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Because procedures change from time to time, the most up to date version of our student handbook is located at:

[https://www.tattnallschools.org/student\\_information\\_page](https://www.tattnallschools.org/student_information_page)

## NOTICES

### ASBESTOS MANAGEMENT

The Tattnall County School System maintains a management plan for asbestos containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

### COMPLAINTS FORM AND PROCEDURE

Complaints from parents, students, staff, private schools, and the general public for Title IA, Title IC, Title ID, Title IIA, Title IIIA, Title VIB, the McKinney-Vento Act, School Improvement 1003a and 1003g (SIG), RT3, and Lowest Achieving Schools (if applicable) should be registered on the complaint form located at [www.tattnallschools.org](http://www.tattnallschools.org)→Departments→Federal Programs→Complaint Procedures

### FERPA NOTICE

*Notice to Parents/Guardians and Eligible Students of Rights Under Family Educational Rights and Privacy Act (FERPA)*

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

1. The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resources officers); a member of the

school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to use and maintenance of personally identifiable information, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

Upon request, the Tattnall County School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.
5. The Tattnall County School System has determined that the following can be released as "directory information" unless a parent, legal guardian or eligible student makes a timely request, in writing, to the principal of the school where the student is enrolled that such information not be designated as directory information:
  - a) Student's name, address and telephone number;
  - b) Student's date and place of birth;
  - c) Student's participation in official school clubs and sports;
  - d) Weight and height of student if he/she is a member of an athletic team;
  - e) (e)Dates of attendance at schools within the school district;
  - f) Honors and awards received during the time enrolled in the district's schools.

Additionally, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

Because procedures change from time to time, the most up to date version of our student handbook is located at:

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6. You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.
7. You have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, D.C. 20202.
8. The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under the other federal or state student data privacy and security laws. Such complaints may be filed at the Tattall County BOE, 146 West Brazell St., Reidsville, GA 30453.

## NONDISCRIMINATION NOTICE

The Tattall County School System shall not discriminate on the basis of race, color, sex, age, religion, national origin, handicap, or disability in its educational programs, activities, (including athletics), or employment policies. State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315.) The Sports Equity and Title IX Coordinator for the school system is Mr. Matthew Swain, #1 Battle Creek Warrior Blvd., Reidsville, GA 30453, 557-4374. Inquiries or complaints concerning sports equity in this system may be submitted to the Sports Equity/Title IX Coordinator.

## PARENTS RIGHT TO KNOW

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information from their child's principal:

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

## GENERAL INFORMATION

### SCHOOL DISTRICTS

Public education from kindergarten through high school is free for all children who are bona fide residents of Tattall County. Each school age child must attend the appropriate school located in the school district of this county in which he or she resides unless formally approved to do otherwise. If your child

attends a school outside of his/her attendance zone, he/she must maintain good academic standing, a compliant attendance record, and a satisfactory discipline record. If academics, attendance, or discipline become an issue, the parent will be required to withdraw the child and send him/her to the school within his/her attendance zone. Anyone with a question regarding residency and the school district should contact the Bus Barn, 557-8916. That office maintains detailed districting maps.

## THE SCHOOL BOARD

The schools are governed by a six member board responsible for setting system-wide school policies designed to deliver the best possible education to each child. These policies govern budgetary, facility and personnel resources, as well as the students, faculty and staff at each school, and ensure that the local schools comply with state and federal laws.

School board members are elected from five election districts with the Chairman being a county-wide position, and consider themselves servants of all Tattall County school children and their parents, representing the best interest of all citizens and all six schools currently operating in the district. Board members are elected to hold four-year terms. Board members, as part of their service, expect to hear from constituents regarding school-related issues; however, parents and individuals who seek information regarding their own children's unique circumstances are asked to review the Board policies, then follow the chain of command, speaking first with their children's teacher, and then the school principal, before contacting the Superintendent and board members about those issues. Contact information for current board members can be found on the district website at [www.tattallschools.org](http://www.tattallschools.org) or by calling the Board of Education at 557-4726.

## SCHOOL BOARD MEETINGS

The board meets on the fourth Monday of each month at 1 PM to handle routine business. These meetings take place at the Tattall County Board of Education Office, 146 West Brazell Street, Reidsville. The board annually advertises its meeting dates and times for the coming year in *The Journal Sentinel* and online at [www.tattallschools.org](http://www.tattallschools.org).

All meetings are open to the public (with the exception of executive sessions held to discuss personnel, possible land purchases, proceedings and hearings conducted under the Public School Disciplinary Tribunals Act, individual students educational records, or any pending legal actions); however, to obtain a place on the agenda, a written request should be submitted to the Superintendent, at least five days prior to the next scheduled board meeting. Public hearings on budget, millage rate and other issues as they arise are also advertised in *The Journal Sentinel* and at those meetings, citizens may address the board without appointment. All visitors to board meetings are asked to sign an attendance log, and copies of the agenda are available to any citizen in attendance.

## SCHOOL COUNCILS

The Tattall County Board of Education, recognizing the need to improve communication and to improve parent and community involvement in the schools, thus has established local school councils as advisory bodies. The Board affirms, as does O.C.G.A. 20-2-85(b), that the management and control of the schools is the responsibility of local board of education. It shall be the responsibility of local school councils to provide advice and recommendations to the school principal, and where appropriate, the Board on any matter, including those enumerated in the law. School Councils meet quarterly at each

school. Anyone interested in learning more about school councils may contact their school principal.

## CAMPUS DEFINED

All Tattnall County School Campuses are Drug-Free and Tobacco-Free School Zones.

Students are not permitted in the following areas without a teacher's supervision:

- parking areas, outside school buildings in unsupervised areas, halls that are closed during lunch periods, gymnasium, faculty restrooms, faculty work rooms

## CAMPUS AFTER HOURS

All students are to leave the school campus immediately after school is dismissed unless they are participating in some school-sponsored activity or supervised activity. Parents should make arrangements to have their children picked up within 15 minutes of school dismissal.

## CARE OF THE BUILDING

Students are expected to help keep the building clean and attractive by: \*brushing feet thoroughly when entering the building; \*keeping hands clean; \*keeping feet off walls; \*picking up paper/trash; \*putting trash in proper containers; \*taking special care of restroom areas; \*not bringing animals to schools without prior approval; and \*not wearing clothing or shoes that may damage the carpet or school furnishings.

## MEDIA CENTER

The media center at each campus is open daily and provides students with materials to help with classwork and projects and to encourage reading for enjoyment. Individuals, small groups and classes may visit the media center. Students may borrow books to take home and read, and parents are encouraged to set aside a place for borrowed media center books to avoid losing or damaging the books. Lost or damaged books must be paid for before the student will be allowed to check out any other books. If there is an outstanding media debt at the end of the school year, the school may file the debt with the small claims court.

## VISITORS

All visitors to school campuses must report to the front office before visiting other parts of the school, as required by O.C.G.A. 20-2-27. A visitor's badge will be issued that will provide identification for the person having a reason to be on campus. Persons not wearing such a badge will not be allowed on campus. Unauthorized visitors will be requested to leave; failure to do so will result in official misdemeanor charges of a high and aggravated nature. Visitors are allowed to visit only the areas requested. These measures are necessary to protect children from unauthorized persons.

Only those children enrolled in a Tattnall County school shall be able to utilize school facilities, equipment, and programs, and participate in extra-curricular and co-curricular activities, subject to all other existing rules of participation.

## FIELD TRIPS

Pre-kindergarten students take several field trips throughout the year, under the guidelines set forth by Bright from the Start, which oversees that program. Field trips for other students are part of a school-wide plan. Many trips at the high school level are a result of extra-curricular and co-curricular activities, such as clubs, athletics and the arts, and as such, are

handled by each supervising instructor and school administrator.

Parent permission must be received for students to travel away from the school campus. Parent involvement may be sought by teachers and supervising instructors. Parents who choose to accompany the class on the field trip are not allowed to bring the student's siblings or other non-school children and may not be allowed to ride the bus. Field trip participation approval may be subject to satisfactory attendance and academic standing.

## FUNDRAISING

The school board prohibits door-to-door sales by students because doing so can be dangerous and/or threaten the safety of children. Students who participate in door-to-door fundraising for a school-sponsored organization do so without the school board's permission. Students may not sell any unauthorized snacks at any school.

## MESSAGES

The office staff at each school appreciates it if messages to students and/or teachers are kept to a minimum. Emergencies do arise, and the staff is happy to help out in such cases. However, daily requests for messages, homework, and items left at home are time-consuming and disruptive to the students in the classroom. Students are discouraged from using the school telephone. Plans to sign out of school, visit a friend or different mode of transportation should be discussed with parents and arranged at home and not after the student arrives at school. The school will handle emergency calls. Only emergency messages will be given to students after 1:00 p.m. Changes to transportation arrangements/sign-out requests for early release must be made **in writing** before 1:00 p.m.

## PARTIES/SOCIALS

Parties are held for school students only, are planned by the teacher, and approved by the administrator. Siblings and other non-school children are not allowed at school parties. Students can attend only those socials that are designated for their class or school. Birthday parties for students are not permitted at school. Invitations to private parties cannot be given out at school. This ensures that children do not feel left out.

## DELIVERIES AT SCHOOLS

Flowers and gifts delivered to the school for students will remain in the office until the end of the school day. Students are NOT allowed to receive balloons at school. Students will be notified of the deliveries and will collect them from the office as they leave campus.

## TEXTBOOKS/ SCHOOL OWNED PROPERTY

Textbooks and other school owned property, such as technology, issued to students are the property of the Tattnall County School System. There is no charge for the use of these items. If a book or item is lost or damaged, however, students are expected to pay for cost of replacement based on the value assessed at the time. In the case of outstanding debt at the end of the school year, the school may file the debt with the small claims court.

## STUDENT AGENDAS

Most schools issue agendas to students in grades 3-8 in which

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they can write their daily assignments and upcoming events. Agendas are also used as hall passes. Each student receives one agenda free of charge. Replacement agendas cost \$5.00.

## STUDENT LOCKERS

TCHS students will be assigned a locker if they request one. The student is responsible for the contents of the assigned locker; thus, students are not to share lockers. School officials have the authority to search lockers for the general welfare of all students.

## OUTSTANDING DEBTS

Students are responsible for any debts they willfully incur. Seniors must pay ALL outstanding debts and graduation fee BEFORE graduation. NO Senior will be able to participate in graduation ceremonies, receive diploma, or transcript until all debts are paid in full.

## UPDATING STUDENT INFORMATION

Any changes in a student's residence, family circumstance, and phone numbers should be immediately reported to the school office. In case of emergency, each student is required to have on file at the school office information needed to contact family members. We cannot emphasize enough the importance of this information. It is imperative that we be able to contact a parent or family member if the need arises. Please supply the following information:

1. The name of parents/guardians
2. Complete and updated physical and mailing addresses
3. The home and work phone numbers of parents/guardians\*
4. Emergency phone number of friend/relative who is willing to be contacted
5. Physician's name and phone number
6. Medical alert information
7. Authorized person(s) to pick up child

\*All phone numbers must be connected and working. Please be aware that NO person (other than parent) will be allowed to pick up the student if the parent does not supply that name to the school office.

## ENROLLMENT/WITHDRAWAL

### STUDENT ENROLLMENT REQUIREMENTS

All students entering a Tattall County School for the first time must present enrollment documentation noted in the Student Enrollment Requirements document found in the appendices. Pre-Kindergarten students must be four years old on or before September 1. The enrollment age for kindergarten requires that children be five years old on or before September 1 of the current school year; for first grade, children must be six years old on or before September 1 of the current school year. Transfer students from other school systems are enrolled pending receipt of their disciplinary records from the school they have previously attended. A transfer student's most recent report card and evaluation by Tattall school officials will determine a student's class assignment and placement. In the event that there is a delay in receipt of complete academic records, a student may be temporarily assigned to classes and programs based on information provided by the parent. In this event, class assignment and program placement may be changed upon receipt of complete academic records. Students transferring between two Tattall County schools as a result of an address change must present a Change of Address form and

updated proof of residency. In the interest of maintaining a safe and productive school environment for all children and in accordance with state law, parents will also be asked to provide any information about a child's history with law enforcement and the judicial system, if such exists. If the student has been expelled from another school system, the Tattall County Board of Education may deny admission. Tattall County Schools will charge \$3.00 (cash only) per document request for document/information not customarily provided by the school or school system. This will include, but will not be limited to, requests for copies of Birth Certificates, Social Security Cards, Immunization Records, letters certifying the student is enrolled or student is a resident of the county, attendance letters and documents needed for tax preparation.

### ENROLLMENT: MAXIMUM AGE

All students who have not attained the age of 20 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students who have not dropped out of school for one complete semester or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Federal law declares that a free appropriate public education must be made available for all children three through 21 years of age with IDEA defined disabilities.

### WITHDRAWAL

In accordance with state law, O.C.G.A. § 20-2-780, the parent or guardian who enrolls a student is the only person who may withdraw the student from school, unless a court order applies. When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

If transferring to a school outside of Tattall County, permanent records will be forwarded to the new school upon receipt of the request for records, signed by the parent. If transferring to another Tattall County school, the records will be automatically sent. Original permanent records will not be given to parents to hand-carry to a new school. All textbooks and media materials must be returned prior to withdrawal, and all obligations, including past cafeteria debts, must be cleared before copies of records will be forwarded. If a parent wishes to withdraw a student, it is requested that the school be notified at least two days in advance, if possible, to allow time to complete the necessary paperwork and collect all materials. High school students should be especially mindful of these guidelines. Failure to adhere to these procedures may cause difficulty in receiving proper credit for completed courses towards graduation.

### MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Please contact the Homeless Liaison for further information and assistance – Dr. Jeannie Burkhalter at 557-4726.

### TEENAGE/ADULT DRIVER RESPONSIBILITY ACT

Effective July 1, 2015, schools must simply certify that a student is enrolled in and not under expulsion from school to

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be eligible for a driver's license or learner's permit.

## FOOD SERVICES

### School Nutrition Manager/Supervisor

Robin Waters 557-4726

### FREE BREAKFAST AND LUNCH PROGRAM

Free nutritious breakfasts and lunches are served to students at all schools. Students are given a choice of hot or cold breakfast and several choices for their lunch meals. A la carte items/extra sales items are available for purchase in each cafeteria. Menus are published on your child's school web page. ~~With prior reservations, parents may visit their child's school at lunch time to eat the school lunch with their child. Meal costs for visitors are: Breakfast \$2.00 and Lunch \$3.25.~~

### LUNCHROOM INFORMATION

Students who bring their lunch to school must eat in the cafeteria except during planned activities. Whenever possible, the lunch should be brought in the morning with the students and not during the school day. Lunch must be in a lunch box or bag prior to being allowed in the lunchroom. No restaurant food is allowed in its original packaging. Beverages should be unopened and kept in the lunch box or bag. Other wellness information can be found in our Wellness Policy. Students should use correct table manners, talk only to those at their table, and should leave the table as clean as possible.

## STUDENT CODE OF CONDUCT

The purpose of this code is to provide students in the Tattnall County School System an effective and safe learning environment. This code has been prepared in accordance with the Discipline Procedures of the Tattnall County School System. It contains information for school personnel, students, and parents. Included in the code is an outline of expected behaviors and the consequences relating to various violation. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals.

### **STUDENTS ARE EXPECTED TO:**

- Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed. Permission for all activities should be received from the teacher.
- Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, follow school rules and procedures, and avoid being rude.
- Exhibit characteristics of good citizenship-obedience to law, respect for our country's flag, appreciation of the U.S. Constitution, respect for parents and home, recognition of dignity and necessity of honest labor. Students should display honesty, morality, and courtesy.
- Refrain from subjecting any students to racial or sexual

harassment of any type. This behavior is NOT tolerated. Language, conduct, expressions of a sexual or racial nature or hostility toward the opposite sex or race is in direct violation of Title IX of the Education Amendments of 1972. Harassment complaints will be investigated and dealt with firmly as advised by the Office of Civil Rights.

- Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements of others and act as a good neighbor in the school community.
- The Student Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and while waiting for and leaving such vehicles under observation of school personnel.

Also, students may be disciplined for conduct off campus that is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Student Code of Conduct and to be supportive of it in their daily communications with their children and others in the community.

## PARENTAL INVOLVEMENT

### Parent Involvement Coordinator – Tarsha Beal 912-557-4374

This Student Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options. Parents and students should contact the principal of the school if specific questions arise related to the Student Code of Conduct. The Student Code of Conduct specifies within its standards of behavior various violations of the code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to communicate regularly with their child's teacher and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as **a chronic disciplinary problem student**, the principal or designee shall:

- By telephone and by mail, notify the student's parent or guardian of the disciplinary problem,
- Request at least one parent or guardian to attend a conference in order to devise a disciplinary and behavioral correction plan.

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Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. *After notice and opportunity for a hearing, the court may impose a fine, not to exceed \$500, on a parent or guardian who willfully disobeys an order of the court under this law.* Partnerships among schools and parents are vital. We recognize that parents are their children's primary teachers and parental support is critical in our efforts to provide a quality education for our students. In order to maximize the success of our students, the schools in Tattnall County have developed a parent involvement plan. Each year this plan is shared with our stakeholders and reviewed for improvement. The plan is on file for your review by request.

## STUDENT SUPPORT PROCESSES

The Tattnall County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include student support teams, school counselors, chronic disciplinary problem student plans, 504 plans, Individualized Educational Programs (IEP), and behavioral intervention plans that work within the IEP.

## 160-4-8-.15 STUDENT DISCIPLINE RULE

No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student's behavior endangers the physical safety of other students or school personnel.

## AUTHORITY OF THE PRINCIPAL

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

## AUTHORITY OF THE TEACHER

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class

or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. Such report shall be filed with the principal or designee within one school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian regarding the discipline or student support services which have occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parent or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

## ADMINISTRATIVE PREROGATIVE

The administration may assign discretionary punishment as appropriate for all offenses covered, or not expressly covered, by the following rules, except those offenses that require a student disciplinary hearing under Georgia law. Depending upon the offense and the circumstances, the alternative punishment might be given in lieu of or in addition to the progressive punishment outlined in the Student Code of Conduct. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Tattnall County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, a student's individualized plan (i.e. IEP or 504) will be reviewed for appropriate consequences.

## PROGRESSIVE DISCIPLINE PROCEDURES

*"Progressive discipline processes shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed."* (O.C.C.A. 20-2-735)

## GUIDING PRINCIPLES

Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior. This code strives for a safe and orderly student learning environment through a systematic process of behavioral correction.

- Inappropriate behaviors are followed by consequences.
- Inappropriate behaviors are substituted with those that are consistent with the character traits identified in Georgia's Character Education Program.

Students in violation of the Student Code of Conduct cannot be assumed to have had sufficient instruction and/or practice in utilizing the particular character trait(s) related to the misbehavior. As such, disciplinary action should include engaging students in activities/events that reflect desirable character traits.

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- Parents are viewed as integral partners to be utilized when addressing students' misbehavior.
- Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the school's behavior support processes.

### COMMON ELEMENTS

Disciplinary action shall be in response to alleged violations of the Student Code of Conduct established and approved by local board policies. Due process procedures required by federal and state law will be followed. In most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in related character traits from Georgia's Character Education Program.

Considerations:

1. All progressive discipline components noted in this section are minimum requirements. Additional components may be set forth by the local board of education.
2. Students are responsible to all those with whom they come in contact during the school day. As such, progressive discipline supports granting authority to professional staff members to impose discipline consequences for minor acts of misconduct. (Teachers, for example, may require students to serve a classroom detention after school for a minor infraction occurring during that class.) However, when a student is believed to be engaging in a similar pattern of minor misbehavior, or when a student has committed a more serious violation of the school rules, the principal must assume responsibility for the discipline process. Georgia's Character Education Program reflects character traits that must be routinely demonstrated and identified by all stakeholders in the education process.

Utilization of the behavior support process should be considered for students who repeatedly engage in minor acts of misbehavior and for those who have engaged in behaviors resulting in more severe disciplinary actions. Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Parental contact by teacher reporting the misbehavior.
2. Loss of recess or other free choice time.
3. Isolation during lunch.
4. Classroom isolation from peers.
5. Student participation in conference with parent/guardian and teacher.
6. Participation in a school-service project that enables the student to be engaged in the desired character traits.
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits.

The principal and/or administration may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs, such as clubs, activities, teams, extra- and co-curricular events, field trips and special assemblies such as prom and senior activities.

3. Administration of corporal punishment, excluding those students who have a documented waiver of corporal punishment on record. This must be signed and filed each year.
4. In-school suspension (Grades 3-12). Grade K-2 may serve limited ISS time.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Suspension from riding the bus.
7. Suspension from school.
8. Placement in the Warrior Academy Alternative School (Grades 6-12).
9. Referral to a tribunal for a disciplinary hearing for a long-term suspension or expulsion.
10. Referral to law enforcement agencies.
11. Any other disciplinary technique that positively promotes the Student Code of Conduct and desired character trait(s).

The maximum punishments will be determined only after a disciplinary tribunal hearing as outlined in the Tattnall County Board of Education policies. Parents or students may elect not to contest whether student referred to a disciplinary hearing has violated the Student Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving the right to a hearing before a disciplinary tribunal. Such an arrangement and waiver must be approved by the superintendent's designee for discipline in accordance with local board policy. Before a student is suspended from school for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior.

If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur after normal school hours or off the school campus at the discretion of administrators.

### DISCIPLINE GENERAL TERMS GLOSSARY

**Alternative School** - Students in grades 6-12 who exhibit extremely disruptive behavior or who continue with chronic disciplinary problems may be removed from the regular school program and may be placed in the Warrior Academy Alternative School. The length of a student's stay in this program will be determined according to various factors to include but not limited to the student's academic work, behavior, and attitude toward school.

**Bullying** - Bullying is defined as an act that is:

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

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3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - B. Has the effect of substantially interfering with a student's education;
  - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - D. Has the effect of substantially disrupting the orderly operation of the school.

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

**Bus Suspension** - The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

**Corporal Punishment** - Physical punishment of a student by a school official in the presence of another school official. Any parent or guardian who wishes that corporal punishment NOT be a disciplinary option should, on the first day of school each year, file a statement with the principal stating such wish. ISS or OSS will be used as the alternative punishment where corporal punishment would have been administered but is declined by the parent.

**Detention** - Student attends a work/study session outside or inside of regular school hours. Parent makes arrangements for transportation.

**Due Process** - A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**Expulsion** - Suspension of a student from a public school beyond the current school semester. With certain limited exceptions permitted by Georgia law, in a case where a disciplinary hearing officer has found a student guilty of an act of physical violence against a teacher, school bus driver, or other school official or employee involving intentional physical contact which causes physical harm (unless such contact was in self defense), the student shall be expelled from school for the remainder of the student's eligibility to attend public school and shall be referred to juvenile court with a request for a petition alleging delinquent behavior. (O.C.G.A. §20-2-751.6(c)(2)).

**Hearing Officer** - A person appointed by the board of education or superintendent to conduct disciplinary hearings.

**Falsifying Reports** - No student shall falsify, misrepresent,

omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such reporting shall result in disciplinary action. Any student having knowledge of such instances shall report the instance using the reporting process located on page 7.

**Gang or Gang-like Activity** - Gang and gang-like activity is strictly prohibited in accordance with O.C.G.A. 16-15-4. According to The Official Code of Georgia 16-5-2, "The General Assembly, however, further finds that the State of Georgia is in a state of crisis which has been caused by violent street gangs whose members threaten, terrorize, and commit a multitude of crimes against the peaceful citizens of their neighborhoods. These activities, both individually and collectively, present a clear and present danger to the public order and safety and are not constitutionally protected." No student shall use, employ, or rely upon gang membership or affiliation to threaten, intimidate, or to harass verbally or physically other students or employees of the Tattnall County Board of Education. Such actions may result in immediate suspension, with possible referral to a disciplinary hearing.

**In-School Suspension** - An alternative school program in which the student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers. Students may not be allowed to participate in school activities during ISS time.

**Referral to Law Authorities** - Severe disciplinary offenses and violations of federal and state laws may require referral to local law enforcement agencies and the local district attorney's office as well as Department of Family and Children Services and Department of Juvenile Justice.

**Referral/Suspension to a Disciplinary Hearing** -

A student may be referred/suspended to a disciplinary proceeding for a determination of guilt of major Student Code of Conduct violations or for exhibiting a pattern of disruptive behavior demonstrated by cumulative violations of the Student Code of Conduct. These student disciplinary hearing proceedings and penalties shall comply with the guidelines set forth in the Public School Disciplinary Tribunal Act, as amended by Senate Bill 291. (O.C.G.A. §20-2-750 et. seq.).

**Student Disciplinary Hearing** - A proceeding at which a hearing officer hears evidence presented by the school and the student when a student has been referred/suspended by the local school principal or his/her designee to the superintendent's designee for a disciplinary hearing for expulsion. After the evidence is presented, the student's guilt or innocence is determined by the hearing officer and, if found guilty, the student's penalties are set by the hearing officer. Decisions of the hearing officer may be appealed to the board of education.

**Suspension** - Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period greater than 10 days (long term, which may only be imposed by a disciplinary hearing officer). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees. The student also will receive zeroes on all work that is assigned during the suspension. Students who are suspended are not allowed to make up missed work assigned during the suspension.

**Vehicle Searches**

High School students' vehicles parked on school grounds are subject to searches by school administrators and law enforcement officers at the request of the school

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administration. Students are responsible and will be held accountable for the contents within their vehicle.

**Waiver** - A waiver is an agreement not to contest whether a student has committed an infraction of the Student Code of Conduct and acceptance of consequences in lieu of a hearing before a disciplinary hearing officer.

## REFERRAL TO LAW ENFORCEMENT AUTHORITIES

The Tattnall County Board of Education and its employees will adhere to all federal and state laws, which require reporting certain violations to law enforcement agencies. These violations include the following:

- Aggravated assault if a firearm is involved
- Aggravated battery
- Sexual offenses
- Carrying deadly weapons at public gatherings
- Carrying deadly weapons at school functions or on school property or within school safety zones
- Illegal possession of a pistol or revolver by a person under the age of 18
- Possession and other activities regarding marijuana and controlled substances
- False alarms

Other violations may be reported to law enforcement authorities based upon administrative prerogative.

## STUDENT REPORTING OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

The following is the state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

- a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- b) Any teacher, counselor or administrator receiving a report of sexual abuse or misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or misconduct, the oral and written report should be made to the superintendent or the superintendent's designee.*
- c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case, later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing to the System School Social Worker/Visiting Teacher and the Superintendent.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a

reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the Superintendent and the Professional Standards Commission Ethics Division.

If a student is found to have falsified, misrepresented, omitted, or erroneously reported information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward himself/herself or another student, he/she will be subject to consequences, which depending on the severity of the offense and the age of the student, may be in-school suspension, out-of-school suspension, disciplinary tribunal and/or placement at the Warrior Academy. There may be a report made to law enforcement as well.

## STUDENTS CHARGED WITH FELONIES

Georgia Code 20-2-768 dictates that students are to be placed in alternative school until they are adjudicated. (A hearing is not required but is facilitated by a letter from the Superintendent of the district.) Once the student is adjudicated and found guilty of a felony, a hearing should be held to determine if the student is permitted to return to school, is placed in alternative school, or any other appropriate consequence. If the charges are dismissed or the student is found innocent, the student should immediately be returned to their home school.

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## LEVELS OF BEHAVIORS AND PROCEDURES

LEVEL ONE BEHAVIORS					
<i>Behaviors that</i>	<ul style="list-style-type: none"> <li>do not require administrator involvement</li> <li>do not significantly violate the rights of others</li> </ul>	<ul style="list-style-type: none"> <li>do not appear chronic</li> </ul>			
Behaviors/Examples (not all inclusive)			Grades K-5	Grades 6-8	Grades 9-12
<i>Not prepared for class</i>	coming to class without books, notebook, planner, or other materials		x	x	x
<i>Out of seat or area</i>	leaving any designated area without teacher permission		x	x	
<i>Physical Disruption</i>	bodily actions to disrupt class including running, pounding, noise with materials, tearing or destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices		x		
	bodily actions to disrupt class including running, pounding, noise with materials, tearing or destroying materials, touching others without permission			x	x
<i>Verbal Disruption</i>	verbal behaviors to disrupt class including talking out, tantrums, crying, yelling, making noise, speaking loudly, making inappropriate comments		x	x	x
<i>Minor Verbal Aggression</i>	verbal behaviors to cause emotional harm including taunting, teasing, making fun of another student, name calling, screaming, profanity, disrespect toward adult, screaming at peers/teachers		x	x	x
<i>Non-compliance Refusal to Follow Directions</i>	doing opposite of what was asked, refusal to follow an adult's spoken direction within a reasonable time frame (10-15 seconds)		x	x	x
<i>Tardy</i>	entering the classroom after class has begun without a pass		x	x	x
LEVEL ONE PROCEDURES					
<b>ELEMENTARY</b>	<ul style="list-style-type: none"> <li>Verbal warning and restatement of the expectation</li> <li>Advance student to Next Level if same behavior is repeated</li> <li>Parent contact by note or phone call if necessary</li> <li>Implement classroom strategies</li> <li>Repeated or excessive behaviors will advance to Next Level</li> </ul>				
<b>MIDDLE</b>	<ul style="list-style-type: none"> <li>Warning</li> <li>Break Detention</li> <li>Lunch Detention/Respect Room/Academic Room</li> <li>Parent Contact/ After School Detention/ (or alternative)</li> </ul>				
<b>HIGH</b>	<ul style="list-style-type: none"> <li>Warning</li> <li>Implement Classroom Strategies</li> <li>Parent Contact</li> <li>Break Detention</li> <li>Academic Lunch Detention</li> </ul>	Repeat Offenses - Referrals to the office for repeated Level I behaviors may result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense <ul style="list-style-type: none"> <li>Parent Contact</li> <li>Break Detention</li> <li>Corporal Punishment</li> <li>In-school Suspension (1-10 days)</li> <li>Out-of-school Suspension (1-10 days)</li> </ul>			

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<b>LEVEL TWO BEHAVIORS</b>				
<b>Behaviors that</b>	<ul style="list-style-type: none"> <li>• May not require administrator involvement</li> <li>• Significantly violate the rights of others</li> </ul>	<ul style="list-style-type: none"> <li>• Put others at risk or harm</li> <li>• Are chronic Level One behaviors</li> </ul>		
<b>Behaviors/Examples (not all inclusive)</b>			<b>Grades K-5</b>	<b>Grades 6-8</b>
<b>ALL Repeated and Excessive Level I Behaviors</b>			<b>x</b>	<b>x</b>
<b>Continuous Non-Compliance and/or Overt Insubordination</b>	refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented		<b>x</b>	<b>x</b>
<b>Dishonesty</b>	deliberate misrepresentation of facts either verbally or through actions		<b>x</b>	<b>x</b>
<b>Verbal Aggression to Peers</b>	verbal behaviors to cause emotional harm such as profanity, obscene gestures or pictures, racial slurs, teasing, name calling		<b>x</b>	<b>x</b>
<b>Out of Area</b>	failure to remain in assigned areas including skipping/cutting class		<b>x</b>	
<b>LEVEL TWO PROCEDURES</b>				
<b>ELEMENTARY</b>	<ul style="list-style-type: none"> <li>• Warning and restatement of the expectation</li> <li>• Break/Recess Detention</li> <li>• Respect Room/Academic Room</li> <li>• Contact parent by note or phone call</li> <li>• After School Detention (or alternative)</li> <li>• Repeated or excessive behaviors will advance to Next Level</li> </ul>			
<b>MIDDLE</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Break Detention</li> <li>• Lunch Detention/Respect Room/Academic Room</li> <li>• Contact Parent /After School Detention (or alternative)</li> <li>• Office Referral</li> </ul>	<b>Procedures for repeated Level II Office Referrals</b> Referrals to the office for Level II behaviors can result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Corporal Punishment</li> <li>• In-school Suspension (1-10 days)</li> <li>• Out-of-school Suspension (1-10 days)</li> </ul>		
<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Warning and restatement of the expectation</li> <li>• Parent Contact</li> <li>• Break Detention</li> <li>• Academic Lunch Detention</li> </ul>	<b>Procedures for repeated Level II Office Referrals</b> Referrals to the office for Level II behaviors can result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Break Detention</li> <li>• Corporal Punishment</li> <li>• In-school Suspension (1-10 days)</li> <li>• Out-of-school Suspension (1-10 days)</li> </ul>		



<b>LEVEL THREE BEHAVIORS</b>				
<i>Behaviors that</i>	<ul style="list-style-type: none"> <li>Require administrator involvement</li> <li>Violate school district policies</li> </ul>	<ul style="list-style-type: none"> <li>Violate state policies or laws</li> <li>Are chronic level two behaviors</li> </ul>		
<b>Behaviors/Examples</b> <i>(not all inclusive)</i>		<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
<b>Physical Aggression</b>	bodily actions to cause physical or emotional harm to another such as hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm; fighting, destroying school property	x	x	x
<b>Out of Area</b>	failure to remain in assigned areas, skipping class		x	
	failure to remain in assigned areas, skipping class, leaving any designated area without teacher permission, leaving school without signing out or arriving at school late without signing in.			x
<b>Possession of Banned Items/Paraphernalia</b>	carrying, possessing, or concealing the following items on his/her person, personal carrying case, book bag, locker, desk, or any other container under the control ownership, or in possession of the student: weapons not including firearms (manufactured or homemade); fireworks or any other explosive device, material or liquid; use or possession of tobacco products, matches, lighters, vapes/e-cigarettes, alcoholic beverages, unprescribed legal drugs (including any and all counterfeit or look alike substances); illegal drugs as defined by law enforcement (including any and all counterfeit or look alike substances); gang related items such as bandanas and drawings	x	x	x
<b>Illegal or Unauthorized Entry to School Facilities</b>	trespassing on school board property during unauthorized periods of time, returning to school during a designated suspension or expulsion period	x	x	x
<b>Theft</b>	taking or attempting to take personal items, possessions, school property; physical objects otherwise belonging to another person without expressed consent; also may include identities (figuratively or explicitly)	x	x	x
<b>Inducing General Panic</b>	the use of mail, telephone, telegram, or other instrument of commerce to induce panic; the willful making of any threat; the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.	x	x	x
	Also includes the unauthorized access to lab equipment, i.e. gas, valves			x
<b>Verbal/Physical Aggression to School Staff</b>	profanity, obscene gestures or pictures, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means, including arguing, yelling, and talking back to staff. Also bodily actions to cause physical harm to a staff member or any major destruction of property	x	x	x
<b>LEVEL THREE PROCEDURES</b>				
<i>Referrals to the office for Level III behaviors can result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense:</i>				
<b>ELEMENTARY</b>	<b>MIDDLE</b>	<b>HIGH</b>		
<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Corporal Punishment</li> <li>Notification of Authorities (if necessary)</li> <li>In-school Suspension (1-10 days)</li> <li>Out-of-school Suspension (1-10 days)</li> <li>Tribunal</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Corporal Punishment</li> <li>Notification of Authorities</li> <li>Work Study</li> <li>In-school Suspension (1-10 days)</li> <li>Out-of-school Suspension (1-10 days)</li> <li>Tribunal</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Notification of Authorities</li> <li>In-school</li> <li>Suspension (1-10 days)</li> <li>Out-of-school Suspension (1-10 days)</li> <li>Tribunal</li> <li>Expulsion</li> </ul>		

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## POSSESSION OF WEAPON

See **Weapons Policy** – Tattnall County BOE policy JCDAE or details under Code of Conduct Violation/Description for **Weapons/Instruments/Objects, Dangerous**

## BULLYING

### *Definition*

An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic communication

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of
3. Threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
4. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system

### **Progression of Discipline is used in the referral process for bullying**

The consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

## CODE OF CONDUCT VIOLATION/DESCRIPTION

### **Alcohol**

(Level III – Elementary, Middle, High)

Up to 10 days out of school suspension; disciplinary tribunal and/or placement at the Warrior Academy. Possible report to law enforcement.

### **Description**

Possession, consumption, transfer of or sale of alcoholic beverages or items purported to be such is prohibited on school campuses and at school related events. A student shall not be present on a school campus or at a school activity after having consumed or utilized in any manner alcoholic beverages or while the odor of alcohol is about his/her breath. Drunkenness or drunken behavior at school or at school sponsored activities, which shall include, but not be limited to, being present on the school campus or at a school activity with the odor of alcohol about one's breath is prohibited.

### **Bullying**

(Level III – EMH)

Discipline may range from a reprimand to out of school suspension depending on the severity and frequency of the action. The third offense of bullying in a school year, at a minimum shall result in the student (grades 6-12) being placed at the Warrior Academy.

### **Description**

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

### **Drug Related Objects**

(Level III – EMH)

Disciplinary tribunal and/or placement at the Warrior Academy; possible expulsion up to one calendar year. Possible report to law enforcement.

### **Description**

A student shall not have, handle, possess, carry, or exercise control over a drug-related object. A drug-related object means any machine, instrument, tool, equipment, contrivance or device which a prudent person would reasonably conclude is intended to be used for one or more of the following purposes: (1) to introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this State; (2) to enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this State; (3) to conceal any quantity of any dangerous drug or controlled substance in violation of the laws of this State; (4) to test the strength, effectiveness, quality or purity of any dangerous or controlled substance under circumstances in violation of the laws of this State.

### **Drugs (excluding alcohol)**

(Level III – EMH)

Disciplinary tribunal and/or placement at the Warrior Academy; possible expulsion up to one calendar year. Possible report to law enforcement.

### **Description**

Possession, consumption, transfer or sale of illegal drugs is prohibited on school campuses and at school activities. The possession, consumption, transfer or sale of a substance of any description which is believed/suspected to be, or represented to be a drug, on a school campus or at a school related activity is prohibited. Moreover, (other than in accordance with local policy concerning medications), the sale, possession or transfer or consumption of any drug including, but not limited to a controlled substance, a prescription item, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. "Illegal drug" shall include, but shall not be limited, to any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine,

anabolic steroid, or controlled substance as defined under GA law of any kind. A student shall not be present on a school campus or at a school activity after having consumed or utilized in any manner, a controlled substance as defined by GA law.

### **Fighting (Affray)**

(Level III – EMH)

Grades K-3 – 1<sup>st</sup> offense- corporal punishment or ISS, parent conference;

2<sup>nd</sup> offense subsequent offenses – progressive OSS, parent conferences

Grades 4-12 – Progressive OSS – possible law enforcement contacted

### **Description**

Fighting with one or more persons in or on school property or at school activities; does not include verbal confrontations, horseplay/scuffling/tussling or minor confrontations.

### **Harassment – Racial/Sexual**

(Level III – EMH)

Grades K-8 – Progression of Discipline

Grades 9-12 – Progressive OSS

### **Description**

Verbal or physical conduct relating to an individual's race, ethnicity, or color or conduct of a sexual nature when such conduct has the purpose or effect of interfering with a person's performance or creating an intimidating, hostile, or offensive learning environment. Examples include, but are not limited to, graffiti, name calling, jokes or rumors, threatening or intimidating conduct, racial slurs, negative stereotypes and hostile acts, written or graphic material posted or circulated, physical acts of aggression or assault, and theft or damage to property based on race, ethnicity or color. Examples also include, but are not limited to, leering, pinching, grabbing, suggestive comments or jokes or gestures, or pressure to engage in sexual activity. This prohibition is applicable to teachers, students, administrators, other school personnel, and persons attending school related functions.

### **Sexual Offenses**

(Level III – EMH)

Depending on the severity, punishment may be in-school suspension, out of school suspension, disciplinary tribunal and/or placement at the Warrior Academy. Possible report to law enforcement.

### **Description**

A student shall not perform any act of sexual intercourse, exposure of sexual organs, or lewd caress or indecent fondling of the body of another person.

### **Property – Vandalism/Arson**

(Level III – EMH)

Grades K-5 – Progressive OSS, restitution, parent conference

Grades 6-12 – Progressive OSS, restitution, Possible Disciplinary Hearing. Possible Report to Law Enforcement.

### **Description**

Willful or malicious damage to real or personal property of the school or to the personal property of any person legitimately at the school without the consent of the owner or person having control of said property. Includes damaging or attempting to damage by fire or incendiary device, including firecrackers, fireworks, and trash can fires. Also includes marking, defacing, or destroying school property or the property of another student. Includes those violations which occur after the posted school hours or during those times in which school is not in operation. Examples include, but are not limited to graffiti, destroying school computer records, carving initials or words on property, spray painting on walls, damaging or defacing books, or damaging any part of a school bus.

### **Threat/Intimidation (including Terroristic Threats)**

(Level III – EMH)

Depending on the severity, punishment may be in-school suspension, out of school suspension, disciplinary tribunal and/or placement at the Warrior Academy. Possible report to law enforcement.

### **Description**

A threat (made verbally, in writing, by gesture or by demeanor which is communicated in any manner and by any means including, but not limited to newsletter, notes, Internet, any computer, telephone, public, governmental or private means of communication) to do harm to person or property related to a school or the school system is prohibited. It may include but is not limited to placing another person in fear of bodily harm or a threat of subjecting property to harm without displaying a weapon at a person or making a bomb threat in any form. This is to include verbal assault or physical assault or disrespectful conduct toward teachers, students, administrators, other school personnel or person attending school related functions.

### **Weapons/Instruments/Objects, Dangerous**

**See Weapons Policy** – Tattall County BOE policy JCDAE

(Level III – EMH)

Depending on the severity, punishment may be in-school suspension, out of school suspension, disciplinary tribunal and/or placement at the Warrior Academy. Possible report to law enforcement.

### **Description**

Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. Any hazardous object including any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two or more inches; or straight edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, bats, clubs, or other bludgeon type weapons; or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of the like kind; or any nonlethal air gun, and any stun gun or taser.

## **TATTNALL COUNTY BUS DISCIPLINE**

As defined by code section 20-2-1181, it shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Unruly behavior on the school bus is failure to comply with the following rules established for the use of school transportation.

Bus behavior is governed by the same rules stated in this handbook for behavior on school grounds or at school functions. Students are expected to follow school rules while waiting to board the bus and while on the bus. Loud disruptive behavior, being out of assigned seat, and not following directives of bus drivers is prohibited. In addition to the school rules set forth in this handbook, students are expected to follow these BUS RULES:

1. Respect their bus driver and cooperate with his/her instructions or requests.
2. Remain in their assigned seats when the bus is moving and

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keep their hands and feet out of the aisle and off other riders or their property.

3. Keep their heads, hands and feet inside the bus at all times.
4. Remain absolutely quiet at all railroad crossings.

**Students are likewise prohibited from:**

- Fighting or "rough housing", which includes disruptive behavior such as pushing, shoving, shouting, slapping, pinching, kicking, etc.
- Throwing items from the school bus.
- Acts of physical violence (as defined in O.C.G.A. §20-2-751.6), bullying (as defined in O.C.G.A. §20-2-751.4(a), physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior. \*
- Having drugs, alcohol, weapons, fireworks or tobacco products in their possession when riding the school bus.
- Using profane, vulgar or obscene gestures to anyone on or outside the school bus. This also includes exposing private body parts.
- Eating, drinking or chewing gum on the bus.
- Damaging any portion of the interior or exterior of the school bus or its equipment.
- Using items that might interfere with the school bus communications equipment or the school bus driver's operation of the bus.
- Using mirrors, lasers, flash cameras, or any other light or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- Using tobacco products at the bus stop or on the bus.
- Students may not carry glass containers, large stuffed animals, or balloons on the bus.

\* If a student is found to have engaged in physical acts of violence as defined by 8.5 §20-2-751.6, the student shall be subject to the penalties set forth in such code section. If a student is found to have engaged in bullying as defined by O.C.G.A. 20-2-751.4(a) or in physical assault or battery of another person on the school bus, the school board's policy requires a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. (O.C.G.A. §20-2-751.5)

**Bus Discipline Procedures**

- ⇒ Bus Driver/Bus Shop Personnel gives verbal warning and/or courtesy letter.
- ⇒ Bus Driver/Bus Shop Personnel attempts to contact parent.

**Other Consequences may include:**

- ⇒ Office referral – warning/conference for minor offenses.
- ⇒ Detention/Respect Room (recess, lunch, after school)
- ⇒ Corporal Punishment
- ⇒ Bus suspension
  - 3 – 10 days off the bus
- ⇒ Removal from bus for remainder of year
- ⇒ Certain Level III behaviors may warrant more severe consequences. Fighting on the bus may result in out of school suspension from school.

A student is to ride the bus assigned to him/her.

Students will be put off the bus only at school, home and locations requested IN WRITING by parents and approved by school personnel. Any student suspended from the bus may not ride ANY bus during the time of bus suspension.

## CELL PHONES/PERSONAL PROPERTY

It is a good policy to mark coats, hats and personal belongings with a student's name. Students are advised to bring with them to school only those items essential for their classwork. Other items frequently cause disruption, get misplaced or stolen. Each morning, cell phones and electronic devices must be powered off before students board any buses or before they enter **any** school and should not be visible, heard or used during school hours. Taking pictures or videos with cell phones at school is strictly prohibited.

Use of a cell phone, watches, AirPods, etc. during the instructional day will result in the item being confiscated and held until a parent picks it up. The Tattall County School District will assume NO liability for lost, stolen or damaged electronic devices. In addition, the following will occur:

### HIGH SCHOOL

- (1) first offense – Verbal warning. Parent MUST pick up electronic device from administrator.
- (2) second offense – 5 days of lunch detention or surrender the electronic device for 30 days. Parent MUST pick up electronic device from administrator.
- (3) third offense – 10 days of lunch detention or surrender the electronic device for 30 days. Parent MUST pick up electronic device from administrator.
- (4) fourth offense – 3 days ISS. Parent MUST pick up the electronic device from administrator.
- (5) fifth offense – 5 days ISS. Parent MUST pick up the electronic device from administrator.

### Refusal to Surrender Technology

Refusal to surrender technology item in question will result in a Level 3 behavior consequence.

### MIDDLE SCHOOLS

Middle school students are strongly encouraged not to bring cell phones to school; however, should they choose to do so, the phone must be powered off and not seen/heard during the school day. Students may also choose to turn in their phones to a staff hall monitor each morning to be returned at the end of the day. The monitor, the school nor the district assumes any liability for phones that are reported lost, damaged or stolen.

If a middle school student chooses to use his/her phone during the school day or if the phone is seen/heard, the following will occur:

- (1) first offense – Verbal warning. Parent MUST pick up the electronic device from administrator.
- (2) second offense – electronic device will be taken for 30 days or student will serve 1 day ISS. Parent MUST pick up the electronic device from administrator.
- (3) third offense – the electronic device will be taken for the remainder of the school year or student will serve 2 days ISS. Parent MUST pick up electronic device from administrator.

### ELEMENTARY SCHOOLS

The electronic device will be confiscated. Parent/Guardian will be called to pick up electronic device. Progressive Discipline Referral process may be followed.

## DRESS CODE

All students in grades K-12 are expected to comply with the following Dress Code Policy. The K-12 dress code does not apply to Pre-K. Students are expected to dress appropriately while in attendance at school. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance. When questionable, the school principal will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following

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dress code:

1. Hair should be fixed in an appropriate and acceptable manner. **This also means NO hats, caps, hoodies, sun visors, combs, rollers, athletic sweatbands/headbands, bandannas, sunglasses or non-prescription glasses should be brought to school.**
- \* Headdresses that hold back hair that are not listed above can be worn. (These headdresses cannot resemble bandannas.)**
2. Clothing must be age appropriate and properly fitting. Proper and acceptable undergarments should be worn at all times; however, undergarments should not be visible to others. No sundresses, tank tops or halter tops should be worn. No see-through or mesh tops/blouses/shirts should be worn. No midriff type clothing is allowed. Cleavage must not show; therefore, no low cut clothing should be worn.
  3. Clothing of a sexually suggestive nature or clothing that depicts inappropriate language or messages that can have dual meanings is not allowed.
  4. Clothing such as belts, flaps, etc., must be buttoned or buckled. All belts must be worn with garments that provide belt loops. No chained wallets.
  5. At the elementary schools, walking shorts of reasonable length will be permitted. **NO SHORT SHORTS!** No miniskirts will be permitted. At the middle schools and high school, shorts must be long enough that when standing straight with arms relaxed and fingers extended by the side, the fingertips do not touch skin. Dresses, skirts, and dresses/pants with slits will be held to the same standard **PLUS** one inch below the fingertip.
  6. Pants **MUST** always cover undergarments and must be worn at the waist or above the hips. Pant legs must be worn the same length. Pants should not have rips/tears/holes above the knees.
  7. No flannel or pajama type pants or any other sleepwear.
  8. Garments with printed words/pictures across the backside including but not limited to pants, shorts, and/or skirts will not be permitted (company logo tags/patches may be acceptable).
  9. Students are required to wear safe and appropriate shoes at all times. Tennis shoes are required for PE. Open toe shoes of any kind cannot be worn in any TCHS shop or lab classes. No heeled or similar type shoes are allowed at school. Bedroom shoes should not be worn.
  10. Tights, jeggings, and leotards should be worn with shorts, dress or appropriate length shirt over them and the shorts/dress/shirt should still comply with the length rule. Any pants that are form fitting should not be worn.
  11. Trench coats are not allowed. No rags, towels, or blankets may be worn or used as cover.
  12. Piercings and teeth jewelry should not be a distraction to the school environment. The administrative staff reserves the right to pass judgment on any marginal grooming.
  13. The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy.

## ATTENDANCE

(Refer to Tattmall County BOE Policy JB)

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. After 3 absences, parents/guardians will receive an attendance letter and will be subject to a school attendance conference. After 5 unexcused absences, a 2<sup>nd</sup> attendance letter will be mailed, and a home visit may be conducted by the Student Services Coordinator and law enforcement. After 7 unexcused absences, the 3<sup>rd</sup> attendance letter will be mailed, another home visit and a school conference will be conducted. Students will be referred to the CHINS committee and may be subject to community service. After the 10<sup>th</sup> unexcused absence, parents/guardians will be referred to the Magistrate Court who will assign parents to Private Probation. Private Probation will supervise the case and collect the fees. If the parents comply with the order, Private Probation will bring the case back before the Judge. The Judge will have the authority to suspend the sentencing as long as the parents and student are complying with the compulsory attendance law and all fines and fees have been paid to Private Probation. Parents will pay all fines and fees to the Private Probation office on the third floor of the old court house. Any parent/guardian who violates the compulsory attendance law is subject to a fine not less than \$25.00 and not greater than \$100.00 or imprisonment not to exceed 30 days, community service, or any combination of such penalties. The parent/guardian should provide the school with a written explanation or doctor's excuse within three school days of the student's return to school for the absences to be considered excused.

### TCHS ADDITIONAL ATTENDANCE NOTICES

1. **Any student exceeding 12 absences will be subject to not receive credit for the class during the current semester. The student may file an appeal with the principal on a required form and provide documented evidence to support the cause of their absences. At this point, a judgment will be rendered concerning credit issuance.**
2. Students who have a chronic or recurring illness and are absent for more than ten (10) days in any class will have to take a semester exam in that class.
3. **Any student placed on out-of-school suspension will not be allowed to make up any classwork, exams, projects, or major tests. As a result, a grade of zero will be given for those assignments.**

**\*\*Students who are absent or suspended from school may not participate in any after school activities, events or functions.\*\***

### COLLEGE VISITATION DAYS

Juniors and Seniors are allowed three excused absences to visit colleges/universities or technical colleges. A permission form must be obtained from the Guidance Office and turned in two days prior to the scheduled absence. The student should call the campus he/she will visit to schedule an appointment.

### MAKE-UP POLICY

When a student is absent, the student should work with the teacher to obtain the missed assignments. The student will be allowed to make up any missed assignments without penalty. The minimum number of days allowed to make up the assignments will be equal to the number of days the student was absent. After the allowed number of days, the student will still have an opportunity to make up work, but the grade may be penalized.

### TARDIES

Students who are tardy to school or leave school early miss valuable instructional time and will be required to make up missed school time during break detention or academic lunch. The student will spend the time working on missed assignments or academic areas of weakness. If a student is tardy or leaves early more than 10 times during the school year, the parent/guardian must attend a meeting with the Student Services Coordinator and the Department of Juvenile Justice. If the

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attendance issue is not corrected, the Magistrate Court will become involved.

## LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

Students are expected to be in class on time and prepared to work when school begins. Students late to school are to check in through the office in order to have their name removed from the absentee list.

Students are expected to remain in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible.

In elementary/middle school, if a student needs to be dismissed early, a note to the teacher is required stating the time and reason. Parents must sign the students out in the school office. A student leaving school before 11:30 a.m. will be counted absent for the day. Children can ONLY be signed out early by individuals approved by the parents. If a student must leave school early from the elementary or middle schools, we request that the student be picked up 15 minutes before the end of the day to avoid congestion in the schools' lobbies. Parents should not go to the buses to remove students for pick up.

TCHS - A student is permitted to leave campus after office officials have properly verified his/her need to leave. **The parent/legal guardian must personally contact the school office before permission to leave will be granted.** It is the responsibility of the parent/legal guardian to perform this duty. **WRITTEN NOTES WILL NOT BE ACCEPTED.** The student must come by the main office and personally sign out after the parent/legal guardian has contacted the office and given approval for the student to leave. Leaving school without permission from the parent/legal guardian will result in a progression out-of-school suspension. A student may not be given permission to leave campus and return with food.

### STUDENTS LEAVING EARLY OR ARRIVING LATE WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE.

Perfect Attendance means the child must attend all classes during the school day. Excellent Attendance is defined as students who have not been absent, but may have been tardy or have left early up to 10 times during the school year.

### TARDINESS TO CLASS

All students must be in their assigned areas on time. Failure to comply with the tardy bell is a serious violation of school policies. Tardiness is defined as failure to be in the room and properly seated when the bell **begins** to ring or misses more than 10 minutes of the class. If a student is late to class, he/she will be assigned break detention for the following day. If this behavior becomes habitual, the student will be placed on a progressive tardy contract. Students are not allowed to loiter in the commons area or hallways between classes. **A student must have a written pass from his/her teacher in order to leave class.**

## ACADEMIC INFORMATION

### GRADES/WEIGHTS

- A-Outstanding (90-100)
- B-Good Work (80-89)
- C-Average Work (70-79)
- F-Impassable Work (Below 70)
- I-Incomplete Work-excessive absences/failure to turn in work

#### Weights Grades 2-5

- 70% -Daily work-class work, homework, quizzes, notebooks, participation
- 20% - Other tests/projects/essays/performance tasks
- 10% - Unit Tests

#### Weights Middle School

- 50% -Daily work-class work, homework, quizzes, notebooks, participation
- 20% - Other tests

- 20% - Projects/labs/essays/performance tasks/research papers
- 10% - Nine Weeks Tests

#### Weights High School

- 50% -Daily work-class work, homework, quizzes, notebooks, participation
- 30% - Tests
- 20% - Final exams/projects/labs/essays/performance tasks/research papers

## PROGRESS REPORTS/REPORT CARDS

Tattnall County Schools operate on a nine-week reporting system. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the child's progress or lack of progress. Report cards are sent home every nine weeks. Progress reports will be issued midway through each nine weeks grading period. Elementary and Middle School parents are to sign each report and return the report to the school verifying notification of students' grades. Parents are ultimately responsible for being aware of their student's progress.

## HONOR ROLL/ACHIEVEMENT ROLL

The honor roll and achievement roll for all schools is published after the end of each grading period. The Tattnall County Board of Education has established the following guidelines:

Grades 3-8: Honor Roll - Students must achieve all As on the report card during the nine week grading period.

Grades 9-12: Honor Roll – Students must achieve all A's on their report card during the semester.

Grades 3-5: Achievement Roll – Students must achieve all As and Bs on the report card with more As than Bs in the content areas.

Grades 6-12: Achievement Roll – Students must achieve all As and Bs on the report card with more As than Bs.

TCHS Principal's List – Students must achieve a 95 or above average in each class.

## MIDDLE SCHOOL HONORS

Fourth nine weeks progress report grades are used to determine honors/awards; however, honor roll and attendance awards are calculated based on the year-end report card.

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school any time a conference is desired about student's schoolwork. In order to keep the campus secure and safe for all children, and to limit interruptions in instruction, parents must call in advance to plan a conference, 24 hours in advance if possible. In most cases, conferences must be scheduled before or after school, or during a teacher's planning period. Conferences are planned to ensure that student information may be kept confidential, and to provide parents with all the necessary information relating to the child's progress. Parents/guardians should call the teacher or the school office to schedule a conference.

## PARENT PORTAL/ECHALK

Parents are encouraged to review their child's academic progress and attendance on a regular basis using our online Parent Portal. Parents should contact their child's school for information about how to set up an account on the Parent Portal. Parents can also visit our website at [www.tattnallschools.org](http://www.tattnallschools.org) for instructions on accessing Parent Portal and other school related information. On each school's website, teachers post links to homework assignments, lesson plans for the week, and helpful sites for students to use.

## HOMEWORK

Homework reinforces concepts presented at school and is an integral component of each student's education experience. It allows students the opportunity to practice skills on their own and become confident in their gain of knowledge. Homework also provides the students the

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opportunity for growth in responsibility and to learn good work habits. Homework in no way should be viewed as punishment, but rather as a way of encouraging and extending learning.

## PROMOTION & RETENTION (POLICY IHE)

Students who are at school and apply themselves with the support of their parents usually succeed, though in some cases, excessive absenteeism, tardies and poor conduct can have a negative impact upon a student's promotion from one grade to the next. Promotion and retention are based upon a student's ability to master specific skills in reading, math and academic areas. Teachers, counselors and administrators consider a child's overall development, considering their best interests in recommending retention. This is in accordance with state law and local board policy.

## TRANSCRIPTS

- Transcripts for current students - \$1 per copy (official or unofficial)
- Transcripts for Graduates - \$3 per copy (official or unofficial)

Seniors will receive one copy of their FINAL Transcript for FREE to be sent to any college of their choice. Each additional Transcript Request will be charged \$3 and will not be sent until all money is paid.

## USE OF THE INTERNET/TECHNOLOGY

The Internet is available to students and school employees as a teaching and learning tool. Our goal is to promote student achievement and facilitate communication. Personal responsibility is expected for internet use. Some material found on the Internet may be controversial and offensive. The Tattnall County School System seeks to restrict inappropriate materials, but total control is impossible on a global network. Inappropriate use will result in disciplinary action. The supervising staff member and/or principal designee will make the decision of what is appropriate based upon school guidelines. Teachers will review guidelines for computer and Internet use with students.

**Each student is responsible for his/her behavior in accordance with school policy and administrative guidelines. Parents wishing to prohibit their child's ability to access the Internet should go to the school to complete and sign a denial form.**

## GSUITE FOR EDUCATION

Tattnall County Schools has adopted GSuite for Education suite of free Google apps designed specifically for schools. These services are available through an agreement between Google and Tattnall County Schools. These classroom applications provide communication and productivity tools for students and teachers anywhere they have an internet connection. K-12th grade students are issued an email address which also serves as their login for G Suite for Education. Student Gmail accounts cannot receive or send email from outside of the Tattnall County Schools domain, unless temporary internet mail is needed for instructional purposes. Tattnall County Schools maintain the ability to manage users, groups, and settings directly which allows permissions to be given based on the student's grade level and instructional needs. The YouTube and Google TakeOut applications are services outside of the G Suite Core Services which require parental permissions for students under the age of 18. For instruction, students may view YouTube when assigned by the teacher. Google TakeOut is a service that allows students to export their documents and email from the GSuite Domain when they graduate or otherwise end their attendance in Tattnall County Schools.

Access to and use of GSuite tools is a privilege. The district maintains the right to withdraw access when there is reason to believe violations of law or district policies have occurred. The alleged violation will be referred to the principal for further investigation. Pending review, a user account may be terminated as part of such action.

We are providing this notification to the parents of children 12 and younger so that the system can be compliant with the Children's Online Privacy Protection Act (COPPA). The only information the school

system transfers to Google in the creation of student accounts is the child's first name, last name, and expected graduation year. Google is a signatory of the Student Privacy Pledge.

(<https://studentprivacypledge.org/>) and provides an overview of its commitment to student security and privacy at this site: <https://www.google.com/edu/trust/>. Parents who object to their child using Google Apps for Education must contact their child's principal in writing within ten (10) days of the student's enrollment.

## ACADEMIC INFORMATION (TCHS)

### TCHS GRADING POLICY

1. Students will be required to take a final exam or Milestones EOC in each subject at the end of each semester course. Students are exempt from a class's exam if they have a 90 or above average in that class for the semester. Graduating seniors must clear all debts prior to taking final exams.
2. A doctor's statement and/or the principal's approval is required for lawful absence during the scheduled examination periods announced in the school calendar.
3. The academic GPA is the average of the required academic classes and is used to determine HOPE SCHOLAR eligibility. The cumulative GPA is the average of all courses taken by the student and can be found on the student transcript. The cumulative GPA is used to determine the following:
  - a. Valedictorian
  - b. Salutatorian
  - c. Honor Graduates
  - d. Class Rank
  - e. Awards
  - f. Scholarship Eligibility
  - g. Good Driver Eligibility for Insurance
  - h. Freshman Index for college admission.
4. Per SBOE rule- In courses that have an End of Course test, the EOC will count for 20% of the course grade.

### PROMOTION (HIGH SCHOOL)

TCHS students are assigned to advisement groups and grade levels based on the following:

Ninth Grade -Promotion from Eighth Grade

Tenth Grade-Earned 5 Carnegie Units

Eleventh Grade-Earned 11 Carnegie Units

Twelfth Grade-\*Earned 16 Carnegie Units

- \*1. To be placed in a senior homeroom, the student must be on track to graduate. If the student is unable to meet graduation requirements by earning 7 units during the year, he/she will not be allowed to be a "senior" regardless of the number of units he/she has.
- \*2. Any student who has failed to earn the necessary units by the end of the year will not be allowed to walk during the graduation ceremony.
- \*3. Beginning with the 17/18 school year, 17 Carnegie Units must be earned to be a senior and 24 Carnegie Units must be earned to graduate.

### TRANSFER CREDIT

Students transferring to Tattnall County High School will be assigned to the grade level indicated as appropriate according to records received from the transferring school. Credit earned at a transferring school will be applicable toward graduation requirements. Grades of transfer students will be evaluated according to the grading system of the school from which the student transferred. All failing grades transferred from another school will be failing grades, regardless of whether they are numerical or letter.

### HONORS/AP COURSE WEIGHTS AT TCHS

Advanced Placement Exams are offered as a part of the AP Program. Sophomores, juniors and seniors in AP classes will take the tests in May of each year. Students scoring a three or above in the five- point scale

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may receive college credit for that class. There may be a cost associated with taking more than one AP exam. The counselors can determine if there is any expense to you. High School - Five points will be added to Honors/Accelerated and AP and ten points will be added to Dual Enrollment academic (English, Math, History and Science) courses. All points will be added at the end of each semester to the semester average.

## TCHS CLASS CHANGES

All requests for class changes must be made in person to the Guidance Office prior to the first day of each semester with the exception of meeting job deadlines for Work-based learning and Youth Apprenticeship. The Administration will review and approve/deny all class change requests. Any student, parent, or guardian, who believes he/she has been discriminated against, denied a benefit or excluded from participation in any educational program or activity, may file a written complaint to the principal of the school.

## OTHER PROGRAMS

A senior may attend a technical college his/her senior year, provided he/she is meeting graduation requirements and may return to Tattall County High School to graduate if he/she successfully completes all requirements.

## WORK-BASED LEARNING AND YOUTH APPRENTICESHIP

These programs are available to both juniors and seniors who meet requirements for eligibility for these programs and graduation. These programs provide a junior or senior with an opportunity to learn a highly skilled occupation at a work site while earning high school credit. The student will follow a structured plan including on-the-job training and classroom instruction. On-the-job training affords the participating student the opportunity to master skills and competencies of a given trade. Eligibility for work-based learning and YAP includes attendance, discipline, and grade point average teacher recommendations, and CTAE Pathway completion. Applications and guidelines are available from the Work- Based Learning Coordinator or the CTAE Supervisor at TCHS.

## DUAL ENROLLMENT

Because of changing state laws regarding dual enrollment, information about these programs can be found in the guidance office.

## OPTIONAL TESTS - TCHS

The **Preliminary Scholastic Aptitude Test (PSAT)** is offered for college-bound students. It is given once each October. Tenth graders seeking a regular education diploma take the test as a local requirement free of charge. Ninth and eleventh grade students may take the test for a small fee. Eleventh graders who test participate in the National Merit Scholarship competition. The **Scholastic Aptitude Test (SAT)** is offered for a fee to any high school student. It is offered several times a year at various locations, including TCHS; check with the counselor's office for more information. The SAT is not required for admission to two-year colleges or technical colleges. The **Armed Services Vocational Aptitude Battery (ASVAB)** is a group of 12 tests that measures aptitude in five separate career areas and is an indicator of the students' qualifications for military occupations. Juniors and seniors may take the test.

The **Asset Test** is given in early spring to rising sophomores and juniors who are interested in the dual enrollment opportunities between Southeastern Technical College and TCHS.

## SENIOR BETA CLUB (9 - 12)

To be eligible, students must

1. Have overall GPA of 92.5 or higher and
2. Be on track to graduate and
3. Have fewer than ten (10) unexcused absences/tardies per year (5 per semester) and
4. Teacher recommendation (character/discipline).

The student will be on probation if:

1. Overall GPA falls below 91.5 or

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2. More than 5 unexcused absences/tardies that semester or
3. The student has been suspended.

The probationary period is one (1) full semester and is up to a committee to determine which semester. No more than two (2) probationary periods will be issued.

Probation – student cannot participate in any Beta activities/meetings. If after one semester the problem has been corrected, the student will be restored to active membership.

The student will be removed from the club if:

1. Student cannot correct the reason for probation or
2. Student has to be put on probation for the third time or
3. The student is assigned to Warrior Academy.

Seniors in good standing with the club will wear the Beta stole at graduation. Senior GPAs/attendance will be checked in August and January. Senior attendance/tardies will be monitored throughout the second semester. Seniors whose GPA falls below 91.5 or who accumulate more than ten (10) absences/tardies will not wear the stole at graduation. Stoles will be issued during Senior Honors Night.

## GRADUATION

### GRADUATION REQUIREMENTS

Please note that graduation requirements may vary depending on the year a student entered high school. Students receive a copy of their own specific requirements each year.

### HONOR GRADUATES

Tattall County High School Honor Graduates are divided into two (2) tiers. This calculation will be determined at the end of second semester of the senior year.

#### **Honor Graduate of Excellence Tier:**

Students will take a minimum of 8 units of the Honors and/or Accelerated and/or Advanced Placement courses taught at TCHS and/or Accel courses taught at a SACS accredited college or university. Students must have a cumulative grade point average of 90 or above. The Valedictorian and Salutatorian will come from this tier. In order to be considered for Valedictorian and Salutatorian, a student must be enrolled at TCHS during his/her junior and senior years.

#### **Honor Graduate Tier:**

Students earning a diploma with a cumulative grade point average of 90 or above, but taking fewer than 8 units of the Honors and/or Accelerated and/or Advanced Placement courses taught at TCHS and/or Accel courses taught at a SACS accredited college or university.

### SENIORS NOT ELIGIBLE FOR DIPLOMAS

A senior failing to meet graduation requirements for a diploma at his/her scheduled graduation date may elect to:

1. Return and pursue requirements for graduation at the Warrior Academy
2. Take and pass GED exam

### STUDENTS WHO ARE ELIGIBLE TO PARTICIPATE IN GRADUATION CEREMONY

**Students will be eligible to walk in the graduation ceremony only if they have passed all of their academic classes, have been in attendance for eight semesters, and have earned at least twenty-three required Carnegie Units. Students earning a Certificate of Performance must meet the guidelines prescribed by the Special Education Program in order to walk in the graduation ceremony.**

### HOPE SCHOLARSHIP

Students must graduate from high school with an academic 3.0 GPA as calculated by the Georgia Student Finance Commission (GSFC) in order to be eligible for the HOPE Scholarship. The GSFC **only** calculates grades earned in core academic classes including English, Math, Science, Social Studies, and Foreign Language. The HOPE Scholarship will pay at an eligible post secondary institution a percentage amount of the standard tuition charges. This percentage is determined annually by the Commission against which the previous year's HOPE Award Rate. A



student receiving the HOPE Scholarship for the first time during Summer 2011 or later is eligible to receive the HOPE Scholarship through June 30<sup>th</sup> of the 7<sup>th</sup> year following the student's date of high school graduation, home school completion, or successful GED test date. Students must pass at least 2 courses from a list of academically rigorous courses in order to meet the requirements to be a HOPE Scholar upon high school graduation. This list will be provided by the Georgia Department of Education. Students graduating on or after May 1, 2017, must pass 4 courses.

#### ZELL MILLER SCHOLARSHIP

This is a program that requires students to meet all the requirements to be eligible for the HOPE Scholarship, **plus** graduate with a grade point average of at least 3.7 as calculated by the Georgia Student Finance Commission and have received a score of at least 1, 200 combined critical reading score and math score on a **single** administration of the SAT or an ACT score of at least 26 **OR** graduate as the valedictorian or salutatorian..

## STUDENT SUPPORT

### STUDENT ADVISEMENT

In the spring at TCHS, students and parents/guardians are encouraged to meet with the student's counselor to discuss class offerings for the upcoming school year and graduation requirements. Each semester, students and advisors review student progress and evaluate transcripts to ensure that graduation requirements are being met.

### STUDENT PLACEMENT

School officials are required to place pupils according to their needs and strengths/weaknesses. All available information concerning a student will be utilized, including his/her past academic record, performance on all standardized achievement and mental maturity tests, teacher appraisals, interests and needs of the pupil. The principal and his/her staff will carefully study and evaluate each pupil record prior to scheduling him/her into a particular class.

### STUDENT ACHIEVEMENT INTERVENTIONS

The Multi-Tiered System of Supports for Students following GaDOE guidelines is in place in Tattall County to help educators determine if students are progressing as expected or if students need additional help to be successful in school. It is a proactive approach that does not wait for students to fail before intervening. It focuses on identifying students who are struggling and then provides layers of intensive interventions and progress monitoring. Tier I provides effective instruction in every classroom for every student based on the Georgia Standards of Excellence. It includes academic content areas, speech, behavior and social development. Tier II provides pre-planned interventions for students who are not successful in Tier I. Tier III is guided by a Student Support Team. When students continue to make inadequate progress in Tiers I & II, educators and parents meet to determine more individual and intensive interventions. Students who are still unsuccessful may be referred for special education and related services.

### SECTION 504

A student who currently has an impairment which substantially limits one or more life activities is eligible for protection and services under Section 504 of the American with Disabilities Act(ADA). The ADA should be interpreted in a manner that the student is unable to perform a major life activity that the average student of approximately the same age can perform or that the student is significantly restricted as to the condition, manner, or duration under which a particular major life activity is performed as compared to the average student of approximately the same age.

Any student or parent/guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding the student's identification, evaluation, or educational placement under Section 504. The request must be in writing to the Tattall County School System's Section 504 Coordinator Denna Ansley; however, a

grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through Ms. Ansley, who will assist the grievant in completing the written Request for Hearing. She may be contacted at 557-4726. Copies of the 504 Procedural Section 504 may be found at [www.tattnallschools.org](http://www.tattnallschools.org) or may be picked up at the Central Office or at any school office.

### ENGLISH LEARNERS (EL)

Students who have a home language other than English are administered a language proficiency assessment upon enrollment. Qualifying students receive language support services. English Learners are evaluated annually to determine progress towards English language proficiency.

### GIFTED PROGRAM

Tattall County Schools offer gifted programs for students in Kindergarten through 12th grade, in accordance with state law. Students may receive services through one or more State approved delivery models. Anyone familiar with a student's academic performance and ability may make a referral for consideration. State Board Rule 160-4-2.38 is used to identify gifted students.

### GUIDANCE COUNSELING & SERVICES

Each Tattall County school employs a minimum of one counselor. Counselors provide opportunities for classroom guidance and individual and small group counseling for students as needed. Parent permission is required for students to participate in group counseling. Individual counseling services may be requested at any time by a teacher, parent, administrator or a student.

Counselors also help teachers and parents work in ways to benefit the student. At the middle and high schools, counselors provide support in planning programs of study, exploring post-secondary options, applying for scholarships and registering for tests.

The TCHS Guidance Department maintains a Career Center located in the Guidance Office. Students and/or parents are encouraged to utilize the Center. College, career and military representatives will be available during break and lunch on scheduled days.

### SPECIAL EDUCATION/EXCEPTIONAL STUDENTS

#### SPED Director – Nicole Balkcom 557-4726

Special education is specially designed instruction provided at no cost to parents that meets the unique needs of a student with a disability. Children are identified and served from age three through 21 in accordance with state and federal law.

In accordance with IDEA regulations, the Tattall County School system seeks to ensure that all disabled students (ages birth-21) who are in need of special education within its jurisdiction are identified, located, and evaluated, including those who are homeless, wards of the State, highly mobile, incarcerated, or are attending private school and home school. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by a Multidisciplinary Placement Team.

If the "child find" progress indicated that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the Multidisciplinary Placement Team to determine the student's eligibility for special education services.

If you know a child with a disability not being served, please notify:

Nicole Balkcom  
Director of Special Education  
146 West Brazell Street  
Reidsville, GA 30453  
Phone: 912-557-4726

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## FAMILY CONNECTION PROGRAM

Tattnall County Family Connection Program offers a number of student services within the schools. In an effort to determine the progress and value of these programs and services, it is necessary to collect data concerning grades, behavior, attendance, and student attitudes. Much of this data is required by the federal grants that make our programs/services possible. Any information that is collected is completely confidential and is never used to refer to any individual student. If you have questions or concerns, please contact Becky Anderson at 557-4726 or 557-6026.

## STUDENT ACTIVITIES

### EXTRACURRICULAR/ATHLETIC

#### ELIGIBILITY-MIDDLE SCHOOLS

Entering sixth grade students are eligible to participate in extracurricular and athletic activities during the first semester of school. Second semester sixth graders and all 7<sup>th</sup> and 8<sup>th</sup> graders must pass 5 of their 6 classes during the semester prior to the sport to be eligible to participate in that sport.

#### ELIGIBILITY-TCHS

Entering ninth grade students are eligible to participate in extracurricular and athletic activities during the first semester of school. The second semester they have to pass three courses in order to continue their eligibility. After the first year of high school, students have to be on track to graduate and have passed three courses the previous semester in order to be eligible. Participation in Georgia High School Association activities or events may have additional requirements to meet the constitution and by-laws of that association. Tattnall County High School offers the following extracurricular activities.

- Football (August –November)
- Girls Volleyball (August-October)
- Boys and Girls Basketball (November – February)
- Baseball (January – April)
- Softball (Fall)
- Boys and Girls Cross Country (Fall)
- Boys and Girls Track (March – May)
- Boys and Girls Tennis (Spring)
- Boys and Girls Soccer (Spring)
- Boys and Girls Golf (Spring)
- Football and Basketball Cheerleading (Fall / Winter)
- One Act Play (September – October)
- Essay (Spring)
- Spelling (Spring)
- Dramatic Interpretation (Spring)
- Solo/Trio/Quartet (Spring)

### STUDENT CLUBS AND ORGANIZATIONS

Per State law, the Tattnall County School System is required to notify parents or legal guardians regarding the various school clubs and organizations offered at each school. If a parent or legal guardian does not want their child to participate in a particular club or organization, they must, within the first 10 days of each school year, inform the school in writing.

"Clubs and organizations" means a group comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction and control of the school. This term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.

#### LIST OF CURRENT SCHOOL CLUBS AND ORGANIZATIONS

Because school club and organization activities may change yearly, parents/guardians are advised to review this section of the Student

Handbook every year in order to make informed decisions regarding their child's participation. Should a parent choose not to allow his/her child to participate in school clubs/organizations, he/she should send a note to the principal of the school stating his/her wishes. In the event that a club or organization not listed below is created after a school year starts, an information letter will be sent home requiring the parent/guardian to give permission for his/her child to participate.

### ELEMENTARY CLUBS AND ORGANIZATIONS

#### Jr. Beta Club

CES Sponsor: Angie Edwards

GES Sponsor: Ellen Kingery

RES Sponsor: Amy Willett

#### 4-H

County Sponsor: Tattnall County Extension Agent

### MIDDLE SCHOOL CLUBS AND ORGANIZATIONS

#### Jr. Beta Club

NTMS Sponsor: Angela Gholston/Stacy Todd

STMS Sponsor: Teresa Thompson

#### Student Council

STMS Sponsor: Jamie Poplin

#### 4-H

County Sponsor: Tattnall County Extension Agent

#### Fellowship of Christian Athletes (FCA)

NTMS Sponsor: Dently Crews

STMS Sponsor: Clarice Shuman

#### Y-Club

NTMS Sponsor: Melissa Miller/Brenda Burkhalter

### TATTNALL COUNTY HIGH SCHOOL CLUBS AND ORGANIZATIONS

#### National Honor Society

Sponsor: Katherine Swain

#### Beta Club

Sponsor: Katherine Swain

#### Family, Community, and Career Leaders of America (FCCLA)

Sponsor: Kylie Tucker/Daphne Walker

#### Future Farmers of America (FFA)

Sponsor: Adam Carpenter/Leigha Kirkley

#### Future Business Leaders of America (FBLA)

Sponsor: Tracy Waters/Cassandra Hardy

#### 4-H

County Sponsor: Tattnall County Extension Agent

#### Fellowship of Christian Athletes (FCA)

Sponsor: Lynn McArthur

#### Key Club

Sponsor: Brianna Hill

#### Tattnall Leadership Club

Sponsor: Jennifer Waters

#### Future Georgia Educators (FGE)

Sponsor: Katie DeLoach

## STUDENT HEALTH

### SCHOOL INSURANCE

The Tattnall County School System has purchased insurance that will cover all students during the time the child is at school or participating in a school-sponsored activity. **School insurance is considered secondary coverage and covers charges that are reasonable and customary. Due to the rising cost of health insurance, there is a \$50.00 deductible.**

### TELEHEALTH

School Based Health Clinics, utilizing telehealth to access physicians, are now available at each school. If a parent/guardian is interested in having his/her child seen by a physician at school using the telehealth

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equipment, the parent/guardian should contact the school nurse.

## HEAD LICE MANAGEMENT

Schools will take an active role in educating parents and children about head lice and its prevention. Teachers, counselors, nurses, administrators, and the Parent Involvement Coordinator will seek to find the best means to communicate effectively with these groups.

Some tips to remember:

- Watch for signs of head lice. Check your children every few days. Lice are easier to eliminate if caught early.
- Teach your children not to share hats, headgear, scarves, headphones, and grooming items and to avoid direct head-to-head contact.
- To kill lice on bedding, clothes, etc., wash and dry them as you would ordinarily. NEVER add pesticide. Vacuum materials that cannot be washed.
- If you are concerned about head lice on carpets or furniture, vacuum them thoroughly or wipe smooth surfaces with a damp cloth.
- Wash stuffed animals or vacuum them thoroughly. NEVER spray them with pesticide.
- To kill lice on brushes, combs or hair accessories, wash them with hot, soapy water. NEVER spray them with pesticide.
- Manual removal of head lice, along with head lice shampoo, is the best way to control the spread of head lice.

The following procedures have been developed for dealing with the head lice problem.

1. If a child is showing active symptoms, he/she will be checked by the school nurse or his/her designee.
2. The parent will be asked to pick up the student immediately if a live/active bug is found. An information sheet will be provided to inform parents about how to get rid of head lice. The child having head lice may return to school after treatment, provided the crawling lice are gone.
3. When the students have left at the end of the school day, the school classroom where an incidence of head lice/nits have been found will be cleaned to help prevent the spread of the condition.

## ILLNESS AT SCHOOL

Any student who becomes ill at school should immediately notify his or her teacher, or if between classes, the teacher of the next class, receiving a pass to the nurse's office. In the case of a medical emergency, or if a student is too ill to remain in class, every effort will be made to contact the parents/guardians or the emergency contact person listed on the student's registration form. Sick students who are contagious with active symptoms such as vomiting, diarrhea, congestion, cough, rashes and/or fever must not be sent to school. Students with a fever of 100.2 or above must be excluded from school and should not return until they are fever free or active symptom free for 24 hours without fever reducing medications. Students returning too early may be sent home. Please alert the school about any medical condition and/or allergy a student has that may require attention at any time during the school day.

## IMMUNIZATION CERTIFICATE

The state law of Georgia requires that all students enrolled in a public school must have an up to date immunization record provided by the parents/guardians. This form may be secured from the Tattnall County Health Department or from the office of the student's personal physician. A certificate must be presented within 30 days of enrollment or the student will be withdrawn from school as required by GA law.

## MEDICATIONS AT SCHOOL

Parents/Guardians are the primary persons responsible for providing for general medical care, which includes providing medication, for their children. This is usually accomplished in conjunction with the child's regular health care providers, such as his/her family doctor and dentist. However, during regular school hours, a school nurse will normally be

present at the school to administer medications that have been prescribed for students with special medical needs and to assist in any medical emergencies. In order to assist in meeting those students' medical needs during normal school hours, it is essential that the parents/guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which might reasonably require the services of the school nurse. Students requiring medication for their medical condition should, under normal circumstances, take such medication either before coming to school or after they return home. To the extent such medication must be taken during regular school hours or while school related and extra-curricular events are on-going, it is the responsibility of the parent or guardian to follow the system's procedures regarding administration of medication. This includes the following:

The parent or guardian must sign and place on file with the nurse, an Authorization for Medication form, available in the nurse's office; parents or guardian should deliver all medications to the school along with the signed medical form. If a student must transport medication to the nurse, the following requirements must be met:

### PRESCRIPTION MEDICATION

1. Must be in its original pharmaceutical container.
2. Must be clearly identified as to the name and type of medication.
3. Must carry a prescription label with the child's name, name of medication, appropriate dosage, times of dosage, doctor's name and prescription date.
4. Must have a note, dated and signed by the parent that accompanies the medication with the child's name, dosage amounts, specific dosage times, and any other necessary instructions.
5. Refrigeration is available.

### NONPRESCRIPTION MEDICATION

*(no vitamins or 12 hour medication)*

1. Must be in original container (pain reliever bottle, cough medication bottle, etc.) or
2. Must be clearly identified as to the name and type of medication and dosage instructions
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, dosage times, and other necessary instructions must accompany the medication.

Sample: Please give "child's name" one teaspoon of "brand name" cough medication at 10:00 a.m. and 2:00 p.m. Parent's signature and date. The nurse's clinic at each school has the following non prescription medications: pain relievers/fever reducers; upset stomach relievers; and antacid/heartburn relievers. Students with signed permission forms may be given these medications. In the absence of a school nurse, the teacher, coach, or other supervising adult designated by the school principal shall administer medication, provided the written documentation permitting such is on file with the school in accordance with the policy.

The sole exception to this policy allows students for whom the school has on file supporting medical documentation to carry at all times, with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. The parent or legal guardian must provide to the school a:

1. signed written authorization by the parent /legal guardian for such self-administration of asthma medication, injectable epinephrine or medical needs for diabetes as well as permission to consult with the doctor regarding medication questions.
2. A signed, written statement from a licensed physician or physician's assistant containing the following information:
  - a. the name and strength of the asthma medication,

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- b. auto- injectable epinephrine (epi pen) for allergic reactions, or medical needs for diabetes;
- b. prescribed dosage; and the time or times at which, or the special circumstances under which the medication is to be administered and
- c. confirmation that the student is able to self administer the medication.

The information provided to a school in accordance with this policy will be kept on file in the office of the school nurse or, in the absence of a nurse, the school principal. Such permission shall release the school district, its employees, and agents from civil liability for administering such medications to students or if the self-administering student suffers an adverse reaction as a result of self-administering of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. The school health staff will assess the student's awareness and ability to use the medications correctly, per doctor's order. Students who must use these emergency medications should be sent to the school health staff for evaluation as soon as possible after using the medication. The school will only administer medication that is in the original container and will administer only the actual amount indicated on the label for that specific student. Only school health staff or designated, trained staff may administer medication.

## HOSPITAL HOMEBOUND SERVICES

This program is available for students with injuries or illnesses **who qualify** to avoid excessive absences. Students who have a medically diagnosed physical condition which restricts the students to the home or hospital for a minimum of school days may be eligible for hospital homebound instruction. An official referral form must be completed by a licensed physician. Students will be eligible for service only on the dates specified by the doctor and written on the form. Students who are served by the Hospital Homebound Program may receive an incomplete for the current 9 weeks; however, such students must complete all assignments by the end of the next nine weeks. At this time, a numeric grade will be assigned to reflect all assignments completed and turned in. For additional information, parents/guardians may contact the school office.

## TRANSPORTATION

### RIDING A SCHOOL BUS

**Transportation Supervisor –Tyrone Griffin 557-8916**

Riding the school bus is a privilege for students, and maintaining proper behavior while on the bus is expected in order to protect the safety of all students. Riding the bus also ensures that students will arrive to school on time each day. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Students must be at the bus stop 5 minutes before the time for the bus to arrive. In order to complete routes in the time allotted and have students arrive at school on time, the bus cannot wait on students who are not at the stop when it arrives. Students should remain away from the road in a safe area while waiting on the bus.

**Transportation changes must occur in writing before 1:00 p.m. to the student's school office personnel.**

### RIDING ANOTHER BUS

Students are expected to ride the bus to which they have been assigned. Students wishing to ride another bus, such as to a friend's or babysitter's house, must follow these procedures:

1. Bring a written request from the parent/guardian with a phone number at which a parent can be reached to verify the request. If the parent cannot be reached to verify the note, the principal may choose to deny the request and the student will be sent home in the usual manner. Any student bringing a note that is not written by the

parent/guardian will be subject to the disciplinary action associated with the policy on forgery.

2. Report to the office and present a note from their parent/guardian to a staff member. Notes will be verified and students will be given a bus pass to give to the driver.
3. Give the bus pass to the bus driver as you board the bus. Students who fail to follow this procedure and whose notes cannot be verified with a call to the parents will not be allowed to leave school on other than their assigned bus.

## BICYCLES

Bicycle racks are provided for elementary and middle school students who wish to ride bicycles to school. Bicycles must be in safe condition, and we strongly recommend a lock be placed on the bicycle while parked at school. All bicycle riders are requested to obey bicycle safety rules. The school is not responsible for lost or stolen bicycles.

## STUDENT SAFETY AND DRIVING REGULATIONS

A student must have a valid driver's license, provide proof of liability insurance and purchase a TCHS parking permit to drive on campus. A student can purchase more than one parking permit; however, permits can be moved from one vehicle to another. The student who is assigned the parking permit becomes responsible for the vehicle upon which the permit is displayed. The permit should be displayed in the front windshield on the passenger's side. Numbers must be visible from the outside. A student who drives a vehicle without a parking permit on campus must register the vehicle in the main office immediately upon arrival on campus.

All vehicles must park appropriately in the parking lots. Unauthorized vehicles may be towed at the owner's expense. The student should lock and must leave his/her vehicle immediately after parking and may not return to the vehicle (without administrative permission) until leaving campus. Loitering in the student parking lot is not permitted. The speed limit on campus is 10 MPH. Students caught speeding or driving recklessly on school property are subject to loss of parking privileges and Level 3 disciplinary consequences.

Vehicles parked on the campus are subject to periodic searches by administration and law enforcement. Drugs and weapons, including ammunition as defined by Georgia law and TCBOE policy, are not allowed in vehicles on campus. All TCBOE campuses are drug and weapon free school zones. Violations of this policy and/or other school regulations may result in denial of the student's parking privilege, suspension from school, or expulsion.

## TATTNALL COUNTY ONLINE POLICIES

The Tattall County School System Online Policy manual can be found at [www.tattnallschools.org](http://www.tattnallschools.org).

## TATTNALL SCHOOLS SAFETY PROTOCOLS

### SAFE LEARNING AND WORKING ENVIRONMENTS –

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

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## EMERGENCY PREPARATION IS CRITICAL

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

## PARENTS HAVE A KEY ROLE IN EMERGENCY RESPONSE

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

- Do not call or go to your child's school during an actual emergency. Local law enforcement advises you to remain out of the area and keep lines of communication open. Please do not go to your child's school unless you have received direction from the school or district officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- Do not attempt to contact your child or school faculty and staff during an emergency. Students need to focus on emergency direction from school personnel and school personnel will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff and emergency responders. In the event of an emergency, students will not be allowed to sign out of school.
- Give school officials accurate contact information so you can be reached in case of emergency.
- Keep contact information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home, office and mobile telephone numbers and email addresses. Also important, in case you cannot be reached, are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
- Be alert for notifications via Class Dojo, Remind101, and Facebook. The district and schools will send emergency and routine messages to parents/guardians via our mass telephone, email and text notification. Parents may register multiple phone numbers with their child's school to ensure messages are received.
- Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
- Stay informed about emergencies, potentially serious situations, or inclement weather. When serious conditions arise at school or in the community which may result in school evacuations, early dismissals, or school closings, monitor school system messages and local media outlets. Information will be broadcast on Tattnall County Schools' electronic messaging system via telephone, email

and text, Facebook Pages, Class Dojo, and Remind101, the district's website [www.tattnallschools.org](http://www.tattnallschools.org), and local media outlets: WTOC, WSAV, and WJCL.

- Notify school officials if you see or hear of anything that could create a danger at school.
- All schools are equipped to safely continue operations and food services despite unforeseen utility outages. There is no need to come and pick up your child due to a utility outage unless you have been notified by the school to do so.

## DELAYED DISMISSAL AND EMERGENCY SCHOOL CLOSINGS

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools, or alter opening and closing times is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

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

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

## EMERGENCY RELEASE OF STUDENTS TO PARENTS

School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification.

For your child's safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification. Noncustodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and also must show proper identification.

## REUNITING WITH YOUR CHILD

When the situation allows, students will be released following reunification procedures. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability. It is imperative that you do not change your child's route of transportation during an emergency. If your child is a bus rider, he/she will go home on the bus even if you are outside the gated area. You are to meet the bus at your home.

• **Alternate pick-up site** – In some emergencies, it may become necessary to move students and staff from their school to an off-campus evacuation location. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of

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the event. If this occurs, parents will be notified via multiple means, including the district's electronic messaging system and local media. However, if your child is a bus rider they will go home on the bus from that alternate site. Only regular car riders are to come to that alternate site.

**•Students who remain at school** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, they will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

#### EMOTIONAL SUPPORT FOR STUDENTS DURING EMERGENCIES

It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need, the district can provide counseling services to students and/or staff through the school counselors and school psychologists within our district's Student Support Services department.

# TATTNALL COUNTY ACCEPTABLE USE POLICY

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

I will **NOT**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

## Limitation of Liability

[Tattnall County Schools](#) will not be responsible for damage or harm to persons, files, data, or hardware.

While [Tattnall County Schools](#) employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

[Tattnall County Schools](#) will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**When accepting the student handbook, you are also stating that you have read and understood this Acceptable Use Policy and agree to abide by it.**

## STUDENT ENROLLMENT REQUIREMENTS

The following documents are required upon registration in the Tattnall County School System. Please assist us by having these papers with you when you arrive at the school to register your child(ren):

- ✓ Proof of Residency must show the parent/legal guardian's complete name, including both the first and last names and a current and complete residential address, including a numbered street address and the name of the city (911 address) within the school district.
- ✓ Please circle and bring photocopies of the appropriate documentation – one from each type below:

*Type 1 (Circle one):* House Closing Papers, Deed, Mortgage Documents, Rental Agreement/Lease, most recent income tax return, current residential property tax statement or bill, current paycheck stub

~AND~

*Type 2:* Two current utility bills (example – gas bill, oil bill, electric bill, home telephone bill, or cable bill or other utility bill that includes the physical address of the residence)

**NOTE: Cell phone bills will not be accepted as valid proof of residence.**

- ✓ Most recent report card and current transcript from last school attended.
- ✓ Certified copy of student's original birth certificate or other acceptable evidence of age.
- ✓ A copy of the enrolling student's social security card.  
*(Parent may elect to sign a form at the time of registration stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. 20-2-150.)*
- ✓ Completed Georgia Immunization Form and EED (Eye, Ear & Dental) Form.
- ✓ Permanent custody papers through the court if student lives with anyone other than the natural parents.
- ✓ Any court orders that prevent or limit access of a parent to the child or the child's educational records.
- ✓ Any restraining orders or other legal documents specifically limiting the access of any individual to the student(s) being enrolled.
- ✓ Picture ID of parent or legal guardian registering child.
- ✓ **If the family is living in the household with someone else, you must submit a notarized statement from the homeowner stating that the parent and child(ren) live in the house with them, along with valid proof of residency. Both the parent /legal guardian and the person the family is living with must come to the school at the time of registration to have this statement notarized.**
- ✓ Documentation of any health concerns or allergies of which the school should be aware.

**Also, when you arrive at the school to register your child, please have the following information available in order to complete the necessary enrollment papers:**

- ✓ Student / Parent Phone Numbers, Addresses, and E-Mail Addresses (if applicable)
- ✓ Emergency Contact Phone Numbers
- ✓ Physician Name & Phone Number



# DIRECTORY OF TATTNALL COUNTY SCHOOLS

## Tattnall County Board of Education

*Dr. Gina G. Williams, Superintendent*  
*gwilliams@tattnall.k12.ga.us*  
Dr. Carla Waters, Asst. Superintendent  
146 West Brazell St.  
Reidsville, GA 30453  
557-4726 FAX 557-3036  
Hours: 8:00 a.m.- 4:30 p.m.

## Collins Elementary School

*Dr. Starla Barker, Principal*  
Mr. Glenn Stewart – Asst. Principal  
Mrs. Holly Thigpen, Counselor  
Mrs. Paula Caraway, Registrar  
720 N.W. Main St.  
Collins, GA 30421  
693-2455 FAX:693-9046

## Glennville Elementary School

*Dr. Kristi Kaiser, Principal*  
*kkaiser@tattnall.k12.ga.us*  
Mrs. Sasha Quarles, Asst. Principal  
Mrs. Jill Woodson, Asst. Principal  
Mrs. Ann Everett, Counselor  
Ms. Jennifer Coleman, Registrar  
525 Sylvester Ashford Dr.  
Glennville, GA 30427  
654-3931 FAX:654-4998

## South Tattnall Middle School

*Mr. David Tucker, Principal*  
*dtucker@tattnall.k12.ga.us*  
Dr. Pam Barnett, Asst. Principal  
Ms. Sherry Anthony, Counselor  
Mrs. Amy Page, Registrar  
721 E. Barnard St.  
Glennville, GA 30427  
654-1467 FAX:654-1300

## Reidsville Elementary School

*Dr. Tisha Holland, Principal*  
*tholland@tattnall.k12.ga.us*  
Dr. Christine Jenkins, Asst. Principal  
Dr. Cindy Boyett, Asst. Principal  
Mrs. Debbie Parker, Counselor  
Mrs. Christie Foster, Registrar  
P.O. Box 428  
Reidsville, GA 30453  
557-6711 FAX:557-3265

## North Tattnall Middle School

*Mr. Donny Sikes, Principal*  
*dsikes@tattnall.k12.ga.us*  
Mrs. Roseann DeJarnette, Asst. Principal  
Mrs. Pam Davis, Counselor  
Mrs. Gail Ray, Registrar  
P.O. Box 369  
Reidsville, GA 30453  
557-3993 FAX:557-4124

## Tattnall County High School

*Mrs. Lakisha R. Bobbitt, Principal*  
*lbobbitt@tattnall.k12.ga.us*  
Mr. Allen Yancey, Asst. Principal  
Mr. Jonathan King, Asst. Principal  
Mrs. Lynn McArthur, Counselor  
Mrs. Shaqulia Foreman, Counselor  
Mrs. Natasha Campbell, Registrar  
#1 Battle Creek Warrior Blvd.  
Reidsville, GA 30453  
557-4374 FAX: 557-4542

## School Times

CES	7:45 – 2:45
GES	8:00 – 2:30
RES	8:00 – 2:30
NTMS	7:40 – 3:00
STMS	7:40 – 3:00
TCHS	7:40 – 2:40

## Progress Report Dates

September 4<sup>th</sup>  
November 6<sup>th</sup>  
February 11<sup>th</sup>  
April 23<sup>rd</sup>

## Report Card Dates

October 15<sup>th</sup> - 16<sup>th</sup>  
January 7<sup>th</sup> - 8<sup>th</sup>  
March 25<sup>th</sup> - 26<sup>th</sup>  
May 25<sup>th</sup> - 28<sup>th</sup>

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