA obtain a hearing officer for Section 504? An LEA may utilize any process for obtaining a hearing officer for Section 504 that is consistent with its internal policies and procedures for obtaining professional services. This may include soliciting requests for proposals from qualified individuals, which in the context of hearing offices, typically includes law firms or other subject-area experts. GA DOE does not provide hearing officers for LEA hearings under section 504.

10. How does an LEA notify parents and students that it has implemented the student rights and procedural safeguards? At a minimum, the LEA must notify parents and students that it has implemented the students' rights and procedural safeguards by including the students' rights and procedural safeguards in its student handbooks and LEA website. The LEA must also furnish the student rights and procedural safeguards to those who request them.
11. In what written materials do the student rights and procedural safeguards need to appear? At a minimum, the LEA must include the student rights and procedural safeguards in its student handbooks. LEAS are also encouraged to include the student rights and procedural safeguards in other materials it deems appropriate such as a Section 504 Handbook or Student Services Manual.
12. Do I need to print the entire student rights and procedural safeguards in our student handbooks?  
Yes
13. Do I need to post the entire student rights and procedural safeguards on our LEA's website? yes  
Will adopting these students' rights and procedural safeguards, and notifying OCR and parents satisfy my LEA's obligations under Section 504 Resolution agreement? No, as part of the Section 504 Resolution Agreement, all LEA key administrators and critical staff must complete training from OCR by June 1, 2012, and the LEA must notify OCR of that training by June 20, 2012. LEA key administrators and critical staff that must attend training are those that are involved in the oversight for the identification, evaluation, and placement of students under Section 504 and Title II of the Americans with Disabilities Act.

## **Parents' Right to Know for Teacher Qualifications**

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information from the principal: 1. 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. 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

20 Day Notification ESSA Sec. 1112(e)(1)(B)(ii) - In Georgia, notification requirements apply to all teachers in all LEAs and schools/ programs within each LEA. LEAs must notify parents if a teacher has not met subject or grade level requirements for professional qualifications in compliance with state law for 4 or more consecutive weeks. In Georgia, this means either GaPSC certification requirements, or, if certification is waived under the Official Code of Georgia 20-2-2065 or State Board Rule 160-5-1-.33, the minimum qualifications established by each LEA. In Georgia, this notification must be made within 10 business days following the 4 consecutive weeks. For additional notification requirements and best practices, see the Title II, Part A Handbook or contact the assigned Title II, Part A Specialist.

## **Complaint Procedures under the Every Student Succeeds Act (ESSA)**

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

Any individual, organization or agency ("complainant") may file a complaint with the Appling School District Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

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

Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies

Title I, Part A: Foster Care Program

Title I, Part C: Education of Migratory Children

Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

Title II, Part A: Teacher and Principal Training and Recruiting Fund  
Title II, Part D: Enhancing Education Through Technology  
Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement  
Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities  
Title VI, Part B: Rural Education Initiative  
Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children  
Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

#### C. Filing a Complaint

A formal complaint must be filed in writing to the Applying School District superintendent or his/her designee.

The complaint must include the following:

A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;

The date on which the violation occurred;

The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);

A list of names and telephone numbers of individuals who can provide additional information;

Copies of all applicable documents supporting the complainant's position; and

The address of the complainant.

#### D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

The date the Department received the complaint;

How the complainant may provide additional information;

A statement of the ways in which the Department may investigate or address the complaint; and

Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

#### E. Right of Appeal

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

The complaint must be addressed to:

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

### **Parent Notification of Online Options**

In compliance with Senate Bill 289, districts must notify students and parents of online options beginning in the 2013-2014 school year. Districts must allow students to take an online course even if the course is offered in the local district. Online courses can be accessed through Georgia Virtual School, local virtual schools, or vendor online schools. If the online course is taken as part of the regular school day, then the school will pay for the course (some limitations may apply). If an online course is taken outside of the regular school day, then the parent will pay for the course.

Additionally, House Bill 175 mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for the availability of

online courses, online course providers, and guidelines for what constitutes high-quality online courses. The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers.

Step One: Type in the course you need (for example 9th grade Literature)

Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

Step Three: Utilize the provider's site to register the student in the selected online course.

### **Public Notice of Compliance**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998), or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees, and the general public are hereby notified that Appling County High School does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, IX, and Federal Programs	Kandiss Taylor	912-367-8610
504 and ADA	Kandiss Taylor	912-367-8610

Visit the Appling County School District's web page at [www.Appling.k12.ga.us](http://www.Appling.k12.ga.us) for additional information relating to existing and pending board policies, school calendars, Infinite Campus login information, and other important information regarding the Appling County School District.

### **Harassment**

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands, or physical contact which creates a hostile environment for a student or employee. Other comments and behaviors may also be considered harassment and would be forbidden by the policy.

Any student, employee, applicant for employment, parent, or other individual who believes he/she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal. Students may also report harassment or discrimination to their school counselor or administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment is deemed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

The school district does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs, and dealings with the public. 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.

### **Discrimination or Harassment Complaint Procedure**

Complaints made to the school system regarding alleged discrimination or harassment on the basis of race, color, or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, an applicant for employment, parent, or another person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal or his/her designee or the appropriate coordinator designated from time to time by the board of education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the board of education, the complaint shall either be made by the complainant to the superintendent or, if the complaint is initially made to the school principal, reported by the principal to the superintendent. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student will not be tolerated. If a student falsifies a report of this nature, he/she will be dealt with according to the system and school student discipline code, and the educator will be publicly exonerated.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken, and copies of this response shall be furnished to the complainant, the appropriate coordinator, and the superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five workdays of receiving a copy of the written response, to have the complaint referred to the superintendent of schools.
5. The superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the superintendent, then the complainant shall have the right, within fifteen working days of the receipt of the written response of the superintendent, to have the complaint referred to the Board of Education. In order to have the board review the superintendent's decision, the complainant must file with the superintendent a written statement setting forth the reasons he or she disagrees with the response of the superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the board of education.
7. Within thirty working days of receipt of the written request of the complainant, the superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the

response of the coordinator or designee, the response of the superintendent, and the response of the complainant. In addition, the board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

8. The board of education will either uphold the recommendation of the superintendent or require the system to take some other action in response to the complaint. A copy of the action of the board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated §20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or state department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment, and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

#### **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
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. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a

legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Confidentiality of student records shall be preserved while access is provided to parents, eligible students and school officials with legitimate educational interests, as described in the annual notice above.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a written request within the first 30 days of enrollment to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a) Student's name, address and telephone number
- b) Student's date and place of birth;
- c) Student's participation in official school clubs and sports;
- d) Weight and height of student of members of an athletic team;
- e) Dates of attendance at schools within the school district;
- f) Honors and awards received during the time enrolled in the district schools;
- g) Photograph; and
- h) Grade level

#### **SAFE AND DRUG-FREE SCHOOLS NEEDS ASSESSMENT**

In order to provide the best drug and violence prevention activities for your child and in accordance with the guidelines for the Elementary and Secondary Education Act (ESEA) Legislation, your child may be asked to complete surveys that pertain to student involvement and attitudes toward substance abuse and violent situations (i.e. PRIDE, YRBS, etc. or locally developed surveys). These surveys are completely anonymous and may be administered throughout the school year.

The data collected will be used to identify critical areas of need and help us:

Maintain a school environment that is free of drugs and violence;

Promote a class atmosphere that allows teachers to teach and students to learn;

Develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.

If you do not wish your child to participate or if you have questions, please contact the school.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability 30 (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal assistance. Students, parents, employees, and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy. Title VI, Title IX – Debra Lawrence Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912-367-8610) Section 504 and ADA – Kandiss Taylor, Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912-367-8610)

### **English for Speakers of Other Languages (ESOL)-**

The purpose of the ESOL program is to help students for whom the primary or home language, other than English, to acquire the English language skills necessary to be successful in school. In order to succeed, students must develop English language proficiency in listening, speaking, reading, and writing across all areas of the curriculum. Service may be provided through the following state-approved delivery models: pull-out, collaborative teaching, push-in, sheltered courses, and/or a cluster center program. In addition, interventions will be provided through supplemental classroom instructional strategies.

### **Special Education**

Students that qualify for Special Education are protected under the Individuals with Disabilities Education Act. Their educational goals are determined by the Individual Education Program (IEP) committee and articulated within the IEP. An IEP meeting is held at least once annually to determine the educational goals and to assess progress. Parents are involved in practically every aspect of the student's educational program. Parents have the right to call an IEP meeting at any point during the school year and may disagree or appeal the decisions of the IEP committee through special hearings or court proceedings.

### **Gifted Education--**

Students in grades kindergarten through twelve in the Appling County School District (ACSD) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self, or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available. Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation, and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Appling County School District will not be used in the assessment process.

To be eligible for gifted services, a student must score at the 96th percentile (for grades 3-12) on the composite score of a standardized test of mental ability and score at or above the 90th percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Appling County and will, therefore, receive gifted services. In grades 6-8, identified gifted students will receive

advanced content instruction in one or more of the following academic content areas from a certified, gifted-endorsed teacher: language arts, reading, social studies, science, math, fine arts, foreign language, or CCA. In our attempt to match gifted service to demonstrated student need, students will be placed in the advanced content course(s) using set criteria to include, but not be limited to, norm- and criterion-referenced test data.

The criteria, in accordance with state guidelines, will be set by the school system. Continued placement in the gifted program shall include satisfactory performance in both regular education and gifted classes and must provide for a probationary period. In grades 6-12, satisfactory performance in gifted shall be based on the student maintaining at least a 70 in non-gifted served academic classes and a minimum of an 80 in gifted-served classes for each grading period of one nine (9) weeks and each semester. Any student who fails to meet the continuation criteria will be placed on probation for a minimum of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period, the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted program. Probation may not occur more than one time at any instructional level (K-5, middle, and high).

#### **Extra-curricular Non-Discrimination Notice**

The school recognizes the importance of offering a comprehensive, balanced program to all students, and the school system supports the academic curriculum by making available to students a series of extra-curricular activities. Students are encouraged to participate as a part of their high school experience. Band, sports, cheerleading, clubs, and other activities will be included throughout the year. Student participation in activities governed by the State of Georgia eligibility requirements will be monitored very closely by the school administration, and all rules and requirements must be followed exactly with no exceptions. The State requires that students must physically be in attendance in their regular classroom THAT day in order to practice or participate in an extracurricular activity. Therefore, if a student is OSS or ISS on the day of a particular activity that he/she is involved in, he/she may not participate. State Law prohibits discrimination based on gender in athletic programs of the local school system (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified the Appling County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Brian Warren, 1655 Ga. Hwy 120, Tallapoosa, Ga. 30176, 912-367-8610. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator

## **Career Technical and Agricultural Education (CTAE) Opportunities and Public Non-Discrimination Notice:**

The Appling County School District offers classes in the following CTAE pathways and programs with college and career ready student credentialing opportunities at Appling County High School:

Agricultural Mechanics Systems	Culinary Arts	Horticulture & Forest Science
Work Ready Pathway (new)	Early Childhood Care & Education	Horticulture/Mechanical Systems
Allied Health & Medicine	Engineering & Technology	Marketing & Management
Audio-Video Technology & Film	Food & Animal Systems (new)	Welding
Business & Technology	Forestry/Mechanical Systems	Work-Based Learning (WBL) Program

Also, Appling County Middle School offers classes in the following CTAE program areas:

Agriculture	Business Education	Computer Science	Engineering & Technology (STEM)	Family & Consumer Science
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The Appling County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In accordance with all aspects of this non-discrimination policy, admission and participation in Career Technical and Agricultural Education (CTAE) programs are offered and available to all students regardless of race, color, national origin, sex, disability, or age. In addition, lack of English language proficiency is not a barrier to admission or participation in any CTAE program. The Appling County School District also does not discriminate in its hiring or employment practices.

Additional information on CTAE pathways and programs can be found at <http://www.appling.k12.ga.us/ACHS/> under the CTAE link. For general information about these CTAE programs, contact:

Dr. Ryan Flowers, Career, Technical, and Agricultural Education Director  
Address: 482 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8610

Inquiries regarding non-discrimination policies should be directed to:

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

The Education Amendment of 1972, Title IX and The Civil Rights Act of 1964, Title VI:  
Mrs. Debra Lawrence, Assistant Superintendent, (912) 367-8600

Individuals with Disabilities Education Act IDEA/The Rehabilitation Act of 1973, Section 504:  
Mrs. Pam Thomas, Special Education Director, (912) 367-8600

Title 1 & Title 2 Federal Programs:  
Dr. Norma Cortes, Director of Federal Programs, (912) 367-8600

## **ACHS Documents for Review by Parents**

**[ACHS Family-School Compact FY26 - English](#)**

**[ACHS Family-School Compact FY 26 - Spanish](#)**

**[ACHS Parent and Family Engagment Policy FY26 - English](#)**

**[ACHS Parent and Family Engagment Policy FY26 - Spanish](#)**

**[ACHS Parents Right to Know - Both English and Spanish](#)**

**[ACHS School Nutrition Information FY26](#)**