

PEPPERELL HIGH SCHOOL

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www.floydboe.net

Mr. Phil Ray, Principal
Mr. Jamie Alcorn, Assistant Principal
Mrs. Sarah Whitley, Assistant Principal

Student Handbook **2010-2011**

1st Semester Schedule

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

2nd Semester Schedule

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

This Handbook belongs to:

Name: _____

Grade: _____

Homeroom: _____

Student ID: _____ Locker #: _____

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SUPERINTENDENT'S WELCOME

August 2010

Dear Parents and Students:

On behalf of the Floyd County Board of Education and the employees of the Floyd County School System, I would like to wish you a very successful school year. As you know, education works well when communities join together with a spirit of cooperation on behalf of students. It works *best* when students, parents and educators participate in a respectful, responsible, and enthusiastic manner. This handbook is provided to assist you in understanding current policies and to assist you in making wise educational decisions. Please read the information carefully, and contact your local school if you have any questions or concerns.



As your superintendent, I will work hard to continue the excellence that has become the tradition for Floyd County Schools. This year there are several important changes in education for Georgia schools. Your school principal will keep you informed of these changes and how you will be affected.

Thank you for giving us the opportunity to work with you and your child. We will continue to strive toward providing the best education possible.

Sincerely,

Dr. Lynn M. Plunkett
Superintendent

Non-Discriminatory Practice

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 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving Federal financial assistance. Employees, students, and the general public are hereby notified that the Floyd County Board of Education does not discriminate in any educational programs or activities or in employment policies and provides equal opportunities without regard to race, religion, color, national origin, sex, age, disability or veteran status in its educational programs and activities. (For inquiries call (706) 234-1031.) This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Gender/Equity Non-Discrimination Notice

State law prohibits discrimination based on gender in athletic programs of local school systems (equity in sports act, O.C.G.A. Section 20-2-315). Students are hereby notified that Floyd County school system does not discriminate on the basis of gender in its athletic programs.

The following individuals have been designated as the employees responsible for coordinating the Board's effort to implement this non-discriminatory policy.

Title II, Perkins Act, Section 504 & ADA, Title IV, Title VI **Dr. Jeff McDaniel, Chief of Academic Services**

Title IX and Equity in Sports Act **Mr. Sam Sprewell, Chief of Operations**

Inquiries concerning the application of the Perkins Act, Title IV, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the Board may be sent to the following:

Floyd County Board of Education, 600 Riverside Parkway, NE, Rome, GA 30161; or
Director, Regional Office for Civil Rights, Atlanta, GA 30323; or
Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

POLICIES AND PROCEDURES PASSED AFTER THE PUBLICATION OF THIS
HANDBOOK SUPERSEDE THOSE THEY REPLACE.

ALL POLICIES AND PROCEDURES FOR FLOYD COUNTY SCHOOLS ARE AVAILABLE ONLINE AT WWW.FLOYDBOE.NET.

FCBOE ANNUAL CALENDAR		
2010-2011		
Pre-Planning	August	2-6
First Day of Classes	August	9
Labor Day	September	6
Fall Early Release Conference Days	September/ October	29-1
Fall Break	October	4-8
Thanksgiving Holidays	November	22-26
End First Semester	December	17
Winter/Christmas holidays	December 20-31	
Teacher Planning / Student Holiday	January	3
Resume Classes	January	4
Martin Luther King, Jr. Holiday	January	17
Early Release Days	January / February	31-1
Winter Intercession	February	2-4
Teacher Planning Day	March	11
Spring Intercession Days	March	14-18
Spring Break	April	18-22
End Fourth Nine Weeks (Last Day of School)	May	27
Memorial Day Holiday	May	30
Post-Planning	May / June	31-2
First Semester - 84 days / Ends December 17, 2010		
Second Semester - 89 days / Ends May 27, 2011		

PRINCIPAL'S WELCOME

August 2008

Dear Students and Parents:

Welcome to Pepperell High School! We are glad to have you here. This handbook answers many of the questions that you may have about the rules and activities at Pepperell High School. Cooperation is the key and toward that end, we suggest that you read this handbook thoroughly. We hope this will be helpful to you throughout the year, and may this year be one of the most rewarding in your school career. Please contact the school if you have any questions or concerns.

Sincerely,

Phil Ray
Principal



**WELCOME TO
PEPPERELL HIGH SCHOOL**

PEPPERELL HIGH SCHOOL MISSION STATEMENT

Pepperell High School will provide a quality education to motivate and challenge students to have life long success in our everlasting society.

STATEMENT OF BELIEFS

- Every person has the capacity and right to learn and must be responsible for her/his learning
- Every person has the right to work in a clean, modern, safe, and caring environment.
- Every person must be literate in the use of current methodologies and technologies in various academic/life contexts.
- Every person is unique and has the right to pursue and excel in her/his particular area(s) of interest.
- Every person must adhere to codes of conduct and management procedures that are morally acceptable clear, consistent, and fair.
- Every person has the right to meaningful individual advisement and to assistance necessary to her/his academic and social development.
- Every person must be challenged academically and socially at her/his level of ability.

PEPPERELL HIGH SCHOOL OPERATES AS A CLOSED CAMPUS. STUDENTS MUST REMAIN ON CAMPUS FROM THE TIME THEY FIRST ARRIVE UNTIL SCHOOL IS DISMISSED. EXCEPTIONS TO THIS POLICY ARE PROVIDED IN THE EARLY DISMISSAL POLICY.

REGULAR SCHEDULE			
Report to Class			
Block 1			
Block 2			
Block 3			
1 st Lunch			
2 nd Lunch			
3 rd Lunch			
Block 4			
ACTIVITY SCHEDULE		ADVISEMENT SCHEDULE	
Report to Class		Report to Class	
Block 1		Block 1	
Block 2		Block 2	
Block 3		Block 3	
1 st Lunch		1 st Lunch	
2 nd Lunch		2 nd Lunch	
3 rd Lunch		3 rd Lunch	
Homeroom		Advisement	
Activity Period		Block 4	
Block 4			

ACADEMIC SUPPORT

In compliance with the requirements of the NO CHILD LEFT BEHIND statute, parents may request the following information about the professional qualifications of their child's teacher(s).

1. Whether the teacher has met the GA Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which GA qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals and if so, their qualifications.

Contact the school principal to request this information.

FACULTY

The faculty of our school is one of the finest groups of educators in the state. There is team spirit among the teachers that contributes to student success and achievement. Our faculty has the reputation for "going the extra mile" each day with an attitude of positive enthusiasm.



GUIDANCE DEPARTMENT

Developmental Guidance is the essential thrust of the philosophy for the Guidance and Counseling Department. We are striving for a program in which guidance and counseling is a part of the school's instructional program and are actively involved in the educational, career, personal and social development of all students. With teachers and counselors working as a team, students are assisted in their maturation.

Appropriate career planning and life management activities are provided for the entire school population. Crisis counseling is also available, but the major goal of a high school program is to provide preventative programs that help students develop the skills to deal with problems before they arise. Planning for the future is approached through guidance activities and the Student Advisement Mentoring Program. Small group and individual guidance is strictly voluntary. Parents who wish to refuse their student's participation in guidance and counseling activities should contact the school's Guidance Department for the specific procedure. Parents who have specific requests of the Guidance Department should call one of the counselors.

HOSPITAL HOMEBOUND SERVICES

Students who have illnesses or health problems that will cause them to miss more than 10 consecutive school days may be eligible for services away from school. Contact the school for information regarding the Hospital Homebound Program.

Internet Use

The Floyd County School System supports the use of technology to enhance education. Access to the Internet through school resources is a privilege based on acceptable use as defined by (FCBOE policy IFBH). Acceptable Internet use includes the following guidelines.

Students must:

1. Have teacher permission before using the computer.
2. Use the computers and other equipment for academic purposes only.
3. Follow all federal, state, and local laws and policies regarding computer use.

Obtaining or using an employee's password to any software, vandalism, "hacking", theft of technology equipment or data, sending SPAM, and/or harassing others by sending unwanted messages or using inappropriate language is not allowed. Students are not allowed to connect any network capable device to the school network. This would include, but is not limited to, laptops, personal computers, iPods, pocket PCs, Palm Pilots, USB devices, etc. Students engaging in any of the above activities may lose their computer use rights, will be disciplined through the school and/or law enforcement/court system, and may be charged restitution for behavior or actions that lead to the loss of service, loss of equipment, or the loss of data.

Floyd County Schools uses a sophisticated filtering system to block offensive, illegal, and/or inappropriate web sites. It is the user's responsibility not to initiate access to inappropriate material. If inappropriate material is accidentally viewed on a web site, the student must inform an adult school employee immediately of the inappropriate site and material. Students,

who willfully or continually view inappropriate content or try to circumvent the school district's Internet filters by using proxy sites, servers, or other methods, may lose all computer privileges and will be subject to disciplinary measures as set forth by the school and/or court system.

Parents not wanting their child to access the Internet during school must complete an 'Internet Objection Form' and return it to the principal.

Student Support

A new tiered intervention program, Georgia Pyramid of Intervention (GPOI), is being implemented in Georgia. THE GPOI is a 4-tier process. Each tier provides higher levels of support while continuing support already in place. Floyd County is currently involved in this process.

The purpose of the tiered intervention program is to investigate the particular nature of the difficulties the child is experiencing and to recommend specific ways of dealing with these within the classroom or school setting. A Response to Intervention (RTI) team may suggest interventions and strategies to address the academic and/or behavioral difficulties. If the student's needs can be met through alternative strategies and/or accommodations to the curriculum, no other services are provided. A student continuing to have academic or behavioral concerns after the implementation of scientifically researched based interventions may be referred to a Student Support Team (SST). The SST consists of a school administrator, the parent/guardian, the child's teacher, and counselors, other teachers or educational specialists as needed to determine the most appropriate educational services for the child. Parents may request information regarding SST by contacting the teacher or counselor.

When it is determined that more information is needed in developing individual modifications, permission to administer a series of screening tests may be requested from parents. The SST serves all students before consideration is given for Special Education services. Each child who is in danger of retention in the current grade is referred to the appropriate support committee.

GIFTED EDUCATION PROGRAM

The Floyd County Board of Education endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment.

Students in grades K-12, who demonstrates a high degree of intellectual, academic, and/or creative abilities and need services beyond what the regular classroom can offer, may be nominated for evaluation to determine eligibility to be served in the Program for Gifted Students. Nominations for consideration to be referred for evaluation may be made by teachers, parents or guardians, counselors, administrators, peers, self and other individuals with knowledge of the student's abilities. Automatic nominations will be based on Iowa Test of Basic Skills (ITBS) or any other nationally normed achievement test a student has taken, state CRCT and Writing Assessment, and Dibbles Universal Screening.

The State Board of Education under the SBOE Rule 160-4-2.38 (Education Program for Gifted Students) determines eligibility criteria based on multiple criteria in mental ability, achievement, creativity, and motivation for placement in this program. For a summary of those or for further information

about Floyd County Board of Education's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or contact the Coordinator for Advanced Academics: McCall Govignon (706) 234-1031 ext 7155 or mgovignon@floydboe.net

Media Center

The media center is a place to study, do research, or read. Please be considerate of others and be quiet when you are using the center.



Fees and fines for Grades 6-12:

1. \$.05 per day late fee up to ½ price of the book.
2. \$1.00 per day for reserved books/magazines up to total cost of item.
3. Original purchase price for books, magazines, or other items not returned.

GENERAL INFORMATION

Cafeteria Services

Our school has a daily breakfast program that begins at 7:30 a.m. We also have 3 lunch periods that are based on the 3rd block class. Students will go to lunch with their 3rd block teacher. The cafeteria is the designated area where students may have food or drink. Students will not be allowed to bring in drinks from outside the school. Students will be given a choice of purchasing milk, juice, water, or soft drinks. Lunches will be served daily, giving students the option of purchasing a prepared meal or bringing their lunch from home. It is not permissible for parents or others to bring students food from outside eating establishments. Restroom usage by students during lunch is limited to the last 10 minutes of each lunch and only when a teacher is on duty.

For 2010-2011, the anticipated cost of meals and other food items will be:

<u>LUNCH</u>		<u>BREAKFAST</u>	
Regular	\$1.75	Regular	\$1.00
Reduced	\$.40	Reduced	\$.30
Milk/Juice	\$.35	Ice Cream	\$.50
Adult lunch:	\$2.50	Adult Breakfast	\$1.00
Non-Employee	\$3.50	Non-Employee	\$2.00
Extra Entrees	\$1.25		

- ◆ Lunch is served daily. Check with your child for the exact lunchtime.
- ◆ Parents may be allowed to eat with their students, but should have permission from the office in advance. All visitors must check in with the office before reporting to the cafeteria.
- ◆ Breakfast is served from 7:30 - 8:10 am daily.
- ◆ Students may pay for school lunches in advance or while going through the lunch line. If you send advance payment, please be sure to include your student's ID number on the check or payment envelope. It is the student's responsibility to maintain his/her cafeteria account.
- ◆ A maximum of one lunch charge is allowed and no charges are allowed for breakfast.
- ◆ Lunch and breakfast menus are listed in the school newsletter and on the district Website at www.floydboe.net.

Soft drink products and ice cream may be purchased during lunch.

Distribution Of Literature

Students must have permission from the principal before distributing literature or posting signs, posters, announcements, or advertisements.

Hall Passes

Students are required to have permission from their teacher if they are out of class for any reason during class sessions. Remember that students found in unauthorized areas may be disciplined. Hall passes will be issued by teacher.

Lockers

Students should rent a personal locker, as sharing is not allowed. Fees for lockers are \$5.00. Lockers should always be locked when not in use. Keep your combination private, and do not alter the locker so that it does not lock. Decals are not allowed.

Personal Checks

Personal checks are accepted only for school items. Checks must be made out to the school for the amount of purchase only. Students, who have given the school a check that did not have sufficient funds, and was not covered by the bank, will be unable to write checks to the school again.

School Safety

The Floyd County School System considers school safety to be of critical importance; therefore, specific plans are in place for various events, such as a fire or tornado, which could create dangerous situations for the students and staff. Procedures for each of the safety plans are covered by teachers at the beginning of school and are posted in each classroom.

Telephone Calls

Student may only use the telephone in the front office and should see an administrator prior to doing so. Requests should only be made when there are emergencies, illnesses or special circumstances that warrant consideration.

Visitors

All visitors are required to check in at the front office. Visitors are allowed only for official purposes, and visiting other students on campus is not allowed.

Care Of Property

Students are responsible for the proper treatment of all school property. They are expected to assist in maintaining cleanliness in the classrooms, lunchroom, gym, halls, restrooms and the outside grounds. Students are also expected to exercise proper care in the use of school furniture and equipment. Students damaging or destroying any school property, textbook or equipment, will be required to pay a repair bill or replacement cost at the school's discretion. A referral to law-enforcement officials may also be made. Any personal property brought on campus is the responsibility of the student. Students should keep these items in their possession at all times.

Cheating

Our school is an institution where purposeful learning takes place. Useful and lasting learning does not occur unless the process of learning reflects the efforts of students. Therefore, cheating will not be tolerated, and any students caught cheating will receive a zero for that work.

Peer Mediation

A peer mediation program operates to assist students in resolving conflicts. Various teachers, students, counselors and administrators have been trained in mediation procedures that help guide students in the peaceful and cooperative resolution of problems. This is an excellent opportunity for students to learn and to practice cooperation skills. Students are encouraged to take advantage of this program and avoid the often-unpleasant consequences of conflicts and violence. We are proud of the positive results of this program.

Profanity And Obscenity

Proper use of language is a sign of respect and maturity. The use of improper or profane language or gestures at school or

at any school-sponsored activity is not allowed. Students will be disciplined for violating this policy.

Student Relationships

We have high expectations regarding behavior between students. Our policy requires students to refrain from touching each other at all times during school. Displays of affection in public are unacceptable. Students breaking this policy will be disciplined by the administration and will have their parents contacted. Students may also be reported to law enforcement officials and assigned discipline consequences for sexual contact violations.

SCHOOL ACTIVITIES

Extracurricular Activities

An important part of high school involves the after-school activities sponsored by the school. We are proud of the number and variety of clubs, organizations, athletic teams, academic teams, fine art competitions, and other activities provided for student involvement. All students regardless of gender, race, or religion are eligible to participate, and we encourage each of you to find something and become involved. You will be helping yourself and your school when you take an interest in all aspects of school. Participation in extracurricular activities may be determined by your educational progress. For eligibility purposes, students must earn 2½ Carnegie units each semester and be "on track" with their graduating class. Those entering the ninth grade during or after the 1997-98 school year must have 4 units at the beginning of the 2nd year, 10 units at the beginning of the 3rd and 16 units at the beginning of the 4th year.

Students who participate in extracurricular must agree to abide by the rules in letter and in spirit. Guidelines shall include:

- Maintaining standards of eligibility established by GHSA and the school of attendance.
- Being respectful and courteous to visiting teams and officials.
- Refraining from disrespectfully addressing officials, antics, intimidation, taunting and using insulting or swearing language.
- Being modest when successful, and gracious in defeat.
- Having sufficient insurance and passing an annual physical exam.

COMPETITIVE TEAMS		MUSIC PROGRAMS	PARENT GROUPS
Baseball	Track & Field	Chorus	Band Boosters
Basketball	Wrestling	Concert Band	Dragon Club
Academic Decathlon		Marching Band	Academic BBoosters
Cross Country	Literary	Flag Corp	
Football	Wrestling		
Girls Softball	Cheerleading		
Golf			
Tennis			

CLUB AND ORGANIZATIONS

CLUB: Academic Decathlon
MISSION: Studies material on different subjects related to a theme; takes tests to compete against other schools.
FACULTY ADVISOR: Emily Rossiter and Gim Gillespie
ACTIVITIES OF CLUB: One test day in January or February with possible study sessions through fall.

CLUB: Academic Team
MISSION: Competes against local schools with buzzers academic trivia.

FACULTY ADVISOR: Emily Rossiter ACTIVITIES OF CLUB: Fall competitions.
CLUB: Drama MISSION: To compete with local schools in drama productions. FACULTY ADVISOR: Kam Malone ACTIVITIES OF CLUB: Perform for our school and compete in region competitions.
CLUB: Drama/Thespian International MISSION: Promotion of Drama throughout the school. FACULTY ADVISOR: Malone ACTIVITIES OF CLUB: Sponsor school-wide Arts Activities.
CLUB: Future Business Leaders of America (FBLA) MISSION: Integrate classroom business teaching with real world experience. FACULTY ADVISOR: David Mowery ACTIVITIES OF CLUB: Leadership conferences, service activities competition.
CLUB: Fellowship of Christian Athletes (FCA) MISSION: Promote Christian fellowship FACULTY ADVISOR: Billy Morgan, Dan Tibbetts ACTIVITIES OF CLUB: Can-a-Thon, Block Parties, Tail Gate Activities, Visitations, Habitat for Humanity
CLUB: Family Career and Community Leaders of America (FCCLA) MISSION: To prepare students for future homes, careers and community service. FACULTY ADVISOR: Rita Murdock, Kim Donehoo. ACTIVITIES OF CLUB: Pillows for the homeless shelter projects with Open Door Home.
CLUB: Future Farmers of America (FFA) MISSION: To develop student's potential for leadership, personal growth and career success through agricultural education. FACULTY ADVISOR: Carey Harris ACTIVITIES OF CLUB: Meetings, contests, leadership conferences, state and national conventions, Sunbelt AG Exp Livestock Shows.
CLUB: Journalism MISSION: FACULTY ADVISOR: Apryl Hawkins ACTIVITIES OF CLUB: Newsletter
CLUB: Key MISSION: Community Service FACULTY ADVISOR: Apryl Hawkins ACTIVITIES OF CLUB: Relay for Life, Toys for Tots, Alzheimer's Memory Walk.
CLUB: Mock Trial MISSION: To provide an operational understanding of the law, legal issues and the judicial process. FACULTY ADVISOR: ACTIVITIES OF CLUB: Region competition in February, State Competition in March, Nationals in May.
CLUB: National Creative Society MISSION: Promotion of the Fine Arts throughout the school and community. FACULTY ADVISOR: Malone ACTIVITIES OF CLUB: Sponsor school-wide Arts Activities.
CLUB: Tri M Music Honor Society MISSION: Recognition of advanced music students in Choral/Band. FACULTY ADVISOR: Malone ACTIVITIES OF CLUB: Sponsor school-wide music activities.

CLUB: National Honor Society MISSION: Recognize, encourage and develop the characteristics of NHS scholarship, character, service and leadership. To be invited to join NHS, a minimum GPA of 93 required. FACULTY ADVISOR: Gail Silver ACTIVITIES OF CLUB: Service Projects throughout the year, peer tutoring, mentoring, Miss Pepperell.
CLUB: Students Against Drunk Drivers (S.A.D.D.) MISSION: Provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. FACULTY ADVISOR: Alana Ellenburg, Karen Reed ACTIVITIES OF CLUB: Red Ribbon Week, Great American Smoke-Out Activities, Tree of Life Activities, Friends for Life Campaign, PHS Coffee House, Grim Reaper Campaign, Prom Activities, Ghost Out Activities, M.A.D.D. Presentation, Prevention and Intervention Activities.
CLUB: Spanish MISSION: Promote awareness, appreciation and knowledge of the Hispanic culture. FACULTY ADVISOR: Diane Lanier ACTIVITIES OF CLUB: Cultural crafts, support and participation in Christmas Fiesta sponsored by Angel Express for the Latino community, games and activities relative to Latino culture..
CLUB: Student Council MISSION: Promote school spirit, community service. FACULTY ADVISOR: Alyson Lansdell ACTIVITIES OF CLUB: Homecoming, Freshmen orientation, Teacher Appreciation Week, blood drive, Christmas project, Easter project.
CLUB: Technology Students' Association (TSA) MISSION: Promote Technical Education through co-curricular activity within the Technology Education Program. FACULTY ADVISOR: Jonathan Wallin ACTIVITIES OF CLUB: GA TSA Fair Day, Fall Leadership Conferences at Jekyll Island, State Leadership Conference, National Leadership Conference.
CLUB: Vocational Opportunities Clubs of America (VOCA) MISSION: To make education meaningful and relevant, fostering a healthy and sincere attitude toward work and providing a variety of career choices. FACULTY ADVISOR: Wright Edge ACTIVITIES OF CLUB: Region and State Competitions.
CLUB: Yearbook MISSION: Completion of Yearbook FACULTY ADVISOR: Apryl Hawkins ACTIVITIES OF CLUB: Completion of Yearbook.

Athletic Letter and Award Policy - Students who letter in any varsity sports will earn a varsity letter. The athletic department for each sport determines the letter requirements. Any Athlete who letters in a varsity sport and also participates on another athletic team within the athletic department will also receive one garment from the PHS athletic department. This garment remains the property of the PHS athletic department until the athlete graduates. Any team member who receives a garment while attending PHS must sign a contract that sets forth the requirements for maintaining this garment while attending PHS.

Parents are encouraged to become part of our school program. We know that schools with strong parental support and backing are much more successful and are able to provide a

higher quality of educational experiences than schools without parent participation.

At Pepperell High School special awards are presented each year to those students whose efforts and results are exceptional. The following are some of the awards given at PHS.

- **Academic Honors** - Awarded to 9th, 10th, and 11th graders.
- **Students of the Month** - Selected by subject area teachers.
- **Outstanding Senior** - Selected by the school faculty.
- **Valedictorian** - Awarded to the senior with the highest academic average.
- **Salutatorian** - Awarded to the senior with the second highest academic average.
- **Star Student** - Given to the senior with the highest SAT score.
- **J.W. Sutton Award** - Awarded to the top athlete for excellence in leadership, performance and integrity.
- **Perfect Attendance** - Given to all students with perfect attendance.
- **Honor Graduates** - Any graduating senior with a cumulative numeric average (CNA) of 90 or higher during their first seven semesters receives an honor cord to wear during graduation ceremonies. In addition, the Valedictorian (highest numeric average) and Salutatorian (second highest numeric average) receive special recognition.

ENROLLMENT AND ATTENDANCE INFORMATION

Regular attendance in school is necessary for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow the local school rules to report reasons for absences.

The most important step you can take to improve your educational experience is to make a commitment to attend school each day. As our programs strive to meet the requirements of an increasingly complex society, it is imperative that students participate actively in their learning. With the emphasis on training and skill-based knowledge, students are accountable for demonstrating their knowledge and proficiency by their ability to perform tasks. For students to learn and benefit from applied knowledge, they must be present in class.

The mandatory attendance law of Georgia requires all citizens to attend school between the ages of 6 and 16. This law also covers students who enter school before the age of 6, and remain on roll. Instances of truancy and/or educational neglect or deprivation may be referred to attendance personnel at the district's administrative offices and/ or the school social worker.

ADDITIONAL GUIDELINES AND PROCEDURES

- **High school students** may lose credit for any classes in which they have excessive unexcused absences. Excessive absences are defined as absences that exceed three (3) absences in a course that earns one-half (1/2) unit of credit and five (5) absences in a course that earns one (1) unit of credit. Each school shall establish a School Attendance Committee appointed by the principal and chaired by an administrator. The School Attendance Committee will consider the following in their recommendations:

1. Whether the absences can be validated by the School Attendance Committee as excused;
2. Whether make-up work, where allowed, is satisfactory completed; and,
3. A passing grade has been earned for course work during the semester.

- High school students exceeding these absences, who have copies of medical excuses, court orders, subpoenas, military responsibilities and approved educational absences on file in the school office to cover ALL days in excess of these, may receive credit if these are given to the school within (3) days of returning.
- High school students must be present for a minimum of 60 minutes to be counted as present for that class period.
- Students may make up work missed with an excused absence.
- Excused absences require a note to be given to the office within 3 school days after returning to school.
- Students must arrange with the teacher to make up work within 3 school days after returning. This is at the teacher's convenience, and the teacher has the discretion of setting a reasonable time limit for work to be completed.
- Principals are authorized to consider "chronic illnesses: or "serious injury", verified by an ongoing doctor's excuse, prior to denying credit. The principal makes the final decision at the school level to award or deny credit.
- In instances where there exists a reasonable doubt as to the validity of continued absenteeism, the school is directed to submit a referral to the attendance worker and/or social worker.
- The classroom teacher keeps an accurate record of each student's attendance to serve as the official record in determining student attendance for that class. If there is some question about the record, the office attendance record becomes official.
- Students must be in attendance all semester and fulfill all course requirements to earn Carnegie unit credits.
- Students who are absent from school for more than ½ day shall not participate in extracurricular or after-school activities on that day.
- Students must be in attendance a minimum of ½ day to be counted present for the day.
- Students losing credit due to attendance may participate in the Extended Summer School Opportunity Program, ESSO. This program is further described in this handbook.
- Students with extended illnesses may apply for Hospital Homebound services.
- In unusual situations where a student has to be absent for reasons beyond the student's or parent's control, or where the purpose of the absence may be of educational value, even though not legally excusable, the local school administration MAY permit work to be made up provided the absence is approved by the principal in advance.

Absentee Reporting

Student absences are reported by official progress reports and grade reports. Teachers should refer students with 5 unexcused absences to the principal, or designee, along with parent contact documentation. The school will notify the parent, guardian, or other person having charge or control of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or person having charge or control of a student of five unexcused days of absence without response, the school shall send a written notice via certified mail with return receipt requested. Parents with questions or concerns about attendance are encouraged to call the school. **Students with eight (8) unexcused absences will be reported to the Attendance Officer or School Social Worker.** Those students

found to be in violation of the compulsory attendance law will be referred to the Juvenile Court for a hearing.

For more information regarding Attendance, please refer to page 39.

Attendance Awards

Students will be recognized with perfect attendance if they have been counted present each day and have no more than three tardies, early dismissals, or late arrivals.

Check In/Tardies

Students who are late to school are to check in through the office. Students who check in late must bring a note to the office AT THAT TIME. Accepted reasons for excused tardiness to school include: medical notes, legal requirements, and sickness. **Ten or more unexcused tardies or early dismissals, or late arrivals may be considered excessive and are subject to a referral to the Attendance Officer or Social Worker.**

Students who check in late must bring a note to the office AT THAT TIME. You will receive a (blue slip) 'tardy to school' note. You should have each of your teachers sign the tardy note each time you go to class. At the end of the day, turn your tardy note back in to the office for filing. If you check in late because of dentist or doctor appointment, please be sure to bring a note from their office with you when you return.

Early Dismissals

If you must leave school early you should bring a written note from home. Turn your note in to the office before 8:00 AM. You will be issued you an early dismissal form. You should have the teachers that you will be missing their class sign your early dismissal and then return it to the office. If you are driving yourself to your appointment, please have your parent/guardian give a phone number where they can be reached. Your note will have to be verified before you leave. If someone is picking you up, they will be required to come in and sign you out. The person picking you up must be on your emergency card in order for you to leave with them.

Please note: Early dismissals are considered tardies. Accepted reasons for tardies also apply to Early Dismissals.

College Visitation

Senior students are allowed one day to visit a college of their choice. Requests must be made in writing to the principal a minimum of five (5) days in advance.

Directory Information

The Board of Education has the right to release "directory information" if available, without the parent's prior written consent. Directory information includes: the student's name, address, and date/place of birth; major field of study and grade level classification; student's participation in officially recognized activities and sports; weight and height of athletic team members; dates of enrollment, attendance, withdrawal, and re-entry; diplomas, certificates, awards and honors received; and most recent educational agency or institution attended by the student. The NO CHILD LEFT BEHIND statute requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. If you do not want this information disclosed without your prior written consent, you must contact your child's school.

Parents are further notified that from time to time students may be photographed, video taped, or interviewed by the news media or school system personnel at school or some school activity or event. Parents wishing any or all of the aforementioned information be denied release must notify the school principal in writing within 30 days of the first day of school of a school year or on date of enrollment.

Occasionally, the Floyd County Safe and Drug-Free Schools Program administers surveys to students to determine attitudes and practices regarding drug use. This information is necessary when applying for grant monies. The surveys are anonymous; therefore, no personal data is available. If you object to your student participating in such surveys, you will need to notify the principal in writing as soon as possible.

Non-custodial parents have the right to request to view or receive a copy of their child's records. The request must be in writing and the custodial parent will be notified of the request.

Students Living Outside The School Attendance Area

Students who live in another Georgia school district (non-resident student) or another Floyd County School attendance area have an opportunity to apply for permission to attend a specific Floyd County school, as defined in policy JBCB. The school administration has the authority to accept a non-resident student or a student from another Floyd County school attendance area if they have excellent attendance, average or above-average grades and no discipline record, and provided there is adequate room in the grade and/or school. ***Students with a non-resident status must maintain satisfactory attendance, grades and behavior.*** Those unable to meet school expectations will be withdrawn and referred back to their official school district or home school. The request for a non-resident student and for students requesting a different Floyd County school must be completed and approved each year. **Parents must provide the transportation for any student living out of the school attendance area. Intra-district transfers will not be granted during the second and fourth quarters of the school year, unless there are extenuating circumstances, or the re-assignment is due to a special education assignment.**

PLEASE NOTE: Recent legislature, HB251, may change the above guidelines for admittance of intra-district transfer of students to Floyd County Schools. .

Student Records

Records are routinely released to other schools when a student transfers. Copies of a student's school record will be sent to another school system upon request without further notice. The official transcript is the copy of the record sent between schools. In compliance with the Family Education Rights and Privacy Act of 1974, school records will be released to parents/guardians or students over 18 years of age upon request. Non-custodial parents have the right to request to view or receive a copy of their child's records. The request must be in writing and the custodial parent will be notified of the request.

Student Transfers and Enrollment

The Georgia School Safety Act requires transferring students to present a certified copy of their school record. Proof of residence (utilities bill, telephone bill, or other document verifying you live at the given address) may also be required from school administration upon enrollment. The school records must include the cumulative academic and discipline records from all prior schools. They should also provide a copy of the most recent report card and a completed withdrawal form. Transfer students are assigned classes on a ***temporary basis*** until the official student record is received. The official record includes the following data: cumulative grades, cumulative discipline, testing, and immunization information. Students may be denied enrollment privileges based on their discipline history.

Truancy Treatment Team

Floyd County Schools participate in a community effort to assure the best possible opportunities for our students. The

Truancy Treatment Team consists of representatives from several community organizations. Students who have attendance problems may be referred to this program; parents must then attend the required meeting for planning and assistance.

Withdrawal Policy

Students may be withdrawn ONLY by the person who registered them and signed the registration form, except in cases where the student lives with both natural parents. In these cases, either natural parent may withdraw students. Stepparents and non-custodial parents are not allowed to withdraw students without an appropriate court order requiring the school to release the student to them.

Students planning to withdraw will need to bring a note to the school several days before withdrawing. It should state the last day at our school, your new address, and the name and address of the new school your child will be attending.

Remember that all textbooks, library books and fees must be cleared before you withdraw to avoid problems transferring records.

For more information on withdrawing students, please refer to page 41.

HEALTH AND MEDICATION

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER

Although it is recognized that many students require some form of medication for various chronic or temporary conditions, treatment schedules that allow doses to be given at other than school hours are preferred and encouraged. If it is necessary that medication be given during school hours, school personnel will assist the student in taking the prescribed medication in accordance with the procedures described below.

Asthma Medication

Students requiring asthma medication shall be allowed to possess and self-administer the medication while in school or at a school function provided the parents have completed a *Request For Medication At School* form and a *Student Asthma Action Card* as described in FCBOE policy.

ACCIDENTS / INSURANCE

It is the responsibility of each parent or guardian to pick up his/her child from school should the child become ill or injured during the school day. The child will be sent to the nurse or school office until a parent or guardian arrives. Injuries or severe illness requiring medical attention will be handled on an emergency basis. The school reserves the right to call an ambulance if deemed necessary for the welfare of a child. IF A PARENT/GUARDIAN CANNOT BE LOCATED, AN EMERGENCY CONTACT WILL BE CALLED.



Student insurance is available at the beginning of the school year. Application forms are sent home by each student if you are interested in purchasing coverage.

Immunizations

No child shall be admitted to school in Georgia without a current immunization certificate. This is based on GEORGIA LAW. The local Health Department will assist you with this.

Non-Prescription Medication

Parents may request that non-prescription medication be given at school on a temporary basis. The non-prescription medication should be carried to school by the parent in the original container. Parents should write specific instructions

on administering the medication that coincides with the instructions on the medication bottle. This statement should include the student's symptoms and who to contact if there are concerns about the student's health.

Prescription Drugs

Parents must obtain the Request For Medication At School form at the school office and have the student's physician complete it. Both the physician and the parent must sign and date the form. This form must be returned to school where it will remain on file. For recurring illness or chronic conditions an updated form is required each school year. Students who need to take a prescription drug on a temporary basis must bring the Request For Medication At School.

Parents are responsible for providing the school with the prescribed drugs. Medicine should not be sent to school with the student. All medication must be in the original container, and kept in the office. Each separate medication should list the:

- A. Student's name
- B. Name of drug
- C. Time and amount of dosage
- D. Method of administration

The school will be responsible for providing a safe method of storage for the medication.

FCBOE GENERAL DISCIPLINE INFORMATION

It is important that students read this section on the Student Behavior Code and follow the guidelines carefully. The Floyd County Schools standards for student behavior during school hours, at school-related functions, on school buses and at bus stops are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the Board of Education, and obey student behavior rules established by individual schools. The consequences of engaging in activities that are illegal or prohibited can be severe and have far-reaching effects on a student's educational experience and personal life.

School safety is important to everyone. Providing an environment that is safe and promotes education and growth requires an impartial Student Behavior Code that must be respected and observed. Our Student Behavior Code has been developed to include local, state, and national laws and to follow the rules and regulations of the Floyd County School System. Students are required to follow the behavior code during regular school hours, on any school transportation, and at any time while attending or participating in school-sponsored activities.

Questions regarding appropriate disciplinary action shall be referred to the Superintendent or designee. In situations where out-of-school suspension is used as a disciplinary action, effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student shall be considered adequate parental notification of the action taken. School officials are in charge and have the responsibility for disciplinary supervision. Administrators have the authority to use professional judgment in disciplining students within the guidelines of the Floyd County Student Behavior Code.

DISCIPLINE PROCEDURES AND DEFINITIONS

Chronic Disciplinary Problems

Students who continue to have multiple discipline referrals may be identified as a "chronic disciplinary problem" (as defined in O.C.G.A. S 20-2-764). When that occurs, the

parents of that student will be requested to schedule an appointment to observe the student in a classroom situation and to meet with the school personnel to devise a discipline and behavior plan.

Floyd County Education Center

The Floyd County Transitional Academy, (FCEC), is an alternative school designed to provide an educational environment for students who need more structure and individual services than a traditional school program offers. Students who have difficulties with attendance, behavior, and/or academic performance may be considered a candidate for placement at the Floyd County Transitional Academy. **Certain disciplinary offenses will result in an automatic assignment to the FCEC.** These are described in the Student Behavior Code handbook.

Programs at the FCEC are designed to provide small class size, individual educational plans, and comprehensive services that may involve other social agencies. The curriculum is similar to that in regular school programs and successful completion of the assignments will result in passing grades and Carnegie unit credit towards graduation for high school students. Students attending the FCEC must successfully complete the required criteria before being eligible to return to their home school. Credits earned there are accepted at post-secondary institutions and are recognized as fulfilling the requirements for an accredited program in Georgia.

The school principal, a system-level tribunal, or Superintendent may assign students to the FCEC. All assignments follow the guidelines of Floyd County Schools and of the "Due Process Rights of Students" as defined by law and outlined in this document. Students attending the FCEC are not permitted on their regular school campus and may not participate in regular school activities as long as they are assigned to the FCEC. Any FCEC student needing to be on their home school campus must contact the school principal in advance for permission.

Electronic Devices AND CELL PHONES

Students shall not display, or turn on cellular phones, video phones, pagers, walkie-talkies, cameras, or other electronic devices during regular school hours, including homeroom, instructional class time, class change time, breakfast or lunch, or while on school buses, except such devices that are expressly approved by the school administration. Taking pictures and/or videos at school is prohibited unless approved by an administrator. The school staff is not responsible for investigating for lost or stolen electronic devices.

Consequence: **SECONDARY 6-12**

1. **First violation:** Device is confiscated and returned to parent/guardian after 5 school days.
2. **Second violation:** Device is confiscated and returned to parent/guardian after 10 school days.
3. **Third violation:** Device is confiscated and returned to parent/guardian at end of semester. In school suspension of up to 3 days may be imposed.
4. **Fourth violation:** Device is confiscated and returned to parent/guardian at end of school year. In school suspension of up to 5 days may be imposed.

Refusal to relinquish the device to any school official is considered to be defiance and will be

disciplined according to FCBOE JCDA-Offense Number 11.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal.

****IT DOES NOT MATTER TO WHOM THE PHONE BELONGS TO WHEN CONFISCATED, THE ABOVE GUIDELINES WILL BE STRICTLY ENFORCED:**

Harassment And Bullying

Harassment is unwanted conduct toward another person for any reason. Harassment is illegal and school officials may report these violations to law enforcement officials. Be aware that the laws involving harassment allow the victim to file legal charges. In addition, it is also illegal for students who have been reported for harassment to retaliate as a result of the report. If you or anyone you know is experiencing any form of harassment, report it to a teacher, counselor or administrator immediately, and discuss your concerns with your parents as soon as possible.

BEHAVIORAL PLAN

Parents shall be invited to a conference to devise a behavioral plan before students who are suspended or expelled return to school. Failure of the parent to attend such conference does not preclude the student from being readmitted; however, school officials shall meet with the student to devise a behavior plan.

General Guidelines:

1. The student's rights must not be violated.
2. Suspensions shall be based on Floyd County Board of Education policies and regulations.
3. A copy of the suspension letter for the third and subsequent suspensions shall be sent to the Superintendent or designee.
4. Reasonable effort shall be made to contact the parent or guardian (in conference or by phone) with the details of the suspension prior to initiating the discipline. A letter shall follow the initial contact.
5. Suspensions of more than 10 days shall be imposed by a Disciplinary Tribunal.
6. In cases where the safety of students or staff is at risk, students may be removed from the campus immediately. Due process rights shall be given as soon as possible.
7. Alternative education may be used when appropriate.

REFERRAL TO THE SUPERINTENDENT OR DESIGNEE

It is the philosophy of the Floyd County Schools that students with repeated assignments for ISS or OSS may need more direct intervention than has previously occurred. Therefore, the following guidelines apply for students receiving ISS and/or OSS assignments:

- **First time** - The principal or principal's designee meets with the student, a parent or guardian, to discuss the student's educational program and behavioral problems.
- **Second time** - The principal or principal's designee meets with the student, a parent or guardian, to review the previous recommendations and make changes where necessary.
- **Third time** - The principal or principal's designee meets with the student, a parent or guardian, to review the previous recommendations and discuss the assignment to the Behavior Action Team conducted by Floyd County School Counselors.
- **Fourth time** - The principal or principal's designee refers the student, parents or guardian, to an administrator at the Floyd County Board of Education, usually the Superintendent or designee. This meeting will be to consider the previous accommodations and discuss the appropriate placement of the student in Floyd County Schools.

SENIORS

- Senior activities, including participation in graduation ceremonies, may be denied when circumstances warrant.
- Seniors assigned to the Transitional Academy may not participate in any school activities. Seniors who are on track to graduate while at the Academy, please see Policy IKDB-R(1) for rules pertaining to graduation.

STUDENT DUE PROCESS RIGHTS

Procedure

1. The hallmark of the exercise of disciplinary authority will be fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and the parent or guardian.
3. If a hearing is not waived by a student or if the hearing is required under this Code of Conduct or state law, the hearing will take place whether or not the student or parent/guardian chooses to participate.
4. A student must be given an opportunity for a hearing if the student or the parent or guardian indicates the desire for one. It shall be held to allow the student and the parent or guardian to contest the appropriateness of the sanction imposed by a disciplinary action, or to allege prejudice or unfairness on the part of the school district official responsible for the discipline.
5. The Superintendent or designee may request that the student and parent or guardian confer with school administration first, but if the student and parent or guardian declines this request, a tribunal shall be scheduled as soon as possible.
6. For students in grades 6-12, Disciplinary Tribunal hearings shall be conducted by a Tribunal Panel and a Disciplinary Hearing Officer. For students in grades PreK-6, Disciplinary Hearings may be conducted by a Tribunal Panel or a Disciplinary Hearing Officer, depending on the infraction and determination of the Superintendent or designee.
7. The following procedural guidelines shall govern the Disciplinary hearing:
 - a. Written notice of charges against student shall be supplied to the student and the parent or guardian.
 - b. The parent, guardian, or other appropriate designated adult representative shall have the opportunity to be present at the tribunal.
 - c. The student, parent or guardian may be represented by legal counsel.
 - d. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall have the opportunity to offer testimony of other witnesses and/or other evidence, and the student shall be permitted to cross-examine any evidence or witness presented by the school.
 - e. The student shall have the opportunity to review all evidence, and the student shall be allowed to question any witness.
 - f. The tribunal shall be conducted by an impartial hearing authority who shall make a determination solely upon the evidence presented at the tribunal.
 - g. A verbatim record shall be kept of the tribunal.
 - h. The hearing officer or panel shall state in writing within three (3) business days after the conclusion of the tribunal hearing the findings as to whether or not the student charged violated the particular behavior code or offense and the decision, if any, as to disciplinary action.
 - i. The findings of the hearing officer shall be reduced to writing and sent to the student and the parent or guardian.
 - j. The student and the parent or guardian shall be made aware of their right to appeal the decision of the Disciplinary Tribunal.

- k. Prior to appealing the decision to the local Board of Education, an informal appeal/hearing may be scheduled with the Superintendent for review of the decision of the Tribunal. This requires a written request and must state the specific reason for the review. If the student elects to meet informally with the Superintendent in an effort to appeal, resolve, or compromise the decision of the Tribunal, the Superintendent must render his/her decision or proposed solution at least three (3) days before the time to appeal the Tribunal's decision to the local Board of Education has expired.
 - i. The appeal shall be made in accordance with Policy JCEB.

In addition to the mandatory hearings discussed for certain offenses, a recommendation of long-term out-of-school suspension, expulsion for more than ten school days or permanent expulsion requires a formal hearing with a Disciplinary Tribunal. Due process rights are part of the referral process and include the following:

1. Written notice of the charges in a timely manner.
2. Written notice of the witnesses and evidence to be presented.
3. An opportunity for the student to (a) review evidence; (b) present a defense, and (c) question witnesses.
4. Specific recommendations for discipline.
5. Procedures for re-admission to school programs.

RECORDS

In addition to the files maintained in local schools, the following system-wide records are required regarding Student Discipline Procedures and Actions:

1. Disciplinary Record - to be completed for each disciplinary action which involves (1) Expulsion, (2) Suspension, (3) Transitional Academy assignment, (4) Detention assignments, (5) Other (such as warrants, arrests, referral to juvenile authorities.)
2. Record of Tribunal - a written or recorded account of a tribunal, findings, and disposition of the case. Copies of the findings shall be sent to the student, the parent or guardian, and to the following:
 - a. Superintendent or designee;
3. Discipline file - local school - hard copies should be retained in student discipline files and in the student's computer record (or electronic file).

Student Searches

School officials may conduct searches, at the discretion of the administration whenever circumstances indicate a need for such action. These searches may include clothing, bookbags, purses, lockers, automobiles or any other property on school grounds. Searches may be conducted at any time before, during, or after school hours, or at any school-sponsored activity. Hand-held metal detectors may be used to search students or student's property. Dogs may be used to search automobiles, lockers, and personal bookbags.

Transfer Students

Most public school systems honor the disciplinary recommendation of an alternative school assignment, long-term out-of-school suspension, and/or expulsion assigned by another school system. Any student under disciplinary action may not participate, in any way, in a regular education program until the disciplinary assignment is completed.

DRESS CODE

Research shows that appearance is a reflection of one's self-esteem and has a direct relationship to performance. We expect students to exhibit positive appearances that encourage optimal performance. The following guidelines are designed to allow for individual expression in dress, and to protect the rights of everyone. Please read these carefully

and make a decision to follow them and contribute to the positive climate of your school.

1. **Grooming** - colored hair (red, yellow, green, purple, etc.) or hairstyles that are considered outlandish or eccentric are not allowed.
2. **Styles** - any form of body piercing (other than ear-piercing), spiked jewelry, physically revealing clothing or racially and politically inflammatory items are not allowed.
3. **Clothing** - styles should be designed to enhance your appearance and to cover sections of the body that are considered to be inappropriate when displayed in public. These include those areas that relate to gender. Avoid extremes in styles that disrupt the educational process. Clothing shall be worn in the manner in which it was intended. Clothing with vulgar or profane language; racial or religious slurs; sexually suggestive or degrading language or graphics; clothing advertising tobacco, alcohol products, and other drugs or controlled substances; clothing relating to race or color, or logos relating to any sadistic cult and/or gang activity will not be allowed. Tight fitting, body-hugging clothing may not be worn to school.
4. **Pants** worn to school must be at appropriate level with belts fastened. Clothing so large and baggy that it does not properly cover the body, or creates a safety hazard is not allowed. Oversized clothing is discouraged.
5. **Tops** must be waist length and reveal no bare chests or stomachs. The fabric must be such that the body is not seen through it. Tank tops, tube tops, backless tops, net tops without a proper garment underneath, tops with spaghetti straps, halters, and other tops that are physically revealing are prohibited.
6. **Shirts** designed to be worn "untucked" and that fall at or above hip level may be left "untucked". All other shirts should be tucked inside pants, skirts or shorts.
7. **Shorts** must be an acceptable length. They should be mid-thigh or longer in length when standing. Shorts with holes, tennis shorts, gym shorts, and spandex shorts are not appropriate. Shorts must not be unusually revealing or sexually suggestive. Cutoffs with ragged edges or clothing with holes will not be allowed.
8. **Skirts and dresses** must meet the same criteria as shorts and tops.
9. **Shoes** must be worn at all times. Heelys skate shoes may not be worn at school.
10. **Hats and caps** may not be worn inside the school building by anyone. Cases with extenuating circumstances are handled by the principal on an individual basis.
11. **Unpatriotic** displays of the American Flag are prohibited.
12. **Gang related** items (markings/insignia) will not be allowed on school property or at school related activities.

When questions arise, the principal, or designee, shall determine whether a particular mode of dress or grooming results in interference, disruption, unsafe conditions, or has an indecent or vulgar appearance. **We ask for your cooperation with the dress-code guidelines. Final discretion is left to Administration**

PHS Discipline Process

Classroom Management Plan

This plan provides a systematic and consistent structure from which to proactively manage minor classroom misbehavior. It includes documentation, counseling, parental involvement, progressive punishment and due process. Teachers may assign students to Detention for minor behavior infractions that disrupt the instructional process. Detention slips will be sent home for parent notification and signature. Students with recurring behavior infractions (3 or more offenses) may be assigned to

Detention, Saturday School, or In-School Suspension at the discretion of the administration.

AREAS COVERED

- Eating or drinking in class when not part of classroom activities
- Disrupting class with minor behavior infractions such as inappropriate talking, noises, answering out of turn, etc.
- Other behaviors the teacher considers inappropriate

PLAN OF ACTION

-
- 1st Offense
- Written documentation
 - Counsel with student to determine the problem and how to correct it
 - Inform student of the consequences of continued misbehavior
 - Detention may be assigned at teacher's discretion
- 2nd Offense
- Written documentation
 - Contact parent in writing or by phone if written notice not returned
 - Counsel with student for further clarification regarding his/her needs and teacher expectation
 - Inform student and parent of possible results of continued misbehavior
 - Detention may be assigned at teacher's discretion
- 3rd and Subsequent Offenses
- Refer to office with a discipline form
 - Parent conference with assistant principal
 - Assign Detention, Saturday School, or In-School Suspension at the discretion of the administration.

Tardy Policy

Teachers are responsible for keeping the records of tardies and absences. Students will no longer obtain late passes from the office for 1st period. They will report directly to first period and that teacher will record the tardy. Students coming to school after first period must check in with the attendance clerk. Teachers will assign 1 day of Detention to students on their 4th tardy to class. Referrals to the office will be made on the 7th, 10th, 13th, and 16th tardy. Detention, Saturday School, ISS, or suspension of driving privileges may be assigned at the discretion of the administration.

Teachers may schedule a detention period after school from 3:20 to 4:00 PM., or before school from 7:30 – 8:10. Teachers will send Detention slips home with students for parent notification and signature. Students should be given a minimum of 2 days notice prior to detention assignments. Doctors' notes and court dates are considered excused tardies and should not count for disciplinary action. Notes from home do not constitute an excused tardy. These tardies are counted for disciplinary action. All tardies should be recorded in the student's planner and students should be instructed to show their planners to their parents.

TRANSPORTATION GUIDELINES

Students left at school without transportation will be allowed to contact emergency numbers listed on the enrollment form. If no one can be found to pick up the student, the Floyd County Police Department will be called. A uniformed officer will attempt to locate a parent/guardian. If a parent or guardian cannot be located, the child will be picked up by the officer and kept until a parent or guardian is located. The Floyd

County Police may also report the incident to the Department of Family and Children Services.

Driver's License

If you are planning to get your learner's license or driver's license, make sure you have completed a *Certificate of Attendance* before you go.

1. Pick up blank form from the HS attendance window on Monday, Tuesday, or Wednesday (at least one week prior to getting license.)
2. Complete the information and return to the attendance window by 12:00 on Wednesday.
3. Forms have to be verified with required signatures and notary seal.
4. Students may pick up completed forms from the red folder outside of counselor's office on Friday.
5. It is the student's responsibility to check the folder - completed forms not picked up will not be delivered.
6. **Students who fail to attend an assigned intersession may have driving privileges revoked.**
7. Summer birthdays must get a post-dated certificate of attendance before leaving for the summer. Students who do not obtain a post-dated certificate of attendance before the end of the school year will be charged a \$5.00 fee at the Central Office.

No-Pass, No-Drive

Students who drive to school must earn at least 2½ Carnegie units each semester. Failure to meet this requirement at the end of a semester will result in the loss of driving privileges until the next 9-week grading period is completed. At the end of the next 9-week grading period if the student is passing all classes, the privilege to drive will be restored.

Student Drivers And Parking Lot Procedures

Students who drive private vehicles must have a parking permit from the office. Permits are \$20.00 each. **Students must park in designated student parking areas only.** Please observe the 15-mph speed limit, use the marked spaces properly and follow the provided entrances and exits. Students should exit their vehicles immediately upon arrival and proceed to the building. **Cars may not be moved during school hours.** Students who need to go to their car during the school day must have permission from an administrator.

Pepperell High School is not responsible for damages to vehicles driven on campus. Students MUST have permission from an administrator BEFORE going to the parking lot during the school day. This includes the time before homeroom and while the buses are picking up students in the afternoon. Students violating this rule may lose their driving privileges. The administration retains the right to search any vehicles that is driven on campus for any reason. AHS is not responsible for any damages that may occur during a vehicle search.

ACADEMIC INFORMATION

Attendance and Carnegie Unit Credits

See Additional Guidelines and Procedures, page 9 for more information.

Exam Exemption Policy

It is our belief that exams are an integral part of a course and help prepare students for future challenges; therefore, schools will not allow students to exempt exams.

Financial Aid

Financial aid is available for different post-secondary programs. Students should check with the particular institution that they are interested in to find out specific information about financial aid. The formula for determining eligibility for financial aid is complex and is based on income

and expenses. Interested students are encouraged to inquire about financial assistance regardless of family income. Most types of financial aid require the Free Application for Federal Student Aid (FAFSA). A current FAFSA can be obtained from your school counselor.

Types of financial aid include:

Loans: A loan for post-secondary studies is money that you borrow and must repay to the lender with interest. There are several types of these loans and the terms vary. Your lending institution will have more information on this option.

Grants: Grants are awarded as financial aid that does not have to be repaid. To apply for grant money, the FAFSA must be completed.

Scholarships: There are many scholarships available to college students. Scholarships limited to Floyd County students or have other specific requirements may also be available.

Work-Study Assistance: The Work-Study program provides jobs for students who show financial need and who must earn part of their educational expenses. This is a federal program handled by the post-secondary institution. A FAFSA is required.

Hope Grant: There have been a number of changes to the HOPE Grant. Please see your counselor for further information.

Grading Procedures

Grades are assigned to students based on their achievement and performance in subjects they study. Floyd County Schools assign grades using the State Board of Education criteria as follows:

A = 90 - 100 C = 71 - 79 F = Below 70
 B = 80 - 89 D = 70
 NC = No credit/ excessive absences

*REPORT CARDS ARE SENT HOME AT THE END
 OF EACH 9-WEEK PERIOD.*

Progress reports are used to communicate information about a child's academic work and behavior. Progress reports are sent home at the midpoint of the 9-week grading period. Parents will also be informed if a student is in danger of failure or is not working up to his/her potential. Parents may also view their child's grades via iParent.

Guidance Department

Developmental Guidance is the essential thrust of the philosophy for the Guidance and Counseling Department. We are striving for a program in which guidance and counseling is a part of the school's instructional program, and actively involved in the educational, career, personal and social development of all students. With teachers and counselors working as a team, students are assisted in their maturation.

Appropriate career planning and life management activities are provided for the entire school population. Crisis counseling is also available, but the major goal of a school guidance program is to provide preventive programs that help students develop the skills to deal with problems before they arise. Planning for the future is approached through guidance activities and individual planning times. Small group and individual guidance is strictly voluntary.

Parents who wish to refuse their child's participation in guidance and counseling activities should contact the school's Guidance Department for the specific procedure. Parents who

have specific requests of the Guidance Department should call the counselors.

INTERVENTION SPECIALIST

An Intervention Specialist will work with students in danger of failure or promotion to formulate objectives and strategies to achieve improvement in student performance and behavior and to promote the goal of high school graduation. They will also work closely with the counselors, administrators, and staff to promote high school dropout prevention practices and strategies.

SCHEDULES/CREDIT

Our high schools operate on the modified block schedule. This provides for two semesters of approximately 90 days each during the regular school year with classes meeting either every day for one semester or every other day for the entire year. Students may take four to six courses each semester. When available, students may also enroll in zero hour classes allowing up to nine units of credits per year. At the end of a semester, students earn 1 unit of credit for each semester block course passed, and 1/2 unit for each alternating block (A/B block) course passed.

Homeroom Levels

Homeroom levels are based on the number of credits a student has earned. The following guidelines apply:

Freshmen	0-5 (credits)	Juniors	12 (credits)
Sophomores	6(credits)	Seniors	20 (credits)

Students may not change homeroom during the school year unless approved due to their participation in intersession periods. If they earn enough credits to be considered in the next grade, they may register for courses taught for that grade, but they must remain with their assigned homeroom until the next school year.

TESTING INFORMATION

ACT (AMERICAN COLLEGE TEST): The ACT is similar to the SAT but uses a different format. It gives test reports in English, Mathematics, Science and Social Studies. All Georgia Regents Colleges and Universities accept the ACT, and many colleges outside of Georgia require it. Students usually take the ACT by the spring of their junior year.

ADVANCED PLACEMENT (AP) TESTS: The Advanced Placement Tests measure achievement in college level courses taught in high school AP courses. Students scoring high enough may be given college credit when they enter college. Many colleges and universities in the United States accept AP credit. Any student may take the AP exams, although we recommend students take the AP course before attempting the exam.

EOCT (END-OF-COURSE TEST): The EOCT is designed to measure student achievement by assessing student performance on QCC/GPS standards for each of the core subjects tested in grades 9 - 12. The eight content areas are Algebra I, Geometry, Ninth Grade Literature and Composition, American Literature and Composition, Biology, Physical Science, United States History and Economics/Business/Free Enterprise, Math I and II. EOCT will be required per State Department of Education timeline.. Students are tested near the end of the semester for the core subject being taken. The score on the EOCT comprises 15% of the final course grade.

GEORGIA HIGH SCHOOL GRADUATION TEST: The GHSGT is designed to measure knowledge considered important for high school graduates. Students must pass tests in English language arts, mathematics, science, social studies and writing as one of the criteria for a high

school diploma. Students take the test for the first time in the spring of their junior year. The test is given each fall, winter, spring, and summer giving students five opportunities to take the test during the school year before the end of the 12th grade year. Students not earning passing scores before leaving high school in the 12th grade may return for retesting. Free remedial assistance will be required during each intersession for students that fail portions of the test. If a student fails to attend the required remediation, the student's driving privileges will be suspended. Additionally, the student will not participate in graduation ceremonies if he/she fails any portion of the GHSGT and fails to attend the required remediation during intersession. Each area of the test is scored separately, and students are required to pass each area. Students who make a passing score on any area of the test will not have to retake that area before graduating.

PSAT (PRELIMINARY SCHOLASTIC APTITUDE TEST): The PSAT is a shorter version of the SAT. It is recommended for 10th and 11th graders and is designed to expose college prep students to the rigors of the college entrance exams and to identify areas in need of remediation. It is also the qualifying test for the national merit scholarship programs and the national achievement program for Negro students. Only 11th grade PSAT scores can be used for these scholarship programs.

SAT (SCHOLASTIC APTITUDE TEST): The SAT is a college admissions test accepted by the Georgia college and university system. It measures developed skills in the verbal and mathematics areas. The SAT is designed for students in the college prep program.

SAT II (SUBJECT AREA TEST): Subject tests are one-hour multiple-choice tests that measure knowledge of a particular subject and ability to apply that knowledge. A total of 14 achievement tests are available and are usually given at sat sites.

SUGGESTIONS FOR TAKING EXAMINATIONS

1. *Learn about the test you will take.* All testing programs provide detailed information about their tests, including dates and location of testing sites. You can also get information about the purpose, academic preparation suggested and scoring format. Test publishers provide sample tests and information on preparing for their exams. Students should take practice tests several weeks before the actual test date.
2. *Prepare for the Test.* Consistent long-term preparation is of much greater value than last minute cramming. The best preparation for examinations is course-work related to the test and systematic reviews. Students are encouraged to enroll in review courses or workshops that might be offered by the school or nearby colleges. Students should find out how the test is scored, know whether it is advantageous to guess or whether guessing is penalized in scoring.
3. *Start the Test Day Right.* It is essential that students get a good night's sleep and eat a nutritious breakfast. Studies have shown that a meal containing protein will provide a steady level of nutritional support during testing.
4. *Plan to arrive at the testing site early enough to settle down and organize materials.* Be sure to have proper identification, the admission ticket, a watch, 2 pencils with erasers, and a calculator.

The Career Selection Process

A career choice means more than choosing an occupation. A career includes everything in your lifestyle and will probably

determine what occupation you have, where you can buy a home, what kind of car you can afford, what choices of friends you have, the people with whom you work, the way you are able to enjoy leisure time, the kind of retirement you can anticipate and how much you like or dislike your occupation. An occupation choice should be based on the following:

- ⇒ Abilities - What you can do physically, mentally and emotionally?
- ⇒ Interests - What you like to do, and where you want to spend your time?
- ⇒ Availability - Where the jobs are and what opportunities are available?
- ⇒ Education - What specific training is required?
- ⇒ Opportunities - What you can expect in personal achievements and advancement?

Your counselor can provide information that will help you explore these points in depth. Career choices should be examined carefully as they will impact the quality of your entire life. It may also be helpful to have your parents meet with you and your counselor to discuss this further. At some point in your high school career, you will be given tests that help you understand your interests and abilities and that direct your thinking toward realistic career choices. Take advantage of these opportunities.

Web Sites For Career Information

Georgia Career Information:

www.qcic.peachnet.edu

College Board:

www.collegeboard.com

Financial Aid:

www.gsfc.org

www.fafsa.ed.gov

www.finaid.org

HAVING PROBLEMS?

If you feel that you have unmet needs in school, we encourage you to ask for help. This could include subject area problems, learning style issues, athletic concerns, social skills or other problems. Counselors, teachers, and administrators are available to answer any questions you may have and to assist you in attaining the best possible education. We ask you to take advantage of the many services offered by Floyd County Schools and make your high school career a success!

HIGH SCHOOL PROGRAMS OF STUDY

1. APPLIES TO ALL STUDENTS ENTERING 9TH GRADE 2007-08 AND BEFORE

Students must select from one of the four diploma seals:

- College Prep (CP)
- Technology Career Prep (TP)
- College Prep Distinction (CP+)
- Technology Career Prep Distinction (TP+)
- Honors Preparatory (HP)

College Preparatory Programs

The College Prep programs are designed to prepare students for the rigorous academic programs found in Colleges and Universities. Students must begin using the advanced thinking and study skills necessary for success in post-secondary institutions. Colleges have reported a decline in the performance of freshmen in the past decade and have discovered that the seniors who had not enrolled in advanced college prep courses were the same ones who fared poorly in college courses. Students interested in a successful college experience will make the transition from high school to college easier by making the senior year an academic challenge.

2. APPLIES TO ALL STUDENTS ENTERING 9TH GRADE 2009-10 SCHOOL YEAR AND BEYOND:

All students receiving a regular education diploma will meet a common set of requirements relative to the core academic areas. In addition, each student will pursue one of the following seals to be attached to the diploma:

Standard Seal-a locally developed program of study meeting the minimum state and local requirements for graduation (23 state required units and 5 locally required units) This seal is awarded by exception and must be approved by the high school principal or designee.

Distinction Seal- a locally developed rigorous program of study that exceeds the state requirements for graduation and prepares a student for successful postsecondary options in an educational or occupational setting. To earn this seal, the following requirements must be met: 1) completion of the 23 state required units and 5 locally required units 2) completion of a CTAE and/or liberal arts pathway

Honors Seal- a locally developed advanced program of study based on national and international standards and high expectations for teaching and learning. To earn this seal, the following requirements must be met: 1) completion of a CTAE and/or liberal arts pathway 2) Twelve of the 28 required units must be earned in courses designated as Honor Prep (HP) or Advanced Placement (AP) 3) students must be enrolled in a minimum of one HP/AP course each year in grade 9-12; 4) completion of the Assessment Readiness Program.

Pathways prepare students for specific areas of interest and/or aptitude relative to postsecondary options. Students will choose from one of these pathways:

Career, Technical and Agricultural Education (CTAE) Pathway-a sequence of courses that include rigorous content aligned with industry related standards leading to college and career readiness. (See FCBOE policy IHF(6) for detailed information)

Liberal Arts Pathway- a sequence of courses that includes rigorous content aligned with industry, Modern Language, and/or fine arts standards (Se FCBOE policy IHF (6) for detailed information).

3. APPLIES TO ALL STUDENTS ENTERING 9TH GRADE 2007-08 AND BEFORE, AND THOSE ENTERING 9TH GRADE 2008-09 SCHOOL YEAR AND SUBSEQUENT:

The Honors Preparatory program is a rigorous, advanced course of study designed to prepare students for the most challenging and demanding college work. Further information on this program is available in the "Educational Opportunities" section of this handbook.

Technology/Career Preparatory Programs

The importance of vocational and/or technical education is becoming increasingly apparent by the number of jobs and professions requiring specific technical knowledge. It is essential that students think about their career interests and take advantage of the courses offered by Floyd County Schools. Careful planning will also allow students to take Joint enrollment courses at Georgia Northwestern Technical College and other participating technical schools to earn dual credit at the high school and post-secondary levels. This is a great way to get a head start on your career! See your counselor for more information.

Technology/Career Preparatory Program is designed to meet the needs of today's career opportunities. The program provides a sequential course of study designed to prepare students for entry into post-secondary education or the job market.

Graduation Requirements Chart

Freshmen Students Entering Prior To 2005-06

	College Preparatory Seal (CP)	College Preparatory With Distinction (CP+) **	Technology/Career Preparatory Seal (TP)	Technical/Career Preparatory With Distinction (TP+) **
Year Entering 9th Grade	Prior to 2005-06	Prior to 2005-06	Prior to 2005-06	Prior to 2005-06
Language Arts *	4	4	4	4
Mathematics *	4	4	4	4
Science *	3	3	3	3
Social Studies *	3	3	3	3
Health/Personal Fitness	1	1	1	1
Comp Tech	1	1	1	1
Foreign Language*	2	2	0	0
Tech/Career Prep	0	0	4	4
Locally required or State elective units	10	2 of 10 state electives * in core area	8	1 of 8 state electives * in core area
TOTAL Units (Minimum)	28	28	28	28

	College Preparatory Seal (CP)	College Preparatory With Distinction (CP+) **	Technology/Career Preparatory Seal (TP)	Technical/Career Preparatory With Distinction (TP+) **
Year Entering 9th Grade	05-06 and after	05-06 and after	05-06 and after	05-06 and after
Language Arts *	4	4	4	4
Mathematics *	4	4	4	4
Science *	3	3	3	3
Social Studies *	4	4	4	4
Health/Personal Fitness	1	1	1	1
Comp Tech	1	1	1	1
Foreign Language*	2	2	0	0
Tech/Career Prep	0	0	4	4
Locally required or State elective units	9	2 of 9 state electives * in core area	7	1 of 7 state electives * in core area
TOTAL Units (Minimum)	28	28	28	28

Additional Requirements for HCP (Honors College Prep) Seal can be found on Page 19.

* Core Courses (state electives) ** Requires a Cumulative Numerical Average of 80 or above. **Students are required to take 4 units of math & 2 units of Foreign Language in grades 9-12, even if they have earned Carnegie unit credit in middle school years. All student must pass the Georgia High School Graduation Tests and the Georgia High School Writing Test in order to earn a high school diploma.**

Graduation Requirements Chart

FRESHMEN STUDENTS ENTERING 2008-09 AND SUBSEQUENT YEARS:

	Distinction Seal	Honors Seal		Standard Seal (by exception))
Year Entering 9th Grade	2008-09 and beyond	2008-09 and beyond		2008-09 and beyond
Language Arts *	4	4		4
Mathematics *	4	4		4
Science *	4	4		4
Social Studies *	4	4		4
Health/Personal Fitness	1	1		1
Computer Technology	1	1		1
TOTAL STATE/LOCAL Required Minimum Units (Minimum)	18	18		18
	Distinction Seal	Honors Seal		Standard Seal (by exception))
	CTAE Pathway (4 units)	Liberal Arts Pathway (4 units)		
Year Entering 9th Grade	2008-09 and beyond	2008-09 and beyond	2008-09 and beyond	2008-09 and beyond
Modern Language/Latin	0	0, 2, OR 3	0, 2, OR 3	3 units from any of these three areas
Career/technical/ Agricultural Education	4	0, 1, OR 2	0, 1, OR 2	
Fine Arts	0	0, 1, 2, or 4	0, 1, 2, or 4	
Locally Required Electives	6	5.5 (or 6 if Assessment Readiness Program taken in Intersession)	5.5 (or 6 if Assessment Readiness Program taken in Intersession)	7
Assessment Readiness Program	0	0.5	0.5	0
TOTAL STATE/LOCAL Required Minimum Units (Minimum)	28	28		28

FLOYD COUNTY SCHOOLS SUGGESTED COURSE SEQUENCE- Applies To Freshmen Entering FCS 2008-09 And Beyond

Content Area	8 th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
English		* HP 9 th Grade * Literature/Composition # 9 th Grade # Literature/Composition	* HP American * Literature/Composition # World Literature	* AP Language/Composition * A/B with HP Advanced Grammar / Composition # American Literature	* AP Literature/Composition * A/B with HP Multicultural Literature # British Literature
Mathematics	* Accelerated 8 th Grade Math ** Accelerated Math I # 8 th Grade Math ## 8 th Grade Math with Support	* Accelerated Math I ** Accelerated Math II # Math I ## Math I with Support	* Accelerated Math II ** Accelerated Math III # Math II ## Math II with Support	* Accelerated Math III ** AP Calculus A/B ** AP Statistics ** HP Discrete Math ** Charter School # Math III ## Math III with Support	* AP Calculus A/B * AP Statistics * HP Discrete Math * Charter School Math Class ** AP Calculus A/B or B/C ** AP Statistics ** HP Discrete Math ** Charter School Math Class # Math IV ## Math IV with Support
Science	* HP Physical Science (HS Credit begins 2009-2010)	* HP Physics # Physics ## Physics with Support	* HP Biology # Biology ## Biology with Support	* HP Chemistry # Chemistry # Environmental Science # CTAE Science ## Science Elective ## CTAE Science	* HP Science Elective * AP Science Course # Elective Science Course # CTAE Science Course ## Science Elective ## CTAE Science
Social Studies		* HP American Govt./Civics # American Govt. / Civics	* HCP World History / AP European History # World History	* AP US History A/B with HCP US History # US History	* AP Economics * AP Elective # Economics
Foreign Language	** Spanish I	* Spanish I ** Spanish II # Spanish I # Latin I # French I # German I	* Spanish II ** Spanish III # Spanish II # Latin II # French II # German II	* HP Spanish III * HP Spanish IV # Spanish III # Latin III # French III # German III	* AP Spanish / HP Spanish IV ** AP Spanish # Spanish IV # AP Latin / Latin IV # AP French / French IV # AP German
Key: * HP / Gifted / Accelerated Courses					
Key: ** Highest level of Math and Modern Language					
Key: # General Courses					
Key: ## Support / Special Ed Courses					

EDUCATIONAL OPPORTUNITIES

CREDIT OPPORTUNITIES

Floyd County Schools offers a variety of options for students who have failed courses during the school year or who wish to gain additional academic credits.

SELF-PACED INTERACTIVE CURRICULUM EDUCATION (SPICE) is offered to students with special circumstances. Referral for SPICE must be made by the student's school counselor, graduation coach, or principal. SPICE is a self-paced interactive curriculum monitored by a certified instructor. Students must attend 135 hours per credit, successfully complete required material, and take required End of Course Tests in order to earn credit. The cost of SPICE is \$150.00 per credit earned. The lab center is open from 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Friday.

TIME FOR TIME:

This Program is offered to students who earn passing grades in their classes but have exceeded the number of absences allowed by the FCBOE attendance policy. Students must complete one block for every excessive block missed in each class. Upon successful completion of time for time, the student's grade of NC will be changed to the earned grade. The cost for Time for Time is \$15.00 for each needed block.

GEORGIA VIRTUAL HIGH SCHOOL (GVHS) –

Georgia Virtual High School is part of the Georgia Department of Education's office of Technology Services and operates in partnership with Georgia parents and schools to offer a wide variety of high school level courses across the state. Students in Floyd County Schools who wish to take courses through Georgia Virtual High School may contact the counselor or instructional assistant principal at the home school for a complete course listing and instructions for registration.

GEORGIA VIRTUAL SCHOOL CREDIT RECOVERY (GA CR)

is offered to students who have failed an academic class. Students enrolled in the GA CR will work independently to complete the required material. Students taking courses through the GA CR requiring End of Course Tests (EOCT) must retake the EOCT when applicable. Upon successful completion of the GA CR course, the passing grade will be added to the transcript. All unit tests, final exams and EOCT's for GA CR must be taken at school under the supervision of the designated Credit Recovery monitor. No credit will be given for any unit tests or final exams not completed in the presence of the CR monitor. The cost for GA CR is \$50.00 per course. The following courses are offered through GA CR. Credit may be accepted from any accredited school as defined by State Board of Education Rule.

9 th grade Language Arts	Physical Science
10 th grade Language Arts	Biology
American Literature	Chemistry
English Literature	Physics
Algebra I	Economics
Algebra II	American Government
Geometry	US History
World Geography	World History
Advanced Algebra and Trigonometry	

WORK BASED LEARNING:

There are a number of work-study programs offered by Floyd County Schools for the purpose of providing students with on-the-job training by integrating classroom experience and the workplace. Both employers and students benefit from these work experiences. Students are not required to have a job for

Failure to obtain a job will result in the students being returned to a regular class schedule. Good attendance and a good discipline record are imperative. See the School Counselor for more information on the work-study programs.

FLOYD COLLEGE AND CAREER ACADEMY (CCA):

Students may attend the CCA as part of their regular educational program. Bus transportation to the CCA is provided during the regular school day. Junior and senior students may be permitted to drive if they adhere to the school driving policy. Programs at the CCA fulfill the requirements for the Career, Technical and Agricultural Educational Pathway.

GEORGIA SCHOLAR PROGRAM:

The Georgia Scholar Program provides each Georgia Scholar with approximately \$1500 for each of the four years the student attends any of the State's public or private colleges and universities. To be named a Georgia Scholar a student must have a minimum of 1300 on the SAT or 31 on the ACT. They must also meet rigorous course requirements. Plans must be made in the 9th grade to meet all of the curriculum, leadership, attendance and academic requirements of the Georgia Scholars Program. See your counselor for more information.

GOVERNOR'S HONORS PROGRAM:

The Governor's Honors Program is a six-week summer instructional program designed to provide intellectually gifted and artistically talented high school students enriching experiences not usually available during the regular school term. Students are usually nominated by subject area teachers. Students must compete at the local and state level. *The PSAT is required for all Governor's Honors applicants and is ONLY given in the fall.*

HONORS PREP PROGRAM:

The Floyd County Schools Honors Prep Program is available to students beginning in middle school. Students earning the Honors Prep seal are guaranteed to be ready for college level work. Any graduate of the program required to take a remedial class after entering a college or university will be reimbursed the cost of the remedial class by the Floyd County School system. Students must meet program criteria and have parental approval to enroll in the advanced program. A limited number of out-of-district students will be accepted based on merit.

Key Program Components:

- ★ Advanced courses, introduced in the middle grades
- ★ Grading policies that reward students for taking advanced level courses
- ★ Instruction targeted to promote high academic achievement
- ★ Opportunities to take courses through the Directed Learning and the Executive Internship Programs

Honors Prep Program Standards:

- ★ Students are held to high expectations
- ★ Students and parents receive continuous updates on academic progress
- ★ Instruction features high expectations and extended content
- ★ Technology is a major tool of instruction
- ★ Students must produce projects displaying an increased depth of learning
- ★ Student learning is assessed by test, written reports, oral presentations, projects and portfolios.

class enrollment, but they must secure one within two weeks of the beginning of class in order to remain in the program.

INTERNET RESOURCES:

Floyd County High School Guidance Offices are "on-line" and may be used by students for career planning, college applications, financial aid applications, SAT and ACT

registration, and many other resources. Each media center also has Internet access

LEADERSHIP ROME:

Leadership Rome is provided by the Chamber of Commerce to help promote leadership in our local community. This is an excellent opportunity for you to be involved. See your counselor for information on how to apply.

JOINT ENROLLMENT:

Joint enrollment opportunities are available for students who meet state and local criteria. See your counselor for more information.

PROBE FAIR:

PROBE is a College Fair that is held every year for juniors and seniors. Representatives from approximately 100 colleges, tech schools, and other professional training institutions will be set up to provide you information and to meet you and your parents. This is a great way to find out specifics about schools, and we encourage you to take advantage of this event. PROBE is usually held in the fall.

SPECIAL EDUCATION:

Special education programs are available to students who meet eligibility criteria in the following program areas: gifted, learning disabled, intellectually disabled, emotional and behavioral disorders, speech/language disabled, visual and/or hearing impaired, orthopedically impaired, and other health impaired. Due process procedures, as required by state and federal laws, are strictly followed.

STAR STUDENT:

Each year a top academic senior in each participating Georgia high school is named the STAR student for that high school. The following criteria must be met to obtain the STAR Student Award.

1. They must have the highest score on the SAT and be in the top ten percent or top ten students of their class.
2. The SAT scores must come from the national testing dates during and/or through the November testing of the senior year.
3. SAT scores must come from a single testing date (scores may not be combined from two test dates).

DRIVER EDUCATION/JOSHUA 'S LAW

Due to Joshua's Law that went into effect January, 2007, students turning 16 must have a Driver Education course in order to obtain a valid driver's license. Driver Education classes are normally held during Winter Intersession, Spring Intersession and the first -4 weeks in June. Students may also earn 1/2 unit of credit in the DRIVER EDUCATION Program. Students must be 15 years old and have a learner's permit to be eligible to take the class. The current cost for the course is \$185.00. The class includes 30 hours of classroom instruction and 6 hours of range and road driving. For more information, please check with your school's office.

OTHER OPPORTUNITIES:

Students are encouraged to meet with their guidance counselor for information about employment, apprenticeships and on-the-job training opportunities. The Georgia State Employment Service can provide employment information and training opportunities for your local area. Military services are excellent options for young people. Local recruiters representing all branches of the Armed Services will explain in detail the opportunities and benefits of choosing this option. A GED is no longer automatically accepted by the military; a high school diploma may be required.

STUDENT BEHAVIOR CODE

INTRODUCTION

The Floyd County Board of Education is dedicated to sound discipline practices. The purpose of this code of conduct is to provide students in the Floyd County School District an effective and safe learning environment and to promote learning and encourage responsibility during the school day as well as during all school-related activities. The degree of discipline imposed for violations of this Behavior Code are age appropriate and shall reflect the severity of the charged offense, the student's disciplinary history, the maturity level of the student, and any other relevant factors. In addition to discipline of students by the Floyd County School District, student conduct may be reported to appropriate law enforcement authorities. Compliance with these requirements is mandatory.

Pursuant to SB413, all information regarding school clubs and organizations are to be made available for parents/guardians. This information includes the name, mission or purpose, name of faculty advisor, planned or past activities of the club or organization. As of the 2007-08 school year, that information will become part of the student handbooks.

Students and their parents need to know and understand the Code of Conduct in order to achieve a successful learning experience. This student code of conduct is not limited to Policy JCDA. Instead, it includes all student behavior policies in Section J of the Floyd County Board of Education Policy Manual.

Questions regarding appropriate disciplinary action shall be referred to the Superintendent or designee. In situations where out-of-school suspension is used as a disciplinary action, effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student or to the student's residence shall be considered adequate parental notification of the action taken.

BEHAVIORS

In general, each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Floyd County School System and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other Floyd County School System staff.
- Respect the property of others, including Floyd County School System property and facilities.

- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Refrain from committing violations of the Code of Student Conduct.

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school system policies and the consequences of such policy violations. The behavior code is in effect at school or on school property at any time, off school grounds at any school sponsored activity, function or event and while traveling to and from such events, on vehicles provided for student transportation by the school system; at all designated bus stops; during the regular school day and while the student is going to and from school on Floyd County School System transportation; on Floyd County School System sponsored transportation (approved school trip on a private carrier); while the student is in attendance at any school-related activity, regardless of time or location; for any school-related misconduct, regardless of time or location; while attending a school-sponsored or school-related activity of another school system in Georgia; when retaliation or terrorist threats against a school employee or volunteer occurs or is threatened, regardless of time or locations; when a violent or dangerous incident may jeopardize the safety or well-being of staff and/or students, regardless of time or locations; and when a student commits an act that could be punished as a felony, as provided by O.C.G.A. 20-2-768. *Conduct of students during off-school hours that may have a direct impact on the safety or well-being of students or which created a school disturbance are subject to disciplinary action.*

AUTHORITY

School rules and the authority of the Floyd County School System to administer discipline apply whenever the interest of the Floyd County School System is involved. The code of conduct specifically applies to offenses that students commit while on school property at school sponsored events, during off-school hours as stated above, or while using the school technology resources.

As used in this Code of Conduct, school property includes, but is not limited to:

1. The land and improvements which constitute the school;
2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Floyd County School District and privately-owned vehicles used for transportation to and from school activities; and
4. Personal belongings, automobiles or other vehicles which are located on school property.

School technology resources include, but are not limited to:

1. Electronic media systems such as computers, electronic networks, messaging, and web site publishing, and
2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

SCHOOL OFFICIALS HAVE THE AUTHORITY TO USE PROFESSIONAL JUDGMENT IN DISCIPLINING STUDENTS WITHIN THE GUIDELINES OF THIS BEHAVIOR CODE.

The school system requires administrators to inform all teachers to whom the student is assigned when a student, including a "transfer student", has been convicted of certain felonies as defined in Georgia Code Annotated, (O.C.G.A.), Section 15-11-63.

A school is authorized to refuse to enroll or subject a student to short-term suspension, long-term suspension, or expulsion for any time remaining in another school system's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school. A school may refuse to re-admit or enroll students who have previously been expelled/suspended for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. Enrolling students must provide an official copy of records from the previous school system, including discipline records, for admission. Schools may enroll students "conditionally" if parents sign a release authorizing the previous school system to forward records. Further, the release must indicate whether the student is currently serving a suspension/expulsion from another school system and/or if the student has ever been adjudicated guilty of a designated felony acts as defined in O.C.G.A. Section 15-11-63. The act(s) must be listed on the release form. Students 18 years of age or older may complete the release form as appropriate. The content of these records may be challenged by appealing to the Superintendent or designee.

The Student Behavior Code shall be provided annually to students through a handbook upon enrollment. The parent and student shall acknowledge their receipt of the code by completing the required form. Parents and students shall be notified of any changes in procedures by either voice mail, newsletters, parent conferences, or web pages. A copy of the code shall be posted in all classrooms.

IEP - Committee Review for Students with Disabilities -

Special education personnel shall be consulted in matters involving special education students. A special education student shall be afforded all rights under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et al. seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C., §706(8), 794, 794a, and the Americans with Disabilities Act (ADA), 42

U.S.C. 12101, et al. seq.

Any student who is receiving special education services or who has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the Principal, or designee, Disciplinary Hearing Officer or Tribunal to have violated any of the rules, regulations or laws as alleged, shall be referred to an IEP committee if cumulative days of exclusion exceeds ten days, or the recommendation constitutes a change in placement. The IEP committee is responsible for determining if the student's conduct resulted as a consequence of his/her disability, whether such conduct warrants a change in placement, amendments to the individual educational plan (IEP) and/or disciplinary actions. If the IEP committee determines that the student's conduct is not a consequence of the student's disability, the student may be disciplined as any other regular education student, but shall receive educational services during this discipline. The IEP committee shall also have the authority to consider, recommend and implement any changes in the student's IEP or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

DISCIPLINES

A suspension is defined as any disciplinary action that removes a student from regular classes and other school activities. Floyd County schools use both in-school and out-of-school suspensions in an effort to provide a safe and appropriate learning environment. Georgia law (O.C.G.A. 20-2-764-766) requires students who have been suspended to have a conference with their parents and a school official before returning to class. They will discuss the reason for the suspension and write a plan designed to support more appropriate behavior. Parents who are unable to attend a conference must contact the school for further information. A notation of the conference is placed in the student's permanent file.

SUSPENSION/EXPULSION

1. In-School Suspension (ISS) - An educational environment for students whose behavior precludes attendance in the regular school program. This setting is in the local school and is staffed by a paraprofessional.
2. Short Term Out of School Suspension (OSS) - removal of the student from the school campus and exclusion from school sponsored activities for a specific period of time up to 10 days.
3. Long-Term Out of School Suspension-(OSS) removal of the student from the school campus and exclusion from school sponsored activities for a specific period of time ranging from eleven (11) days to the end of the current semester. Students assigned long-term Out of School Suspension may forfeit the opportunity to make-up missed class assignments.
4. Expulsion- removal of the student from the school campus and exclusion from school sponsored activities beyond the current school quarter or semester.
5. Permanent Expulsion- removal of a student from the school system with no opportunity to return.

FLOYD COUNTY TRANSITIONAL ACADEMY

An educational environment for students in Grades 6-12 whose behavior precludes continued attendance in the regular school program and where the instructional program is based upon normal course content, and behavior is carefully monitored. (Policy JDD defines specific criteria and guidelines.)

DETENTION

Assignment to a specified school location and to a designated teacher or school official. Detention may be assigned before or after school or on Saturdays. Parents must be given advanced notice of a detention assignment.

CORPORAL PUNISHMENT

Corporal punishment shall not be used as a disciplinary procedure by the Floyd County School District.

ChRONIC Disciplinary Problem Students

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

If a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the parent(s) and invite them to observe the student in a classroom situation. Additionally, at least one parent shall be invited to a conference to devise a disciplinary and behavioral correction plan.

If a chronic disciplinary problem student is suspended or expelled, the principal shall invite at least one of the student's parents to a conference to devise a behavioral plan before the student returns to school. Failure of the parent to attend such conference does not preclude the student from being readmitted; however, school officials shall meet with the student to devise a behavior plan.

A student support process shall be in place. It may include, but is not limited to, character education: a parent conference, a behavior plan, mentoring, mediation, tutoring, advisement, anger management, violence prevention, Student Support Team (SST), Behavior Action Team (BAT), appropriate community agencies involvement, and exemplary intervention programs.

TEACHER'S AUTHORITY TO REMOVE A STUDENT FROM CLASS

The Superintendent shall, and does, fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law.

A teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in the classroom or with the student's classmates' ability to learn and that violate the Code of Conduct shall file a report describing the behavior to the principal or administrator. The report must be filed within one school day of the most recent behavior. After receiving such a report, the principal or administrator shall send a copy of the report to the student's parent, investigate the incident, and within one day of school day of receiving such report send written notification to the teacher and the student's parent of any disciplinary action taken against the student.

Pursuant to O.C.G.A. §§ 20-2-737,738, a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities provided: (1) the student has previously been referred to the principal in accordance with the provisions set forth above, or (2) the teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

In the case of immediate removal from the classroom, the teacher will submit a written referral by the end of the school day or at the beginning of the next school day to the principal or other school administrator. The administrator will, within one school day after the student's removal from class, send to the student's parents, and the special education case manager, if applicable, a written notice that the student was removed from class, a copy of the teacher's referral, and information regarding how the parent may contact a school administrator. When a teacher removes a student from class, as prescribed above, the administrator will discuss the matter with the teacher by the end of the school day or at the beginning of the next school day. The administrator will give the student oral or written notice as to the reason(s) for which the student was removed from class and allow the student an opportunity to present his or her explanation of the situation. If the teacher withholds his or her consent to the student's return to the same class, or the student's misbehavior precludes returning to school (such as committing a major violation of the *Code of Student Conduct*) the administrator determines the consequences for the student by the end of the first day following the student's removal from class, which may include in-school suspension or out-of-school suspension or an appropriate temporary placement. Any in-school or out-of-school suspension must be determined by the principal, or designee. Such suspensions may not exceed ten school days. Suspensions or expulsions of longer than ten days may be imposed only by the Disciplinary Tribunal Hearing Panel.

FUNCTION OF PLACEMENT REVIEW COMMITTEE

If the teacher withholds his or her consent to the student's return to the same class and the administrator does not impose other disciplinary action, the administrator will convene the Placement Review Committee by the second day of the removal from the classroom, and the Committee, by a simple majority vote, will render a decision as to whether the student shall return to the teacher's classroom. The Committee's decision will be made no later than three days after the removal from class. In the interim, the administrator will make a temporary placement for the student (other than in the classroom from which the student was removed, unless the teacher gives permission for the student to return to class).

The Committee is authorized to (1) return the student to the teacher's class upon determining that such placement is the *best* or *only* alternative, or (2) refer the student to the administrator for other appropriate action. The decision of the Committee shall be in writing and will be made within three school days after the teacher withholds consent to the return of the student. If the Placement Review Committee decides not to return the student to the class from which he or she was removed, the administrator may place the student into another appropriate classroom, in-school suspension, or out-of-school suspension. In-school suspension or out-of-school suspensions may be for up to ten (10) days. If a student is later referred for a local formal hearing and for an evidentiary hearing, the members of the Placement Review Committee shall not be required to testify as to any committee decision or action. Any and all disciplinary action will be sent to the parents in writing, by either letter or copy of the *Student Discipline Referral* form, with a note to the parent to confirm receipt of the notice.

APPOINTMENT OF LOCAL PLACEMENT REVIEW COMMITTEE

Each school shall establish one or more Placement Review Committees. The Placement Review Committee shall be composed of three (3) members: the school faculty shall select (2) teachers to serve as members and one (1) teacher to serve as an alternate member, and the principal will select one (1) staff member to serve as a member. Schools may have more than one Local Placement Review Committee, at the discretion of the principal, but each committee must have three members selected as stated above. The selection of the Committee should proceed as follows: (1) principal asks for volunteers and nominations; (2) a secret ballot is taken at a faculty meeting; (3) results are tabulated by a teacher; (4) results of the ballot are shared with the faculty.

Members of the Placement Review Committee may resign from the Committee, with the replacement selected by the same process. If a student is later referred for a local formal hearing and for an evidentiary hearing, the members of the Local Placement Review Committee shall not be required to testify as to any committee decision or action.

OFFENSES AND RECOMMENDED DISPOSITIONS

A student shall not violate any of the following rules of the Floyd County School District. Pursuant to State requirements, suggested levels of disciplinary have been assigned to each offense. However, greater disciplinary sanctions may be determined to be appropriate in egregious circumstances.

Offense Number 1:

TOBACCO

Possession or use of tobacco or tobacco product substitutes (e.g. tobacco look-alikes, such as “Bacoff”) and cigarette look-alikes on by students is strictly prohibited on school property, on school buses, at school sponsored events, or while under school jurisdiction.

Consequence: **SECONDARY 6-12**

1. 1st Violation - In-school suspension of up to 3 days.
2. 2nd Violation - In-school suspension of up to 5 days.
3. 3rd and Subsequent Violations - In-school suspension of up to 10 days, and/or out-of school suspension of up to 5 days, and/or recommendation for assignment to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the building principal. Penalty may include reprimand, and/or loss of privileges, and/or short term suspension.

Offense Number 2:

ALCOHOL / DRUGS / SUBSTANCES

No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) and/or illegal drugs, drug residue, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be, or falsely represented by the student to be, alcohol or an illegal drug while on school property, on school buses, at school sponsored events, or while under school jurisdiction. No student shall possess, store, transmit, buy, sell, distribute and/or use drug paraphernalia on school premises, on school buses, at school sponsored events, or while under school jurisdiction. This offense prohibits the misuse, distribution, and sale or attempted sale of prescription and over-the counter drugs as well as the possession and/or use of pretend or imitation drugs or alcohol.

Consequence: **SECONDARY 6-12**

1. 1st Violation - Short term suspension, long term suspension and/or assignment to the Transitional Academy.
2. 2nd and Subsequent Violations - Short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
3. Contact the Principal and the student’s parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the building principal. Penalty may include reprimand, loss of privileges, and/or suspension.
2. Contact the Principal and the student’s parent/guardian.

Offense Number 3:

INTENT / ATTEMPT TO SELL / DISTRIBUTE DRUGS OR ALCOHOL

Students shall not buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified by the student as such, or believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.

Consequence: **SECONDARY 6-12**

1. All violations shall result in long term suspension, expulsion and /or assignment to the Floyd County Transitional Academy,
2. Depending on the substance involved and the severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, and/or the student’s parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. All violations shall result in short term suspension, long term suspension or expulsion.
2. Depending on the substance involved and the severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, and/or the student’s parent/guardian.

Offense Number 4:

PROPERTY**Destruction / Damage / Attempts / Threats / Theft**

No student shall intentionally cause substantial damage to, or commit theft of, personal property belonging to a Floyd County School District, a School District employee, or another student. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, steal, or set fire to school property or private property while either on school grounds or off school grounds during a school activity, function, or event. For purposes of this Behavior Code, “theft” shall mean the actual or attempted

theft of public or private property by deception, extortion or attempted extortion, force, threat of force, violence, or coercion. No student shall possess, store, or transmit stolen property or counterfeit money or money orders on school grounds.

Consequence: **SECONDARY 6-12**

1. Depending on the circumstances and severity of the violation, disciplinary assignments may include long term suspension, short term suspension, expulsion, restitution, and/or assignment to the Transitional Academy. Violations resulting in substantial property damage may require a mandatory Disciplinary Tribunal. Parents/guardians and/or students will be held responsible for restitution for damage/ defacement/ vandalism to school property.
2. Contact the Principal and the student's parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Depending on the circumstances and severity of the violation, disciplinary assignments may include suspension and/or expulsion. Parents/guardians and/or students will be held responsible for restitution for damage/ defacement/ vandalism to school property.
2. Violations resulting in substantial damage and/or repeated acts or attempts of vandalism may require a Disciplinary Tribunal.
3. Contact the Principal and the student's parent/guardian.

Offense Number 5:

Weapons

It shall be unlawful for a student to possess, handle, transmit, or cause to be transmitted, use or threaten to use, sell or attempt to sell, a weapon, either concealed or open to view, at a school function or on school property as defined in O.C.G.A. §16-11-1.27.1 (see JCDAE). All weapons shall be confiscated and given to Public Safety or other law enforcement agencies as appropriate.

The definition of *weapon* for purposes of this Behavior Code is one that includes, but is not limited to, the following items:

A. Firearms:

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Consequence: **SECONDARY 6-12**

1. Students committing such an act shall be expelled for a minimum of one calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended)
2. The Floyd County Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis
3. The Floyd County Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall be authorized to place any student determined to have committed such an act or offense in the Floyd County Transitional Academy
4. The appropriate Superintendent or designee, the police, the district attorney, and the parent or guardian of the student will be notified.

Consequence: **ELEMENTARY PK-5**

1. Students committing such an act shall be expelled for a minimum of one calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended)
2. The Floyd County Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis
3. The Floyd County Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall be authorized to place any student determined to have committed such an act or offense in the Floyd County Transitional Academy
4. The appropriate Superintendent or designee, the police, the district attorney, and the parent or guardian of the student will be notified.

B. Class I Weapons:

Any pellet gun, paint pellet gun, or BB gun, antique firearm, or any similar weapon that does not meet the definition of a firearm above; any knife having a blade of two or more inches (e.g., Bowie, Dirk, machete, switchblade knife, ballistics knife); any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any defensive device (e.g., stun-gun, laser); any

bludgeon (e.g. billy club, PR-24, night stick, blackjack, club); "look-alike" bomb; any "martial arts" device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc. or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Behavior Code.

Consequences: **SECONDARY 6-12**

1. Violations shall result in long term suspension, expulsion and/or assignment to the Transitional Academy.
2. The Floyd County Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall have the authority to modify such expulsion or student discipline on a case-by-case basis
3. Mandatory reporting to the Superintendent or designee, the police, the district attorney, and the parent or guardian of the student

Consequences: **ELEMENTARY PK-5**

1. Violations shall result in short term suspension, long term suspension, or expulsion.
2. The Floyd County Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall have the authority to modify such expulsion or student discipline on a case-by-case basis
3. Mandatory reporting to the Superintendent or designee, the police, the district attorney, and the parent or guardian of the student

C. Class II Weapons:

Any knife or instrument having a blade of less than two inches, any "look-alike" firearm; or plastic disposable razor or sling shot.

Consequences: **SECONDARY 6-12**

1. Violations shall result in detention, short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy

Consequences: **ELEMENTARY PK-5**

1. Mandatory reporting to the Superintendent or designee, the police, the district attorney, and the students parent or guardian

Offense Number 6:

ELECTRONIC DEVICES (PAGING DEVICES, CELLULAR PHONES, IPODS, MP3 PLAYERS, WALKIE-TALKIES, CAMERAS)

Students shall not display, or turn on cellular phones, video phones, pagers, walkie-talkies, cameras, or other electronic devices during regular school hours, including homeroom, instructional class time, class change time, breakfast or lunch, or while on school buses, except such devices that are expressly approved by the school administration. Taking pictures and/or videos at school is prohibited unless approved by an administrator. The school staff is not responsible for investigating for lost or stolen electronic devices.

Consequence: **SECONDARY 6-12**

5. First violation: Device is confiscated and returned to parent/guardian after 5 school days.
6. Second violation: Device is confiscated and returned to parent/guardian after 10 school days.
7. Third violation: Device is confiscated and returned to parent/guardian at end of semester. In school suspension of up to 3 days may be imposed.
8. Fourth violation: Device is confiscated and returned to parent/guardian at end of school year. In school suspension of up to 5 days may be imposed.

Refusal to relinquish the device to any school official is considered to be defiance and will be disciplined according to FCBOE JCDA-Offense Number 11.

Consequence: **ELEMENTARY PK-5**

2. Discretion of the principal.

Offense Number 7:

POSSESSION OR USE OF ITEMS WHICH MAY CREATE SAFETY RISKS

Students may not possess ammunition, BB's, paint pellets, CO2 cartridges, laser pointers, electrically charged items, or similar devices on school property, on school buses, at school sponsored events, or while under school jurisdiction. No student shall possess, light, and/or discharge or attempt to discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matchers, or similar devices. These items are disruptive to the function of the school and may pose a safety risk.

Consequence: **SECONDARY 6-12**

1. Discretion of the principal. Punishment may result in in-school suspension, short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
2. Depending on item and/or severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, or the parent/guardian of the student.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal.
2. Depending on item and/or severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, or the parent/guardian of the student.

Offense Number 8:

PHYSICAL VIOLENCE AGAINST SCHOOL EMPLOYEES

Physical Violence Definition:

No student shall make physical contact of an insulting or provoking nature with the school employees or otherwise engage in any act of physical violence against a teacher, school bus driver, school official or other school employee as is outlined and further explained below.

1. Physical Violence Against Teachers, Bus Drivers, School Officials, Or Other School Employees

Any student alleged to have committed any act of physical violence as defined in this Code of Student Conduct against a teacher, school bus driver, school official, or other school employee shall be suspended pending a mandatory Disciplinary Tribunal Hearing.

A. Penalty for Acts of Physical Violence Which Result in Physical Harm: A student found by the Disciplinary Tribunal to have committed an act of physical violence, which causes physical harm to a school employee shall be expelled from the public school system for the remainder of the student's eligibility to attend public school and referred to the juvenile court with a request for a petition alleging delinquent behavior. The local school board may permit the student to attend an alternative education program for the period of the student's expulsion; provided however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit a student in kindergarten through grade six who commits such an act to re-enroll in the public school system.

B. Penalty for Acts of Physical Violence Which do not Result in Physical Harm: A student found by a tribunal to have committed an act of physical violence which does not cause physical harm to a school employee may be subject to short term or long term suspension, expulsion and/or assignment to the Transitional Academy.

2. Physical Threat Against Teachers, Bus Drivers, School Officials, Or Other School Employees

No student shall attempt to commit a violent injury to the person of a school employee or commit an act which places a school employee in reasonable apprehension of immediately receiving a serious or violent injury.

Consequence: **ELEMENTARY through SECONDARY PK-12**

1. A mandatory Disciplinary Tribunal Hearing shall be held. Depending on the severity of the violation, a student found to have committed a physical threat against a school employee by the Disciplinary Tribunal may receive short term suspension, long term suspension, placement in the Transitional Academy or expulsion

Offense Number 9:

Verbal Assault / Threats / Bullying Behavior

Verbal or written threatening, bullying, cyberbullying, stalking, and/or intimidating school employees, other students, or other persons without actual physical contact is prohibited. Bullying is specifically defined as any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Consequence: **SECONDARY 6-12**

1. Bullying violations shall result in short term suspension, long term suspension, assignment to the Transitional Academy and/or expulsion. A student who has committed the offense of bullying for the third time in a school year shall be assigned to the Transitional Academy. GA Code 20-2751.4.
2. Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the Principal. Punishment may range from a reprimand to long-term suspension *and/or assignment to the FCTA*.

Consequence: **ELEMENTARY PK-5**

1. Bullying violations shall result in short term suspension or long term suspension.
2. Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the Principal. Punishment may range from a reprimand to long-term suspension *and/or assignment to the FCTA*.

Offense Number 10:

BATTERY / FIGHTING

No student shall directly or indirectly make, or attempt to make, physical contact of an insulting, provoking, or offensive nature with the person of another. Conduct which violates this rule includes, but is not limited to, fighting, hitting, shoving, pushing, or engaging in any other type of physical altercation or harassment. A student who intentionally acts in such a way as to cause a foreign object to make an insulting, provoking, or offensive contact with the person of another violates this rule. If person physically contacted by the student, directly or indirectly, is a teacher, school bus driver, school official, or other school employee the provisions of Offense Number 8 apply.

Consequence: **SECONDARY 6-12**

1. At the discretion of the principal, students may be subject to short term suspension, long term suspension, expulsion and/or assignment to the Floyd County Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. At the discretion of the principal, the penalty may range from detention to long term suspension, and may include referral to the Disciplinary Hearing Officer for the purpose of a determination of the facts and intent.

Offense Number 11:

RUDE / DISRESPECTFUL BEHAVIOR/ DISHONEST/ CHEATING

No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures toward other students, school employees, or other people on school property or at school sponsored events. Dishonesty and/or cheating on tests or assignments is prohibited. No student shall refuse to identify one's self upon request of any school employee or designee. All students shall comply with reasonable directions or commands of all authorized school personnel or designees.

Consequence: **SECONDARY 6-12**

- Discretion of the principal. Punishment may result in detention, in-school suspension, short term suspension, long term suspension, and/or recommendation for assignment to the Transitional Academy
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

Consequence: **ELEMENTARY PK-5**

- Discretion of the principal. Punishment may result in detention, in-school suspension, short term suspension.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

Offense Number 12:

REPEATED VIOLATIONS/CHRONIC MISBEHAVIOR/VIOLATION OF PROBATION

Repeated Violations / Chronic Misbehavior

Behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school or school activities, school bus, etc., is prohibited. Prior to this charge being made, the student must be warned of possible consequences, a referral made to a school counselor and/or school social worker; the parent/guardians must be contacted about the misbehavior, be given the opportunity to observe their child in school, and be given an opportunity to participate in the development of a student discipline correction plan.

Consequence: **SECONDARY 6-12**

1. In school suspension of up to 10 school days, short term suspension, long term suspension, expulsion and/or recommendation for assignment to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal. Penalty may range from detention to short term suspension.

Offense Number 13:

SKIPPING CLASS OR REQUIRED SCHOOL ACTIVITIES including detention, leaving school without permission, and being in unauthorized areas as defined by school officials.

Consequence: **SECONDARY 6-12** (Discretion of the principal.)

1. 1st violation - In-school suspension of up to 3 days.
2. 2nd violation - In-school suspension of up to 5 days
3. 3rd and subsequent violations - in-school suspension of up to 10 days, short term suspension, long term suspension, and/or possible recommendation to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

Discretion of the principal.

Offense Number 14:

UNEXCUSED ABSENCES AND/OR TRUANCY

Regular attendance in school is necessary for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow the local school rules to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent/guardian, or other person who has control or charge of said child shall be guilty of a misdemeanor and subject to fines, imprisonment, community service, or any combination of these penalties. OCGA § 20-2-690.1(b). See Administrative Rule, JBD-R.

Consequence: **SECONDARY 6-12**

1. See Attendance Policy, JBD-R.

Consequence: **ELEMENTARY PK-5**

1. See Attendance Policy, JBD-R.

Offense Number 15:

CLASSROOM DISTURBANCE

Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, creates a dangerous or fearful situation for students and/or staff.

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal. Short term suspension, long term suspension, expulsion and/or a recommendation to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal. Penalty may range from detention up to short term suspension.

Offense Number 16:

CHRONIC TARDINESS

Late to school, class, or to a school activity on a repeated basis.

Consequence: **SECONDARY 6-12**

1. Discretion of the principal. The student is warned and parents are contacted. A parent conference may be arranged. If the behavior continues, the student shall be referred to the counselor and/or school social worker. Chronic tardiness may result in a referral to the Truancy Treatment Team and/or in-school suspension of up to ten (10) days.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal. The student is warned and parents are contacted. A parent conference may be arranged. If the behavior continues, the student shall be referred to the counselor and/or school social worker. Chronic tardiness may result in a referral to the Truancy Treatment Team and/or in-school suspension of up to ten (10) days.

Offense Number 17:

PARKING AND TRAFFIC VIOLATIONS

Parking on school property without a permit, or reckless or careless operation of a vehicle on or near school property or near a school bus, etc, is prohibited.

Each student who chooses to park a vehicle on school property must purchase a parking permit. Students who purchase a parking permit will be given a decal sticker and assigned parking space. Parking and traffic regulations will be issued to each student at the time of registration. Parking permits must be renewed upon expiration. **Vehicles on school property are subject to a search at any time. Floyd County Schools will not be responsible for damages that may occur during searches.**

Consequence: **SECONDARY 6-12**

1. Penalty may include revocation of parking permit, towing vehicle off campus at student's expense, detention, or short-term suspension. For reckless driving on school property or in a school zone and/or for repeated parking or driving incidents, the student may be subject to short term suspension, long term suspension, expulsion, and/or be referred to the Disciplinary Tribunal, and/or be referred to the Transitional Academy.

Offense Number 18:

SEXUAL OFFENSES

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

A. Sexual Misconduct.

No student shall be engaged in amorous kissing or other inordinate displays of affection and shall not consent to or participate in any form of sexual activity on school property, school buses, or at any school activity or event. Sexual misconduct including, but not limited to, sexual touchings or gropings, sexual contact, sexual assault, welcome or

unwelcome sexual advances or comments, request for sexual favors, indecent exposure, etc., between individuals on school property, on school buses, or at any school activity or event is prohibited. Sexual contact includes contact with the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
2. Depending on the nature of the offense and/or severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short term or long term suspension.

B. **Sexual Harassment.**

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. This applies to a) on the school grounds at any time; b) off the school grounds at a school activity, function, or event; or c) en route to and from school or school-sponsored activity. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs, electronically transmitted images, or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. For purposes of this Student Code, sexual harassment includes requests or demands for sexual involvement, accompanied by implied or explicit threats.

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
2. Depending on the nature of the offense and/or severity, may be reported to the Superintendent or designee, the police, the district attorney, or the student's parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short term or long term suspension.

C. **Sexual Battery.**

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
2. Contact the Superintendent or designee and the student's parent/guardian. The police and the district attorney may also be notified.

Consequence: **ELEMENTARY PK-5**

1. Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short term or long term suspension.
2. Contact the Superintendent or designee and the student's parent/guardian. The police and the district attorney may also be notified.

Offense Number 19:

SCHOOL DISTURBANCE / TRESPASSING/ BREAKING AND ENTERING

No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. Students shall not act in such a way as to threaten the safety or well-being of other students. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. This shall include any unlawful or forced entry onto or into any property, building, structure, or vehicle owned by the School System. Students may not be present in unauthorized areas of school property.

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.

- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension.
- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Offense Number 20:

POSSESSION, USE, OR DISTRIBUTION OF PORNOGRAPHY/OBSCENE MATERIALS

Any material or performance is "pornographic for minors" if it is primarily devoted to description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or is predominantly appealing to unhealthy or abnormal interest in sex. This offense includes accessing pornographic or obscene material through electronic means.

Consequence: **SECONDARY 6-12**

- Disposition at the discretion of the principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Floyd County Transitional Academy.
- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension.
- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Offense Number 21:

OTHER BeHAVIORS

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct.

Consequence: **SECONDARY 6-12**

- Disposition at the discretion of the principal. Penalty may range from detention to short term or long term suspension. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.
- Depending on the nature and severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, or the student's parent/guardian.

Consequence: **ELEMENTARY PK-5**

- Discretion of the Principal. Penalty may range from detention to short term or long term suspension. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.
- Depending on the nature and severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, or the student's parent/guardian.

Offense Number 22:

OFF-CAMPUS MISCONDUCT

Students shall be disciplined for engaging in off-campus conduct that may affect the safety and welfare of the school, staff, and/or students or that may have a direct effect on the discipline or education environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off campus conduct that: 1) is prohibited by the Georgia or United States criminal codes, 2) is punishable as a felony or would be punishable as a felony if committed by an adult, 3) is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted, and 4) which makes the students continued presence at school a potential danger to person or property at the school or which disrupts the educational process. (O.C.G.A. § 20-2-751.5)

Consequence: **SECONDARY 6-12**

- Discretion of principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Superintendent or designee for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Superintendent or designee for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Offense Number 23:

GAMBLING

Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

Consequence: **SECONDARY 6-12**

1. Short term suspension, long term suspension, expulsion and/or recommendation to Transitional Academy.
2. Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal.
 2. Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.
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Offense Number 24:

THREATS TO SCHOOL SAFETY

No student shall transmit, allege, or communicate in any manner a false alarm to the effect that a bomb, chemical, explosive, or any other danger or dangerous instrumentality of a similar nature is concealed or located on school property thus creating a potentially dangerous situation. This includes all threats whether a device exists or not, whether the device is an explosive or, whether there is an explosion. This infraction also includes blocking the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of access thereto and also includes any plans, schemes, or conspiracies to threaten school safety or to cause harm any faculty member, employee, staff member, student, or school property.

Consequence: **SECONDARY 6-12**

1. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.
2. Contact the Superintendent or designee and the student's parent/guardian. The police and the district attorney may also be contacted.

Consequence: **ELEMENTARY PK-5**

1. Discretion of the principal.
 2. Contact the Superintendent or designee and the student's parent/guardian. The police and the district attorney may also be contacted.
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Offense Number 25:

COMPUTER TRESPASS.

School technology cannot be used for other than school related purposes. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. Students will not use school or personal technology resources to distribute nor display inappropriate material.

Consequence: **SECONDARY 6-12**

1. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. Short term suspension.
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Offense Number 26:

FALSIFICATION OF DOCUMENTS AND INFORMATION.

No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse school district employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

Consequence: **SECONDARY 6-12**

1. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy.

Consequence: **ELEMENTARY PK-5**

1. Short term suspension.
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Offense Number 27:

ENCOURAGING VIOLATIONS OF CODE OF CONDUCT

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet other student(s) to violate any provision of this Code of Conduct. [O.C.G.A. §20-2-751.5(A)(11).]

Consequence: **SECONDARY 6-12**

1. Disposition at the discretion of the principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.

Consequence: **ELEMENTARY PK-5**

1. Disposition at the discretion of the principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.

Offense Number 28:

GANG-RELATED ACTIVITY OR ASSOCIATION

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person whether on or off-campus. The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang;
2. Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang;
3. Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person;
4. Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols, notebooks, personal property, or signs on school property;
5. Engaging in any other gang-related behavior which is subversive to the good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

In determining as part of the implementation of this regulation whether certain acts or conduct are gang related, school officials may consult with local law enforcement. If the School District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The School District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the School District has determined to be a gang indicator.

Consequence: **SECONDARY 6-12**

1. Discretion of principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Superintendent or designee for appropriate disciplinary action being considered.
2. Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

Consequence: **ELEMENTARY PK-5**

1. Discretion of principal. Penalty may range from detention to short term or long term suspension. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Superintendent or designee for appropriate disciplinary action being considered.
2. Depending on severity, may be reported to the Superintendent or designee, the police, the district attorney, and parent/guardian.

The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of the particular student and will take into account the students' discipline history, the age of the student and other relevant factors. All due process procedures required by state and federal law will be followed. In general, disciplinary actions may include, but not be limited to, warning, loss of privileges, isolations, or time-out, temporary removal from class or activity, notification of parents, parent conferences, detention, forfeiture of, in school suspension, out of school suspension (if available), assignment to the Transitional Academy, if applicable, or referral to a Disciplinary Hearing Tribunal, or Disciplinary Hearing Officer, for appropriate action, and/or expulsion. All principals are required to follow all reporting procedures as found in O.C.G.A. 20-2-984.2 and 20-2-1184 regardless of the age or grade level of the student.

BUS CONDUCT AND SAFETY RULES

The Student Behavior Code applies to all school district transportation. Many of the violations of the Behavior Code will result in immediate removal from any school district transportation. Specific infractions of student conduct and safety rules on school buses as provided in Georgia Code Section 20-2-751.5 include but are not limited to:



- Bullying (defined in Georgia Code Section 20-2-751.4 as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm); physical assault or battery of other persons on the school bus; or verbal assault of other persons on the school bus; or disrespectful conduct toward the school bus driver or other persons on the school bus; or other unruly behavior.
- Use of any electronic device during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- Use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Disposition of the above offenses shall be at the discretion of the building administration and/or the director of transportation.

In addition to the penalties already provided for in this Code of Conduct, bus infractions shall be handled in the following manner:

1st Referral to School Administration – The bus driver has already tried intervention strategies, called the parent and/or sent home a notification concerning a student's bus behavior. The administrator shall discuss or assign appropriate bus discipline, contact the parent, and on the referral, write future steps that shall be followed.

2nd Referral to School Administration – Students will receive a (5) five-day bus suspension and be required to attend the Bus Safety Intervention Program with their parents. Students may not ride the bus again until they have attended the Bus Intervention Program with their parents.

3rd Referral to School Administration –15-day suspension from riding the bus.

4th Referral to School Administration – 30-day suspension from riding the bus.

5th Referral to School Administration –Removal from riding the bus for the remainder of the school year. This includes all Floyd County school buses.

MAJOR OFFENSES

A major offense is defined as behavior beyond a driver's control. A major offense will result in automatic administrative referrals above and beyond the above process. The major offenses include, but are not limited to: illegal drugs, tobacco, fighting, violence, weapons, explosives, throwing dangerous objects, or any other dangerous behavior.

A Bus Intervention Plan shall be used in dealing with matters related to bus transportation problems. This shall be provided to parents/students through a student handbook and Bus Behavior handout. In applying the bus conduct and safety rules to special education students, special education administrators should be consulted.

REPORTING PROCEDURES

1. The Floyd County School District's behavior code requires that the following actions be reported to the Floyd County Police Department, the District Attorney's Office, and the Superintendent or designee:

<ol style="list-style-type: none"> a. Possession of a weapon b. Criminal gang activity c. Possession, sale or distribution of alcohol or drugs d. Assault and/or battery on a school system employee e. Assault and/or battery on a visitor to a school or a school event f. Assault and/or battery leading to injury of a fellow student g. Arson or attempted arson h. Bomb threats i. Homicide j. Sexual battery k. Kidnapping 	<ol style="list-style-type: none"> l. Burglary m. Vandalism n. Motor vehicle theft o. Aggravated child molestation p. Aggravated sodomy q. Armed robbery r. Murder s. Rape t. Voluntary manslaughter u. Any attempt to commit an offense listed in subparagraphs, a. through t. above v. Any person who conspires with another to commit an offense listed in subparagraphs, a. through t. above
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2. The Teenage and Adult Driver Responsibility Act requires that our school system report to the Georgia Department of Education, Office of Technology Services, students 15-17 years old who:
 - a. Have dropped out of school without graduating and have remained out of school for ten consecutive school days.
 - b. Have not had ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.
 - c. Have been found in violation by a hearing officer, panel or tribunal of one of the following offenses, have received a change of placement for committing one of the following offenses, or have waived his/her right to a hearing and pleaded guilty to one of the following offenses:
 1. Threatening, striking or causing bodily harm to a teacher or other school personnel;
 2. Possession or sale of drugs or alcohol on school property or at a school-sponsored event;
 3. Possession or use of a weapon on school property or at a school-sponsored event;
 4. Any sexual offense prohibited under Chapter 6 of Title 16 of the Georgia Code (rape, sodomy, aggravated sodomy, solicitation of sodomy, statutory rape, child molestation, aggravated child molestation, enticing a child for indecent purposes, public indecency, bestiality, necrophilia, prostitution, pimping, pandering, sexual battery, aggravated sexual battery.)
 5. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.
3. The School Safety Act of 1997 requires Floyd County Superior Court and Floyd County Juvenile Court to notify us of any student 13-17 years of age who is convicted of a designated felony or a felony crime. This law also requires local school administrators to inform the student's teachers and provide them an opportunity to review information in the student's file. The information shall be kept confidential.
4. The Chronic Disciplinary Student Act requires the principal or designee to inform a student's parent or guardian by telephone and by either certified or statutory overnight delivery with return receipt requested or first class mail when a student has been designated a chronic disciplinary problem. This law also requires the principal to invite the parent or guardian to observe the student in class and to formulate a behavioral correction plan to be signed by the parent and student.
5. All employees are required to report suspected child abuse or neglect. Employees shall make such reports to their principal, school counselor, or system social worker. These individuals will make the necessary report to the Department of Family and Children Services.
6. Principals are required to report to the superintendent's office any accident or occurrence that results in an injury to students or staff. Principals should use the system reporting form designed for this purpose.
7. Georgia Code enables school officials to ask individuals loitering on the school premises, verbally insulting or abusing public school teachers, administrators or bus drivers, or using profane or vulgar language in the presence of minors to leave the school premises. Failure to comply will result in such a person being reported to the appropriate law enforcement agency.
8. The Juvenile Justice Reform Act of 1994 requires any teacher or other person employed at an elementary or secondary school who has reasonable cause to believe that a student at that school has committed any prohibited act listed below upon school property or at any school function to immediately report the act and the name of the student to the principal. Prohibited acts include the following:
 - a. Aggravated assault with a firearm
 - b. Aggravated battery
 - c. Sexual offenses (including rape, sodomy, solicitation of sodomy, aggravated sodomy, statutory rape, child molestation, aggravated child molestation, enticing a child for indecent purposes, public indecency, bestiality, necrophilia, prostitution, pimping, pandering, sexual battery, aggravated sexual battery)
 - d. Carrying deadly weapons at public gatherings
 - e. Carrying weapons at school functions or on school property or within the school safety zone
 - f. Illegal possession of a pistol or revolver
 - g. Possession, purchase, sale, manufacture or distribution of marijuana or other controlled substance

The principal shall make an oral report immediately by telephone to the Superintendent or designee. The principal will then make an oral report immediately by telephone to the appropriate police authority and the District Attorney's Office.

EXTRACURRICULAR CODE OF CONDUCT

This Code of Conduct shall be used only for situations that cannot be addressed by JCDA-R.

A participant in extracurricular activities, student organizations, or clubs represents not only himself/herself but also the school, school system and the community. Since participation is a privilege, it is important that students and parents/guardians be aware of the rules and expectations. A violation of the Extracurricular Code of Conduct may result in the denial of the privilege to participate in a sport, activity or club. Students volunteering to participate must assume the responsibilities of this privilege and are required to meet expectations beyond those set for non-athletes and non-participants in extracurricular activities.

TRAINING RULES**Attendance**

Students must attend at least one-half of the school day (2 blocks or 11:00 A.M.) in order to participate in any game, performance, activity, club, practice, tryout, or conditioning unless a school administrator or designee approves the school absence. Students who are truant, suspended or placed in an alternative education environment for any part of a school day may not participate in extracurricular activities on the same day.

Participation

Students who are truant or suspended for any part of a school day, may not participate in extracurricular activities on the same day. Students assigned to in-school suspension for any part of a Friday during the school year will be eligible to participate in extracurricular activities the following weekend (Saturday or Sunday), and over intersessions, breaks or holidays. Students given out-of-school suspension for any part of a Friday during the school year will be ineligible to participate in extracurricular activities the following weekend (Saturday or Sunday), and over intersessions, breaks or holidays. Students assigned in-school suspension, that would include the last day of school or that the assignment would begin at the end of one school year and be completed at the beginning of the next school year, will be eligible for participation during the summer. Students given out-of-school suspension, that would include the last day of school or that the assignment would begin at the end of one school year and be completed at the beginning of the next school year, will be ineligible for participation during the summer. Students who are assigned to the Transitional Academy will not be eligible to participate in extracurricular activities. Students who are assigned to begin the next school year at the Transitional Academy will not be eligible to participate in extracurricular activities during the summer.

Travel

Floyd County Schools will provide transportation to and from all competitive interscholastic events. Students are expected to ride school transportation when provided. Any exceptions must be approved by an administrator, coach or supervising teacher.

RULES OF CONDUCT**Infractions**

The following infractions occurring on or off campus, during or after the school day, during or after the school year, may result in suspension or dismissal from extracurricular activities. Each case will be evaluated on an individual basis.

1. Use, possession, distribution or being under the influence of illegal drugs or related paraphernalia, and the abuse of prescription or non-prescription drugs (maximum penalty required).
2. Use, possession, distribution or being under the influence of alcohol.
3. Theft or being in possession of stolen property.
4. Vandalism of school property.
5. Any act which results in out of school suspension.
6. Any offensive act, which in the opinion of coaches/sponsors/administration, reflects in a negative manner on the activities program at a Floyd County high school or middle school.
7. Possession of a weapon or assault with a weapon. In such cases where there is an allegation of a violation, the principal may temporarily suspend a student for up to three (3) school days to conduct an investigation to determine the validity of the allegations (maximum penalty required).
8. Repeated violations of school rules. Violations that have required a minimum of three (3) interventions in an effort to correct behavior.

CONSEQUENCES**1) First Offense**

Minimum: Suspension from part or all of one contest, event or meeting.

Maximum: Suspension for all of the current season (for athletics or performing groups) or school year (for club activities.)

2) Second Offense

Minimum: Suspension from participation for two or more games, contest, or meetings.

Maximum: Suspension from participation for season or school year.

3) Third Offense

Suspension from all athletics, clubs, or performing events for the remainder of the student's school career.

Minimum: Suspension for season or school year.

Maximum: Permanent suspension for student's school career.

SELF-REFERRAL

If a student seeks assistance from a coach, teacher, or school administrator for dealing with a tobacco or drug use and the student agrees to participate in a tobacco education program or drug treatment program, there will be no denial of participation from contests. This is still considered a violation for the purpose of accumulation of violations.

REASONABLE CONDUCT

The Floyd County School System reserves the right to permanently dismiss a student from all extracurricular activities for the remainder of a student's school career upon arrest, conviction or plea, including *nolo contendere*, for any misdemeanor or felony. Any student arrested for, or charged with, a misdemeanor involving moral turpitude or a felony shall be automatically suspended from extracurricular activities. The student shall remain suspended until the matter is resolved in favor of the student.

APPEALS PROCESS

1. A student may appeal a penalty assessment to the Extracurricular Code of Conduct Council.
2. The principal shall convene the Council consisting of the athletic director, activity/club sponsor, a certified teacher/coach from another sport or activity (selected by the student), and a non-coaching teacher upon appeal.
3. The student will have the opportunity to discuss the circumstances concerning the incident before the council.
4. The decision of the council shall be given to student through verbal and written communication.
5. The student or parent has the right to appeal the Council's decision and/or penalty assessment to the superintendent. Any appeal must be requested in writing within five (5) calendar days of the decision notification. The recommended penalty assessment will continue throughout the appeal process unless specified by the principal.

REINSTATEMENT PROCEDURE

In an effort to assist a student who is denied participation, the student may reduce a suspension by completing an Improvement Plan designed specifically for the student and the situation. The Improvement Plan will be designed by the coach and others (parents, counselors, dependency specialists, etc.) who can offer appropriate assistance and must be approved by the Superintendent or designee in charge of extracurricular activities. The student must complete the plan and demonstrate tangible evidence of being able to resume participation without repeating the offense or violating other expectations of the Code of Conduct. The student must petition the council before the Code of Conduct Council for reinstatement. During the denial of participation period, while on the improvement plan, the student may be expected to practice and sit on the team bench dressed in appropriate street clothes during contests. All training rules and requirements of the sport will continue to be followed. Improvement plans will not be allowed for third offenses when the three offenses involve drugs, alcohol, vandalism, theft, weapons violations or any combination of these or if the student has been arrested or convicted.

ABSENCES AND EXCUSES

GUIDELINES AND PROCEDURES

Georgia law requires children in Georgia to attend school (public, private, parochial, home/study) who are between the ages of six (6) and sixteen (16) years. All K-12 children enrolled for 20 school days or more in a public school of this state prior to their sixth birthday shall become subject to all of the provisions of O.C.G.A. § 20-2-690 through § 20-2-702 and the rules and regulations of the State Board of Education relating to compulsory attendance even though they have not attained six years of age. For the purpose of this Regulation, a child between his/her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. Instances of truancy and/or educational neglect deprivation may be referred to attendance personnel at the district's administrative offices and/or the school social worker.

EXCUSED ABSENCES

- A. Excused absences are defined as those for which evidence is provided to the school that the absence is permitted by Georgia Board of Education rule 160-5-1-.10. Such evidence may be a written doctor's statement, or other documentation acceptable to the school. Such evidence must be provided within three (3) days after returning to school. Parental/guardian notes will be accepted for the first five (5) absences. Absences beyond five (5) may require medical notes or other documentation.

Georgia Board of Education rule 160-5-1-.10 Regarding Excused Absences states that a student may be excused when:

1. Personal illness or attendance in school endangering a student's health or the health of others;
2. A serious illness or death in a student's immediate family necessitating absence from school;
3. A court order or any order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
4. Immediate family member being deployed or returning from military deployment. Five (5) days absence will be excused.
5. Celebrating religious holidays, necessitating absence from school;
6. Conditions rendering attendance impossible or hazardous to the student's health or safety; or
7. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.

Note: Students serving as a Page in the General Assembly shall not be counted absent for those days of service as a Page.

- B. Students whose absences are excused shall be permitted to make up work missed. It shall be the responsibility of the student to arrange for make-up work within three (3) days after returning to school. Work shall be made up at the teacher's convenience, and the teacher shall have the discretion in determining reasonable time limits within which it must be completed.
- C. In unusual situations where a student has to be absent for reasons beyond the student's or parent's control, or where the purpose of the absence may be of educational value, even though not legally excusable, the local school MAY permit work to be made up provided the absence(s) is approved by the principal in advance.
- D. Students absent due to an extended physical illness or injury should utilize the services of the Hospital/Homebound program if eligible.

UNEXCUSED ABSENCES

Unexcused absences are defined as any absence not meeting the conditions of Section I.A. above.

- A. Students who are absent for unexcused reasons may not be permitted to make up work missed.
- B. In those instances where there exists reasonable doubt as to the validity of continued absenteeism, the school principal or his/her designee is directed to submit a referral to the attendance worker and/or social worker.

CONSEQUENCES AND PENALTIES OF UNEXCUSED ABSENCES

At the beginning of each school year, parents/guardians and students will receive a copy of the attendance policy and must sign a statement indicating receipt of the policy for failure to comply with the compulsory attendance statute.

Parents/Guardians:

- Must attend Truancy Treatment Team meeting if summoned for such a meeting.
- Charges may be filed against parents if their child misses over five (5) unexcused day of school.
- Judges may invoke the following consequences for this misdemeanor offense:
- \$25 - \$100 fine for each offense after five (5) unexcused absences
- Imprisonment for up to 30 days for each offense
- Community Service
- Any combination of the above
- If juvenile charges are filed, then the parent, and/or student, may be placed under a court order and must abide by the rules set forth by the Judge.

Students:

- A truant student may be subject to a disposition for an unruly child in accordance with O.C.G.A. § 15-11-67.
- Students must attend Truancy Treatment Team meeting if referred to such a meeting.
- Students having excessive absences shall be required to attend and successfully complete the intersession school program and/or be retained.
- Students who have attained the age of fourteen may find their eligibility for a Georgia instruction permit or driver's license impacted.
- Juvenile charges may be filed against any student having five (5) or more days of unexcused absences.

The teacher should call the parents of any student who has three (3) days of unexcused absences. After five (5) unexcused absences, the teacher will notify the principal or designee. When a student accumulates five (5) unexcused absences, the school will notify the parent/guardian of the consequences and penalties of such absences and that each subsequent absence shall constitute a separate offense in the court proceeding. After two (2) reasonable attempts to notify the parent/guardian or person having charge or control of a student of five (5) unexcused absences without response, the school will send written notice via certified mail with return receipt requested.

Principals, assistant principals, and counselors may refer a student to either the attendance worker or social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student. Referrals are required on students when they accumulate eight (8) unexcused absences. This referral to the attendance officer/social worker should include the attendance sheet and the Absent Again form.

DENIAL OF DRIVER'S PERMIT OR LICENSE

Once a student age 14 or older accumulates 7 unexcused absences, the school will send a letter via first-class mail notifying the student that he/she has only 3 absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses. Once the student reaches 10 unexcused absences, his/her name will be reported and his/her driver's permit or license may be denied or suspended.

GENERAL GUIDELINES AND PROCEDURES

Each individual classroom teacher shall keep an accurate record of attendance of each student, including a designation of excused or unexcused absences.

- A. Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for a minimum of one-half (1/2) of the school day in order to be counted present for the day.
- B. When there is reason for a student to be excused from school for a portion of the school day, school officials may release him/her only to his/her parent/guardian, to a person properly identified with parental/guardian approval, to school authorities, or upon request by letter or telephone from his/her parent/guardian. Principals, or their designee need to make efforts to verify the authenticity of such requests before complying.
- C. The classroom teacher's record of attendance shall serve as the official record in determining student attendance for that class. If it is determined that there may be some question about the record, office attendance records will become official.
- D. Approved field trips and approved school functions shall not count as an absence.
- E. Students serving as a Page in the General Assembly shall not be counted absent for those days of service as a Page.
- F. Schools will report student attendance through official progress reports and grade reports.
- G. Students who are absent from school for more than one-half of the school day shall not participate in extracurricular or after school activities on that day.
- H. Students must be in attendance a minimum of one-half day to be counted present for the day.
- I. A copy of this rule will be sent home with each student within two (2) days of enrollment.

UNIFORM WITHDRAWAL CRITERIA K-12

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

- A. A student should generally be withdrawn by the student's parent/guardian.
- B. The District will withdraw without parental/guardian permission a student:
 1. Who has accumulated more than 10 consecutive days of unexcused absences (The principal or designee will use his/her best efforts to notify the parent/guardian if the District plans to withdraw the student.);
 2. Who the District learns has been enrolled in another school, school system, private school or home student program;
 3. Who the District has validated no longer resides in the school's attendance zone (The principal or designee will use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student); and
 4. Who is not in attendance on the first day of school but was expected based on prior year enrollment (Such student shall be withdrawn as a "no-show" student and shall not be included in any enrollment or attendance counts).
- C. Schools will not withdraw students who are receiving instructional services from the District through the hospital/homebound instruction.
- D. The principal or designee shall record the reason for withdrawal in the local or State Student Information System.
- E. The student's withdrawal date will be the last day of attendance or the day the District validates that the student no longer resides in the school's attendance zone.
- F. Resident students shall not be withdrawn as a consequence of disciplinary infractions or as a result of excused absences.
- G. The District's elementary, middle, and high school withdrawal form must be completed before withdrawal.
 5. The withdrawal form must be signed by designated school personnel to complete the withdrawal process.
 6. If a student is under suspension on the date of the withdrawal, the terms of the suspension will be noted on the withdrawal form.
- H. Self Withdrawal: An eighteen-year-old student may withdraw himself/herself from school. An attempt should be made to notify the parent/guardian if the student resides with them. An unemancipated minor between the ages of 16 and 18 years old who has not completed the requirements for graduation, may withdraw from enrollment in school, after the following criteria have been met:
 7. The child's parent/guardian provides the Principal or designee with written notice (Parent/Guardian Permission for Voluntary Student Withdrawal From School) of his/her agreement with the child's withdrawal.
 8. Upon receiving the parent/guardian's written permission to withdraw the child, the Principal or designee shall convene a conference with the child and his/her parent/guardian within two (2) school days of the receipt of the written notice.
 9. During the conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/guardian:
 - a. The educational options available, including the opportunity to pursue a general education development (GED) diploma.
 - b. The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

ADDITIONAL GUIDELINES AND PROCEDURES GRADES K-5

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.

Students with more than nine (9) days of unexcused absences per nine-weeks grading period may not receive grades for that period. The principal shall have discretion, in such instances, to allow assignments to be made up and grades awarded.

ADDITIONAL GUIDELINES AND PROCEDURES GRADES 6-8

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.

Upon the eleventh (11th) unexcused absence annually, students must attend the Intersession opportunities designated by the principal to be considered for promotion. Failure to attend may result in retention. The attendance worker shall receive a copy of all correspondence and documentation regarding each student impacted by this Rule.

ADDITIONAL GUIDELINES AND PROCEDURES GRADES 9-12

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.

Students may lose credit for any classes in which they have excessive unexcused absences. Excessive absences are defined as absences that exceed three (3) absences in a course that earns one-half (1/2) unit of credit and five (5) absences in a

course that earns one (1) unit of credit. Each school shall establish a School Attendance Committee appointed by the principal and chaired by an administrator. The School Attendance Committee will consider the following in their recommendations:

1. whether the absences can be validated by the School Attendance Committee as excused;
2. whether make-up work, where allowed, is satisfactorily completed; and,
3. a passing grade has been earned for course work during the semester.

Eligibility for credit may be restored if recommended by the School Attendance Committee. The principal has the final decision on this matter.

Students losing credit may participate in the Time-for-Time Program or through attending intersessions at the local high school. Students must make up time for time missed. Students will receive the grade awarded in the regular program upon completing 'time for time' missed at \$15.00 per hour. This fee shall be borne by the student/parent/guardian.

ATTENDANCE AWARDS

Students will be recognized with perfect attendance if they have been counted present each day and have no more than three (3) tardies/early dismissals/late arrivals. Principals are encouraged to set standards and guidelines for attendance awards for other students that demonstrate excellent attendance. Attendance during intersession may not be counted toward perfect attendance or other awards in lieu of attendance or tardies during the regular school session.

TARDIES

Ten (10) or more tardies/early dismissals/late arrivals may be considered excessive and are subject to referral to the attendance worker and/or social worker.