

# ***Appling County Middle School***

**Parent/Student Handbook of Information**

**2025 - 2026**

**2997 Blackshear Highway, Baxley, GA 31513**

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**PRINCIPAL**

**Dr. Cathy Campbell**

**ASSISTANT PRINCIPAL**

**Coach James Hayes**

**ATHLETIC DIRECTOR**

**Coach Glenn Shelby**

**INSTRUCTIONAL SUPPORT SPECIALIST**

**Dr. Pam Johnson**

**SPED COORDINATOR**

**DR. CHELSEI NORRIS**



## **VISITORS**

**ACMS WELCOMES PARENTS AND PATRONS WHO WISH TO VISIT. VISITORS ARE REQUIRED TO CHECK IN AT THE PRINCIPAL'S OFFICE. THIS PROCEDURE PROTECTS THE CLASSROOM INSTRUCTIONAL PROCESS FROM UNDUE INTERRUPTION AND ASSURES VISITORS OF EFFICIENT RESPONSE TO THEIR SCHOOL NEEDS. STUDENTS ARE NOT PERMITTED TO BRING RELATIVES OR FRIENDS TO VISIT DURING THE SCHOOL DAY.**

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APPLING COUNTY MIDDLE SCHOOL

2025 – 2026 SCHOOL YEAR CALENDAR

Pre-Planning (4 Days).....	July 29,30, 31August 1
<b>First Day of School</b> .....	August 4
<b>Holiday (Labor Day)</b> .....	September 1
Progress Reports .....	September 4
End of 1 <sup>st</sup> 9 Weeks.....	October 6
<b>Holiday (Fall Break)</b> .....	October 13, 14
<b>In-Service (Student Holiday)</b> .....	October 15
Progress Reports .....	November 13
<b>Holiday (Veterans' Day)</b> .....	November 11
<b>Holidays (Thanksgiving)</b> .....	November 24, 25, 26, 27, 28
End of 2 <sup>nd</sup> 9 Weeks & 1st Semester (Early Release – ½ Day).....	December 19
<b>Holidays (Christmas)</b> .....	December 22–January 2
<b>In-Service (Student Holiday)</b> .....	January 5, 6
<b>Holiday (Martin Luther King)</b> .....	January 19
Progress Reports .....	February 10
<b>Winter Break</b> .....	February 16
End of 3 <sup>rd</sup> 9 Weeks .....	March 12
<b>In-Service (Student Holiday)</b> .....	March 13
<b>Holidays (Spring Break)</b> .....	April 6, 7, 8,, 9, 10
Progress Reports .....	April 21
<b>End of 4th 9 Weeks &amp; Graduation (Early Release ½ Day)</b> .....	May 22
Post Planning (3 Days).....	May 26, 27

\*\*Any day missed due to school closure for bad weather or other emergency may be made up on the holiday schedule on the calendar.

**Permission to photocopy/video: I hereby give Appling County Middle School permission to publish the photographic portraits, pictures, or video of my child. I agree that the photographs become exclusive property of Appling County Middle School, and I waive all rights thereto. This permission is granted on the form you sign that you have received the Student Handbook on Student Information Forms.**



## ACMS 2025-2026 SCHEDULE ACMS Bell Schedules

### SIXTH GRADE

1 <sup>st</sup> Period	7:45-8:25
2 <sup>nd</sup> Period	8:25-9:50
3 <sup>rd</sup> Period	9:50-10:30
4 <sup>th</sup> Period	10:30-11:10 (Conn)
5 <sup>th</sup> Period	11:10-11:50 (Conn)
3 <sup>rd</sup> Period	11:50-12:35
Lunch	12:35-1:05
6 <sup>th</sup> Period	1:05-2:40

### SEVENTH GRADE

1 <sup>st</sup> Period	7:45-8:55
2 <sup>nd</sup> Period	8:55-9:35 (Conn)
3 <sup>rd</sup> Period	9:35-10:15 (Conn)
4 <sup>th</sup> Period	10:15-11:30
5 <sup>th</sup> Period	11:30-12:00
Lunch	12:00-12:30
5 <sup>th</sup> Period	12:30-1:20
6 <sup>th</sup> Period	1:20-2:40

### EIGHTH GRADE

1 <sup>st</sup> Period	7:45-9:05
2 <sup>nd</sup> Period	9:05-10:15
3 <sup>rd</sup> Period	10:15-11:25
Lunch	11:25-11:55
4 <sup>th</sup> Period	11:55-1:05
5 <sup>th</sup> Period	1:05-1:45 (Conn)
6 <sup>th</sup> Period	1:45-2:25 (Conn)
4 <sup>th</sup> Period	2:25-2:40

### VISION

Appling County Middle School will be a school of excellence for all learners.

### MISSION STATEMENT

We are committed to providing a quality education that promotes maximum individual achievement and social responsibility.

### OUR BELIEFS

1. All individuals are valued and will be treated with dignity.
2. Quality education addresses individual needs and increases student achievement.
3. Effective teachers are the foundation of quality instruction.
4. Effective teachers use differential instructional strategies to address the needs of all learners.
5. High expectations, in an organized environment, are essential for optimal learning.
6. An emotionally and physically safe environment promotes learning.
7. A strong partnership among home, school, and community increases student achievement.
8. Well maintained facilities and equipment and the use of appropriate technology enhance the learning environment.
9. Modeling and teaching character values promote social responsibility and citizenship.
10. Extracurricular activities promote school and community involvement and personal and social development.
11. A continuous process of improvement is based on research and best practices.
12. All students have the ability to learn and share responsibility for learning.
13. A variety of assessments will drive instructional decisions.

# **APPLING COUNTY MIDDLE SCHOOL**

## **MIDDLE SCHOOL PROGRAM**

### **2025-2026**

Appling County Middle School will be using the middle school concept for the 2025-2026 school year. This concept is designed especially for students in grades six, seven, and eight to help ease the transition from elementary school to high school. It provides for the expansion of the basic skills learned at the elementary level and allows for more curricular opportunities. This new program also provides more time for teachers to discuss and plan for student needs.

The Appling County Middle School Program contains grades 6, 7, and 8. The school has a full-time principal, assistant principal, guidance counselors, mental health counselor, instructional support specialist, and media specialist.

#### **LANGUAGE ARTS/READING**

The English/language arts and reading course involves the development of skills in reading, writing, listening, speaking and viewing. Students are instructed in reading, literature, the writing process, grammar, spelling, speaking and listening skills, and vocabulary development. Our approach to the ELA program is an integrated one based on the philosophy that effective communication is one of the most important skills a person learns. Writing instruction will include accuracy in usage, punctuation, and spelling as students write for real purposes and real audiences. Writing instruction will be aimed at developing fluency, appropriateness, depth, and effectiveness. The study of novels will enhance the reading text and allow students to view authors' techniques of writing for appreciation and as a means to improve written expression.

#### **MATHEMATICS**

The mathematics program at the middle school implements Common Core Georgia Performance Standards. The program focuses on engaging the students in the development of mathematical understandings, comprehension of mathematical concepts, and critical thinking. The primary emphasis will be on helping students realize connections between mathematical concepts and solving real world problems. The new math program is characterized by an increased rigor which sets high expectations for all students.

#### **SCIENCE**

The middle school science program is designed to give students the scientific background they need for the more specific high school science courses. The approach is, to the greatest extent possible; a research based "hands-on," learning experience. Students solve problems using the scientific method: forming hypotheses, specifying procedures for proving or disproving the hypotheses, and formulating conclusions. Sixth graders focus on earth science. Seventh graders focus on life science, and eighth focus on physical science. We believe that all students need to know the basics of science and the scientific method in order to understand the complex and ever-changing world in which we live.

#### **SOCIAL SCIENCES**

The social science program at the middle school uses an area studies approach in which students examine geographic patterns, as well as historical, political, social, and economic development of specific cultural regions. The cultural areas studies include Latin America, Asia, Africa, Australia, and Oceania. Eighth grade students study a cultural area a bit closer to home--Georgia. The Georgia studies program uses the same cultural studies approach to examine the geographic, civic, historical, and economic factors, which have worked to make Georgia unique. Both Seventh and Eighth grade students briefly investigate the geographical and historical development of Appling County. Social science skills, including map and globe usage, time and chronology, socialization and democratic leadership, information processing, and problem solving are interspersed throughout the curriculum. Social studies lessons incorporate literacy skills in both reading and writing.

#### **HEALTH AND PHYSICAL EDUCATION**

The health program at the middle school level provides instruction in preventing the spread of communicable diseases; the use and abuse of drugs, alcohol, and tobacco; coping with physical, social, and mental stress; nutrition; Red Cross First Aid, and CPR; and sex education. The physical education program stresses the importance of physical activity as a worthwhile use of leisure time throughout life. It helps students develop the ability to set personal fitness goals, develop a fitness program, and carry out the program and evaluate the results. The program also helps students understand the basics of cooperation, competition, and leadership by providing a variety of opportunities for participation in individual, dual and team sports. Students are required to wear tennis shoes for physical education, so that they can be active participants in the program.

#### **GIFTED**

Appling County Middle School believes that identified gifted students should receive a challenging and diverse curriculum, which provides opportunities to enhance and maximize the high ability levels of students through acceleration, critical thinking, and real world problem solving activities. These identified gifted students exist within the student body population and are found within all socioeconomic, gender, and ethnic groups. Because these students display exceptionally high abilities in academics, creativity, and/or leadership areas, a differentiated curriculum is provided to gifted students through an advanced content class delivery model or cluster grouping model. Students are provided a course syllabus or contract to document differentiation and outcomes.

Students may be referred for consideration to receive gifted services by counselors, school administration, teachers, parents or guardians,

peers, or others with knowledge of the student's advanced performance in specific areas. Students who score at specific levels on norm-referenced tests are considered automatically for further assessment to determine eligibility for gifted services. Written consent is obtained prior to testing or placement into the gifted program (160-4-2-.38). A gifted referral form is posted on the school's Web page and is available in the school's administrative office.

## **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 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 record 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.

The Appling County School System forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll.

## **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; 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.

We are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

# Right to Know Notification

## Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **July 1, 2025**

Dear Parents:

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Principal, **Dr. Cathy Campbell** at **(912) 367-8630**.

Sincerely,



Cathy M. Campbell, Ed.D.  
Principal

## Notificación de Derecho a la Información

### Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales

#### Appling County Middle School

1 de julio de 2025

Estimados Padre de Familia o Tutor Lega:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la **Appling County Middle School** le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesionales de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
  - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
  - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y

- está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con Dr. Cathy Campbell, al **912-367-8630**.

Saludos cordiales,



Cathy Campbell, Ed.D.  
Principal

## **ASBESTOS MANAGEMENT PLAN**

Annual notification relative to asbestos management plans is hereby provided for parents/guardians of all students who attend classes in Appling County Schools. Each school has an Asbestos Management Plan that shows the location of materials that contain asbestos or materials that are assumed to contain asbestos. The plan is on file in the principal's office and may be reviewed or obtained during normal business hours. Annual notification is required even if the school contains no asbestos.

## **ADMISSIONS**

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

All students requesting first time admission to Appling County Middle School shall be admitted only upon being enrolled by (1) a parent of the student; (2) an adult who may be caring for the child under court order or has been awarded legal custody of the student by any court in this state or in any other state; or (3) an adult with whom the student actually resides and who is exercising parental control over the student pursuant to the consent of the parents of the student or the abandonment of the student by the parents.

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

A birth certificate, acceptable transfer papers, immunization certificate, and any other additional documents as required by statute or School Board policy shall be required of each student prior to formal school admission. Out of state students who produce transfer papers without a certificate of immunization will have 30 school days to produce this certificate. If at the end of this 30-day period such papers have not been produced, the student will be dropped from school until this requirement has been met.

A transferring student applying for admission to ACMS must provide a certified copy of his/her disciplinary record from the school previously attended. In lieu of complying with this condition, a transferring student may be admitted on a conditional basis if he/she and his/her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administrators.

The student or his/her parent/guardian shall also disclose on the same document as the release disclosure whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed. The student or parent/guardian shall also disclose whether the student is presently serving a suspension or expulsion from another school, the reason for the discipline, and the terms of the discipline.

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

Any student who voluntarily withdraws or is administratively withdrawn from school will be allowed to reenter the following semester under these guidelines: (A) The age limit has not been surpassed for school attendance; (B) The parents or guardians along with the reentering student and

the school administrator must sign a contract which stipulates conduct, attendance requirements, and penalties for future withdrawals; (C) The student must reside in Appling County.

## **HB 251 PUBLIC SCHOOLCHOICE**

Parents of K-12 public school students in Georgia now have the option to enroll their child in any school within the local school district which they now reside. The law requires, among other things, that each school district implement a universal, streamlined process to manage such transfers by July 1 of each year.

Features of House Bill 251:

- A parent/guardian can elect to send a child to another public school in the same school district as long as there is classroom space available at the school after its assigned students have been enrolled;
- If a parent elects to exercise this choice option, the parent assumes all costs associated with transporting the child to and from the selected school;
- A student who transfers to another school pursuant to this law may continue to attend such a school until the student completes all grades of the school;
- If a parent request a transfer to a school that does not have the services required by the current Individualized Educational Plan (IEP) or Individualized Accommodation (IAP), nothing in the law requires the school to develop those services as long as they are available within the local school district;
- Any student transferring under this law shall be subject to the eligibility requirements of the Georgia High School Association.

## **RULES, GUIDES, AND POLICIES 2025-2026**

Any rule, guide or policy written herein is done so for the benefit of all students. Students are requested to pay particular attention to all safety rules listed.

### **NON-RESIDENT STUDENTS**

The students whose home or place of residence is in a county other than Appling County are not to attend school in this county. Exceptions are as follows

- a. Students who resided out of county prior to 5/13/96 and attended Appling County Schools.
- b. Students whose parent(s) or legal guardian(s) teach in the Appling County System.

### **SCHOOL ATTENDANCE**

Students are encouraged to be in school every day. Students who miss a day of school also miss a day of learning that might never be replaced. Help make school a top priority by building the habit of daily attendance.

Attendance is a basic requirement of student progress in school. Appling County Middle School encourages regular attendance and shall intervene early when students begin to accumulate excessive absences. ACMS shall work to enforce the compulsory attendance laws by referring students with excessive absences to the student services coordinator. A student shall be referred when he or she has accumulated five (5) unexcused absences. A student who misses 15 days or more of school is subject to retention.

#### **GEORGIA CODE 20-2-690.1**

Parent/guardians of students who miss more than five (5) days unexcused absences shall be considered in violation of Georgia Code 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.

**Attendance is vital to the success of the student. Excessive absences will result in loss of privileges to go on field trips, attend school dances and assemblies, enter beauty pageants, reward days, and/or any other curricular activities.**

The student services coordinator, as attendance officer for this system, will work with the family of students having attendance problems. Efforts will be made to help the family resolve attendance problems. In cases where satisfactory resolution of attendance problems does not occur, it shall be the duty of the Student Services Coordinator to file proceedings in Juvenile and/or State Court to ensure compliance with compulsory attendance laws. Five (5) or more unexcused absences may result in court action being taken.

Questions about the attendance policy should be directed to the principal.

Students with extended illnesses (more than 10 days) may qualify for the Hospital/Homebound program.

## **HOSPITAL-HOMEBOUND INSTRUCTION**

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 10 school days), will be eligible for services of an itinerant hospital-homebound instructor. The counseling office should be contacted to make arrangements for this program. **Students are not eligible to participate in school or extracurricular activities while on Hospital-Homebound instruction.**

## **EXCUSED ABSENCES**

A student who is absent from school should bring a written excuse to his/her homeroom teacher from his/her parent/guardian for the absence on his/her first day back to school. Excuses for absences shall be furnished in writing, signed by the student's parent or guardian, and shall specifically state the reason(s) for the absence. All excuses will be evaluated by the principal or his designee to determine if the absence is excused or unexcused. Excuses, which are received after the third day back to school, shall not be accepted and the absence shall be considered unexcused. Make-up work for absences will be handled when the student returns to school.

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, that is documented in a medical note.

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.

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.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

When children wish to leave school during the day they are required to bring a note from parent or guardian. The principal must approve this note. Verbal requests and personal pick-up by parents are acceptable. Excessive sign-outs will not be tolerated without doctor's excuses. Students must sign-out in the front office when leaving and clear with all teachers whose class they will miss for the remainder of the day. Students who are to participate in an extracurricular activity on a school day must have been present at school at least one-half of the day.

## **FAMILY LEAVE ABSENCES**

A parent/guardian may request Administrative approval of up to two (2) days **Family Leave Absence (FLA)** per semester. The FLA will be considered an **unexcused** absence but the student may make up missed work for a grade. This request should be made prior to a planned FLA but must be requested within three days upon returning to school.

## **CHECK-IN POLICY**

The first bell rings at 7:40 AM. The tardy bell rings at 7:45 AM, and all students are expected to be in class at this time. Any student who arrives at school any time past 7:45 AM must sign in through the Front Office. Students will be issued an **Admittance Slip** denoting excused or unexcused tardy and time of arrival. If the slip is marked **unexcused**, the admitting teacher will include the tardy in the student's tardiness record.

Students arriving on late buses will be issued excused admission slips. **STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT AN ADMITTANCE SLIP.**

A student who is tardy to school must submit a note to the front office when signing in from parent/guardian, doctor, or court official explaining the tardiness. Examples of excused tardies are: visits to doctor, accident, court appearance, bus late to school, emergencies, or unexpected events as approved by the administration. ACMS allows students three unexcused tardies to school per semester before punitive action is administered. These three tardies are to allow for unexpected events such as; oversleeping, car not starting, flat tire, traffic citation, bus left. After **(5) excused tardies** in one semester, the student may be required to bring in a doctor's excuse. **After (5) unexcused tardies in one semester the student may not be eligible to participate in Reward Day Activities and other extracurricular activities.**

## **LATE BUS**

If a bus comes in late, the bus student must check in with the front office for an excused admission slip. An announcement will be made from the office giving the bus number of the late bus.

## **CHECKOUT POLICY**

The ACMS clerical and administrative staff may not release students to anyone other than a parent or legal guardian or to an authorized adult designated on the student sign out card. This policy reflects ACMS concerns for the safety and well-being of our students. **ONLY** in situations involving emergencies at home or sickness of the student at school will the policy be waived.

Students who become ill at school will be sent to the school nurse prior to contacting the parent to sign the student out.

Students will not be called from class after 2:00 pm.

A student who returns to school after signing out for any portion of the school day, must sign in with the front office upon return to the campus. Any student who is absent from school or who signs out of school and comes on campus and does not sign in with the office may be considered truant at the discretion of the administration.

## **SIGN-OUT PROCEDURES**

1. Report to front office prior to 1st period.
2. Present a request in writing from a parent/guardian stating the reason for signing out.
3. The parent must call the ACMS Office between 8:00 and 9:00 a.m. to verify the note.
4. The office staff will verify sign out requests.
5. Students signing out before the end of the school day must bring an excuse within three (3) school days. Each period missed is marked as an absence. If an excuse is not written within three (3) school days, the absence will be unexcused.
6. Students will not be allowed to sign out after 2:00 pm.

## **MESSAGES**

ACMS 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 given their message when announcements are made at the end of the school day unless the message is an emergency. Students should discuss their appointments and other activities after school with their parents outside of school time.

Appling County School System will utilize the communication system "ShoutPoint Call Out System" with any available contact information that is linked to a student. This includes email, home phone, cell phone, etc. Changes in student contact information should be reported to the child's school immediately.

## **MOMENT OF SILENCE**

State law requires each public school to conduct a moment of silence during the school day to give students an opportunity to reflect on anticipated activities of the day. A moment of silence and the Pledge of Allegiance will be observed at the beginning of the school day.

## **OFF-CAMPUS BEHAVIOR**

Students who engage in an off-campus behavior, which could result in the student having DJJ charges and whose continued presence at school poses a potential danger to persons or property at school or disrupts the educational process, may face disciplinary action up to and including suspension or expulsion.

## **OFF LIMITS AREAS**

The following areas are off limits unless part of a school-related activity that the student is part of: (1) any part of the school a student does not have a class or permission to be in while classes are in session; (2) any construction area;(3) parking lots; (4) teacher's workroom; (5) anywhere on campus after 3:30 PM. A student is considered off-limits if he/she is in the bus loading area and does not ride a bus or is in the parent pick-up area and is not a pick-up student.

## **SCHOOL AND YOUR DRIVER'S PERMIT/LICENSE**

**An addendum will be sent home with the new state rules regarding students and their driver's license.**

A \$5.00 fee will be assessed for each additional copy of the ADAP certificate. ADAP certificates will not be mailed or faxed.

These certificates **must be** picked up in the Guidance Office by the student or parent/guardian.

## **CERTIFICATE OF ATTENDANCE**

Students must sign up for their Certificate of Attendance **one day** in advance of needing their certificate. The certificate of attendance must be picked up the following school day after third lunch. Phone calls to sign up students will not be allowed. Students that have missed 10 unexcused days of school in the current and previous academic year WILL NOT receive a Certificate of Attendance. The Certificate of Attendance is valid for 30 days. The Certificate of Attendance for the summer must be picked up by the last day of school. CERTIFICATES OF ATTENDANCE FOR THE SUMMER WILL BE VALID ALL SUMMER IF DATED NEAR THE LAST DAY OF SCHOOL. A \$5.00 fee will be assessed for each additional copy of the Certificate of Attendance and/or ADAP certificate.

Certificates of Attendance and/or ADAP Certificates **will not** be mailed or faxed. These certificates **must be** picked up in the Guidance Office by the student or parent/guardian.

## **FINES**

Students who owe any school fees/fines will not be allowed to go on field trips, attend school dances and assemblies, participate in reward days, enter beauty pageants, attend the MORP, 8<sup>th</sup> Grade Trip, or any other extracurricular activities.

## **BUS REGULATIONS**

### **Conduct**

All ACMS rules and policies are in effect while students are loading, unloading, being transported, and at bus stops.

### **See Rule 11 Bus Conduct**

Students are expected to follow behavior guidelines posted on Appling County school buses and any other reasonable requests made by bus drivers. Failure to cooperate with the driver may endanger other riders and result in suspension from the bus as outlined in the ACMS Code of Discipline. Bus Loading Zone: Students riding afternoon buses are to go directly to their buses. Late bus students will wait in their classrooms until their bus number is called. Once the bus is called students are to report to the front sidewalk bus area to wait under the sidewalk with supervision for their bus. All other areas are off limits, including the gym, weight room, parking lots and classroom building.

### **Bus Fights**

The safety of all passengers on a school bus is a primary concern for the Appling County Schools. With the support of the Board of Education, a "zero tolerance" for fights on school buses for middle and high school students is currently in effect.

Unlike a playground, hallway, lunchroom or classroom, it is extremely difficult to seek safety inside a school bus when there is a fight, especially if the bus is moving. The risk for collateral injury to innocent students is much greater on a school bus than on a school campus, where innocent students could escape the immediate area for their own safety. There is great danger when fists, long fingernails or thrown objects miss their intended mark and instead injure an innocent student sitting nearby. This danger is even more likely for younger children such as pre-kindergarten students who sometimes must ride on buses with older students. When a bus driver is focused on the highway, there is little chance of the driver being able to immediately intervene and stop the fight, at least until he or she can safely stop the bus and break up the

fight. The safety of innocent students depends on all students following bus rules, especially those related to fights and serious disruptions. A similar “zero tolerance” had a positive effect during its initial trial year in 2006-2007, as bus fights were greatly reduced.

Therefore, the following was implemented for the 2014-15 school year and will continue to be in effect. In addition to the normal punishment for fights, students in grades 6-12 who are guilty of fighting on a school bus shall be suspended from riding any bus in the county for up to 45 consecutive school days contingent upon the number of bus incidents the student has accumulated.

**NOTE: See Rule 11 (Pages 36-37).**

## **PROMOTION POLICY GRADING SYSTEM**

Excellent	90-100	A
Good	80-89	B
Average	70-79	C
Failure	Below 70	F
Incomplete		I

Students in grades 6 and 7 must: (1) Earn a yearly average of 70% or higher in 3 of 4 academic subjects and (2) Be recommended for promotion by the teacher. The teacher’s recommendation will be based on documentable data such as a norm referenced and/or GA Milestones test results, class performance, and other sources. The results of the GA Milestones must be reviewed and considered in making a decision about student placement and instructional support.

Students in grade 8 must: (1) Earn a yearly average of 70% or higher in 3 of 4 academic subjects and (2) Be recommended for promotion by the teacher. The teacher’s recommendation will be based on documentable data such as norm referenced and/or GA Milestones test results, class performance, and other sources. The results of the GA Milestones must be reviewed and considered in making a decision about student placement and instructional support and meet the requirements as outlined in Section III of this policy (Georgia Requirements for grades 3, 5, and 8).

## **HONOR ROLL**

High Honor Roll - All students are considered eligible for High Honor Roll. Inclusive grades are 93-100.

Honor Roll - All students are eligible. Inclusive grades are 90-92.

## **STUDENT SUPPORT PROCESSES**

The Appling County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include MTSS, school counselors, chronic disciplinary problem student plans, 504 plans, referral for psychological/behavioral evaluations, and referrals to outside agencies.

## **PARENTAL INVOLVEMENT**

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

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

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

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

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

nary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent 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. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

## **AWARDS FOR MIDDLE SCHOOL PROGRAMS**

An awards program is held during the last week of the school year to recognize those students who have excelled either academically or athletically. This program is primarily an "honors day" for the eighth-grade students; however, outstanding sixth and seventh grade students are also recognized.

Some of the awards that have been presented during this program and the criteria used for selection are as follows:

### **ACADEMIC AWARDS**

#### **Top of the Team**

Awards are given for highest academic averages for each team per grade level.

#### **Accelerated Reader**

Awards are given to students who have accumulated the most points for each team per grade level.

#### **Beta Club Awards**

Awards given to the male and female with the highest academic average (1<sup>st</sup>– 3<sup>rd</sup> grading periods) per grade level.

#### **Uprising Star Student**

Highest Academic Average for 6<sup>th</sup>, 7<sup>th</sup>, and first half of 8<sup>th</sup> Grade Year.

#### **Presidential Award**

- 93 or above cumulative GPA over entire middle school career
- Display "integrity" and "exceptional judgment" resulting in no major disciplinary referrals
- 95% percent attendance (no more than 10 days absent this school year)
- Staff members can nominate students to receive the award if the student "would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work."

### **ATHLETIC AWARDS**

Most valuable player awards are given to a player in each of the following areas of the athletic program:

- Football
- Girls Cross Country
- Boys Cross Country
- Girls Basketball
- Boys Basketball
- Wrestling
- Girls Tennis
- Boys Tennis
- Golf
- Girls Track
- Boys Track
- Softball
- Baseball
- Girls Soccer
- Boys Soccer
- Volleyball
- Swimming
- Volleyball
- Competition Cheer
- Sideline Cheer

Selection of each MVP is either by vote of the team members and coaches or only by the coaching staff.

The following criteria are used for selecting MVP's:

1. Sportsmanship
2. Contribution to the Team
3. School Conduct

## **CAMPUS POLICIES**

HAVE PRIDE IN YOUR SCHOOL. SINCE WE ARE ALL JUDGED BY THE APPEARANCE OF OUR "HOUSE", LET'S KEEP THE CAMPUS AND GROUNDS LITTER FREE. PLEASE THROW ALL TRASH IN CANS.

- Tackle football and wrestling are strictly prohibited during the regular school day.
- Students are not to bring baseball bats and/or baseballs to school.
- Students are asked not to be on campus before school is officially opened for the day (7:15 a.m.) or after it is officially closed for the day (3:30 p.m.), unless under direct supervision of school personnel.
- Students are not to intimidate or harass other students by means of initiating, such as flag poling, etc. Students are not to congregate on sidewalks in large groups to disrupt traffic on walkways.
- **Students will not be called from class to answer telephone calls.** Emergency messages will be delivered to them. The telephone is to be used only in emergency situations and then only with permission from the secretary or principal. The telephone in the front office is to be used.
- The business office is for business and not a place for loitering, leave as soon as you have completed your business and do not bring others into the office with you.
- You are not to bring special personal items/equipment to school with you. Articles covered include radios, tools, hobby materials, cameras, toys, stuffed animals, caps, hats, blankets, pillows, sunglasses, bandannas, scarves, combs, picks, animals, skateboards, or antique weapons. Weapons, which are in any way dangerous, are not allowed.
- Bicycles and skateboards are not permitted on school campus at any time.

## **CLASSROOM POLICIES**

- Each teacher has full authority over conduct rules in his or her individual classroom.
- It is up to each student to obey the classroom rules. If you do not understand, respectfully ask the teacher for clarification.
- While class is in session, you may leave only with permission of the teacher in charge. You are not to leave the classroom without an official pass. No student should ask for a pass without a good reason.
- Show respect to all teachers, especially substitutes. You must be in each class before the tardy bell rings. When class period ends, leave only after the teacher has dismissed you. Leave promptly to make room for other students coming in. If you wish to see the teacher after class, wait near his or her desk. Do not continue to occupy your seat after having been dismissed.

## **FIELD TRIPS**

Field trips are activities sponsored by individual teachers or teams in order to enhance classroom instruction. Students involved may be asked to share the expense of the trip. Teachers will send an Appling County Schools Permission Slip home to be signed by the parent and returned to school prior to every field trip.

Students may not be allowed to participate in the activity or field trip without the signed slip.

**Students who are on an Attendance Contract may not participate in field trips. Students with excessive tardies and/or sign-outs may not be allowed to attend field trips. Students who have been written up or owe fines/fees may not be allowed to go on field trips. Students who do not meet attendance requirements may not be allowed to go on field trips.**

**Students assigned ISS, OSS, or Alternative School will not participate in a field trip including the 8<sup>th</sup> Grade Trip. Students not in good academic standing in all classes may not be allowed to attend the field trip.**

## **REWARD DAY/FIELD TRIP REWARD REQUIREMENTS**

Reward Day is an opportunity for administrators and teachers to reward students for excellent attendance, academics and behavior. We punish only those who do wrong. It is only right to reward students with superior attendance, strive to achieve academic excellence, and do not disrupt the learning environment. Therefore, Reward Day will reward students that meet the requirements.

Students will be rewarded once a semester based on the following guidelines:

- 1) All fines/fees paid
- 2) Passing all subjects
- 3) No more than eight (8) absences per semester (excused or unexcused)
- 4) Students with 10 tardies and/or sign-outs
- 5) No more than two major write-ups for bus and/or school.

**Note: Severe disciplinary infractions such as Fighting, ISS or OSS immediately disqualify Reward Day/Field Trip/8<sup>th</sup> Grade End-of-Year participation.**

## **8th Grade End-of-Year Reward Trip**

Eighth grade students are **ineligible** for the reward trip if they have any of the following:

- 1) Two (2) disciplinary referrals, ISS, or OSS
- 2) One (1) disciplinary referral which is classified as:
  - Violence/Fighting
  - Drugs/Weapons
  - Disrespect
  - Skipping Class
  - Tobacco/Vaping
- 3) Failing two or more subjects for the year
- 4) All fines and fees paid
- 5) On an Attendance Contract
- 6) More than 15 tardies and/or sign-outs total
- 7) Permission form and/or money not turned in by due date.

**Eligible 8th grade students are required to wear an Appling County Middle School tee shirt. The appearance of the school tee shirt may NOT be modified or altered. Any student not riding home on the bus will be required to have approval from the office prior to the day of the trip. This is a school sponsored event that will be chaperoned by ACMS staff.**

## **FIRE DRILLS**

State law requires fire drills. When the fire alarm sounds, all occupants will immediately evacuate the various rooms and buildings on campus. During the fire drill good order is imperative. Be calm, move orderly and quickly during the evacuation process and follow directions on fire drill routes posted in the rooms and buildings.

## **FIRST AID**

Any student that needs minor first aid will report to the subject matter teacher first and then to the school nurse. For more serious needs, report directly to the nearest adult or to the school nurse.

## **SCHOOL NURSE**

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

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

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

## **MEDICINES**

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

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

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

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (EpiPen) for allergic reactions and glucagon for diabetes, as well as other diabetic supplies. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or school designee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication.

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

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

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

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

## **MEDICATION**

A student who has asthma may possess and use his/her asthma medication as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- While in before-school or after-school care on school operated property.

## **HALL POLICIES**

- Upon entering the hall, walk (never run) and always keep to the right.
- Keep your voice low. You may talk to your neighbors but only in a normal tone.

- Don't litter in the school building or school grounds.
- If the weather is bad, you may wait in the lunchroom or other designated areas. Learn which areas are for waiting before classes or during lunch periods after you have finished eating.
- There will be no standing around in the halls while classes are in session. Be where you are scheduled to be.
- Students are only allowed on designated or grade-level hallways unless with special permission and/or a pass.
- Any student in the halls during class time must have special permission and/or a pass.
- When changing classes, keep moving and do not block halls or doorways.
- If you are not using the restroom, do not linger in or around them.
- Stay out of the halls where classes are being held during your lunch period.

## **IMMUNIZATION RECORDS**

It is a state law that a student cannot attend school without the proper immunization. Those students who are entering the school system from another system must bring proper certification of immunization in order to enroll. All students must present a statement from the Health Department or a doctor indicating that all immunizations are up-to-date, or they will be unable to enter school.

## **INSURANCE**

School time insurance will be available to all students enrolled in the Appling County Middle School.

Twenty-four hour insurance coverage is also available to all students and is the same as school-time coverage but is extended to provide protection "Round-the-Clock", all year including times when school is not in session at home, on weekends, holidays, and during vacation periods. Applications are available on our school Website.

## **ATHLETIC INSURANCE**

All students who participate in interscholastic athletics for Appling County Middle School **MUST HAVE INSURANCE COVERAGE BEFORE PARTICIPATION**. Regular school-time coverage will satisfy this requirement at the sixth, seventh and eighth grade level.

If the present family plan covers interscholastic athletics and one does not wish to purchase the school-time coverage available through the school, a waiver must be signed by the parent or guardian releasing the school, school system or any employee of the system from any and all liabilities for injury or damages that would have otherwise been covered in the school time plan.

The school at no expense will provide a separate catastrophic insurance to the student.

All school-time plan coverage begins with the date of payment and extends to the policy expiration date. **READ YOUR INSURANCE BROCHURE FOR SPECIFIC COVERAGE INFORMATION.**

## **MEDIA CENTER**

This is a special area of the school used for the purpose of checking out books, quiet reading, doing research or working with computers.

The Media Center will be open before school begins, during lunch and after school for the benefit of all students and teachers.

The media specialist has the responsibility to ask anyone to leave if not complying with behavior policies of the Media Center.

The media specialist has the approval to determine the number of students that may be in the Media Center at any given time and may prolong the entrance of others until such time as a decrease in number warrants it.

## **APPLING COUNTY SCHOOL NUTRITION PROGRAM**

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Appling County School System. Appling County School Nutrition meals adhere to the USDA dietary guidelines and requirements. A written note from the doctor must be given to the school nurse alerting personnel about food allergies. Monthly menus are available on the Appling County School District website ([www.appling.k12.ga.us](http://www.appling.k12.ga.us)) and can be accessed under the Department Tab by selecting School Nutrition. We are pleased to inform you that Appling County School System will continue to operate under the National School Lunch and School Breakfast Programs and participate in Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Appling County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. Adult/visitor meal prices are \$2.90 for breakfast and \$4.75 for lunch.

Students will be required to pay for extra items and second meals. Meal accounts will be used by students who wish to purchase extra items in the cafeteria. Students can put money in their accounts by giving it to a cashier or by visiting <https://linqconnect.com/> and selecting Register. You will need to add your student to your LINQ Connect account. Click on + then Type and complete the information to link your student. You will need to complete this process for each student you wish to add. You must know their 5-digit Person ID found in Infinite Campus. The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no fast food is to be delivered to a student and consumed in the cafeteria during serving times. The school cafeteria is maintained as a vital part of the health program of the school. If we can be of any further assistance, please contact the Appling County School Nutrition Program at (912) 367-8600.

## **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

### **1. mail:**

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

### **2. fax:**

(833) 256-1665 or (202) 690-7442; or

### **3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## LUNCHROOM CONDUCT

- Students are to stay in their respective designated area while eating and when finished eating.
- Students are to remain seated while in the lunchroom and refrain from walking around and “visiting” other tables.
- Students are not allowed in the lunchroom during breakfast time unless they are eating. When finished eating, they must leave the lunchroom.
- Students are expected to use good table manners and to refrain from loud talking in the lunchroom. Talk should be limited to the immediate table.
- The student is to carry his/her own tray and milk carton to the proper place.
- Students getting a plate must get in either line 1 or line 2 to be served. Go to the end of the line you choose and do not cut into the line, even if you have a friend waiting there.
- Students eating lunch from home and getting milk from the lunchroom are to get in line as other students do.
- If you are directed to eat in a specific area or at a certain table, do so.
- Put all dishes/ trash in the proper places.
- If you spill anything, you are responsible for cleaning it up. If you need help, ask the lunchroom staff.
- You must obey the lunchroom staff while you are in the eating area.
- **No food or drinks may be taken out of the lunchroom.**
- Lunches brought from home will be eaten in the lunchroom.
- Take-out orders from restaurants, etc. are not to be delivered to school or received by students at school.

### FOR BETTER LUNCHTIME - OBSERVE THE FOLLOWING:

- Always be considerate of others.
- Don't break lines and don't allow others to break.
- Students are to clean trash from table before putting up their tray.
- Keep your feet out of the aisle. Take care not to trip others.
- While in line, pay attention to getting your food.
- Keep your voice in a low tone while talking to friends.
- Don't complain just to impress your friends. If something is really wrong, see the lunchroom manager for help.
- Balls and other playground items are not to be brought into the lunchroom.

## 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.

## 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**.



## **CLASS BEHAVIOR AND EXPECTATIONS**

ACMS students are expected to exhibit appropriate behavior in the classroom and on campus. They are to show respect to teachers, classmates, administrators and visitors.

Students should follow all class rules and policies established by the teacher. If a student has a grievance about a class policy, procedure or rule, he/she are expected to discuss the issue with the teacher in an appropriate manner, tone and at the appropriate time (after class).

Students should not sleep in class. **Students should not lay their heads down on the desk.** The classroom is a working, learning environment, and the student is an active participant in the learning process. If a student has a health problem that causes sleepiness, he/she should see the school nurse and/or sign out. Otherwise, the student should be alert. Students, who do not meet this expectation, can expect teacher interventions, which may include student/teacher conferences, parent conferences, or referral to an administrator to be sent home for the remainder of the day. Students are expected to come prepared for class. They should bring textbook, notebook, pencil and paper, and other supplies to each class and homework when it is due. When in class, students should pay attention to instruction, cooperate in classroom activities and help create a learning environment for themselves and their classmates.

Teaching and learning are interdependent activities. In order for learning to occur, the student must be willing and ready to do his/her part. Even the best teacher cannot teach an unwilling student, one who talks and disrupts class, sleeps in class or daydreams, or never comes to class with materials and homework.

## **SEXUAL HARASSMENT - MISCONDUCT**

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

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

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

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

## **SEARCH AND SEIZURE**

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

## **ACTIVITIES EXTRACURRICULAR ACTIVITIES COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

### **NO PASS/NO PARTICIPATE**

The Georgia Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students attending the public schools of Georgia. The state board believes the academic curriculum is enhanced when students have access to a variety of extracurricular activities.

The state board approves the offering of competitive interscholastic activities subject to reasonable rules and regulations concerning eligibility to participate and subject to the provision that participation in such activities shall not interfere with the academic achievement of participating students.

A competitive interscholastic activity is any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition. Examples include: All individual and team sports, cheerleading, and academic bowls. The definition does not include field trips, homework, or occasional work required outside the school day for a scheduled class.

The Georgia Board of Education shall enforce the requirements of this policy through the application of Public School Standards and the Comprehensive Evaluation System.

Any certified staff member employed by a local board of education who violates this policy shall be subject to referral to the Professional Practices Commission and to suspension of his or her teaching certificate for one to three years. These referrals shall have no adverse effect on the compliance status of schools or systems.

### **STUDENT ELIGIBILITY FOR COMPETITIVE INTERSCHOLASTIC/EXTRACURRICULAR ACTIVITIES**

1. For determining student eligibility at Appling County Middle School, the grading period will be for a semester. The length of the designated grading period shall also be the minimum length of the ineligibility period.
2. Students participating in competitive interscholastic activities or other extracurricular activities must pass three out of four academic subjects in the local board of education-designated grading period immediately preceding participation. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the third quarter or the second semester of the school year.
3. Ineligible students are prohibited from practicing, traveling or trying out for a team, program or activity.

Students representing Appling County Middle School in extra-curricular activities and sports must maintain eligibility in order to be allowed to do so. Eligibility is maintained by passing three (3) of four (4) classes each semester. A student must have good attendance to be eligible for any extra-curricular activity. The student must also be present the day of the event. Any student or parent with questions about eligibility should direct them to the coach or sponsor of the group. Students' academics will be checked after each semester for eligibility. Students' who have been administratively placed to the next grade are not allowed to participate in extra-curricular activities.

### **PHYSICAL EXAMINATIONS**

All individuals who participate in competitive interscholastic athletics and cheerleading in grades six through 12 must have an annual physical examination that indicates approval for participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall include the date that the exam was performed (month, day, year), the student's name, and the physician's signature.

### **TIME RESTRICTIONS**

For students in grades six through eight, group and individual practice for any competitive interscholastic activity on a day preceding a school day may not begin prior to the end of the regular six-hour academic school day and must end by 7:00 p.m.

## **APPEALS**

The ineligibility of a student may be appealed to the No Pass/No Participate Ad Hoc Committee of the State Board of Education for waiver. The student, the student's parent or guardian, the student's principal, or the school system may make the appeal. Local boards of education may also request the state board to waive other provisions of this policy.

## **OTHER EXTRACURRICULAR ACTIVITIES**

Students at Appling County Middle School are encouraged to participate in one or more of the many activities that are available to them. However, the students are cautioned against participation in too many activities because of the time needed for academic work.

The following is a list of all extracurricular and competitive interscholastic activities in which students may participate:

### **Athletics**

- Football
- Boys and Girls Cross Country
- Boys and Girls Basketball
- Wrestling
- Boys and Girls Tennis
- Golf
- Boys and Girls Track
- Softball
- Baseball
- Sideline Cheer
- Competition Cheer
- Boys and Girls Soccer
- Volleyball
- Swimming

### **Clubs**

- Beta Club - By Invitation Only
- Future Farmers of America (FFA)
- CoEd "Y" Club
- 4-H Club
- FBLA
- TSA

### **Music**

- Band
- Chorus
- Show Choir

## **ATHLETICS**

The purpose of the Appling County Middle School Athletic Programs is to provide eligible students an opportunity to participate in athletic competition, improve physical skills and display good sportsmanship. Although sports are an important part of the total school program, our major emphasis is academic instruction.

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 local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: the Human Resources Director and/or Coach Seth Taylor, 249 Blackshear Hwy., Baxley, Georgia - 912-367-8600. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator. All students are invited and encouraged to participate in the athletic program. However, any student in the Middle School who is 16 years of age on or before May 1 of a school year may not participate in the sports program during the current school year. If a student is too old he may

participate on a limited basis.

If a student fails a grade he/she may not participate in the athletic program until after the first semester of the year being repeated. In order to participate, the student must pass three out of four academic subjects the semester prior to participation. While at the Middle School, a student must pass three out of four academic subjects during any semester in order to participate in a competitive interscholastic activity during the next semester. Coaches will check to ensure students meet the criteria and are eligible to participate in sports.

Students may not be eligible to participate in the sports program if they do not meet the school attendance requirements.

ACMS will follow the school system policy (BOE Policy HR14) for securing Lay Community Coaches.

### **Eligibility**

Students representing Appling County Middle School in extra-curricular activities and sports must maintain eligibility in order to be allowed to do so. Eligibility is maintained by passing three (3) of four (4) classes each semester. A student must have good attendance to be eligible for any extra-curricular activity. The student must also be present the day of the event. Any student or parent with questions about eligibility should direct them to the coach or sponsor of the group. Students' academics will be checked after each semester for eligibility. Students' who have been administratively placed to the next grade are not allowed to participate in extra-curricular activities.

### **CLUBS**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.

Each club will meet throughout the school year during connections time. Other meetings will have to be held after the end of the school day.

#### **Beta Club**

The Beta Club is a school honor society by invitation only. Sixth, seventh and eighth grade students are elected to club membership on the basis of high academic achievement, worthy character and commendable attitude. Its purpose is to promote the ideals of honesty, service and leadership; to reward meritorious achievement; and to encourage and assist students to continue their education after high school.

#### **FFA**

The Future Farmers of America is a National Organization of students enrolled in vocational agriculture classes. There are State associations affiliated with the National Organization in the fifty states and Puerto Rico. Briefly stated, the aim and object of the Future Farmer organization is to help members help themselves through participating in the activities carried on by the local, state, and national organization. It is expected that a member will cultivate an interest in his community and get a more complete understanding of those national problems, which involve agriculture.

#### **TSA Club**

The mission of the Technology Student Association (TSA) is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunity.

#### **4-H Club**

The 4-H Club is open to all students and is sponsored by the University of Georgia Cooperative Extension Service. The purpose of 4-H is to help young people develop their leadership qualities and become better citizens. There are many opportunities to meet new people through short courses, weekend rallies, camps, and project work.

#### **Band**

The Appling County Middle School Bands have four primary objectives:

1. Cultural - To continue the development of music appreciation and understanding through the study and performance of the best in music.
2. Educational - To develop interested and discriminating listeners and provide a well-rounded musical background.
3. Service - To lend color and atmosphere to certain athletic and community affairs, while promoting and enhancing the dignity and reputation of Appling County Middle School at all concert appearances.
4. Recreational - To provide all band students at Appling County, Middle School with an opportunity for worthy use of leisure time, for emotional outlet, and for good social experiences.

For additional information concerning the band at Appling County Middle School refer to the band manual, which is found in the band room.

## Cell Phone/Electronic Device Policy (See Pages 94-95 for Additional Policy)

The use of cellular telephones or other Personal Electronic Devices (PEDs) is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, In School Suspension (ISS) and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be turned in to homeroom/1<sup>st</sup> period teachers and not retrieved until the dismissal bell. Students may only use cell phones for after school activities.

This prohibition includes *all* emergency situations unless the student is directed to use a cellular telephone or PED by an ACMS employee or other official.

1. The possession of cellular telephones and other personal electronic devices (PEDs) is a privilege extended to middle 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.*
2. The use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, connection classes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be turned in to homeroom/1<sup>st</sup> period teachers. This prohibition includes *all* emergency situations unless the student is directed to use a cellular telephone or PED by an ACMS employee or other official.

Specifically:

- This policy is in effect from the time a student arrives at school until the completion of the instructional day. Middle school students with permission to possess PEDs may use them during afterschool activities as allowed by the school principal or designee.
- Students are **never** permitted to use cell phones in the restrooms and locker rooms.
- Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day.
- All cell phones must be turned in during the instructional day. Students are not allowed to have cell phone ringers on silent alert or send text messages during the instructional day.

### Consequences:

#### Additional

**First violation:** The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian between 3:00 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 (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, Student Fees, Fines and Charges.

**Third violation and thereafter:** The phone will be confiscated for (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 a three (3) days ISS. Failure to pay fines may result in sanctions until restitution is made, Student Fees, Fines and Charges.

#### 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. Principals 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 a two-day 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.

## DRESS CODE

Students in the Appling County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly dressed and groomed so as not to attract unreasonable attention, interfere with the educational program, or upset the harmony of the school. Students are not allowed to wear the same color of clothing in groups, unless it is a school endorsed event because it can be intimidating to others (i.e., Students will not be allowed to dress in all black clothing or plain white t-shirts/undershirts.). **Female students may be required to wear shirts tucked if wearing pants too low becomes a problem.** Wording or screen prints on t-shirts are not allowed if it is offensive to others.

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in themselves and their schoolwork. 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 above the top of the knee.**

**(The appropriate length should be determined as follows: Student will kneel on floor and clothing cannot be any shorter than 4 inches.)**

- Splits and slits may be no higher than the top of the knee.
- There shall be no holes in any attire revealing undergarments or skin 4 inches above the knee.
- Pants and shorts must be of appropriate size and fit and worn around the natural waistline or a belt will be required.
- No leggings, jeggings, colored panty hose or tights are permitted unless covered with the appropriate length shirt/blouse. (Note: All essential parts must be covered by the shirt/blouse.) No Bike Shorts.

### Shirts and tops:

- 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.
- Dresses, blouses, and tops may be sleeveless as long as the strap is a minimum of 6 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.

### Shoes:

- Shoes must be worn at all times. Bedroom slippers, heelys, and cleats are not permitted.
- Tennis shoes are required for physical education.

### 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.
- No leggings, jeggings, colored panty hose or tights are permitted unless covered with the appropriate length shirt/blouse which covers all essential areas. No Bike Shorts.
- Pants and shorts must be of appropriate size and fit. Pants should be on hips or above with no undergarments visible when standing or sitting. Pants must be worn at the natural waistline. No unfastened or unzipped pants.
- Hair may not be worn in eyes.
- Undergarments are not to be visible.
- Caps, hats, hoodies, sunglasses, bonnets, do-rags, bandannas, stockings, and hairnets are **not permitted on ACMS campus**. The headdress or sunglasses will be confiscated and returned when the student reports to the administrator's office at the end of the day. Sunglasses may be worn for medical reasons if the student has a doctor's note.
- Combs, picks, curlers, etc. are not to be worn in the hair.
- Stuffed animals, blankets, pillows, etc. are not permitted.
- Clothing and other attire shall be free from offensive racial slogans or symbols.
- Small piercings may be allowed that are not a distraction.
- 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.

- No holes in any attire revealing undergarments or skin above mid-thigh (bottom of finger tips).
- No markings/writings/drawings/tattoos on hands, arms, body, clothing, etc.
- Appearance shall not distract from the learning environment.
- Hoods may not be worn on campus at any time. During inclement weather, hoods must be removed from the head prior to entering the building.
- Only clear water bottles are allowed.

The teacher or other authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of the dress code rules. A t-shirt may be issued so the student may return to class. Cable ties will be provided for pants that will not stay at the natural waistline. A student that fails to comply with the dress code will be sent to ISS for the remainder of the school day or sent home for the remainder of the school day.

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

## **EMERGENCY DRILLS**

Fire drills and tornado drills are required by state law. Practice drills for fire and other emergencies are part of the ACMS Emergency Preparedness Program. Students will be provided information and practice on how to respond to each type of emergency. Evacuation routes, fire alarm and extinguisher locations, and information on tornado protection are posted in each classroom.

## **FUND RAISING DRIVES**

Fundraising drives must have prior approval of the Principal, Superintendent, and Board of Education. Requests for fundraising programs must be submitted to the Board of Education and approved prior to the start of any fundraisers.

## **REPORT CARDS**

In order to report the progress of the student to himself and to his parents, report cards are given out at the end of each 9 weeks grading period. The report cards must be signed by the parent or guardian and returned the following day to the homeroom teacher.

At the end of the school year, the report cards are given to the students. No student will receive a final report until all outstanding fees have been paid and all books returned to the school.

## **TESTING**

The main purpose of Georgia Milestones is to inform efforts to improve student achievement by assessing student performance on the standards specific to each course or subject/grade tested. Specifically, Georgia Milestones is designed to provide students and their parents with critical information about the students' achievement and, importantly, their preparedness for the next educational level. The assessment system is a critical informant of the state's accountability measure, the College and Career Ready Performance Index (CCRPI), providing an important gauge about the quality of the educational services and opportunities provided throughout the state. The ultimate goal of Georgia's assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations. Features of the Georgia Milestones Assessment System include:

- open-ended (constructed-response) items in Language Arts and Mathematics (all grades and courses);
- a writing component (in response to passages read by students) at every grade level and course within the Language Arts assessment;
- norm-referenced items in all content areas and courses to complement the criterion-referenced information and to provide a national comparison; and
- a transition of online administration over time, with online administration considered the primary mode of administration and paper/pencil as a back-up until the transition is complete.

## **TEXTBOOKS**

Textbooks are furnished to each student. Each book is numbered and the number is recorded. These must be returned in good condition at the end of the year. All lost and damaged books must be paid for. No grades will be given until all damages have been paid for.

### **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 reason prohibits 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 seat 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 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 – Student will receive a written referral. A bus suspension may be Imposed. This action will depend upon the severity of the offense.

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

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

Fifth Referral – Student will be suspended from riding the bus for 10 days. Student, 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, the bus 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.

APPLING COUNTY TRANSPORTATION DEPARTMENT

2025-2026 SCHOOL YEAR

**ACKNOWLEDGEMENT**

By signing this Acknowledgement, I acknowledge that I have read and understand terms and conditions of this form and by signing off on this form I agree that the Board of Education Has the best interest of all students in this district in mind. In signing, you and your child agree to abide by safety rules & regulations which apply to the transportation of students.

• I \_\_\_\_\_ have read and agree to the terms and conditions which appear on the information that has been reviewed on this day, the \_\_\_\_\_ day of the month of \_\_\_\_\_ 2025-2026 school year.

• I have read and accepted all afforded information from the Transportation Department of the Appling County School System.

Charles Vann  
Director of Transportation

**Acknowledgement and Consent of Parent & Student:**

**Student Signature :**

\_\_\_\_\_ Date: \_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Bus Driver:**

\_\_\_\_\_

**Date Returned to School:** \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

## **RULES, OFFENSES AND DISCIPLINARY ACTION 2025-2026**

### **PARENT NOTIFICATION**

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

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

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

All disciplinary options in the code of discipline are at the discretion of administrator or teacher. Individual circumstances, severity of offense, and other factors may be taken into consideration when decisions are made with an attempt to be consistent and fair, and every effort will be made to protect the rights and dignity of the student. Student support services may help the student address behavioral problems may be utilized. The school, system, or other public entities and community organizations may provide these support services. Teachers are authorized and expected to maintain classroom discipline through student conferences, parent contact and conferences, teacher punishment, and if the behavior persists or is severe referral to the administration. It should also be noted that corporal punishment may be administered.

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

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

### **APPLING COUNTY MIDDLE SCHOOL CODE OF DISCIPLINE**

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

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

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

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

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

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

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

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

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

**NOTE: G.** The principal or the principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's 160-4-8-.15 (Continued) parents or guardians. Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee.

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

**Progressive Discipline Processes** are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be considered; and that all due process procedures required by federal and state law will be followed; 160-4-8-.15 (Continued) 19. Parental involvement processes designed to create the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. Local boards of education shall provide opportunities for parental involvement in developing and updating student codes of conduct.

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

## Parent Notification

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

## **DISCIPLINARY PROGRAMS: OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who are chronically disruptive from year to year will find their records may become cumulative. Charges may be filed in court under the code section of the law for unruly/disruptive persons. Consequences may include suspension, Alternative School, or other punishment at the discretion of the administrator. Some rule violations might result in a student being suspended from school. The administrator may exercise his discretion in matters that may/can result in out of school suspension. A student will receive zero for any class missed while he is in out-of school suspension.

Students may be suspended from school for up to 10 days for serious misconduct (without the right to a hearing). A student may also be suspended for up to 10 days to await action by a Tribunal or the Board of Education. The suspended student may not come on campus for any reason without administrative approval. A suspended student may not participate in or attend any after school activity or field trip including the 8<sup>th</sup> Grade Trip. Days missed during Out-Of-School Suspension will be considered unexcused.

## **IN-SCHOOL SUSPENSION (ISS)**

ISS will be used as a means of modifying unacceptable behavior in lieu of out of school suspension or as an additional option that would allow students to remain in school and get credit for all assigned work that is completed.

The number of days a student will be assigned to ISS will be determined by the number of offenses, the number of days previously assigned to ISS, the seriousness of the offense and the number of days the student would have been suspended from school. The number of days assigned will be usually in increasing increments. However, the school administrators reserve the right to assign additional days to the suspension if the nature of the offense warrants it.

If warranted by emergency such as inappropriate behavior, etc. during the school day, a student may be removed at any time from the school setting and placed in ISS without prior notice to parents.

When/if it has been determined that ISS is not an effective deterrent to school rule violations for a student, then it will no longer be used as a punishment option for that student. Also, if misconduct occurs by a student who is in ISS, the student will be given additional days in ISS or removed from ISS and given out-of-school suspension.

In order to take advantage of ISS, the student must abide by ISS rules and regulations.

## **QUIET TABLE/LUNCHROOM DETAIL**

The quiet table and/or lunchroom clean up may be assigned for punishment. All students are required to have an assignment while assigned quiet table. Students having no assignments will be assigned lunchroom duty which may include wiping tables, sweeping floors, picking up trash, etc.

## **ISS LUNCH DETENTION**

Students may be assigned Lunch Detention by an administrator. Students assigned Lunch Detention will:

1. Report at the beginning of his/her lunch period.
2. Take work materials (books, paper, pencils, etc.).
3. Remain the entire lunch period; or when released by the ISS instructor or administrator.
4. Be quiet.
5. May not sleep or lay head down.
6. Take and complete assigned work.
7. School bag lunches and milk will be available for students.
8. Follow all rules established by the ISS instructor.

NOTE: Failure to follow detention rules will result in further lunch detention days, ISS or OSS.

## **AFTER SCHOOL DETENTION (ASD)/TEACHER DETENTION**

In the event a student is required to remain in after school detention for one or more days, parents or guardians will be notified twenty-four hours in advance of the detention. Giving the student his/her copy of the discipline report to give to the parent/guardian will be considered sufficient for parental notification. Phone calls will be used as needed. Students may police grounds and/or clean building after school. If a student

does not stay and does not notify the teacher, the student will be rescheduled plus a penalty day for each day missed. After two days of not showing up, the student will be referred to the office for possible ISS, OSS, or other assignments designated by the administrator. When a student has stayed in ASD for a period of 10 days, it appears that the detention is no longer a deterrent for misbehavior and an alternative punishment will be used. Such punishment could be:

1. Corporal punishment
2. Stay in room with teacher whose class misbehavior occurred
3. Lunchroom duty, quiet table
4. ISS Lunch Detention
5. ISS
6. OSS

If a student who is assigned to ASD misbehaves immediately before, during or immediately after the ASD class he/she could forfeit ASD as an option for future rule violations.

Students having to stay in ASD are not to leave campus. They are to remain in front of the office (lobby) immediately following the ASD class until they leave campus.

## **ALTERNATIVE SCHOOL**

Severe violation and/or continuous violation of discipline code may result in student being placed in Alternative School. Placement in this program can be made by recommendation of the administration of ACMS, tribunal, or by Board action. The program provides full-time alternative academic programs on computer-based curriculum for students in grades 6-8. A student with any charges filed by the Court System/Department of Juvenile Justice will automatically be placed in Alternative School.

## **SATURDAY SCHOOL**

The purpose of Saturday School is to be an alternative to bus suspension for violations of the code of conduct. Attendance is taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel. Time will be spent doing work detail in and around school grounds. Failure to serve Saturday School assignment(s) may lead to a suspension.

## **CORPORAL PUNISHMENT**

In compliance with the Appling County Board of Education policy and the Official Code of Georgia Annotated, Appling County Middle School uses as a secondary punishment, corporal punishment. As secondary punishment, the intent is not to use corporal punishment unless another means of modifying unacceptable behavior has been attempted and failed. This attempt might be something as simple as a verbal warning, proximity control, eye contact, or other action taken by the teacher to correct unacceptable behavior. All disciplinary forms are reviewed by the principal or assistant principal before filing to ensure that corporal punishment is not unduly severe or that it is not being used inappropriately. Only certificated teachers, the principal, or the assistant principal are permitted to administer corporal punishment, and that action is completed in the presence of certified personnel only after that witness has been informed of the violation in the presence of the student. Parents are notified of corporal punishment either through the student's taking a copy of the report home, by mailing a copy to the parent, or by request of the parent that a copy of the report be mailed. Any withholding of corporal punishment is done after the parent makes a request. When the student is enrolled and when medical documentation is presented that would preclude the use of corporal punishment (mental or emotional stability of the child), the school uses alternatives to corporal punishment. Children are also advised to remind teachers should the need arise if corporal punishment cannot be used. In severe cases of behavior, corporal punishment may be offered as a consequence for behavior.

## **TEACHER PROCEDURE FOR DISCIPLINE**

Teachers should make administrators aware of teacher discipline policy, such as what has been done to/for the child in the past.

Teacher Authority: HB 605. OCGA 20-2-737/O.C.G.A. 20-2-738 A teacher shall have the authority through procedures outlined in the law to remove from his/her class a student who repeatedly interferes with the teaching or learning process in the classroom. The student may be placed in alternative school.

## **REFERRAL TO LAW ENFORCEMENT OR JUVENILE COURT OFFICIALS:**

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of

misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

## **RULE 1 (08): VIOLENCE**

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

Students shall not fight or attempt to cause bodily harm to another student. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting.

Categories:

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

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

Recommended Dispositions:

1A/08: Verbal abuse

- |                          |                            |
|--------------------------|----------------------------|
| 1 <sup>st</sup> Referral | 3 days ISS Lunch Detention |
| 2 <sup>nd</sup> Referral | 1 days ISS                 |
| 3 <sup>rd</sup> Referral | 2 days ISS                 |

1B/08: Verbal assault, fighting words, minor push, or other acts that provoke violence

- |                          |                            |
|--------------------------|----------------------------|
| 1 <sup>st</sup> Referral | 3 days ISS Lunch Detention |
| 2 <sup>nd</sup> Referral | 2 day ISS                  |
| 3 <sup>rd</sup> Referral | 3 days ISS                 |

1C/08: Fight (Physical Altercation) (Cumulative for Middle School Career)

- |  |   |
|--|---|
| 1 <sup>st</sup> Referral                 | 1day OSS, 2 days ISS  |
| 2 <sup>nd</sup> Referral                 | 2 days OSS, 2 days ISS  |
| 3 <sup>rd</sup> and Subsequent Referrals | —Expulsion for 1 year OR 10 days OSS and recommendation for Tribunal to Alternative School placement. |

**Note: REFERRAL TO LAW ENFORCEMENT OR JUVENILE COURT OFFICIALS:** Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The student who is determined to be the primary aggressor by the School Resource Deputy (SRD) will have an arrest or juvenile complaint filed

by the SRD on the 3<sup>rd</sup> and subsequent violations under Georgia Code (O.C.G.A. 16-6-23). Additionally, (O.C.G.A. 16-3-21) a person is justified in threatening or using force against another when and to the extent that he or she reasonably believes that such threat or force is necessary to defend himself or herself or a third person against such other's imminent use of unlawful force.

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

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

Cyberbullying is defined as the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, photos, email, blogs, social networking websites (e.g., MySpace, SnapChat, Facebook, Twitter, etc.), chat rooms, texts, and instant messaging; using cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online. Recommended Dispositions for Cyberbullying may include ISS and OSS according to the severity of the act.

## **BULLYING**

In response to current Code Sections 20-2-145 and 20-2-751.4 in the Official Code of Georgia Annotated (School Law), the violations for bullying must be more clearly defined. Although bullying can be addressed under several rules in our current handbook, the State mandates a more severe penalty than is defined in the ACMS Student Code of Discipline. It is rare that a student violates Rules 1a, 1b, or 1c more than twice in a school year, but we are compelled to follow State Laws regarding the act of bullying.

Recommended Dispositions for Bullying will be addressed under Rules 1A, 1B, and 1C in our current Appling County Middle School Code of Discipline, which is included in the ACMS Student Handbook. The penalties for the first and second violations of Rules 1A, 1B, and 1C will remain the same according to the severity of the offense and as with other rules are at the discretion of an administrator.

The disposition for the third violation of "bullying" in the Appling County Middle School Code of Discipline will be Expulsion for 1 year OR 10 days OSS and recommendation for Tribunal to Alternative School.

## **ANTI-GANG POLICY**

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

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang
- Engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:
  - Soliciting membership in, or affiliation with, any gang
  - Soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
  - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property
  - Engaging in violence, extortion, or any other illegal act or other violation of school policy
- Soliciting any person to engage in physical violence against any other person "Wannabees" are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. "Wannabees" will be dealt with as gangs under terms of this policy. In determining whether acts, conduct, or activities are gang related, school officials are encouraged to work closely with

local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.

## **Rule 1D: Gang Related Activity**

Discipline can range from ISS to multiple days of OSS. On third offense, student may be recommended for a tribunal for long term-suspension for the rest of the semester or possible placement in Alternative School.

## **Rule 2: STUDENT INCIVILITY/DISRESPECT/INSUBORDINATION, CLASSROOM/HALLWAY DISTURBANCE, WILLFUL REFUSAL TO CARRY OUT INSTRUCTION, OR IDENTIFY HIMSELF/HERSELF**

Disrespectful conduct including the use of vulgar or profane language during school hours and at school related functions directed toward teachers, administrators, students, other school personnel, and other persons will not be tolerated.

Students are not to cause classroom/hallway disturbances or show disrespect or insubordination. Teachers will attempt to resolve minor disturbances. A disturbance will be considered major if there is substantial disruption of learning and/or a threat to others.

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

Recommended Dispositions:

### 2a: Minor Disturbances

1 <sup>st</sup> Referral	3 days LUNCH DETENTION
2 <sup>nd</sup> Referral	5 days LUNCH DETENTION
3 <sup>rd</sup> and Subsequent Referrals	1 day ISS

### 2b: Major Disturbances

1 <sup>st</sup> Referral	2 days ISS
2 <sup>nd</sup> Referral	3 days ISS
3 <sup>rd</sup> and Subsequent Referrals	1 day OSS, 3 days ISS

## **RULE 3: ASSAULT ON FACULTY/STAFF MEMBER**

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

Recommended Dispositions:

### 3a: Verbal abuse

1 <sup>st</sup> Referral	2 days ISS
2 <sup>nd</sup> Referral	3 days OSS
3 <sup>rd</sup> Referral	2 days OSS, 2 days ISS

### 3b: Verbal/Non-Verbal Assault/Threat or Malicious Acts or Gestures

1 <sup>st</sup> Referral	3 days OSS, 3 days ISS
2 <sup>nd</sup> Referral	5 days OSS, 5 days ISS
3 <sup>rd</sup> Referral	(See Physical Assault)

### 3c: Physical Assault or Battery 20-2-751.6

The penalty for committing a physical act of violence including making physical contact of an insulting or provoking nature or causing physical harm against a school employee is expulsion for the remainder of the student's school years. Law enforcement authorities may be consulted for possible criminal arrest. The State Department of Public Safety will be notified to revoke driver's license.

## **RULE 4: CHEWING GUM**

Students are not to chew gum at school. Chewing gum is not allowed on campus at any time.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Clean/scrape desks to remove gum
3 <sup>rd</sup> Referral	Quiet Table/Educational Paper/Parent Notification
4 <sup>th</sup> Referral	2 days ISS Lunch Detention/Educational Paper/Parent Notification
5 <sup>th</sup> Referral	3 days ISS Lunch Detention/Educational Paper/Parent Notification
6 <sup>th</sup> Referral	4 days ISS Lunch Detention/Educational Paper/Parent Notification
7 <sup>th</sup> and All Subsequent Offenses	2 Days ISS/Parent Notification and/or Conference

## **RULE 5: SCHOOL DISTURBANCES**

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

Recommended Dispositions:

1 <sup>st</sup> Referral	Disciplinary action will be left to the discretion of teacher or school administrator
2 <sup>nd</sup> Referral	ISS Lunch Detention (3 Days) and parent notification
3 <sup>rd</sup> Referral	ISS Lunch Detention (5 Days) and parent notification
4 <sup>th</sup> Referral	ISS (2 Days) and parent notification
5 <sup>th</sup> Referral	ISS (4 Days) and/or parent notification
6 <sup>th</sup> Referral	OSS (3 Days), ISS (2 Days) and parent notification and/or parent/teacher conference
7 <sup>th</sup> Referral and All Subsequent Offenses	OSS (5 to 10 Days) and parent conference

### **Rule 5 B: Major Disturbance**

10 days OSS and recommendation to tribunal for long-term suspension. Law enforcement may be consulted for possible criminal arrest.

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

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

Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121.1, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

Any hazardous object, including 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, brass knuckles, whether made from metal, thermoplastic, wood, or other similar material, black-

jack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having a least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

#### Reporting Requirements:

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

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

#### Recommended Dispositions:

- The penalty for violation of this policy by bringing to school a weapon as defined above will be a one-year expulsion from school, except that the Board of Education may modify the expulsion requirement for good cause on a case-by-case basis.
- The penalty for violation of this policy, by bringing to school a weapon as defined above, other than a firearm, will be as provided in student disciplinary policies and may result in criminal prosecution.
- Proper legal authorities will be notified, and confiscated weapons may be turned over to legal authorities. A child who violates **O.C.G.A. § 16-11-127.1** shall be subject to the provisions of **O.C.G.A. § 15-11-63**. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for possession or use of a weapon on school property or at a school sponsored event.
- Severity of punishment for possession of items, which might be considered weapons but not specifically covered by Georgia or U. S. law (small pocketknives, chains, files, etc.), will be left to the discretion of the administration. (Punishment may include ISS and/or out-of-school suspension.)

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

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

**Note:** Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation provided the medication is in its original container and given to the nurse when the student arrives on campus. Inappropriate possession or use of substances that look like or promoted as illegal drugs is a violation of this rule. Punishment for misuse of prescription and over the counter drugs will be based on the severity of the offense and at the administrator's discretion. Students needing to carry prescribed asthma medication must notify the school nurse. In all cases of violation of Rule 7, law enforcement shall be consulted for possible criminal arrest and the State Department of Public Safety will be notified to revoke the student's driver's permit/license.

#### Recommended Dispositions:

- Any student found to be in violation of this rule shall be suspended from school pending a due process hearing before the Appling BOE Tribunal. The administration will make a recommendation to the Tribunal as a minimum suspension for a semester. The parent/guardian of any student involved will be contacted immediately.
- Waive the Tribunal hearing and apply for admission to the Appling Alternative School if space is available. Student must serve a minimum five-day suspension before being admitted to the alternative school.

**Possession with alleged intent to sell or distribute**

- The student shall be suspended from school pending a Tribunal hearing. The administration shall make a recommendation for long-term suspension or expulsion. The student shall be subject to criminal arrest.

**Rule 7B: O.T.C. MEDICATIONS**

Over the counter medications (including aspirin, herbs, vitamins, appetite suppressants, etc.) must be given to the school nurse when the student arrives on campus. A student may be suspended for violation and recommended for alternative school placement. The intent to distribute O.T.C. medications may result in more drastic measures including long-term suspension and/or referral to the Board of Education for expulsion.

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

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

Recommended Dispositions:

1 <sup>st</sup> Referral	2 days Lunch Detention and Educational Paper
2 <sup>nd</sup> Referral	3 days ISS Lunch Detention and Educational Paper
3 <sup>rd</sup> Referral	2 days ISS and Parent notification
4 <sup>th</sup> Referral and All Subsequent Referrals	3 days ISS or left to the discretion of school administrator

\*More extreme cases will be left to the discretion of the school administrator. **Use of any racial slur will be considered an extreme case.**

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

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

Recommended Dispositions:

Administrative discretion will be used depending upon the severity of the incident. Punishment may include up to 10 days OSS and/or recommendation to Tribunal for long-term suspension or expulsion. Department of Juvenile Justice (DJJ) may be consulted for possible criminal charges.

Notification will be made to proper officials, which may result in criminal arrest.

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

Theft of property, fraud or attempt to defraud by deception, willful and/or malicious destruction of, and /or threat to destroy, school property; willful vandalism including marking, defacing, or destroying public or private property while student is on campus and/or under school supervision; destruction or vandalism of any property belonging to any school personnel or any person legitimately at school will not be tolerated. Students are responsible for the security of their personal belongings and school property that has been issued to them. In cases of theft or loss, the administration will attempt to resolve the matter; however, students must be aware that the recovery rate is low. Students are asked to leave large sums of money at home and never leave money or other valuables unattended in dressing rooms, lockers, classrooms, etc. Students who tamper with technology/computers owned by the Appling County Board of Education will be in violation of this rule. This type of destruction would include loading viruses, unauthorized programs, or any other kind of alterations that interfere with the learning function of the

school-owned property.

Recommended Dispositions:

Administrative discretion depending upon the severity of the offense including up to 10 days OSS and possible recommendation to tribunal for long-term suspension or expulsion.

Computer privileges may be restricted or lost at the discretion of the administration.

Law enforcement may be consulted for possible criminal arrest.

In cases of property damage, restitution will be required.

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

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

Recommended Dispositions:

- All "Recommended Dispositions" listed in 10A plus:

1<sup>st</sup> Referral

Fine that will be calculated at 5 times the cost of item(s)

2<sup>nd</sup> Referral and All Subsequent Referrals

Fine that will be calculated at 10 times the cost of item(s)

**RULE 11: BUS CONDUCT/VIOLENCE**

**All ACMS rules and policies are in effect while students are loading, unloading, being transported, and at bus stops.**

Students are expected to follow behavior guidelines posted on Appling County school buses and any other reasonable requests made by bus drivers. Failure to cooperate with the driver may endanger other riders and result in suspension from the bus as outlined in the ACMS Code of Discipline.

Recommended Dispositions:

1<sup>st</sup> Referral

Penalty at discretion of school administrator, may be a warning, parent notification, writing bus rules, essay, clean bus and/or seat assignment

2<sup>nd</sup> Referral

Minimum of five days suspension from bus and parent notification or suspension

3<sup>rd</sup> Referral

Minimum of ten days suspension from bus and parent notification or suspension

4<sup>th</sup> Referral

Minimum of twenty days suspension from the bus and parent notification or suspension

5<sup>th</sup> Referral

Minimum of thirty days suspension from the bus and parent notification and/or conference or suspension

6<sup>th</sup> Referral

Minimum of sixty days suspension from bus and parent conference or suspension

Parents may be asked to accompany a child in order to regain bus privileges.

**Rule 11A: Misbehavior or Off Limits at Appling County High School**

- May be punished in addition to bus referral.

**Rule 11B: Vandalism**

Options for Offense "B" Include the Following:

- Notification of Parents.
- Restitution for all Damages.
- Removal of Transportation Privileges.
- Possible Suspension in Serious Cases.
- Possible Arrest and Prosecution in Serious Cases.

## Rule 11C: Bus Fights

The safety of all passengers on a school bus is a primary concern for the Appling County Schools. With the support of the board of Education, a "zero tolerance" for fights on school buses for middle and high school students is currently in effect.

Unlike a playground, hallway, lunchroom or classroom, it is extremely difficult to seek safety inside a school bus when there is a fight, especially if the bus is moving. The risk for collateral injury to innocent students is much greater on a school bus than on a school campus, where innocent students could escape the immediate area for their own safety. There is a greater danger when fists, long fingernails, or thrown objects miss their intended mark and instead injure an innocent student sitting nearby. This danger is even more likely for younger children such as pre-kindergarten students who sometimes must ride on buses with older students. When a bus driver is focused on the highway, there is little chance of the driver being able to immediately intervene and stop the fight, at least until he or she can safely stop the bus and break up the fight. The safety of innocent students depends on all students following bus rules, especially those related to fights and serious disruption. A similar "zero tolerance" had a positive effect during its initial trial year in 2006-2007, as bus fights were greatly reduced.

Therefore, the following is effective:

**In addition to the normal punishment for fights [Rule 1(08)], students in grades 6-12 who are guilty of fighting on a school bus shall be suspended from riding any bus in the county for up to 45 consecutive school days contingent upon the number of bus incidents the student has accumulated.**

Recommended Dispositions:

1 <sup>st</sup> Bus Fight	See Rule 1(08) + 15 days bus suspension
2 <sup>nd</sup> Bus Fight	See Rule 1(08) + 30 days bus suspension
3 <sup>rd</sup> Bus Fight	See Rule 1(08) + 45 days bus suspension

**In repeated or more severe cases, more stringent action will be taken.**

### **Additional options for Offense 11-C Fighting will include the following:**

- See Rule 1(08) Violence/Fighting.

In repeated or more severe cases, more stringent action will be taken.

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

## **RULE 12(18): TOBACCO/VAPING**

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

Recommended Dispositions:

1 <sup>st</sup> Referral	3 days ISS
2 <sup>nd</sup> Referral	4 days ISS/2 days OSS
3 <sup>rd</sup> Referral	10 days OSS and Recommendation for Tribunal to Alternative School Placement

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

## **Rule 13: FAILURE TO PERFORM ASSIGNED CONSEQUENCES**

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

Recommended Dispositions:

1 <sup>st</sup> Referral	Assigned day(s) will be doubled
2 <sup>nd</sup> Referral	Assigned day(s) will be doubled
3 <sup>rd</sup> Referral	1 day ISS
4 <sup>th</sup> Referral	2 days ISS
5 <sup>th</sup> and All Subsequent Referrals	1 day OSS

**Rule 14: PUBLIC DISPLAY OF AFFECTION**

No public display of affection is acceptable. Students are to respect themselves and show respect to others. Bodily contact between **ALL** students is inappropriate. Display of affection includes but is not limited to hugging, holding hands, kissing, etc. In more severe cases, the punishment will be left to the discretion of the administrator.

Recommended Dispositions:

1 <sup>st</sup> Referral	Disciplinary action left to the discretion of teacher or administrator
2 <sup>nd</sup> Referral	3 days ISS Lunch Detention and parent notification and/or conference
3 <sup>rd</sup> Referral	1 to 2 days ISS and parent notification and/or conference
5 <sup>th</sup> and All Subsequent Referrals	3 to 5 days ISS and parent conference

**Rule 15: BEING IN UNAUTHORIZED AREAS/OFF LIMITS**

Students are only allowed to be in designated areas of the school. Students are not allowed to loiter around the parking lot or vehicles. Unless accompanied by a teacher, students must have an official hall pass whenever they leave a class during the period. There are no exceptions to this rule. Students are not allowed to visit other students' classes, teachers or hallways during school hours. During lunch students are to remain in the lunchroom or on campus in assigned areas only.

Recommended Dispositions:

1 <sup>st</sup> Referral	2 days ISS Lunch Detention
2 <sup>nd</sup> Referral	3 days ISS Lunch Detention and educational paper
3 <sup>rd</sup> and All Subsequent Referrals	2 to 3 days ISS and parent notification

**Rule 16: MISUSE OF TECHNOLOGY (See Page 25 & Pages 94-95)**

Misuse of technology includes, but is not limited to, unauthorized use of computers, cell phones, bluetooth earbuds, airpods, other technology and/or the viewing of pornography and other information or programming that is unacceptable or of no educational value.

All cell phones must be turned in to 1<sup>st</sup> period teachers and not retrieved until the dismissal bell. Students may only use cell phones for after school activities. Students will receive a disciplinary referral for any misuse of technology. (See Page 24)

NOTE: B.Y.O.T. is a privilege and should not be abused. Students are expected to follow teacher/administrator directives regarding the use of technology and/or personal devices while at school.

Recommended Dispositions for inappropriate use of personal electronics:

1 <sup>st</sup> Referral	Device(s) confiscated for 5 days and only parent/legal guardian may pickup at end of school day between 3:00 and 4:00 pm
2 <sup>nd</sup> Referral	Device(s) confiscated for 5 days, 1 day ISS, Fine of \$15.00, and only parent/legal guardian may pickup at then end of 5 days between 3:00 and 4:00 pm
3 <sup>rd</sup> Referral and All Subsequent Referrals	Device(s) confiscated for 10 days, 2 days ISS, Fine of \$25.00, and

only parent/legal guardian may pickup at the end of 10 days between 3:00 and 4:00 pm

**Rule 16B:**

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc.). Possession of such devices during testing or breaks is strictly prohibited.

Recommended Dispositions for inappropriate use of school electronics:

1 <sup>st</sup> Referral and All Subsequent Referrals	Loss of privilege for 5 school days and student will be assigned 1 day ISS.
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Computer privileges may be restricted or lost at the discretion of the administration.

**Rule 17: FOOD AND DRINKS**

No student shall have food or drinks in the classrooms, halls, campus at any time without permission. No fast foods can be brought on campus to students. Cups and soft drink bottles/cans are prohibited in the building. Only **CLEAR** water bottles are allowed on campus. Glass containers are not allowed on campus or buses at any time. Eating and drinking shall be confined to the lunchroom, other food and drink found in student's possession will be confiscated.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Educational paper
3 <sup>rd</sup> Referral	Quiet table and educational paper
4 <sup>th</sup> and All Subsequent Referrals	1 day ISS Lunch Detention, educational paper, and parent notification

**Rule 18: FORGERY/UNAUTHORIZED SIGNATURE**

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

Recommended Dispositions:

1 <sup>st</sup> Referral	Educational paper
2 <sup>nd</sup> Referral	2 days ISS Lunch Detention, educational paper
3 <sup>rd</sup> Referral	3 to 5 days ISS Lunch Detention, educational paper and parent notification
4 <sup>th</sup> and All Subsequent Referrals	3 to 5 days ISS and parent notification and/or conference

**Rule 19: LUNCHROOM CONDUCT**

No food, drinks or straws may be taken from the lunchroom. Appropriate behavior and cleanliness are expected. Students are to stay in line with their class. They may not wait on friends from other classes and break in the lunch line. Students are expected to return trays and utensils to the dish service area. Students are expected to follow the lunchroom code of conduct.

Recommended Dispositions:

- 1<sup>st</sup> Referral
- 2<sup>nd</sup> Referral
- 3<sup>rd</sup> Referral
- 4<sup>th</sup> and All Subsequent Referrals

- Left to discretion of teacher/administrator
- Lunchroom clean-up duty
- Quiet table and educational paper
- ISS Lunch Detention and educational paper

### Rule 20: CHECK-IN/CHECK-OUT POLICY

All students who arrive after homeroom has begun are required to sign in at the front office and receive an admission slip. This slip must be taken to each teacher (including homeroom). ANY STUDENT REPORTING TO CLASS, OTHER THAN BY LATE BUS, AFTER THE TARDY BELL RINGS AT 7:50 AM WILL BE COUNTED TARDY (SEE EXCESSIVE TARDIES RULE AND DISPOSITIONS).

The person signing the student out must come into the office. STUDENTS WHO CHECK OUT BEFORE 11:30 AM WILL BE COUNTED ABSENT FOR THE ENTIRE SCHOOL DAY. Students signing out before 11:30 AM (including being sent home by the school nurse) must bring an excuse within (3) school days. If an excuse is not written, the absence will be unexcused.

Recommended Dispositions:

- |   |  |
|---|--|
| 1 <sup>st</sup> Referral                      | Warning  |
| 2 <sup>nd</sup> Referral                      | Warning  |
| 3 <sup>rd</sup> Referral                      | Parent notification                                |
| 4 <sup>th</sup> Referral                      | Educational paper                                  |
| 5 <sup>th</sup> Referral                      | 1 day ISS Lunch Detention and parent notification  |
| 6 <sup>th</sup> Referral                      | 2 days ISS Lunch Detention and parent notification |
| 7 <sup>th</sup> – 14 <sup>th</sup> Referral   | 1 day ISS and parent notification                  |
| 15 <sup>th</sup> and All Subsequent Referrals | Teacher/School referral to School Social Worker    |

### Rule 21: DRESS CODE

Students are expected to be in compliance with the guidelines as spelled out in our school dress code. Repeated attempts to disrupt the learning environment with proper dress will be in violation. The student will not be permitted to remain in class and will be placed in ISS while in violation of this policy. **A student who refuses to comply with a directive about dress may be insubordinate Rule 2.** A t-shirt, tape, string, belt, or electrical tie will be issued so the student may return to class. There will be a \$1.00 fee if the t-shirt is not returned to the office.

Recommended Dispositions:

- |  |   |
|--|---|
| 1 <sup>st</sup> Referral                     | Warning/Teacher will notify parent and make arrangements for student to meet dress code or ISS for remainder of day                           |
| 2 <sup>nd</sup> Referral                     | Teacher will make arrangements for student to meet dress code and notify parent or ISS for remainder of day                                   |
| 3 <sup>rd</sup> Referral                     | 2 days ISS Lunch Detention, educational paper and parent notification (Student will remain in ISS until arrangements made to meet dress code) |
| 4 <sup>th</sup> Referral                     | 3 days ISS Lunch Detention, educational paper and parent notification (Student will remain in ISS until arrangements made to meet dress code) |
| 5 <sup>th</sup> and All Subsequent Referrals | 1 to 3 days ISS and parent notification   |

**NOTE: Student may not return to class while in violation of the dress code. The student will be placed in ISS for the remainder of the school day unless arrangements are made for student to meet the dress code.**

### Rule 22: EXCESSIVE TARDIES TO SCHOOL

Students are to be at school on time. Students who are not in class at 7:50 AM when the tardy bell rings must have an

admittance slip from the front office.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Student/teacher conference
3 <sup>rd</sup> Referral	Parent notification
4 <sup>th</sup> Referral	Educational paper and parent notification
5 <sup>th</sup> Referral	Quiet table, educational paper and parent notification
6 <sup>th</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
7 <sup>th</sup> - 9 <sup>th</sup> Referral	1 day ISS and parent notification
10 <sup>th</sup> Referral	2 days ISS and parent notification
11 <sup>th</sup> – 14 <sup>th</sup> Referral	3 days ISS and parent notification
15 <sup>th</sup> Referral	Teacher/School refers to Student Services Coordinator

### **Rule 23: PORNOGRAPHY**

No student shall sell, distribute, or possess material in any form that is considered to be pornographic. Any pornographic material detected on the school campus or any school event or function will be confiscated and destroyed.

Recommended Dispositions:

1 <sup>st</sup> Referral	Left to discretion of administrator
2 <sup>nd</sup> Referral	1 – 3 days ISS and parent notification and/or conference
3 <sup>rd</sup> and All Subsequent Referrals	3 – 5 days ISS and parent notification and/or conference

### **Rule 24: SEXUAL HARRASSMENT/SEXUAL MISCONDUCT**

Students are expected to act appropriately with the same and/or opposite sex, free of sexual behavior. Students shall not subject another person to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits with the opposite sex or participate in sexual misconduct.

Punishment may include ISS, OSS, or referral to the Tribunal for long-term suspension or expulsion. The administrator will determine the severity of the offense.

### **Rule 25: SKIPPING CLASS/LEAVING CLASS WITHOUT PERMISSION**

Students, once at school, are to remain at school and attend all classes unless the teacher grants permission to leave the class or permission is granted to leave school by an administrator. This rule deals with all students who check-in or check-out purposely to miss classes or who purposely miss class while at school. This rule includes “skipping” class or school, leaving class without permission, or leaving the campus without the principal’s or assistant principal’s permission.

It is understood, students are not to check out to eat lunch, unless they have a medical reason.

If a student is more than 10 minutes late, he/she is considered skipping class.

A student, who skips the school day, or a class period(s), will be in violation of the code of discipline.

Recommended Dispositions:

1 <sup>st</sup> Referral	1 day ISS Lunch Detention, educational paper, and parent Notification or left to discretion of administrator
2 <sup>nd</sup> Referral	2 days ISS Lunch Detention, educational paper, and parent notification or left to discretion of administrator
3 <sup>rd</sup> Referral	1 day ISS and parent notification
4 <sup>th</sup> Referral	2 days ISS and parent notification
5 <sup>th</sup> and All Subsequent Referrals	3 – 5 days ISS and parent notification

## Rule 26: CHEATING

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

**NOTE:** Any student cheating on GA Milestones Tests will have his/her test scores invalidated and will be suspended from school.

Recommended Dispositions:

1<sup>st</sup> Offense

A grade of "0" and parent contact

2<sup>nd</sup> Offense/1<sup>st</sup> Referral

A grade of "0", 2 days ISS Lunch Detention, educational paper, parent notification

3<sup>rd</sup> Offense/2<sup>nd</sup> Referral

A grade of "0", 3 days ISS Lunch Detention, educational paper, parent notification

## Rule 27: GAMBLING

Students should not participate in activities or games of chance that would involve wagers of money or tokens or property belonging to anyone. Gambling will be defined to include gambling on school property or while attending an activity under school supervision.

Recommended Dispositions:

1<sup>st</sup> Referral

2 days ISS Lunch Detention, educational paper and parent notification

2<sup>nd</sup> Referral

5 days ISS Lunch Detention, educational paper and parent notification

3<sup>rd</sup> and All Subsequent Referrals

2 days ISS and parent notification

## Rule 28: OTHER ACTS OF MISCONDUCT

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

Recommended Dispositions:

Based on severity, options include ISS Lunch Detention, ISS, and OSS. Some cases may be referred to proper legal authorities.

**REFERRAL TO LAW ENFORCEMENT OR JUVENILE COURT OFFICIALS:** Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

## Rule 29: REPEAT VIOLATION OF THE CODE OF DISCIPLINE

Students accumulating 10 or more referrals of severity as deemed by school administrators (i.e., violence, bullying, disrespect, school disruption, etc.) in one school year will be considered **Chronic Disciplinary Students**. Students who violate Behavior Contracts will automatically be placed in Alternative School.

**NOTE:** Students with charges filed with the Department of Juvenile Justice will be automatically placed in Alternative School.

Recommended Dispositions:

Student will be placed in the Alternative School setting for the completion of one successful semester before being eligible to return to Appling County Middle School.

## **Rule 30: ACADEMIC EFFORT/FAILURE TO FOLLOW DIRECTIONS/CLASSROOM MATERIALS**

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

Students are expected to have the necessary classroom materials with them when they come to class. Such materials include student planner, paper, pencil or other materials required by the teacher needed for class.

Recommended Dispositions:

1 <sup>st</sup> Offense	Teacher warning and parent notification
2 <sup>nd</sup> Offense	Teacher detention and parent notification
3 <sup>rd</sup> Offense/1 <sup>st</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
4 <sup>th</sup> Offense/2 <sup>nd</sup> Referral	3 days ISS Lunch Detention, educational paper and parent notification
5 <sup>th</sup> Offense/3 <sup>rd</sup> and All Subsequent Referrals	1 day ISS and parent/teacher conference

The administration has the discretion to administratively place students for academic purposes in the Alternative School Program.

## **Rule 31/33: Student Incivility**

Acts of continuous distributive behavior.

Recommended Dispositions:

Level 1	Discretion of Administrator
Level 2	2 days ISS
Level 3	3 days ISS/OSS

***NOTE: All violations of rule found in the Code of Conduct in which a Georgia law applies may be referred to a tribunal as deemed necessary by the school administrators.***

## **HEARING PANEL**

### **THE APPLING COUNTY MIDDLE SCHOOL SHALL COMPLY WITH THE APPLING COUNTY BOARD OF EDUCATION'S HEARING POLICY.**

I. The Appling County Board of Education's Hearing Panel will hear the following cases:

1. Alleged assault or battery by a student upon a teacher, other school official, or school employee. The Board of Education has an option of allowing a tribunal to hear the case.
2. Alleged assault or battery by a student upon another student if alleged assault or batter justifies expulsion or long-term suspension.
3. Substantial damage alleged to be intentionally 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 school principal, the alleged damage justifies expulsion or long-term suspension.
4. The student has violated a Student Behavior Contract.
5. The student violates the weapons, drug, or alcohol policy.
6. Violations of law that require more than 10 days out-of-school suspension.
7. Other rule violations that the administration determines merit a Tribunal hearing.

## II. Procedure

- A. The Board of Education, upon the recommendation of the superintendent, shall appoint a person to assume responsibility as chairman of the hearing panel. The chairman is responsible for organizing the hearing panel and insuring that due process is followed. The chairman is a non-voting member.
- B. The Board of Education, upon the recommendation of the superintendent, shall appoint twenty (20) of the professional, certificated employees to serve as members on hearing panels. When the principal of a school refers a student to the hearing panel chairman for any reason outlined in I, the chairman shall choose three or five of the hearing panel. No member of the hearing panel shall be a member of the staff at the school that the student attends.
- C. The hearing panel shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing panel shall be based solely on the evidence at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing panel shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal and the superintendent. The decision of the hearing panel shall be final and shall constitute the decision of the board of education unless either party should appeal the decision to the board of education.
- D. Any party may appeal the decision of the hearing panel to the board of education by filing with the superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing panel and the basis of the appeal. Any decision of the hearing panel not appealed in this manner shall be final. The superintendent may suspend the disciplinary action imposed by the hearing panel pending the outcome of the appeal.
- E. In the event the student to be brought before the hearing panel or the board of education has been identified as handicapped or is receiving any special education services from the school system, forgoing procedure shall be modified in accordance with the requirements of state and federal law; the school system's attorney and special education director shall be consulted and appropriate steps taken pursuant to the provisions of Public Law 94-142 and Section 504 to determine an appropriate placement for the child and insure that all of the child's procedural rights are protected.

## **TITLE IX AND OTHER FEDERAL PROGRAMS AND ACTS**

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

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

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

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

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

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

The Education Amendment of 1972, Title IX and The Civil Rights Act of 1964, Title VI:  
Human Resources Director, (912) 705-8120

The Rehabilitation Act of 1973, Section 504:  
504 Coordinator, (912) 705-8164

The American with Disabilities Education Act of 1990, Title II:  
Mrs. Pam Thomas, Special Education Director, (912) 705-8162

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

Appling County Middle School, 2997 Blackshear Hwy., Baxley, GA 31513:  
Coach Glenn Shelby, Athletic Director, (912) 367-8630

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The PPRA gives parents certain rights regarding the conducting of surveys, collecting and using information for marketing purposes, and certain physical examinations. These include the right to:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

### **Appling County School System TITLE I-A PARENT INFORMATION 2025 - 2026 (Revised May 31, 2013)**

#### **TITLE I-A PARENT/Family Engagement Information**

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) enables the federal government to provide funds to eligible K-12 schools based on the prosperity level of households. These funds are utilized to ensure that students receive a quality education and meet high academic standards. Five schools identified as Title I schools in the Appling County School System are Appling County Primary School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, and Appling County Middle School. As Title I funding recipients, these schools must set goals for improvement,

measure student progress, develop supplemental programs in addition to regular classroom instruction, and involve or inform parents on various aspects of the programs available.

Title I schools can choose to implement what is called a school-wide program or a targeted assistance program. School-wide programs have much flexibility in how to spend their Title I, Part A funds as long as they engage in strategies that improve the quality of the learning environment with a high-quality curriculum for all students. Targeted-assistance programs may use the funds for a smaller number of eligible students who are failing or are at risk of failing to meet state academic content standards through supplementary educational services.

The Appling County Middle School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, and Appling County Primary School are School-wide programs which means Title I funds are appropriated for each student. These schools are permitted to use Title I funds to provide high-quality educational programs, supplemental resources, well-trained staff, and promote school, family, and community relationships in order to raise the academic achievement of students. However, certain provisions are in place for each school and system that utilize funds from Title I.

Each school must hold an annual meeting to inform parents or guardians of how Title I affects their child's school. Title I's funding, requirements, and the parents' right to be involved are explained. Schools recognized as Title I schools must develop a Parental and Family Engagement Plan. This plan describes what the school will do to involve and inform parents about the Title I program. It states how the school involves parents and how parents are informed on key issues such as the school's performance, student assessment results, and the school curriculum. During the year, the plan is studied and revised as needed. Each school's plan can be viewed at the school's media center, main office, school website, or district website. In addition to a school-level plan, school systems must have a District-level Parent and family engagement Policy. The Appling County School System does have such a policy. Parents may request a copy at the board office or find it online at the school system website. This District Parent Involvement Policy is updated and revised by the Parents in the District, Community stakeholders, and a District Parent Engagement Committee. Parents are able to give feedback and input into the compacts, School Plans, and District Policy.

In addition to the School Parent and Family Engagement Plan, each school must develop and distribute a School-Parent Compact. **A copy of each School's Compact is given to the parents/guardians each school year for approval.** It outlines how parents, school staff, and students share responsibility for improved student achievement.

The Parent and Family Engagement Plan and Compact are developed by each School's staff, Parent Engagement Committee District wide Parent Committee, and the stakeholders and parents of each of the Title I Appling County Schools. An Annual Parent Survey is also given during the Spring of each year to assess the strengths and weaknesses of the Parent and Family Engagement program and to get parent feedback about improvements and suggestions needed to guide the Parent and Family Engagement expenditures of 1% of the Title I budget, to provide professional learning, and parent sessions geared to promoting student achievement in the Title I schools. **If you are interested in participating or serving on the School's Title I Parent Engagement Committee, please contact your child's principal.**

Title I schools inform parents or guardians of student performance and progress. This is accomplished through diversified avenues of correspondence such as weekly papers and/or weekly progress reports, planners, mid-semester progress reports, report cards, or summaries of state test results.

Title I schools encourage the involvement of parents. Parents can actively participate in the educational process of their child through varied means such as school committees, PTO/PTA, school meetings, parent/teacher conferences, volunteering, or parent sessions. Parents may monitor their child's progress by checking a planner or weekly progress report, homework, graded work, mid-semester progress reports, report cards, or assessment scores. There are many strategies parents can use to support or enhance their child's learning experience such as using flash cards to remember basic facts, having hands-on materials such as beans to solve problems, or asking the child questions during a story to check for understanding. Additionally, many of these strategies are demonstrated in parent sessions that are offered throughout the school year.

To encourage parental involvement at home, parents also have access to monthly newsletters concerning relevant parenting topics and a parent resource centers located at all Title I Schools. Supplemental educational materials are available and are

provided to assist parents and students in the home.

For more information on Title I or parent resources please contact:

- Georgia Department of Education – (404) 463-1956 or [www.gadoe.org](http://www.gadoe.org)
- Appling County Middle School – (912) 367-8630, Principal; Cathy Campbell, email: [cathy.campbell@appling.k12.ga.us/](mailto:cathy.campbell@appling.k12.ga.us)
- Appling County Primary School– (912) 367-8642, Principal; Tammy Pendarvis, email: [tammy.pendarvis@appling.k12.ga.us/](mailto:tammy.pendarvis@appling.k12.ga.us/)
- Appling County Elementary School – (912)367-8640, Principal, Stafford King, email: [Stafford.king@appling.k12.ga.us](mailto:Stafford.king@appling.k12.ga.us)
- Fourth District Elementary School – (912) 367-3250, Principal; Garret Cranford, email: [garrett.cranford@appling.k12.ga.us](mailto:garrett.cranford@appling.k12.ga.us)
- Altamaha Elementary School – (912) 367-3713, Principal; Angela Haynes, email: [angela.haynes@appling.k12.ga.us/](mailto:angela.haynes@appling.k12.ga.us/)

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

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

504 Coordinator	Address	Phone Number	Email
Altamaha Elementary Simikia Wright	344 Altamaha School Rd. Baxley, GA 31513	912-367-3713 Ext. 245	<a href="mailto:simikia.wright@appling.k12.ga.us">simikia.wright@appling.k12.ga.us</a>
Appling Primary School Amaya Roberts	482 Blackshear Hwy. Baxley, GA 31513	912-367-8649 Ext. 777	<a href="mailto:amaya.roberts@appling.k12.ga.us">amaya.roberts@appling.k12.ga.us</a>
Appling Elementary School Jessica Lamb	680 Blackshear Hwy. Baxley, GA 31513	912-367-8640 Ext. 616	<a href="mailto:jessica.lamb@appling.k12.ga.us">jessica.lamb@appling.k12.ga.us</a>
Appling County High Rebecca Shumans	482 Blackshear Hwy. Baxley, GA 31513	912-367-8610 Ext. 421	<a href="mailto:rebecca.shumans@appling.k12.ga.us">rebecca.shumans@appling.k12.ga.us</a>
Appling County Middle Erin Thomas	2997 Blackshear Hwy. Baxley, GA 31513	912-367-8630 Ext. 538	<a href="mailto:erin.thomas@appling.k12.ga.us">erin.thomas@appling.k12.ga.us</a>
Fourth District Elementary Kristy Garner	13396 Blackshear Hwy. Surrency, GA 31563	912-367-3250 Ext. 321	<a href="mailto:kristy.garner@appling.k12.ga.us">kristy.garner@appling.k12.ga.us</a>

Updated FY26

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

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

### **Appling County School System Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The school system's Section 504 Coordinator's contact information is 912-367-8600.

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

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

**Within 10 business days from receiving the grievant'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.

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

**4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official. This official will not be an employee of the District and will have knowledge of Section 504 of the Rehabilitation Act of 1973.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

### **Matricula Escolar en virtud del artículo 504 de la Ley de Rehabilitación de 1973**

Cualquier estudiante, padre de familia o tutor (“agraviado”) puede solicitar una audiencia imparcial debido a las acciones u omisiones del sistema escolar respecto a la identificación, evaluación o colocación educativa bajo la Sección 504. Las solicitudes para una audiencia imparcial debe ser por escrito para la sección del sistema escolar Coordinador 504, sin embargo, falta del demandante para solicitar una audiencia no alivia la obligación del sistema escolar para ofrecer una audiencia imparcial si el agraviado verbalmente solicita una audiencia imparcial con el/la coordinador (a) a través de la Sección del sistema escolar 504. El/la coordinadora de la Sección 504 del sistema escolar, con la asisten-

cia de un intérprete bilingüe, ayudara al agraviado en la realización de la solicitud por escrito para una audiencia. El/ Coordinador (a) de la Sección 504 puede ser contactado a través de la oficina central del sistema escolar. Una copia en español de las Garantías de Procedimiento y Notificación de Derechos de los Estudiantes y Padres bajo la Sección 504, se puede encontrar en la página de web del sistema en [www.appling.k12.ga.us](http://www.appling.k12.ga.us) bajo la sección 504 (en la sección de Servicios del Estudiante) o se pueden recoger en la oficina central o en cualquiera de las oficinas de las escuelas.

El/la Coordinador(a) de la Sección 504 de sistema escolar es la siguiente:

504 Coordinator  
249 Blackshear Hwy.  
Baxley, GA 31513

Teléfono: 912-367-8600 Ext. 164  
Fax: 912-367-1011

## **HELPLINES**

### **HELPLINE 1-800-338-6745!**

The Governor of Georgia has a tollfree 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 know may need to talk, please call this tollfree 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.

## **Appling County Middle School Technology Protocol**

As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction. Adequate school technology is available for instructional purposes. Students are encouraged NOT to bring personal technology devices to school. Cell phones and other personal technology are NOT allowed to be used during the instructional day.

### **Definition of "Personal Technology"**

"Personal Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside Internet sources at any time.

### **Security and Damages of Personal Technology Devices**

Responsibility to keep the any personal technology device secure rests with the individual owner. **The Appling County School System, nor its staff or employees, is not liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

### **Appling County Student Technology Agreement**

The use of technology to provide educational material is not a necessity but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians using technology at ACMS must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Internet Acceptable Use (Policy IFBG). Additionally:

- Appling County Middle School may provide and assign a technology device for use at school as a means to promote achievement and provide flexible learning opportunities.
- Appling County Middle School teachers will provide guidelines and information about school expectations for students who are issued school technology devices.
- Students will make a good faith effort to keep their school-issued devices safe, secure and in good working order.
- Any damaged school technology must be reported to the teacher immediately.
- Students are responsible for any damage to school technology and the student/student's family is responsible for paying repair costs as determined by ACMS up to the full cost of a replacement device.
- Students will not be allowed to use another school technology device until fees are paid unless approved by school administration.
- Personal technology may not be used on school campus during the instructional day or while riding school buses without express permission. If permission is granted, personal technology must be in silent mode.
- Technology devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Technology devices not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- Technology devices may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Games are not permitted.

Students acknowledge that:

- The school's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of policy IFBG.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to student drives allows downloading files but not always uploading files. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, or another media device.
- Printing from personal technology will not be possible at school.
- Personal technology will not be charged at school.

I understand and will abide by the above protocol. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action. Signing the acknowledgement form for student handbook will verify parent/guardian understanding of this protocol.

**\*See ACMS handbook rules regarding violations and consequences.**

## Board Policy

## Descriptor Code: IFBG

### Internet Acceptable Use

1. Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the Appling County School System.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Students will have access privileges only at school under the supervision of a teacher. The system administrators will deem what is inappropriate use and their decision is final. There is no appeal process. The system administrators may deny access at any time, as required. An administrator, faculty member or staff member of the Appling County System may request denial, revocation, or suspension of a specific user.
3. Guidelines for Use - The following guidelines shall be observed when using the Internet service through the school: These guidelines apply to all faculty, staff, and students.
  - Users shall be polite, courteous and respectful during all sessions on the internet, including use of e-mail. Users must use appropriate language. Cyber bullying will not be tolerated.
  - Profanity, obscenity, vulgarity or other illegal activity is strictly prohibited.
  - Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, inappropriate adult sites, or material protected by trade use.
  - Electronic mail (e-mail) and telecommunications are not to be utilized to share unauthorized confidential information about students and other employees.
  - Electronic Mail is NOT private, and inappropriate or illegal messages will be reported to the authorities.
  - The unauthorized disclosure, use, and dissemination of personal information such as mailing address, phone number, or social security number, etc. are prohibited.
  - Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.
  - Attempts to obtain access to restricted sites, servers, files, and databases are prohibited.
  - Use of the network which causes disruption to others is prohibited.
  - All communications and information accessible via the Internet should be assumed to be subject to copyright law.

When accessing school information off-campus, all guidelines contained within the Acceptable Use Policy still apply.

4. Warranties - The Appling County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.
5. Accountability - All users are fully responsible for their own actions, including legal, financial, or otherwise. Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held accountable for what the student may access through the Internet beyond instructional directives. All users must also abide by the terms and conditions in the Appling County Acceptable Use Policy. Any violation of this policy may be unethical, a breach in the Code of Ethics for Educators, and may constitute a criminal offense.
6. Security - Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the school network or Internet, you are required to notify the principal or system administrator. Do not demonstrate the problem to other users. Never use another individual's account.  
Attempts to log on to the school network or Internet as a network administrator will result in cancellation of user privileges. Any user(s)

identified as a security risk or having a history or problems with other computer systems may be denied access to the school network or Internet.

7. **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, on the internet, or on other networks that are connected to any other network. This includes, but is not limited to, to uploading or creation of computer viruses. Vandalism will result in immediate disciplinary action.
8. **Enforcement** - Violating any of the guidelines may result in access privileges being revoked, disciplinary action being taken and/or appropriate legal action being initiated.
9. **Permission for Use** – The school system shall have in operation procedures or guidelines concerning online activities of students, developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying. Any computer that provides access to the Internet will have filtering software installed to block or filter access to content that is obscene, pornographic, or harmful to minors on internet-connected computers used by minors.
  - Users will be required to obtain permission from a teacher before using the Internet.
  - All student users and their parents/guardians will be required to review the Appling County Acceptable Use Policy and school handbook prior to use.
  - Those that do not agree with the procedures and/or guidelines and choose not to allow their child/ren to use technology in the Appling County School System must submit a signed letter of non-agreement to the school media specialist.

## Digital Learning Platforms

At Appling County Schools, we use G Suite for Education, Microsoft 365, and various other Digital Learning Platforms. We are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Appling County Schools, students will use their G Suite accounts as well as other digital platforms to complete assignments, communicate with their teachers, and learn 21<sup>st</sup> century digital citizenship skills. Students may also be provided with an account for grade/age appropriate learning platforms from various other Digital Learning providers.

With Google being the primary digital platform being used, the website listed below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Answers to these questions can be found on the Google webpage at

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

Please read it carefully, let us know of any questions and then sign the handbook consent form to indicate that you have read the notice and give your consent and for Google to collect, use, and disclose information about your child for the purposes described in the website above. If you do not provide your consent, we will not create a G Suite for Education account for your child. You will need to provide a letter stating that you do NOT give permission for the Appling County School District to create/maintain a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers. If you do not wish to provide your consent for any other digital platform that may be used by your child, that will also need to be submitted in writing.

Thank you,  
Appling County School System

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

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

### **Infinite Campus Student Portal**

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

Username: firstnamelastinitiallunch#  
Password: @cMMDDYYYY (birthday)

## **Technology Services**

### **Google Workspace for Education**

To Parents and Guardians,

At Appling County Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of educationproductivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Appling County Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read this carefully and let us know if you have any questions. If you choose not to provide consent, please submit a written statement indicating that you do not wish to authorize the creation of a Google Workspace for Education account for your child. If you opt out, your child will not be able to use Google services and may need to use other software to complete assignments or collaborate with peers.

**By opting in, I give permission for Appling County Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

## **Google Workspace for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail (6-12 grades only)
- Google Chrome Sync
- Google Meet (6-12 grades only)
- Google Vault
- Groups for Business
- Keep
- Migrate
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Applied Digital Skills
- Chrome Web Store (school system has control of what apps can be installed)
- CS First
- FeedBurner
- Google Alerts
- Google Arts and Culture
- Google Bookmarks
- Google Cloud Platform
- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google Photos
- Google Play (school system has control of what can be installed)
- Google Play Console
- Google Search Console
- Google Translate
- Material Gallery
- Scholar Profiles
- Search And Assistant
- Third-Party Apps Backup
- Youtube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services. These apps include:

- Edulastic
- Nearpod
- Pear Deck
- Pear Deck for Google Slides Add-on
- SketchUp for Schools
- Slido for Google Slides
- Sora, by OverDrive
- Sorted Paragraphs
- Adobe Acrobat
- Microsoft Teams Meeting
- Nearpod
- Pear Deck for Google Slides Add-on
- QA – Pear Deck (beta)
- QR Code Generator

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

[Include this section if your school provides access to Additional Services] Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

[As applicable for school/district] We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;

- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the school administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the Applying County BOE. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing->

# PARENT AND FAMILY ENGAGEMENT POLICY 2025-2026



Altamaha Elementary School

## What is Family Engagement?

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

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

## About the Family and Parent Engagement Policy

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

schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

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

## **Jointly Developed**

During school meetings in Spring 2025 and the Annual District Meeting on May 27, 2025, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2025-2026 school year. The district posted an invitation in local news media about this meeting and posted an announcement on the school district website and on school websites. During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP). Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the 2025–2026 school year.

Upon final revision, the district parent and family engagement policy were incorporated into the CLIP, which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time to the district family engagement coordinator (FEC) or by submitting written comments to your child’s school. All feedback received by May 2025 was considered for revisions to this policy.

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

## **Strengthening Our School**

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



**Appling County Primary School**



**Fourth District Elementary School**

## **Reservation of Funds**

The ACSS will reserve 1 percent from the total amount of Title I funds it receives in 2025-2026 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the ACSS will distribute at least 90 percent of the amount reserved to our schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

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

## **Opportunities for Meaningful Parent Consultation**

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

### **District Meeting ~ May 27, 2025**

All parents are welcome to hear the latest updates from the Appling County School System, as well as, review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2025-2026 school year. Notices regarding this meeting will be sent to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

## School Improvement Forums~ March - May 2025

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

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



Appling County Elementary School



Appling County County Middle School

## **Building Capacity APPLING COUNTY SCHOOL SYSTEM**

**Revised May 31, 2025**

**249 Blackshear Highway**

**Baxley, GA 31513**

The ACSS will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement.

To develop capacity for this support, the ACSS will implement a variety of family and community engagement initiatives.

***Of Parents*** - The ACSS including Georgia Baptist Children’s Home and Family Ministries will provide families with information about the overall Title I program and its requirements. The district works with all Title I schools to help families understand academic expectations for student learning and progress. Specific information related to the State’s challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district also offers assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about

these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

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

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

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

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

***School Staff*** - The ACSS will conduct four training sessions during the school year for school Family Engagement Coordinators to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools.

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

## **Parent and Family Engagement Evaluation**

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

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

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

# Accessibility

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

# Adoption

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

This policy was adopted by the Appling County School System on May 27, 2025, and will be in effective for the 2025-2026 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

# Mark Your Calendars

<i>For Parents</i>	<i>For Schools</i>
<i>Annual Parent Survey</i> January 2, 2026 – January 31, 2026	<i>Family Engagement Coordinator Meetings</i> August 2025 October 2025 January 2026 March 2026
<i>School Improvement Meeting</i> May 2026	

Appling County High School

## SISTEMA ESCOLAR DEL CONDADO DE APPLING



Revisado el 28 e mayo de 2025

Autopista Blackshear 249

Baxley, GA 31513

# POLÍTICA DE PARTICIPACIÓN DE PADRES Y FAMILIAS - 2025-2026



Escuela Primaria Altamaha

## ¿Qué es family engagement?

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

- (A) Que los padres desempeñen un papel integral en la asistencia al aprendizaje de sus hijos.
- B) Que se aliente a los padres a participar activamente en la educación de sus hijos.
- C) Que los padres sean socios de pleno derecho en la educación de sus hijos y estén incluidos, según proceda, en la adopción de decisiones y en los comités consultivos para ayudar en la educación de sus hijos.
- (D) La realización de otras actividades, como las descritas en la Sección 1116 de la Ley de Éxito de Todos los Estudiantes (ESSA).

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

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

Cuando las escuelas, las familias y las comunidades trabajan juntas para apoyar el aprendizaje, los niños tienden a tener mejores resultados en la escuela, permanecer en la escuela por más tiempo y disfrutar más de la escuela. El Título I, Parte A establece la participación sustantiva de la familia en todos los niveles del programa, como en el desarrollo e imple-

mentación del plan distrital y escolar, y en la ejecución de las disposiciones de mejoramiento del distrito y de la escuela. La Sección 1116 de ESSA contiene los requisitos primarios del Título I, Parte A para que las escuelas y los sistemas escolares involucren a los padres y miembros de la familia en la educación de sus hijos. La ACSS trabajará con sus escuelas para garantizar que las políticas requeridas de participación de padres y familias a nivel escolar cumplan con los requisitos de la ley federal y cada una incluya, como componente, un compacto entre la escuela y los padres.

## **Desarrollado conjuntamente**

Durante las reuniones escolares en la primavera de 2025 y la Reunión Anual del Distrito el 27 de mayo, 2025, se invitó a todos los padres a participar y proporcionar sugerencias e ideas para mejorar esta política de participación de los padres y la familia del distrito para el año escolar 2025-2026. El distrito publicó una invitación en los medios de comunicación locales sobre esta reunión y publicó un anuncio en el sitio web del distrito escolar y en los sitios web de las escuelas. Durante esta reunión, los padres también revisaron y discutieron el Plan Consolidado de Mejoramiento (CLIP). Además, cada escuela de Título I utilizó su Consejo Consultivo de Padres para revisar la política de participación de los padres y la familia del distrito antes del final del año escolar 2025 -2026.

Tras la revisión final, la política de participación de los padres y la familia del distrito se incorporó al CLIP, que se presentó al estado. Los padres son bienvenidos a enviar comentarios y retroalimentación con respecto a la política en cualquier momento al coordinador de participación familiar del distrito (FEC) o enviando comentarios por escrito a la escuela de su hijo. Todos los comentarios recibidos antes de mayo de 2025 se consideraron para las revisiones de esta política.

El plan del distrito para distribuir esta política es publicarla en el sitio web del distrito y en los sitios web de las escuelas, desseminalarla durante las reuniones escolares anuales del Título I en el otoño y enviar un enlace a todos los padres a través del portal de los padres en un formato e idioma que puedan entender.

## **Fortaleciendo Nuestra Escuela**

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



**Escuela Primaria del Condado de Appling**



**Escuela Primaria del Cuarto Distrito**

## **Reserva de Fondos**

La ACSS reservará el 1 por ciento de la cantidad total de fondos del Título I que reciba en 2025-2026 para llevar a cabo los requisitos de participación de los padres y la familia enumerados en esta política y como se describe en la ley federal. Además, la ACSS distribuirá al menos el 90 por ciento de la cantidad reservada a nuestras escuelas para apoyar sus programas y actividades de participación familiar a nivel local. El distrito proporcionará orientación y comunicación claras para ayudar a cada escuela a desarrollar un presupuesto adecuado de participación familiar que aborde su evaluación de necesidades y recomendaciones de los padres.

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

## **Oportunidades para una consulta significativa con los padres**

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

### **Reunión de Distrito ~ 1 de junio de 2025**

Todos los padres son bienvenidos a escuchar las últimas actualizaciones del Sistema Escolar del Condado de Appling, así como a revisar y proporcionar información sobre la política de participación de padres y familias del distrito y el Plan de Mejoramiento Consolidado de LEA para el año escolar 2025-2026. Los avisos relacionados con esta reunión se enviarán a todos los padres antes de la reunión. El distrito también comunicará información sobre esta reunión en el sitio web del distrito escolar.

### **Foros de Mejoramiento Escolar ~ Marzo - Mayo 2025**

Durante estos meses, cada escuela de Título I brindará oportunidades para que los padres y los miembros de la familia participen en discusiones para revisar el plan escolar, las políticas de participación de los padres y la familia de la escuela, la política de participación de los padres y la familia del distrito, así como proporcionar información sobre el presupuesto de participación familiar y los temas para la capacitación del personal escolar. Cada escuela de Título I notificará a los padres sobre la fecha y hora de estas reuniones a través de varios medios, incluidos, entre otros, el sistema telefónico de la escuela, el Portal para Padres, las invitaciones y las redes sociales. Los padres también pueden proporcionar información de entrada a través de encuestas escolares. La información sobre el foro de Mejoramiento Escolar también estará disponible en los sitios web de las escuelas.

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



**Escuela Primaria del Condado de Appling**



**Escuela Intermedia del Condado de Appling**

# Creación de capacidad

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

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

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

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

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

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

**Personal escolar** - La ACSS llevará a cabo cuatro sesiones de capacitación durante el año escolar para que los coordinadores de participación familiar de la escuela aprendan y discutan estrategias para aumentar la participación familiar, mejorar la comunicación entre la escuela y la familia y construir lazos con los padres y la comunidad. Estas capacitaciones se volverán a entregar a la facultad y al personal de las escuelas del Título I.

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

## **Evaluación de la participación de los padres y la familia**

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

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

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

## **Accesibilidad**

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

## **Adopción**

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

Esta política fue adoptada por el Sistema Escolar del Condado de Appling el 27 de mayo de 2025 y será efectiva para el año escolar académico 2025-2026. El distrito escolar distribuirá esta política de múltiples maneras a todos los padres de los niños participantes del Título I, Parte A antes o durante la primera semana del semestre de otoño.

## Marque sus calendarios

<i>Para padres</i>	<i>Para Escuelas</i>
<p><b><i>Encuesta Anual de Padres</i></b></p> <p>2 de enero de 2025 – 31 de enero de 2025</p> <p><b><i>Reunión de Mejoramiento Escolar</i></b></p> <p>Mayo 2026</p>	<p><b><i>Reuniones del Coordinador de Participación Familiar</i></b></p> <p>agosto 2025</p> <p>octubre 2025</p> <p>enero 2026</p> <p>marzo 2026</p>



Escuela Secundaria del Condado de Appling

**Appling County Middle School**  
School-Family Engagement Plan for  
Shared Student Success  
**2025-2026 School Year**  
Revised 4/30/2025



Appling County Middle School  
Dr. Cathy Campbell, Principal  
2997 Blackshear Highway  
Baxley, GA 31513  
(912) 367-8630  
acms.appling.k12.ga.us

**What is Title I?**

Appling County Middle is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents, a written parental involvement policy.

**SCHOOL PLAN FOR SHARED STUDENT ACHIEVEMENT**

**What is it?** This is a plan that describes how Appling County Middle will provide opportunities to improve parent engagement to support students' learning. Appling County Middle values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Appling County Middle will support parent engagement and how parents can help plan and participate in activities and events to promote students' learning at school and at home.

**How is it developed?** Appling County Middle School welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan is posted on the school website under Title I for parents to view. We also distribute an annual Title I survey to ask parents for their suggestions on the plan and the use of funds for parent involvement. Parents can also give feedback during parent meetings, Parental Advisory Council meetings and the annual Title I meeting for next school year.

**Who is it for?** All students participating in the Title I, Part A program and their families are encouraged and invited to participate fully in the opportunities described in this plan. Appling County Middle will provide full opportunity for the participation of parents with limited English, parents with disabilities, and parents of migratory children.

**Where is it available?** At the beginning of the year, the plan is copied and sent home with all students. As a reminder, we let parents know how to access the plan on the school website and in the school office.



## 2025-2026 District Goals

- **Goal 1:** By June 2026, overall content mastery in ELA will increase by 3 percentage points, with a focus on closing achievement gaps between identified subgroups.
- **Goal 2:** By June 2026, overall content mastery in math will increase by 3 percentage points, with a focus on closing achievement gaps between identified subgroups.

## 2025-2026 School Goals

- **Goal 1:** By June 2026, students will show measurable progress in ELA as evidenced by a 3 % growth in content mastery as measured by the Georgia BEACON assessment.
- **Goal 2:** By June 2026, students will show measurable progress in Math as evidenced by a 3 % growth in content mastery as measured by the Georgia BEACON assessment.
- **Goal 3:** By June 2026, students will show measurable progress in Science as evidenced by a 3 % growth on a teacher created Illuminate Science benchmark.
- **Goal 4:** By June 2026, students will show measurable progress in Social Studies as evidenced by a 3 % growth on a teacher created Illuminate Social Studies benchmark.

## School-Family Engagement Compacts

As part of this plan, Appling County Middle and our families will develop a school-family engagement compact, which is an agreement that parents, teachers, and students will develop together that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during the Parental Advisory Council meeting and Annual Title I meeting. The school-parent compacts are kept with each child's teacher if parents need a copy.



## Let's Get Together at ACMS!

Appling County Middle will host events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement.

### Open House/Meet Your Teacher/6<sup>th</sup> Grade Transition – August 07, 2025 @ 1:30–3:00 pm

- Meet your child's teacher and our friendly and helpful school staff. Learn about making a smooth transition to the middle school setting.

### 6<sup>th</sup> Grade Transition – August 07, 2025 @ 12:30

- Orientation to prepare 6<sup>th</sup> Grade students to attend Appling County Middle School in the fall.

### ACMS Stakeholders' Meeting #1 – August 25, 2025 @ 2:00 pm

- Parents, teachers, administrators, and community come together to share ideas for school improvement and help the board of education develop and nurture participation. Review District policy, school parent plans, and compacts. All parents are welcome.

### Annual Title I Meeting, Curriculum Overview, & Technology Rally -September 16, 2025 @ 3:30 pm

- We will share information about our Title I program including District policy, school parent involvement plan, school-parent compacts, parents' requirements, ACMS curriculum, and updated test scores.
- Learn more about the many technology programs used at ACMS and how to use Parent Portal.

### Family Fun Math Rally – October 20, 2025 @ 3:30

- Learn more about helping your child make math fun at home, the State's math curriculum, Math Milestones, and math resources/programs used at ACMS.

### ACMS Stakeholders' Meeting #2- December 09, 2025 @ 2:00 pm

- Parents, teachers, administrators, and community come together to share ideas for school improvement and help the board of education develop and nurture participation. All parents are welcome.

### Family Fun Reading/Writing Rally – February 09, 2026 @ 3:30 – 4:30 pm

- Learn more about the State's ELA standards, writing strategies, ELA Milestones, and ELA resources/programs used at ACMS.

### ACMS Stakeholders' Meeting #3 – March 23, 2026 @ 2:00 pm

- We invite you to provide input into Appling County Middle and Appling County's parental involvement plans, compact, and the use of 1% of parent involvement funds to increase student achievement.

### Parent Grab-N-Go Milestones Review Rally – April 14, 2026 @ 7:30 – 9:30 AM

- Learn more about Title I and receive resources to help your child be successful.

### Parental & Student Input Meeting - April 14, 2026 @ 2:00

- Provide input from parents, community, and school concerning Parent Involvement Compacts, Policies, and Budgets.

### ACMS Stakeholders' Meeting #4, May 04, 2026 @ 2:00 pm

- Parents, teachers, administrators, and community come together to share ideas for school improvement and help the board of education develop and nurture participation. Title I survey results are shared during the meeting. All parents are welcome.

**Translators Available For All Events**

### **Progress Report 2023-2024 (Dates May Change)**

\*09/16/25 \*11/14/25 \*02/17/26 \*04/24/26

### **Report Cards 2023-2024 (Dates May Change)**

\*10/09/25 \*01/09/26 \*03/24/26 \*05/23/26

- **Social Media Postings and ShoutPoint Calls Will Be Sent Prior to Each Meeting Date**

## Parent-Family Engagement

Appling County Middle believes that family engagement means the participation of parents/families in regular two-way and meaningful communication involving student academic learning and other school activities, ensuring:

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities as described in this plan.

Appling County Middle School is committed to helping our parents attend the parental activities listed in this plan. Please call or e-mail us if you need assistance with childcare in order to participate in our meetings and parent/family engagement workshops.

912- 367-8630

**Principal: Dr. Cathy Campbell**

[cathy.campbell@appling.k12.ga.us](mailto:cathy.campbell@appling.k12.ga.us)



## Appling County Middle is Branching Out



Appling County Middle will take the following measures to promote and support parents/families as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish and posted on the school website for all parents.
- Conduct staff professional development each quarter on parent involvement practices and effective strategies for staff to communicate and build partnerships with parents.
- Partner with Appling County Elementary, Fourth District Elementary, and Altamaha Elementary to share school information about parent engagement activities that will help prepare parents and their children for school transition.
- Share information in English and Spanish (other languages as needed) for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- Communicate with all families and the community on a regular basis regarding school wide events and activities such as phone/text messages, social media, school web page, and flyers.
- Work with our parents/families to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement.
- Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- Collaborate with community leaders and business groups to increase participation and awareness of the school parental involvement plan and activities.
- Offer parent classes to help further enhance their various educational backgrounds.
- Listen and respond to parents' requests for additional support or activities.

## Parent-Family Engagement Standards

Appling County Middle and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community



### Parent-Family Engagement Advisory Council

Appling County Middle invites all parents to join the Family Engagement Advisory Council to share ideas and ways to involve other parents to build partnerships with school, families, and the community. The council will meet three times during the school year, but parents may also submit their ideas or suggestions during all activities and meetings, as well as through our parent surveys and Title I meetings. If you would like to learn more about the Family Engagement Advisory Council, please contact Dr. Cathy Campbell, Principal, at 912-367-8630 or complete the interest form and leave it in the Main Office.



**STUDENT ACHIEVEMENT IS OUR BUSINESS!**

**Family Engagement Advisory Council (PAC)**

- Yes, I am excited about joining the School Family Engagement Advisory Council
- Yes, please contact me so I can learn more about the School PAC
- Yes, this sounds like a great idea, please keep me posted about future Meetings

Name: \_\_\_\_\_  
Child's Name and Grade: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Share Your Thoughts**

We want to hear from you. If you have suggestions or if there is any part of this plan that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) \_\_\_\_\_  
Telephone Number: (optional) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Escuela secundaria del condado de Appling

Plan de participación escuela-familia para  
Éxito estudiantil compartido

Año escolar 2025-2026

Revisado el 30/04/2025



Escuela secundaria del condado de Appling  
**Dra. Cathy Campbell, directora**  
2997 Carretera Blackshear  
Baxley, GA 31513  
(912) 367-8630  
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### ¿Qué es el Título I?

La Escuela Intermedia del Condado de Appling está identificada como una escuela de Título I según la Ley de Educación Primaria y Secundaria de 1965 (ESEA). El Título I está diseñado para apoyar las reformas escolares estatales y locales, vinculadas a los exigentes estándares académicos estatales, con el fin de reforzar y optimizar los esfuerzos para mejorar la enseñanza y el aprendizaje de los estudiantes. Los programas de Título I deben basarse en métodos eficaces para mejorar el rendimiento estudiantil e incluir estrategias para fomentar la participación de los padres. Todas las escuelas de Título I deben desarrollar, junto con todos los padres, una política escrita de participación parental.

## Plan Escolar para Estudiantes Compartidos

### Logro

¿Qué es? Este es un plan que describe cómo la Escuela Intermedia del Condado de Appling brindará oportunidades para mejorar la participación de los padres y así apoyar el aprendizaje de los estudiantes. La Escuela Intermedia del Condado de Appling valora las contribuciones y la participación de los padres para establecer una colaboración equitativa con el objetivo común de mejorar el rendimiento estudiantil. Este plan describe las diferentes maneras en que la Escuela Intermedia del Condado de Appling apoyará la participación de los padres y cómo pueden ayudar a planificar y participar en actividades y eventos para promover el aprendizaje de los estudiantes en la escuela y en casa.

¿Cómo se desarrolla? La Escuela Intermedia del Condado de Appling agradece las aportaciones y comentarios de los padres sobre el plan en cualquier momento. Todos los comentarios de los padres se utilizarán para revisar el plan del próximo año. El plan se publica en el sitio web de la escuela, en la sección Título I, para que los padres puedan consultarlo. También distribuimos una encuesta anual de Título I para solicitar sugerencias de los padres sobre el plan y el uso de los fondos para la participación parental. Los padres también pueden dar su opinión durante las reuniones de padres, las reuniones del Consejo Asesor de Padres y la reunión anual de Título I del próximo año escolar.

¿A quién va dirigido? Se anima e invita a todos los estudiantes que participan en el programa Título I, Parte A, y a sus familias, a participar plenamente en las oportunidades descritas en este plan. La Escuela Intermedia del Condado de Appling brindará plenas oportunidades de participación a padres con dominio limitado del inglés, padres con discapacidades y padres de niños migrantes.

¿Dónde está disponible? A principios de año, se copia el plan y se envía a casa con todos los alumnos. Les recordamos a los padres cómo acceder al plan en el sitio web del colegio y en la secretaría.



## Metas del Distrito 2025-2026

•Objetivo 1: Para junio de 2026, el dominio general del contenido en ELA aumentará en 3 puntos porcentuales, con el foco puesto en cerrar las brechas de logros entre los subgrupos identificados.

•Objetivo 2: Para junio de 2026, el dominio general del contenido en matemáticas aumentará en 3 puntos porcentuales, con el foco puesto en cerrar las brechas de rendimiento entre los subgrupos identificados.

## Metas escolares 2025-2026

- Meta 1: Para junio de 2026, los estudiantes mostrarán un progreso medible en ELA como lo demuestra un crecimiento del 3 % en el dominio del contenido según lo medido por la evaluación BEACON de Georgia.
- Meta 2: Para junio de 2026, los estudiantes mostrarán un progreso medible en Matemáticas como lo demuestra un crecimiento del 3 % en el dominio del contenido según lo medido por la evaluación BEACON de Georgia.
- Meta 3: Para junio de 2026, los estudiantes mostrarán un progreso medible en Ciencias, como lo evidencia un crecimiento del 3 % en un punto de referencia Illuminate Science creado por el docente.
- Meta 4: Para junio de 2026, los estudiantes mostrarán un progreso medible en Estudios Sociales como lo demuestra un crecimiento del 3% en un maestro creado Punto de referencia de Estudios Sociales Illuminate

## Pactos de participación entre la escuela y la familia

Como parte de este plan, la Escuela Intermedia del Condado de Appling y nuestras familias desarrollarán un pacto de participación entre la escuela y la familia. Este pacto, que padres, maestros y estudiantes desarrollarán conjuntamente, explica cómo trabajarán juntos para asegurar que todos nuestros estudiantes alcancen los estándares de su grado. Los pactos se revisarán y actualizarán anualmente con base en los comentarios de padres, estudiantes y maestros durante la reunión del Consejo Asesor de Padres y la reunión anual del Título I. Los pactos entre la escuela y los padres se conservan con el maestro de cada niño si los padres necesitan una copia.



## ¡Reunámonos en ACMS!

Appling County Middle organizará eventos para desarrollar la capacidad de una fuerte participación de los padres para apoyar una asociación entre la escuela, los padres y la comunidad para mejorar el rendimiento académico de los estudiantes.

### Jornada de puertas abiertas/Conozca a su maestro/ Transición a 6.º grado – 7 de agosto de 2025, de 1:30 -3:30 pm

Conozca al maestro de su hijo/a y a nuestro amable y atento personal escolar . Aprenda cómo lograr una transición fluida a la secundaria.

### Transición de 6to grado - 07 de agosto de 2025 a las 12:30

• Orientación para preparar a los estudiantes de sexto grado para asistir a la escuela secundaria del condado de Appling en el otoño.

### Reunión de partes interesadas del ACMS # 1 – 25 de agosto de 2025, 2:00 pm

• Padres, maestros, administradores y la comunidad se reúnen para compartir ideas para mejorar la escuela y ayudar a la junta de educación a desarrollar y fomentar la participación. Revisan las políticas del Distrito, los planes escolares para padres y los convenios. Todos los padres son bienvenidos.

### Reunión anual del Título I, resumen del currículo y encuentro tecnológico: 16 de septiembre de 2025, 3:30 pm

• Compartiremos información sobre nuestro programa de Título I, incluida la política del Distrito, el plan de participación de los padres de la escuela, Pactos entre la escuela y los padres, requisitos para los padres, plan de estudios de ACMS y resultados de exámenes actualizados.  
• Obtenga más información sobre los numerosos programas tecnológicos que se utilizan en ACMS y cómo utilizar el Portal para padres.

### Jornada de matemáticas en familia – 20 de octubre de 2025 a las 3:30 pm

• Obtenga más información sobre cómo ayudar a su hijo a hacer que las matemáticas sean divertidas en casa, el plan de estudios de matemáticas del estado, Math Milestones, y recursos/programas de matemáticas utilizados en ACMS.

### Reunión de partes interesadas de ACMS # 2- 9 de diciembre de 2025 a las 2:00 pm

• Los padres, maestros, administradores y la comunidad se reúnen para compartir ideas para mejorar la escuela y Ayude a la junta educativa a desarrollar y fomentar la participación. Todos los padres son bienvenidos.

### Encuentro de lectura y escritura en familia – 9 de febrero de 2026, de 3:30 -5:00 pm

• Obtenga más información sobre los estándares de ELA del estado, las estrategias de escritura, los hitos de ELA y los recursos/programas de ELA. utilizado en ACMS.

### Reunión de partes interesadas del ACMS # 3 – 23 de marzo de 2026, 2:00 p.m

• Lo invitamos a brindar información sobre los planes de participación de los padres de Appling County Middle y Appling County. compacto y el uso del 1% de los fondos de participación de los padres para aumentar el rendimiento estudiantil.

### Reunión de revisión de hitos de Parent Grab-N-Go – 14 de abril de 2026, de 7:30 - 9:30 a. m.

• Obtenga más información sobre el Título I y reciba recursos para ayudar a su hijo a tener éxito.

### Reunión de padres y estudiantes - 14 de abril de 2026 a las 2:00 pm

• Brindar aportes de los padres, la comunidad y la escuela sobre los pactos, políticas y programas de participación de los padres. Presupuestos.

### Reunión de partes interesadas del ACMS # 4, 4 de mayo de 2026, 2:00 pm

Padres, maestros, administradores y la comunidad se reúnen para compartir ideas para mejorar la escuela y ayudar a la junta de educación a desarrollar y fomentar la participación. Los resultados de la encuesta del Título I se comparten durante la reunión. Todos los padres son bienvenidos .

Informe de progreso 2025-2026 (Las fechas pueden cambiar)

09/16/25      11/14/25      02/17/26      04/24/26

Traductores disponibles para todos los eventos

boletas de calificaciones 2025-2026 (Las fechas pueden cambiar)

10/09/25      01/09/26      03/24/26      05/23/26

• Se enviarán publicaciones en redes sociales y llamadas ShoutPoint antes de cada fecha de reunión.

## Participación de padres y familias

Appling County Middle cree que la participación familiar significa la participación de los padres/familias en una comunicación regular, bidireccional y significativa que involucra el aprendizaje académico de los estudiantes y otras actividades escolares, asegurando:

- Que los padres desempeñen un papel integral en ayudar al aprendizaje de sus hijos;
- Que se anime a los padres a ser participan activamente en la educación de sus hijos en la escuela;
- Que los padres sean socios plenos en la educación de sus hijos y estén incluidos, según corresponda, en la toma de decisiones y en los comités asesores para ayudar en la educación de sus hijos;
- La realización de otras actividades según lo descrito en este plan.

La Escuela Intermedia del Condado de Appling se compromete a ayudar a nuestros padres a asistir a las actividades para padres que se detallan en este plan. Si necesita ayuda con el cuidado de sus hijos para participar en nuestras reuniones y talleres de participación familiar, llámenos o envíenos un correo electrónico.

912-367-8630

Directora: Dra. Cathy Campbell

[cathy.campbell@appling.k12.ga.us](mailto:cathy.campbell@appling.k12.ga.us)



## La escuela secundaria del condado de Appling se está expandiendo



La Escuela Intermedia del Condado de Appling tomará las siguientes medidas para promover y apoyar a los padres y familias como un pilar fundamental de la escuela, con el fin de fortalecerla y alcanzar nuestras metas. Nos comprometemos a:

- Asegúrese de que toda la información relacionada con los programas escolares y para padres, reuniones y otros Las actividades se publican tanto en inglés como en español y se publican en el sitio web de la escuela para todos los padres.
- Realizar desarrollo profesional del personal cada trimestre sobre prácticas de participación de los padres y estrategias efectivas para que el personal se comunique y construya asociaciones con los padres.
- Asociarse con la escuela primaria del condado de Appling, la escuela primaria del cuarto distrito y Altamaha La escuela primaria compartirá información sobre las actividades de participación de los padres que ayudarán a preparar a los padres y a sus hijos para la transición escolar.
- Compartir información en inglés y español (otros idiomas según sea necesario) para que los padres comprendan los estándares académicos y las evaluaciones de la escuela, así como las formas en que los padres pueden monitorear el progreso de sus hijos y trabajar con los educadores.
- Comunicarse regularmente con todas las familias y la comunidad con respecto a la escuela. eventos y actividades amplios como mensajes telefónicos/de texto, redes sociales, página web de la escuela, y volantes.
- Trabajar con nuestros padres/familias para desarrollar capacitaciones relevantes y presentaciones útiles para Educar a nuestro personal sobre la importancia de la participación de los padres.
- Proporcionar los materiales necesarios para los padres en conferencias, reuniones y actividades para ayudarlos a trabajar con sus hijos para mejorar sus logros.
- Colaborar con líderes comunitarios y grupos empresariales para aumentar la participación y Conocimiento del plan y las actividades de participación de los padres en la escuela.
- Ofrecer clases para padres para ayudarlos a mejorar aún más sus diversos antecedentes educativos.
- Escuchar y responder a las solicitudes de los padres de apoyo o actividades adicionales.

## Estándares de participación de padres y familias

La Escuela Intermedia del Condado de Appling y nuestros padres han adoptado los Estándares Nacionales de la PTA para la Colaboración Familia-Escuela como modelo para la escuela y la participación de padres, estudiantes y la comunidad. Estos estándares son:

1. Bienvenida a todas las familias
2. Comunicarse eficazmente
3. Apoyando el éxito estudiantil
4. Hablar por cada niño
5. Compartir el poder
6. Colaborar con la comunidad



### Consejo Asesor de Participación de Padres y Familias

La Escuela Intermedia del Condado de Appling invita a todos los padres a unirse al Consejo Asesor de Participación Familiar para compartir ideas y maneras de involucrar a otros padres y así fortalecer la colaboración con la escuela, las familias y la comunidad. El consejo se reunirá tres veces durante el año escolar, pero los padres también pueden presentar sus ideas o sugerencias durante todas las actividades y reuniones, así como a través de nuestras encuestas para padres y reuniones del Título I. Si desea obtener más información sobre el Consejo Asesor de Participación Familiar, comuníquese con la Dra. Cathy Campbell, directora, al 912-367-8630 o complete el formulario de interés y déjelo en la oficina principal.



¡EL LOGRO ESTUDIANTIL ES NUESTRO NEGOCIO!

~~Consejo Asesor de Participación Familiar (PAC)~~ \_\_\_\_\_

Sí, estoy entusiasmado por unirme al Consejo Asesor de Participación Familiar de la Escuela  
Sí, por favor contácteme para poder conocer más sobre el PAC Escolar  
Sí, esto suena como una gran idea, por favor manténgame informado sobre futuras reuniones.

Nombre: \_\_\_\_\_  
Nombre y grado del niño: \_\_\_\_\_  
DIRECCIÓN: \_\_\_\_\_  
Número de teléfono: \_\_\_\_\_  
Dirección de correo electrónico: \_\_\_\_\_

Maestro: \_\_\_\_\_

~~Comparte tus pensamientos.~~

Queremos saber de usted. Si tiene alguna sugerencia o si considera que alguna parte de este plan no se ajusta a los objetivos académicos de los estudiantes y de la escuela, por favor, envíenos sus comentarios en el espacio provisto y deje este formulario en la Oficina Principal.

Nombre: (opcional) \_\_\_\_\_  
Número de teléfono: (opcional) \_\_\_\_\_

Comentarios: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## What is a Family-School Compact?

The Appling County Middle School compact offers ways which parents, teachers, students, and stakeholders work together to help our students succeed and connect learning at home and school.

- Shares strategies that staff, parents, and students can use.
- Focuses on learning expectations that promote higher level learning.
- Explains how parents and teachers can communicate about student progress.

## Jointly Developed..

Appling County Middle School parents, teachers/staff, students, and stakeholders all worked together in creating this School/Family Engagement Compact. Students shared their academic needs/skills. Teachers provided learning strategies to use at home. Parents helped their children review skills and strategies to improve academic success. Meetings are held each year to review and revise the compact based on the school's academic goals and student needs.

- ◆ Parents are welcome to provide feedback anytime during the school year. Please call 912-367-8630 or visit our website, [acms.appling.k12.ga.us](http://acms.appling.k12.ga.us) for more information.
- ◆ You may also provide feedback anytime with the District FPE coordinator by calling 912-367-8600.

## Activities to Build Partnerships

ACMS promotes parent, student, and community supporters through academic events, such as:

- Open House
- Quality Learning Time Provided in Addition to the Regular Day, Such As Before & After School Tutoring and Target Time
- Curriculum Night and Family Fun Rallies Geared To All Academic Areas, Testing, and Writing.
- Parent/Teacher Conferences
- Discovery Place at ACMS Media Center Where Families Can Obtain Additional Academic Resources
- School Website Parent Information

## Communication about Student Learning

Appling County Middle School provides information to parents and the community about their students.

Ways in which you can stay in touch with our school & your child's teachers:

- School / Teacher Web Sites
- Student Handbook (Electronic)
- Infinite Campus Parent Portal
- E-mails, Letters, Notes, Phone Calls
- Newsletters
- After School Tutoring Program
- Remind
- ShoutPoint
- Social Media Accounts
- School Marquee



... a system of excellence for all learners.

2025-2026

## Appling County Middle School Grades 6-8 Revised 4/30/2025 Family-School Compact



Principal:  
Dr. Cathy Campbell  
Assistant Principal:  
Mr. James Hayes

2997 Blackshear Hwy Baxley, GA 31513



912-367-8630



912-367-8803

### VISION

We will be a school of excellence for all learners.

### MISSION

As a school, we are committed to providing a quality education that promotes maximum individual achievement and social responsibility.

### BELIEFS

As a school we believe that:

1. All individuals are valued and will be treated with dignity.
2. Quality education addresses individual needs and increases student achievement.
3. Effective teachers are the foundation of quality instruction.
4. High expectations, in an organized environment, are essential for optimal learning.
5. An emotionally and physically safe environment promotes learning.
6. A strong partnership among home, school, and community increases student achievement.
7. Well maintained facilities and equipment, and the use of appropriate technology, enhance the learning environment.
8. Modeling and teaching character values promote responsibility and citizenship.
9. Extracurricular activities promote school and community involvement and personal development.
10. A continuous process of improvement is based on research and best practices.
11. All students have the ability to learn and share responsibility for learning.
12. A variety of assessments will drive instructional decisions.

*As always, if you need this compact or any other items translated into another language, please contact the school.*

## Our Goals for Students

1A

### Appling County Schools District Goals

Appling County School System is committed to providing a quality education that promotes maximum achievement and social responsibility.

**Goal 1:** By June 2026, overall content mastery in ELA will increase by 3 percentage points, with a focus on closing achievement gaps between identified subgroups.

**Goal 2:** By June 2026, overall content mastery in math will increase by 3 percentage points, with a focus on closing achievement gaps between identified subgroups.

### Appling County Middle School Goals

1

ACMS's most current achievement data and formal/informal assessments have been analyzed and goals have been set for the year.

**Goal 1:** By June 2026, students will show measurable progress in ELA as evidenced by a 3 % growth in content mastery as measured by the Georgia BEACON assessment.

**Goal 2:** By June 2026, students will show measurable progress in Math as evidenced by a 3 % growth in content mastery as measured by the Georgia BEACON assessment.

**Goal 3:** By June 2026, students will show measurable progress in Science as evidenced by a 3 % growth on a teacher created Illuminate Science benchmark.

**Goal 4:** By June 2026, students will show measurable progress in Social Studies as evidenced by a 3 % growth on a teacher created Illuminate Social Studies benchmark.

## Teachers, Parents, Students—Together for Success

ACMS will work together with students and families to promote student success in areas such as writing, reading, math, science, and social studies.

### *Improving Writing and Written Expression Skills*

**1B** As a School - We will model effective writing and provide parents and students with writing resources and rubrics to help improve writing.

**2** As a Parent - I will review the writing resources and use them to ask questions about my child's writing by speaking with my child or my child's teacher.

**3** As a Student - I will refer back to my writing resources to help me when I write and speak to others, and I will ask questions when I need guidance with my writing.

### *Improving Reading Skills*

**1B** As a School - We will provide vocabulary and reading skills for students to practice at home, and we will offer a Family Fun Reading/Writing Rally to provide parents with resources they can use to practice vocabulary and reading skills at home.

**2** As a Parent - I will consider attending the Family Fun Reading Rally and set aside time for my child to read and use the vocabulary and reading resources at home.

**3** As a Student - I will work with my parent to find time to practice vocabulary and reading skills at home and use the resources I have been given by the school and at the Family Fun Reading Rally.

### *Improving Math Skills*

**1B** As a School - We will provide math resources for students to practice math at home, and we will offer a Family Fun Math Rally to provide parents with resources they can use to practice math skills at home.

**2** As a Parent - I will consider attending the Family Fun Math Rally and use the resources to help my child practice math skills at home.

**3** As a Student - I will regularly review my math resources and the math resources on the school's webpage and improve my mathematical skills.

### *Improving Science & Social Studies Skills*

**1B** As a School - We will provide science and social studies resources for students to practice at home, and we will offer Family Fun Rallies to provide parents with resources they can use to practice science and social studies skills at home.

**2** As a Parent - I will consider attending the Family Fun Rallies and use the resources to help my child practice science and social studies skills at home.

**3** As a Student - I will regularly review my science and social studies resources and improve my science and social studies skills.

## ¿Qué es un Pacto Familia-Escuela ?

El pacto de la escuela secundaria del condado de Appling ofrece formas en que los padres, maestros, estudiantes y partes interesadas trabajan juntos para ayudar a nuestros estudiantes a tener éxito y conectar el aprendizaje en el hogar y la escuela.

- Comparte estrategias que el personal, los padres y los estudiantes pueden utilizar.
- Se centra en las expectativas de aprendizaje que promueven un aprendizaje de nivel superior.
- Explica cómo los padres y los maestros pueden comunicarse sobre los estudiantes. progreso.

## Desarrollado conjuntamente..

5

Padres, maestros/personal, estudiantes y partes interesadas de la Escuela Intermedia del Condado de Appling trabajaron juntos para crear este Pacto de Participación Escolar/Familiar. Los estudiantes compartieron sus necesidades y habilidades académicas. Los maestros proporcionaron estrategias de aprendizaje para usar en casa. Los padres ayudaron a sus hijos a repasar habilidades y estrategias para mejorar su rendimiento académico. Anualmente se realizan reuniones para revisar y modificar el pacto según los objetivos académicos de la escuela y las necesidades de los estudiantes.

Los padres pueden enviar sus comentarios en cualquier momento durante el año escolar. Para más información, llamen al 912-367-8630 o visiten nuestro sitio web, [acms.appling.k12.ga.us](http://acms.appling.k12.ga.us).

También puede proporcionar comentarios en cualquier momento al coordinador de FPE del Distrito llamando al 912-367-8600.

## Actividades para construir alianzas

4

ACMS promueve el apoyo de padres, estudiantes y la comunidad a través de eventos académicos, como

- Casa Abierta •

Tiempo de Aprendizaje de Calidad Proporcionado en Adición al día regular, como  
Tutoría antes y después de la escuela y  
Tiempo objetivo

- Noche de currículo y reuniones de diversión familiar  
Orientado a todas las áreas académicas,  
Pruebas y escritura •

Conferencias de padres y maestros

- Discovery Place en el bibliotecadeACMS  
Dónde pueden obtener las familias información adicional  
Recursos académicos
- Información para padres del sitio web de la escuela

## Comunicación sobre el estudiante Aprendiendo

6

La escuela secundaria del condado de Appling proporciona información a los padres y a la comunidad sobre sus estudiantes.

Formas en las que puede mantenerse en contacto con nuestra escuela y los maestros de su hijo: \_\_\_\_\_

- Sitios web de escuelas y profesores

- Manual del estudiante (electrónico)
- Portal para padres de Infinite Campus •

Correos electrónicos, cartas, notas, llamadas telefónicas

- Boletines informativos

- Programa de tutoría después de la escuela
- Remind

- Shout Point (automatizadas)

- Cuentas de redes sociales

- Marquesina escolar



... Un sistema de excelencia para todos los estudiantes.

2025-2026

Escuela secundaria del condado de Appling

Grados 6-8 **Revisado el 30/04/2025**

Pacto entre la familia y la escuela



Directora:  
Dra. Cathy Campbell

Subdirector: Sr. James Hayes

2997 Blackshear Hwy, Baxley, GA 31513



912-367-8630



912-367-8803

### VISIÓN

Seremos una escuela de excelencia para todos los estudiantes.

### MISIÓN

Como escuela, estamos comprometidos a brindar una educación de calidad que promueva el máximo logro individual y la responsabilidad social.

### CREENCIAS

- Como escuela, creemos que:
1. Todas las personas son valoradas y serán tratadas con dignidad.
  2. La educación de calidad aborda las necesidades individuales y aumenta el rendimiento de los estudiantes.
  3. Los maestros eficaces son la base de una instrucción de calidad.
  4. Las altas expectativas, en un entorno organizado, son esenciales para un aprendizaje óptimo.
  5. Un entorno emocional y físicamente seguro promueve aprendiendo.
  6. Una sólida asociación entre el hogar, la escuela y la comunidad aumenta el rendimiento estudiantil.
  7. Instalaciones y equipos bien mantenidos, y el uso de Tecnología apropiada, mejoran el ambiente de aprendizaje.
  8. Modelar y enseñar valores de carácter promueve la responsabilidad y la ciudadanía.
  9. Las actividades extracurriculares promueven la participación escolar y comunitaria y el desarrollo personal.
  10. Un proceso continuo de mejora se basa en la investigación y mejores prácticas.
  11. Todos los estudiantes tienen la capacidad de aprender y compartir. Responsabilidad por el aprendizaje.
  12. Una variedad de evaluaciones impulsarán las decisiones instructivas.

Como siempre, si necesita que este compacto o cualquier otro artículo se traduzca a otro idioma, comuníquese con la escuela.

## Nuestras metas para Estudiantes

1A

### Escuelas del condado de Appling Metas del distrito

El sistema escolar del condado de Appling **está comprometido a brindar una educación de calidad que promueva el máximo rendimiento y la responsabilidad social.**

Meta 1: Para junio de 2026, el dominio general del contenido en ELA aumentará en 3 puntos porcentuales, con el foco puesto en cerrar las brechas de logros entre los subgrupos identificados.

Meta 2: Para junio de 2026, dominio general del contenido en Las matemáticas aumentarán en 3 puntos porcentuales, con el foco puesto en cerrar las brechas de rendimiento entre los subgrupos identificados.

### Escuela secundaria del condado de Appling Metas escolares

1

**Se han analizado los datos de logros más actuales y las evaluaciones formales e informales de ACMS y se han establecido objetivos para el año.**

Meta 1: Para junio de 2026, los estudiantes mostrarán un progreso medible en ELA como lo evidencia un crecimiento del 3 % en el dominio del contenido, medido por la evaluación BEACON de Georgia.

Meta 2: Para junio de 2026, los estudiantes mostrarán un progreso medible en matemáticas como lo evidencia un crecimiento del 3 % en el dominio del contenido, medido por la evaluación BEACON de Georgia.

Meta 3: Para junio de 2026, los estudiantes mostrarán un progreso medible en La ciencia, como lo demuestra un crecimiento del 3 % en un punto de referencia Illuminate Science creado por docentes.

Meta 4: Para junio de 2026, los estudiantes mostrarán un progreso medible en Estudios sociales, como lo demuestra un crecimiento del 3 % en un punto de referencia de Estudios Sociales Illuminate creado por docentes.



## Maestros, padres, estudiantes: juntos para el éxito

ACMS trabajará junto con los estudiantes y las familias para promover el éxito estudiantil en áreas como escritura, lectura, matemáticas, ciencias y estudios sociales.

### Mejorar las habilidades de escritura y expresión escrita

1B

**Como escuela**, modelaremos una escritura eficaz y brindaremos a los padres y estudiantes recursos de escritura y rúbricas para ayudar a mejorar la escritura.

2

**Como padre**, revisaré los recursos de escritura y los usaré para hacer preguntas sobre mi La escritura de mi hijo hablando con mi hijo o con el maestro de mi hijo.

3

**Como estudiante**, recurriré a mis recursos de escritura para ayudarme cuando escriba y hable con otros, y haré preguntas cuando necesite orientación con mi escritura.

1B

### Mejorando las habilidades de lectura

**Como escuela**, proporcionaremos vocabulario y habilidades de lectura para que los estudiantes practiquen en casa, y ofreceremos un Rally de lectura y escritura familiar divertido para brindarles a los padres recursos que puedan usar para practicar vocabulario y habilidades de lectura en casa.

2

**Como padre**, consideraré asistir al evento de lectura familiar y reservaré tiempo para que mi hijo lea y use el vocabulario y los recursos de lectura en casa.

3

**Como estudiante**, trabajaré con mis padres para encontrar tiempo para practicar vocabulario y habilidades de lectura en casa y utilizar los recursos que me ha proporcionado la escuela y en el Family Fun Reading Rally.

### Mejorando las habilidades matemáticas

1B

**Como escuela**, proporcionaremos recursos de matemáticas para que los estudiantes practiquen matemáticas en casa y ofreceremos un Rally de matemáticas divertido para toda la familia para brindarles a los padres recursos que puedan usar para practicar habilidades matemáticas en casa.

2

**Como padre**, consideraré asistir al Family Fun Math Rally y utilizaré los recursos para ayudar a mi hijo a practicar habilidades matemáticas en casa.

3

**Como estudiante**, revisaré periódicamente mis recursos de matemáticas y los recursos de matemáticas en la página web de la escuela y mejoraré mis habilidades matemáticas.

### Mejorando las habilidades en ciencias y estudios sociales

1B

**Como escuela**, proporcionaremos recursos de ciencias y estudios sociales para que los estudiantes practiquen en casa, y ofreceremos reuniones familiares divertidas para brindarles a los padres recursos que puedan usar para practicar las habilidades de ciencias y estudios sociales en casa.

2

**Como padre**, consideraré asistir a los Family Fun Rallies y utilizaré los recursos para ayudar a mi hijo a practicar habilidades científicas y de estudios sociales en casa.

3

**Como estudiante**, revisaré periódicamente mis recursos de ciencias y estudios sociales y mejoraré mis habilidades en dichas áreas.

## Appling County Schools

### Personal Electronic Device Use – Grades K-12

To promote a distraction-free learning environment, this outlines the access and use of personal electronic devices for students in kindergarten through eighth grade while on school premises during school hours.

#### Plan Statement

Students in grades K–8 are not permitted to access or use personal electronic devices, while on school premises during school hours including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours. For K-8, this includes classrooms, hallways, cafeterias, restrooms, and playgrounds. For 9-12 this includes classrooms, hallways, cafeterias, restrooms, and outside areas, except where students are permitted to use cell phones. Any student found in violation of this policy and or its procedures during the school day shall be subject to progressive consequences as outlined in the Student Code of Conduct.

#### Definitions

**Personal Electronic Devices (PEDs):** Any privately-owned device that can send, receive, store, or display digital data, images, video, or audio, including cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission.

**School Hours for K-8:** Bell to Bell. The period beginning with the first bell signaling the start of instructional time shall include all scheduled instructional time, breaks, transitions, assemblies, and other school-related activities occurring between the start and end of the school day. K-8 instructional hours as defined in the Student handbook each year.

**School Hours for 9-12:** For students in grades 9–12, instructional time begins with the bell that signals the start of each block and ends with the bell that signals dismissal. Instructional time includes all scheduled academic classes, assemblies, and other school-related instructional activities.

**Access:** Viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, listening to music, or any other function commonly associated with personal electronic devices.

## **Application**

This applies to students in grades K-12 on school premises during school hours.

**Appling County Schools is not responsible for the theft, loss, or damage to personal electronic devices brought onto its property, during field trips, or during extracurricular activities.**

## **Device Storage:**

**K-5 students:** all electronic devices defined above are banned from school.

**6-8 students:** devices must be turned off and stored in the location designated by the classroom teacher.

**9-12 students:** must keep personal electronic devices off and out of sight during class. Teachers may elect to use calculator caddies or secure storage to collect personal electronic devices at the start of class and return them at the end.

**Parental Contact:** Parents needing to contact their child during the school day should call the front office of their child's school.

**Field Trips:** Electronic devices may be used in accordance with the guidelines set up by the school and are subject to change.

**School-Sponsored Transportation:** Electronic devices may be used in accordance with appropriate use guidelines in the Student handbook.

**Athletic and or Extracurricular Events:** Electronic devices may be used in accordance with the guidelines set up by the school and are subject to change.

**Serious Misuse:** Any use of a cell phone that involves academic dishonesty, harassment, unauthorized recording, or a violation of school safety protocols will result in immediate disciplinary action, regardless of the number of prior offenses.

## **Exceptions**

Students with documented medical needs or with Individualized Education Plans (IEPs) or 504 plans that require access to their personal electronic devices are allowed to utilize the device as necessary to fulfill the requirements of their respective program or plan.