

Student – Parent Handbook

2011-2012



TOWNS COUNTY ELEMENTARY SCHOOL

STUDENTS REACHING THEIR HIGHEST POTENTIAL

1150 Konahetah Road
Hiawassee, Georgia 30546
(706)-896-4131

www.towns.k12.ga.us

Dr. Sandra T. Page, Principal

Mrs. Stephanie Moss, Assistant Principal

Mrs. Melissa Williams, Superintendent

The Board of Education:

Emily Phillips, Chairperson

Larry Kimsey, Vice Chairperson

Michael Anderson, Member

Donna Hedden, Member

Jerry Taylor, Member

Revised August 1, 2011

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Principal's Message

Dear Parent, Caregivers and Students:

Welcome to Towns County Elementary School. We are very pleased to have you as a member of the Towns County Elementary School Family. Our faculty and staff are here to see that your child is provided with all the tools necessary to become successful academically, physically, socially, and emotionally. Our goal is to make this campus a place where your child feels safe and nurtured. We encourage you as parents to become involved in your child's education. Please don't hesitate to call your child's teacher for any assistance you deem necessary. The administration is also here to help you resolve any issues or problems that you may encounter.

We have prepared this handbook to familiarize you with the rules, regulations and operating procedures that are used at Towns County Elementary School. Please be sure to read the handbook since rules, regulations and operating procedures may change from year to year based on new legislation. We encourage your participation in the school program, for we believe that your child's educational development is a joint endeavor of the home, school and community. We look forward to working with you and your child for the 2011-2012 school year.

Sincerely,

Dr. Sandra T. Page
Principal

TOWNS COUNTY ELEMENTARY SCHOOL FACULTY AND STAFF

<u>NAME</u>	<u>POSITION</u>	<u>PHONE EXTENSION</u>
Dr. Sandra T. Page	Principal	2112
Mrs. Stephanie Moss	Assistant Principal	2111
Sabrina King	Counselor	2143
<u>Kindergarten Team</u>		
Lynne Abernathy	Kim Walls	2217
Lisa Cole	Melissa Chastain	2209
Susan Poston-Lead	Jennifer Barrett	2215
Lisa Sofield	Jenny A. Ledford	2214
Lisa Sutton	Jane Sanders	2208
<u>1st Grade Team</u>		
Whitney McClure	Becky Sams	2236
D'Laine Evans	Shea Taylor	2249
Candice Thompson-Lead	Kathleen Chiri	2235
Brittany Tankersley	Danielle Forrester	2243
<u>2nd Grade Team</u>		
Jessica Berrong	Deena Weaver	2125
Missy Moss		2118
Ellen Stephens		2123
Kay Raymond-Lead	Rosie Moss	2131
<u>3rd Grade Team</u>		
Kim Kuykendall		2132
Lisa Penland	Mary Howard	2146
Brenda Rich		2117
Sue Sutton-Lead		2162
<u>4th Grade Team</u>		
Amy Engert		2147
Jennifer Hicks		2154
Hilary Tallent		2161
Debbie Nicholson	Donna Manus	2156
<u>5th Grade Team</u>		
John Butler		3201
Ruth Taylor	Tamra Eller	3205
Laurie Main		3207
Debi Williams-Lead		3202
Barbara Allen	Art	2201
Angie Berrong	Title I	2141
Quilla Thomas-Bradley	Gifted / Art	2201
Patsy Brown	Early Intervention Program	3106
Peter Byrne	Speech	2124
Patty Dayton	Reading Recovery	3210
Julie Giles	Special Education	2145
Brett Keller	Physical Education	1239
Jessica Latty	Special Education	3109
Connie Marshall	ESOL (K-12)	
Jason McClure	Physical Education	1300
Gena Oliver	School Nurse	2228
Alys Richards	School Psychologist	1118
Sara Rogers	Reading Recovery	3210
Stacey Russell	Special Education	2122

Larry Shook	Technology Director	1010
Colleen Swanson	Media Specialist	2139
Betty Thomas	Special Education	2250
Cathy Seis	Music	2233
Judy Albury	Paraprofessional/Clinic	2227
Kathy Dills	Cafeteria Manager	1020
Christy Giles	Paraprofessional/Special Ed.	3109
Jason Holdaway	Paraprofessional/Special Ed.	2251
Katherin Hunter	Paraprofessional/Computer Room	2207
Michelle King	Paraprofessional/Special Ed.	2250
Susan Nichols	Paraprofessional/Special Ed.	2145
Quincey Patterson	Paraprofessional/Special Ed.	2250
Gary Pyrlík	Technology Specialist	1030
Samantha Reynolds	Paraprofessional/Special Ed.	2122
Mildred Rogers	Administrative Assistant	2000
Amy Gibby-Rosser	Family Connections Director	1233
Lisa Scott	Paraprofessional/Special Ed.	2250
Brooke Shook	Paraprofessional/Special Ed.	3109
Cathy Shook	Paraprofessional/Media	2140
Felisea Shook	Administrative Assistant	2106
Cynthia Wood	Mentoring Program Coordinator	1234
Jenny Stowers	Outdoor Adventure Position	1241
Trena Stroud	Student Information System Coord.	1021
Elaina Turpin	Paraprofessional/OR/ISS/Attendance	2206
Lisa West	Paraprofessional/Special Ed.	2145
Julie Wilson	Paraprofessional/Special Ed.	2250

**TOWNS COUNTY ELEMENTARY SCHOOLS
2011-2012**

Pre-Planning	August 2-3, 2011
Open House	August 3, 2011
First Day of School	August 4, 2011
Labor Day Holiday	September 5, 2011
Progress Reports	September 7, 2011
End of 1st Nine Weeks	October 5, 2011
Fall Break	October 6-10, 2011
Report Cards	October 12, 2011
Veteran's Day Holiday	November 11, 2011
Progress Report	November 14, 2011
Thanksgiving Holidays	November 21-25, 2011
End of 2nd Nine Weeks	December 16, 2011
End of 1st Semester/Early Release	December 16, 2011
Christmas Holidays	Dec. 19-Jan 2, 2012
Students Return	January 3, 2012
MLK Day	January 16, 2012
Progress Reports	February 8, 2012
President's Day	February 20, 2012
End of 3rd Nine Weeks	March 8, 2012
No School	March 9-12, 2012
Report Cards	March 13, 2012
Spring Break	April 2-6, 2012
Progress Reports	April 18, 2012
No School	May 7 & 8, 2012
End of 4th Nine Weeks	May 25, 2012
End of 2nd Semester/Early Release	May 25, 2012
Graduation	May 25, 2012
Teacher Work Days-Post Planning	May 29-30, 2012

Board of Education Approved on May 9, 2011

SCHOOL ADDRESS AND PHONE NUMBERS

Address:

Towns County Elementary School
1150 Konahetah Road
Hiawassee, Georgia 30546

Office:

Phone: (706) 896-4131
Fax: (706) 896-9872

Personnel:

Dr. Sandra T. Page, Principal Ext. 2112
Mrs. Stephanie Moss, Assistant Principal Ext. 2111
Mrs. Sabrina King, Counselor Ext. 2143
Mrs. Mildred Rogers, Bookkeeper Ext. 2000
Mrs. Felisea Shook, Secretary Ext. 2106

Media Center:

Personnel:

Mrs. Colleen Swanson, Media Specialist Ext. 2139

Other Direct Telephone Numbers:

Board of Education	(706) 896-2279
Board of Education Fax	(706) 896-2632
Transportation Director	(706) 896-3843
Special Education Director	(706) 896-4131 x 1050

NON-DISCRIMINATION

In the operation of the Towns County School System no person shall, on the grounds of race, color, national origin, handicap, disability, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in education programs, activities, or employment practices. The following staff persons have been designated to field questions, comments, and complaints regarding instances of alleged discrimination:

Title VI Coordinator:	Mrs. Melissa Williams	896-2279
Title IX Coordinator:	Mrs. Melissa Williams	896-2279
Americans with Disabilities Act Coordinator	Mrs. Michelle Pyrlik	(706) 896-4131 x1050
Equity in Sports Act Coordinator	Mrs. Melissa Williams	896-2279

PARENT – STUDENT RIGHTS

Parents and students have certain rights under Federal Law (20 U.S.C., 1232h) commonly known as the Hatch Amendment. Pursuant to this law, all instructional materials, including teacher's

manual, films, tapes, or other supplemental materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by parents or guardians of the students. In addition no student will be required to submit to a survey, analysis, or evaluation that reveals any information concerning any of the following:

Political affiliations, mental or psychological problems potentially embarrassing to the student or his/her family, sex behavior, or attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom students have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers; or income without prior written consent of the parent.

TOBACCO FREE SCHOOL

In an effort to promote a healthy lifestyle for our young people, Towns County School System has banned the use of tobacco on campus. This includes the use of tobacco products during all school functions by students and adults. We appreciate everyone's help in setting a positive example for the students of Towns County.

The Towns County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in educational programs, activities, or employment.

FERPA

The Towns County School System complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). The act provides that parents, guardians or eligible students have the right to:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal Law authorizes without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by this school or the Towns County School System to comply with FERPA.

TCES is required to apprise parents of the types of information that may be given out by the school system as "directory information".

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Towns County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Towns County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Towns County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Towns County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 26, 2011. Towns County Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

BELIEF STATEMENTS

- Every child is a valued individual with unique physical, social, emotional, and intellectual needs. They should be engaged in the learning process with instructional practices differentiated for their individual learning styles and needs to develop life long learners.
- A key purpose of schooling is to ensure that each child is successful by learning to think, and reason to reach his or her own potential.
- Student learning and performance is a shared responsibility of the students, educators, parents, and community.
- Students will receive a quality education due to the professional growth of faculty and staff.
- Teachers should guide students to actively engage in problem solving and higher order thinking skills (Know-Understand-Do)

MISSION STATEMENT

The mission of the Towns County Elementary School is to nurture, guide, and challenge all students in a safe environment which develops life long learners, creative problem solvers and competent decision makers.

VISION STATEMENT

- We envision a school where each child's physical, social, emotional and intellectual needs are met through instructional practices differentiated for their individual learning styles.
- We envision a school where students are engaged in problems solving activities that require reasoning and critical thinking.
- We envision a school in which all stakeholders are actively engaged in student learning and performance.
- We envision a school where faculty and staff are professionally prepared to deliver quality education.
- We envision a school where faculty members challenge students by providing problem solving activities that encourage higher order thinking skills.

PICK-UP PROCEDURES AT TOWNS COUNTY ELEMENTARY SCHOOL

Student drop off in the morning is at the main entrance of the school. Student pick-up is at the lower level of the school (between buildings, where student bus loading takes place) after the buses have left, which will be approximately 3:05 PM. Cars will not be allowed in the pick-up area until all buses have left the school premises. Parents will enter the school grounds from the main entrance of the middle/high school and proceed to the high school gym where traffic will be stopped until buses have left. Parents will then proceed to the lower level area in a single lane, where students will be picked up from the elementary cafeteria. We appreciate your assistance in helping us make this transition as smooth as possible.

SCHOOL DAY

The school doors open at 7:30 AM and close at 4:00 PM. The instructional day is 8:00 AM – 3:00 PM. Buses begin to unload students at 7:30 AM. Parents are asked to bring students to school no later than 8:00 AM., student drop off in the morning is out front of the Elementary School at the designated pick-up or drop off areas. Students who are eating breakfast at school should be dropped off no later than 7:40 AM. The tardy bell rings at 8:00 AM. All buses will drop off and pick up students at street level in back of the school.

The instructional day begins at 8:00 AM. Students arriving late (after 8:00 AM) must enter the main office through the front doors and sign in at the office. A tardy pass will be given to the student to enter the classroom.

LEAVING SCHOOL

Children are expected to remain at school throughout the school day. Parents arriving to sign out their child before their designated release time are required to come to the office to sign the child out. Parents are not to go to the child's classroom to pick them up. The child will be called to come to the office and meet their parents. If your child has parental permission to go home any other way than he/she normally does, he/she must bring a written note from home stating this.

MAKE-UP WORK

It is the student's responsibility to ask for all assignments that were missed due to an excused absence from school. Any time a student knows in advance of an upcoming excused absence,

assignments should be requested from the classroom teacher in advance. Assignments missed during a short or long-term absence will be made up when the student returns to school. Children too ill to be in school are generally too ill to work on assignments at home. If the parent feels the child can work at home, a message requesting make-up work received by 9:00 AM will be honored for that day. Requests made after 9:00 AM will be honored on the following day. The time limit for completing make-up work will be designated by the teacher.

HOMEWORK

Homework is assigned on a regular basis. Homework is a means by which families can spend quality time together and also support the school in improving student's learning. As a general rule homework should take approximately 10 minutes per grade level. For example; first grade students may have 10 minutes of homework, second grade 20 minutes, third grade 30 minutes, etc. If you find your child is taking hours to complete their homework please contact your child's teacher and modifications can be made if necessary. All homework is due the following day or a day set by the teacher.

RESPONSE TO INTERVENTION/STUDENT SUPPORT TEAM

Students who experience academic or behavior difficulties, which interfere with the learning process, may be referred to the Response to Intervention (RTI) or Student Support Team (SST) for assistance.

DIRECTOR OF SPECIAL EDUCATION

Information regarding Special Education and Section 504/ADA should be directed to:

Mrs. Michelle Pyrlik
Director of Special Education
Towns County Schools
1400 U.S. Highway 76 East
Hiawassee, GA 30546
706-896-4131 ext. 1050

PERSONAL PROPERTY

To reduce the number of lost jackets, sweaters, gloves, school supplies, etc. please put your child's name on each item. Please notify your child's teacher if any personal property has been misplaced. Personal athletic equipment (bats, balls, etc), toys, stuffed animals, radios, headphones, video games, and valuable jewelry must not be brought to school unless authorized by the child's teacher.

ASSEMBLY PROGRAMS

The following rules will be observed at all assembly programs:

- With permission from your teacher, students may talk quietly in their seats until the program begins.
- Do not talk or write during the program.
- Take care of using the restroom before the program so you will not have to leave the program.
- Students are to be respectful during all programs and follow their teacher's lead as to when to applaud.

Students who do not obey assembly rules may be asked to leave the assembly and not be allowed to attend future assemblies.

FIELD TRIPS

Field trips are planned to enhance the curriculum. Out-of-county field trips require a permission slip from the parents prior to the date of the trip. All field trips begin and end at the school site. Only parents who have been asked to chaperone can ride the school bus. If the student is not returning to Hiawassee, the parent, with permission from the teacher may leave with their child.

PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)

Parents, teachers, and students are encouraged to join and become active members of the PTSO. Each school is asked to have faculty and student representation at meetings. The PTSO is a partner and resource to the school.

D.A.R.E. PROGRAM

Towns County Schools and the Towns County Sheriff's Department jointly sponsor D.A.R.E. (Drug Abuse Resistance Education) providing instruction in the area of drug abuse prevention and violence.

Board Policy Absences and Excuses

Descriptor Code: JBD

Excused Absences:

It is the policy of the Towns County Board of Education that students must attend each school day, in its entirety, each day of school is in session, unless the student is absent due to one or more of the reasons specified in law and State Board of Education Rule 160-5-1-.10 as follows:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness, death or emergency in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. One college visit during the school year will be excused for seniors.
7. Excused status can be obtained for special circumstances at the discretion of the Principal. Such approval should be obtained prior to the date of absence.
8. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed 1 day for registering to vote or voting in a public election.

Students shall be counted present when they are serving as pages of the Georgia General Assembly, and/or while representing the school in an activity approved by the school and/or the Towns County Board of Education.

The student must submit to the attendance clerk documentation of the reason for each absence in the form required by the principal within 2 days after returning to school. All such documentation will be evaluated to determine if the absence is excused or unexcused. If the required documentation is not furnished or the reason for the absence is other than stated above, the absence shall be considered to be unexcused.

Grades and Absences:

Final course grades of students shall not be penalized because of excused absences if all schoolwork or assignments during each excused absence, including tests, are made up within the time prescribed by the student's principal. If the student fails to make up work within the prescribed time, the student will be denied credit for all work not completed.

Unexcused Absences:

A student is absent any time he or she is missing from school or from any assigned class or school activity for reasons other than those stated above. Unexcused absences shall be a violation of the student code of conduct. Students with unexcused absences shall be disciplined as appropriate, which may include assignment to extended day Saturday school, in-school suspension or alternative school programs.

Requirements for Student Withdrawal:

1. No-Shows

A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

2. Voluntary Withdrawal In Accordance With Procedures

- a. When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.
- b. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A §20-2-690.1(e).

3. Involuntary Withdrawal When Withdrawal Procedures Are Not Followed

- a. When a parent, guardian, or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a

different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.

- b. With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school system obtains documentation validating the student no longer resides in the school's attendance zone, unless the student is allowed to continue to attend in accordance with board policy or an exception granted previously on the basis of O.C.G.A. § 20-2-294 or § 20-2-294. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student.
4. A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-1-10 (JB-Student Attendance) and O.C.G.A. § 20-2-690.1(a).
5. A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.
6. The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia Statewide Student Information System (GSSIS.)

Policies and Procedures to Reduce Unexcused Absences:

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1, of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age 10 or older by September 1, must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local Board policy; and
2. The school system will notify the parent, guardian, or other person having control or charge of the student when such student has 5 unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After 2 reasonable attempts to notify the parent, guardian, or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.
3. The school system will use its best efforts including first class mail to notify a student age 14 and older when the student has only 3 absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. § 40-5-2 regarding denial of driver's permits and licenses.

4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequence and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67 and the possible denial of or suspension of a driver's license.

Tardiness:

A student is tardy when he or she arrives unexcused at an assigned place after the designated time. Repeated or habitual tardiness is disruptive of the orderly instructional process. Teachers or Principals will have the discretion to take corrective action such as detention, ISS, silent lunch, etc.

The principal shall use the following guidelines in determining whether to allow a student with excessive absences to receive credit for coursework in which passing grades are earned:

- a. If a student has no more than 5 unexcused absences during a semester, the student shall not be denied credit for the semester based on excessive absences.
- b. If more than 5 absences are unexcused during a semester, the principal shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of the attendance policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences.
- c. If the student or student's parent/guardian desires to appeal the decision of the principal, the principal shall hear the appeal and determine if there are unusual conditions or extenuating circumstances as specified above which would justify allowing the student to make up missed work and to receive credit for coursework in which passing grades were earned.
- d. If the decision of the principal is not satisfactory to the student, the student may appeal to the Superintendent. The appeal must be made within two weeks after the student has been furnished a decision by the principal, either in mail or in person. The decision of the Superintendent shall be final.

Hospital/Homebound Instruction is provided for students whose absences qualify students for such services in accordance with State Board Policy IDDC.

The principal has the authority to enact and carry out rules and/or procedures consistent with this policy and to administer discretion as necessary.

The Superintendent of Schools shall promulgate administrative regulations and procedures to implement the provisions of this policy.

Towns County Schools

Date Adopted: 5/12/2008

NOTE: The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.

Georgia Code	Description
O.C.G.A 20-02-0699	<u>Disposition of Children Taken Into Custody</u>
O.C.G.A 20-02-0700	<u>Reports by Peace Officers to School Authorities</u>

O.C.G.A 20-02-0690.2	<u>Establishment of Student Attendance Protocol Committee</u>
O.C.G.A 20-02-0691	<u>Minimum Annual Attendance Required</u>
O.C.G.A. 20-02-0696	<u>Duties of Visiting Teachers and Attendance Officers</u>
O.C.G.A 20-02-0692.1	<u>Excused Absence: Military Parent on Leave</u>
O.C.G.A. 20-02-0310	<u>Student directory information: voter and selective service</u>
	<u>Registration; pledge of allegiance</u>
O.C.G.A. 20-02-0690.1	<u>Mandatory education for children between 6 and 16</u>
O.C.G.A. 20-02-0692	<u>General Assembly pages granted excused absences</u>
O.C.G.A. 20-02-0694	<u>Administration/enforcement of attendance reqts.</u>
O.C.G.A. 20-02-0695	<u>Employing attendance officers in addition to visiting teachers</u>
O.C.G.A. 20-02-0697	<u>Cooperation of principals and teachers with attendance officers and visiting teachers</u>
O.C.G.A 20-02-0698	<u>Assumption of temporary custody of truant children by peace Officers</u>
O.C.G.A. 20-02-0701	<u>Mandatory reporting of truants to juvenile or other courts</u>
O.C.G.A. 40-05-0022	<u>Requirements for licensure; school attendance requirements</u>
Rule 160-4-2-.16	<u>Scheduling for Instruction</u>
Rule 160-5-1-.10	<u>Student Attendance</u>

Student Attendance Protocol

(revised 06/25/10)

I. School System Procedures

Towns County School System will monitor student attendance daily. Codes for attendance used in the student records database (Power Grade) will be consistent between schools to indicate excused and unexcused absences, tardies, early dismissals, and in-school and out-of-school suspensions, etc. Excused absences shall be delineated by the reason for the excuse. The Towns County Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address the attendance of all students. Each school will create a building level procedure in accordance with this policy based on the following definitions.

EXCUSED ABSENCE

In order for a student to have an excused absence, a written excuse from the parent or doctor must be presented to the Attendance Clerk within three days after the absences. These excuses will be maintained in the student's attendance folder. Based on Towns County and state Board of Education policy, only the following may be considered excused:

1. A student having a personal illness such that his or her attendance in school would endanger the student's health or the health of others. In the instance of head lice, two days will be excused for treatment. When sent home by the school nurse, that day's absence will be entered as a medically excused. If the student is sent home due to having a fever 100.4 or higher, the following day's absence will also be medically excused.
2. A serious illness, death, or emergency in a student's immediate family necessitating absence from school.

3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observation of religious events or holidays that necessitate absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. Excused status can be obtained in advance for special circumstances at the discretion of the principal.

UNEXCUSED ABSENCE

A student is absent any time he or she is missing from school or from any assigned class or school activity for reasons other than those stated above and/or has not provided a valid written excuse within three days.

Parents may provide up to five (5) written notes for absences for reasons listed under “EXCUSED ABSENCES”. Written notes after five will be considered unexcused unless reviewed by the principal and excused at his/her discretion.

TRUANT

Any student subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences in a semester and NO MORE than ten (10) days total during the school year is considered truant.

TARDY

A student is tardy when he or she arrives at an assigned place after the designated time.

EARLY DISMISSAL

An early dismissal is when a student is checked out before the end of the school day.

Repeated or habitual tardiness and early dismissals are disruptive to the orderly instructional process. Teachers and/or principals shall have the discretion to take corrective action such as detention, ISS, silent lunch, etc.

ATTENDANCE RECOVERY

Opportunities are provided for students to make up time missed and receive academic assistance during the regular school schedule due to tardies and absences. Examples: before-school programs, after-school programs, and other times as designated by the principal or assistant principal.

IN-SCHOOL SUSPENSION

Removal of a student from their regular classes and assignment of the student to a location isolated from their peers.

HOSPITAL/HOMEBOUND

A hospitalized or homebound student who receives three hours of instruction per week from a certified hospital/homebound teacher may be counted present at the school for that week.

NOTIFICATION OF PARENTS

Upon enrollment and registration each school year, parents/guardians shall be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and Towns County Board of Education school attendance policy. The school will make reasonable efforts to ensure

receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the middle and high schools, students will also receive this notice and provide signature. At the elementary level, this notice will be received by students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

ATTENDANCE SUPPORT TEAM

Each school will establish an Attendance Support Team (AST) which will be chaired by the Attendance Coordinator and include one or more of the following as it's members: the principal of each school or his/her designee, School Counselor, SRO/DARE officer, appropriate members of the Attendance Protocol Committee, and faculty having direct contact with the parents/guardians and/or providing direct service to the specific student(s) to be discussed. Each school's AST will meet when deemed necessary by the attendance protocol to discuss excessive absenteeism and will be responsible for implementing and monitoring policy to reduce tardiness, early dismissals, and truancy. Parents/guardians shall be invited, as well as encouraged, to attend these meetings. For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, step-parent, a guardian, or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

Daily attempts shall be made to call parents of absent students. *In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps hereinafter.*

**ELEMENTARY SCHOOL ATTENDANCE PROCEDURES
SCHOOL YEAR 2011-2012**

	After 3-5 Unexcused	After 5-7 Unexcused	After 10 or more	After 15 or more "TOTAL"
Absences	The principal or his/her designee will contact the parent either by phone or in writing	Attendance Support Team Meeting. Parent Contact made by Attendance Coordinator	Referral to Truancy Court	
Unexcused Tardy/Early Dismissal				

**MIDDLE SCHOOL ATTENDANCE PROCEDURES
SCHOOL YEAR 2011-2012**

	After 3-5 Unexcused	After 5-7 Unexcused	After 10 or more	After 15 or more "TOTAL"
Absences	Parent Contact made by Administrator	Attendance Support Team Meeting. Parent Contact made by Attendance Coordinator	Referral to Truancy Court	Students absent more than 15 days, regardless of excuse, in a school year can be retained if student does not attempt attendance recovery through 21 st Century program or Saturday School.
Unexcused Tardy/Early Dismissal	1 day Saturday School at 5 tardies or Early Dismissal from school. Failure to attend Saturday School can result in 1 day ISS.	2 days Saturday School at 10 tardies or Early Dismissal from school. Failure to attend Saturday School can result in 1 day ISS.	5 unexcused tardies and/or early dismissals will equal 1 unexcused absence. The above procedures will be followed as absences accumulate from tardies and/or early dismissals	

HIGH SCHOOL ATTENDANCE PROCEDURES SCHOOL YEAR 2011-2012

	After 3-5 Unexcused	After 5-7 Unexcused	After 10 or more Unexcused	After 15 or more "TOTAL"
Absences	Parent Contact made by Administrator	Attendance Support Team Meeting. Parent Contact made by Attendance Coordinator	Referral to Truancy Court	
Unexcused Tardy/Early Dismissal				

Attendance Coordinator Timeline

- ⇒ Attendance Coordinator will meet with the student and/or attempt a home visit to explore the reasons for excessive absences and to recommend avenues to the student and family for addressing the cause of absences.
- ⇒ Upon review of attendance records, parent contacts made by school staff, and other pertinent information, the Attendance Coordinator will set an AST meeting to review the case and notify the parents and appropriate AST members.
- ⇒ After the Attendance Support Team meeting, the Attendance Coordinator will monitor the decisions/contract completed and take whatever actions were deemed necessary by the committee. (A sample of the Attendance Support Team Contract can be found on page 12).
- ⇒ If upon further investigation and the determination of the Attendance Support Team the student's attendance has not improved and/or the decisions/contract terms not been fulfilled, the Attendance Coordinator will refer parent(s)/ guardian(s) of students ages six (6) to eleven (11) to either the Juvenile Court for Educational Deprivation, or to the Magistrate Court for Failure to comply with Compulsory Attendance, and/or (c) refer the family to the Department of Family and Children Services for deprivation/educational neglect. Students ages twelve (12) to sixteen (16) will be referred to Juvenile Court for Truancy and/or (d) notify the Department of Motor Vehicles as specified in O.C.G.A. 40-5-2 regarding denial of driving permits and/or licenses for students age fourteen and above.
NOTE: In most cases, Court referrals will be made at this point or at the next unexcused absence. (A sample of the Court Criteria Assessment can be found on page 13).
- ⇒ Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

II. Criminal Prosecution for Violation of School Attendance Law

O.C.G.A. & 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six (6) and sixteen (16) to enroll and send that child to school, including public private and home schooling.

A child is responsible to attend school and is subject to adjudication in Towns County Juvenile Court as an unruly child for violation of the statute. If a parent, guardian or other person who has control or charge of the child *causes* the child's absence, then *that* person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that *each* day's absence constitutes a separate offense.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Towns County against a child who is habitually and without justification truant from school. Such a child is “unruly”/truant.

For the purposes of this Protocol, habitual truancy or absence is defined as five (5) or more days of unexcused absence from school. After seven (7) unexcused absences, the child’s circumstances will be reviewed by the Attendance Support Team. At this review the following options will be discussed:

1. Refer the child and/or parent(s)/guardian(s) to the appropriate community resources.
2. Request further medical documentation if appropriate
3. File an “unruly child”/truancy complaint with the Juvenile Court of Towns County
4. Make a referral to Department of Family and Children’s Services for deprivation/educational neglect.

The Attendance Coordinator will be responsible for obtaining and monitoring compliance with the recommendations of the Attendance Support Team.

B. Juvenile Justice Procedures

1. Intake Process for Juvenile Complaints

- a. The Clerk of Juvenile Court in Towns County will immediately forward a copy of all Truancy complaints to the Intake Officer of the Department of Juvenile Justice for Towns County. The intake officer will process complaints.
- b. Complaints will be entered into the Juvenile Tracing System and any past history will be assessed.
- c. The Intake Officer may contact the Attendance Coordinator for any further pertinent information.
- d. Truancy complaints will receive immediate attention and be placed on the most current Juvenile Court Calendar of arraignment.

2. Adjudication and Disposition

- a. A youth may be placed on contract and/or probation for Truancy by the Juvenile Court Judge upon receipt of a Truancy charge. At this time, the Judge and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth’s compliance with court mandates and the youth’s attendance at school.
- b. The Probation Officer will monitor the youth’s attendance, at a minimum, on a bi-monthly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.
- c. Judicial truancy reviews will be held as the judge instructs from the date of the initial Truancy Contract/Probation Order for Truancy-related cases. These reviews will assess the youth’s attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth’s progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress had reached a level satisfactory to all parties involved.

C. Prosecution in Juvenile Court

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of OCGA & 20-2-690.1 should be sought against the parent. In other circumstances, the Attendance Support Team may, but is not required to, take into account the following considerations when recommending a criminal warrant is sought for the parent of a child:

1. The child is under the age of 13 years
2. The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention
3. The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school
4. The child is a deprived child.

The child and parent/guardian MUST comply with the Attendance Support Team's recommendations. Failure of the child or parent to comply with the recommendations, including, but not limited to, further unexcused absences from school, will result in juvenile adjudication of the child and/or prosecution of the parent/guardian. In any event, if the child accumulates ten (10) or more unexcused absences in any school year, the Attendance Coordinator will file a juvenile complaint. When a parent/guardian is prosecuted, regular school attendance will be assigned as a condition of bond.

III. **Community Support**

A. Law Enforcement

Each school in Towns County has access to an employee of the Towns County Sheriff's Office, either on-site or within minimal driving distance. These individuals are certified peace officers designated as "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

- ❖ Attend Attendance Support Team meetings, as appropriate
- ❖ Forward complaints against parents directly to the Sheriff's Office regarding compliance with mandatory attendance laws
- ❖ Honor any applicable school-related transportation basis, transport truant students to school.

B. School Health Services

Each school in Towns County has access to licensed staff available to serve students via an on-site clinic. Our Health Services staff shall:

- ❖ Be responsible, in cooperation with other staff, for the final determination at each school regarding when a child should be sent home early for the day, due to health related concerns, and excusing any resulting absences.
- ❖ Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician's offices for timely appointments, as appropriate

- ❖ Follow any orders written by students' physicians regarding medication or other medical treatment to be provided during school hours.
- ❖ Coordinate immunization evaluations for Kindergarten registration and Scoliosis screens for students provided through Public Health
- ❖ Work in conjunction with Teachers, School Administrators, and Public Health to promote general health and safety for students, school staff, and the community.

C. Public Health Services

The Towns County Health Department is an integral partner in community health related to school readiness, attendance, and success. Towns County Health Department shall:

- ❖ Continue to support and promote Towns County Health Services
- ❖ Provide immunization evaluations, immunizations, and immunization records required for school enrollment
- ❖ Provide Scoliosis screens for students
- ❖ Provide various medical, dental, and prescription services, referrals, and education to students and families in Town County to promote personal and community health.

Mental Health Services

Avita Community Partners offer crucial support for the mental, physical, and emotional well being of students and their families, including individual and group sessions on-site at the schools for student clients of Towns County. In support of this Protocol, Avita Community Partners shall:

- ❖ Notify and/or refer student clients to the School Counselor or Attendance Coordinator when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.
- ❖ Coordinate and host regular Emergency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- ❖ Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- ❖ Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, Avita Community Partners and Towns County Schools shall, as appropriate, obtain releases of information to allow communication as outlined above.

E. Department of Family and Children Services

The Towns County Department of Family and Children Services often provide social services to the families of truant students. During the course of an investigation or an on-going protective service or placement case the Towns County Department of Family and Children's Services shall:

- ❖ Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect
- ❖ Address school attendance in departmental case plans and safety plans
- ❖ Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care

- ❖ Verify involvement of the Attendance Coordinator when available attendance information indicates more than ten (10) unexcused absence
- ❖ Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents/guardians related to mandatory school attendance.

IV. Monitoring the Protocol

To insure the written protocol procedures are followed, the Protocol Committee will meet bi-annually, as required by law. The Committee’s goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy.

V. Steps to Prevent Truancy

Various measures are currently being explored to address truancy from a prevention perspective.

- ❖ The Family Connections Program in Towns County serves as a pre-adjudicatory measure. This program offers a strong family lever component of intervention against truancy.
- ❖ Towns County Student Attendance Protocol Signature Sheet
- ❖ Each student/parent is given a copy of the Attendance Procedures at the beginning of the school year in addition to the protocol being included in the Student Handbook.
- ❖ A signature page is kept in each student’s attendance file showing that the parents and/or the student have received a copy of the protocol included in the student handbook.

III. DISCIPLINE PLAN

CODE OF STUDENT CONDUCT FOR TCES STUDENTS

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.

All violations that occur on, but not limited to, school property, school activities or school-sponsored functions, including incidents that occur at bus stops witnessed by a school system official, are subject to the following actions:

Violation	Disposition
<p>1. WEAPONS: POSSESSION OF, USE OF, ON SCHOOL PROPERTY “Weapon” means & includes any pistol revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a</p>	<p>OSS, possible referral to a disciplinary tribunal, and referral to appropriate law enforcement authority. Firearms: 10 days OSS, referral to the appropriate law enforcement authority. A student found in violation of this policy shall be expelled for one year</p>

blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks blackjack, any bat, club, or other bludgeoning type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahak, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any stun gun or taser defined in subsection(a) of Code Section 16-11-106

from the date of the tribunal. Other weapons, including but not limited to those posted (See NOTICE above) in front of the school: 5-10 days OSS, referral to disciplinary tribunal, possible recommendation for expulsion and referral to appropriate law enforcement authority.

2. **PHYSICAL OR VERBAL ASSAULT, AND/OR BATTERY** (Includes profanity, and/or foul language directed to any teacher, administrator, bus driver, system employee, student, or any persons attending school related functions.)

Discretion of the administrator and may include OR or OSS.

3. **CONTROLLED SUBSTANCES**

- A. Possession, sale, use in any amount, distribution, or being under the influence of any **narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, alcoholic beverage, or other intoxicant.**

Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal, and appropriate law enforcement authority.

- B. Sale, attempted sale, distribution, or Being under the influence of a **prescription or over the-counter drug.**

Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal.

C. **MEDICATION SAFEGUARD:**

If you must take **prescription or over-the counter medication** during the school day, you must bring the medication to the office for safekeeping. Each prescription drug must be in the original pharmaceutical container with the prescribed dosage clearly marked. you have the responsibility of requesting your medication at the appropriate time.

NOTE: In every case of possession or sale of a controlled substance, law enforcement and parents will be notified. The principal or his designee shall be authorized to search individual students whenever there is reasonable suspicion of a violation of school rules Or board policy. This includes but is not limited to a student's person, book bag, vehicle, and locker.

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| <p>4. ABUSE OF FIRE ALARM SYSTEM</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>5. ARTICLES THAT RELEASE ODORS OR SMOKE</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>6. BOMB THREAT</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>7. BULLYING/CYBER BULLYING HARASSMENT/ INTIMIDATION VERBAL ABUSE</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>8. BURGLARY, THEFT, VANDALISM/ GRAFFITI, DAMAGE TO OR DESTRUCTION OF PERSONAL OR SCHOOL PROPERTY</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>9. CHEATING</p> | <p>The assignment involved in the infraction will be counted as a zero. Discretion of the administrator and may include referral to a counselor, and/or OR.</p> |
| <p>10. CHRONIC VIOLATION OF SCHOOL RULES AND POLICIES</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal.</p> |
| <p>11. CLASSROOM DISTURBANCES</p> <p>A. MINOR: Not a serious disruption of learning opportunities for other members of the class.</p> <p>B. MAJOR: Any act, which causes substantial disruption of the learning opportunities or threatens the safety of other students.</p> | <p>Discretion of the administrator and may include OR, or OSS.</p> |
| <p>12. CRIMINAL LAW VIOLATIONS:
A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation.</p> | <p>Discretion of the administrator any may include OR, OSS, possible referral to a disciplinary tribunal.</p> |

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| <p>13. TRUANCY: EXCESSIVE ABSENCES; STAYING OUT OF CLASS WITHOUT PERMISSION OR VALID EXCUSE; CUTTING CLASS OR LEAVING CAMPUS WITHOUT PERMISSION</p> | <p>Discretion of the administrator and may include OR, or OSS.</p> |
| <p>14. DISRESPECT/DISOBEDIENCE:
Willful refusal to carry out instructions of faculty or staff and/or insubordinate behavior towards a teacher, administrator, or other school personnel, or persons attending school-related functions.</p> | <p>Discretion of the administrator and may and may include OR or OSS.</p> |
| <p>15. DISRESPECT (STUDENT): Any behavior based on a student’s race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited By the recipient is prohibited, including verbal or non-verbal taunting, physical ontact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.</p> | <p>Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.</p> |
| <p>16. EXTORTION: Obtaining money or goods from another student by violence or threats.</p> | <p>Discretion of the administrator and may include OR, OSS, and possible referral to a disciplinary tribunal.</p> |
| <p>17. FAILURE TO SERVE OR</p> | <p>Out-of school suspension</p> |
| <p>18. FRAUDULENT INFORMATION ON A SCHOOL FORM—FORGING NOTES FROM PARENTS— TAMPERING WITH SCHOOL RECORDS</p> | <p>Discretion of the administrator and may include OR, or OSS.</p> |
| <p>19. GAMBLING</p> | <p>Discretion of the administrator and may include OR, or OSS.</p> |
| <p>20. GANG RELATED ACTIVITIES:
Individuals or gangs who intimidate, or who advocate or promote activities, which potentially disrupt the learning environment or threaten the well being of persons or property. Gang behavior, violence, signs or dress will not be tolerated.</p> | <p>Discretion of the administrator and may include OR, or OSS, and possible referral to the appropriate law enforcement authority.</p> |
| <p>21. GENERAL STUDENT MISCONDUCT:
Breaking in lines, running in the halls, horseplay, eating and drinking in restricted</p> | <p>Discretion of the administrator and may include OR or OSS. Unauthorized equipment may be confiscated. Parents</p> |

- areas, possession of radios, CD or tape players, loud in the halls, etc. may come to the school and pick it up.
- 22. INAPPROPRIATE SHOW OF AFFECTION** Discretion of the administrator and may include OR, or OSS.
- 23. LITTERING** Discretion of the administrator. Students can be assigned to cleaning detail or OSS. This includes the lunchroom area.
- 24. PROFANITY** Use of profane, vulgar or obscene words, gesture, or other actions. Discretion of the administrator any may include OR, or OSS.
- 25. SEXUAL HARASSMENT:** Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature constitute sexual harassment. Discretion of the administrator any may include OR, OSS, possible referral to a disciplinary tribunal and when appropriate, violators will be turned over to law enforcement.
- 26. TOBACCO:** Smoking, use, or possession of tobacco products or paraphernalia is not allowed on campus, in buses or during school-sponsored activities. Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.
- NOTE: Two or more students are not allowed in the same bathroom stall. Students breaking this rule will be referred for discipline measures.**
- 27. VIOLENCE:** Fighting (Retaliation is considered fighting.) Discretion of the administrator and may include OR, OSS, possible referral to a disciplinary tribunal and appropriate law enforcement authority.
- 28. BEHAVIOR NOT COVERED ABOVE** A student will be punished for any behavior which interferes with the normal school operations. Punishment will be at the administrator's discretion.

STUDENT DRESS CODE

Appropriate dress is essential to success in school and in the work-place; however, students are allowed a measure of freedom in choosing appropriate clothing to wear in school. Clothing should not be distracting or disruptive to the orderly and professional operation of the school. Students with inappropriate apparel will be sent to the office to correct the dress code violation. Appropriate dress includes but is not limited to the following:

1. Dresses, skirts and shorts should be at a length touched by your fingertips while standing.
2. All wearing apparel with obscene or suggestive language, pictures or language that promote alcohol, drugs, tobacco, racism or hatred are not permitted.
3. Tank tops are not permitted.
4. Students must wear shoes.

5. Hats or bandannas may not be worn.
6. Sunglasses may not be worn.
7. Outer clothing must cover all undergarments.
8. Midriffs must not be exposed.
9. Cheerleaders may wear uniforms on game days.

NO APPAREL CAN BE WORN WHICH THE ADMINISTRATION DETERMINES TO BE UNACCEPTABLE BY COMMUNITY STANDARDS OR WHICH IS DISRUPTIVE TO NORMAL SCHOOL OPERATIONS.

CONSEQUENCES FOR VIOLATION OF DRESS CODE:

1. The student will be asked to modify his/her attire without leaving campus or will be offered something furnished by the principal to wear to class.
2. If the attire cannot be modified to be in compliance, parents will be notified and asked to bring acceptable clothing to school. The student will be placed in OR to complete schoolwork while awaiting the clothing.
3. The student may (with permission of a parent) return home to correct their attire. Any absence from class is unexcused and the student may not receive credit for work made up upon their return.

DISCIPLINE GLOSSARY OF TERMS

Assault – A verbal threat or an attempt to physically harm someone without actually touching him/her. (Example: threatening language or swinging at someone in an attempt to strike)

Battery – A beating or other wrongful physical violence or constraint without the person’s consent.

Bomb – A device containing combustible materials and a fuse.

Burglary – Unauthorized entry into a school building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public. (See Theft)

Bus Privileges (Loss of) – 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 and from school.

Cheating – The act of seeking, giving, taking or receiving unauthorized assistance with the intent of claiming credit for work which results from such assistance. This includes copying homework, copying tests, changing grades, and all forms of plagiarism.

Cyber Bulling – When a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student(s) using the Internet, interactive and digital technologies or cell phones.

Detention – Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

Disciplinary Tribunal – A three-member panel consisting of an administrator, teachers, or other school official that hears evidence presented by the school, the student, and parents when the local school principal or his/her designee refers a student. The panel has authority to make

decisions ranging from returning the student to the local school to recommending permanent expulsion of the student.

Disobedience/Insubordination – Failure of the student to comply with a reasonable direction or instruction by staff.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner which interferes with educational activities.

Extortion – Use of “mild” threats or intimidation to demand money or something of value from another. (No weapon)

False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Fighting – Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with or without injury.

Gambling – Playing any game of skill or chance for money or anything of value.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress – Dressing in a manner that disrupts the teaching and learning of others or in violation of the school’s dress code.

Opportunity Room/In-School Suspension – The student is removed from regular classes for a specified period of time at the local school. The teachers send class assignments to the student.

Out-of-School Suspension – Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long term), which may be imposed only by a Disciplinary Tribunal or IEP meeting. During the period of suspension, the student is excluded from school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Permanent Expulsion – The student is removed from all public school property and activities or events for an indefinite period of time. The Board of Education or Disciplinary Tribunal panel may take this action. Schoolwork may not be made up or credit given.

Prescription Drug – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

Short-Term Suspension – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student’s final grade. It is the student’s responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.

Theft – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use.

Truancy – The student stays out of school without permission or valid excuse.

Vandalism/Graffiti – The willful or malicious destruction or defacement of public or private property.

Weapon – An article or implement that can cause bodily harm. This includes guns, knives with blade 2 inches or longer, razors, clubs, and nun chahka, or any other object intended to be used to inflict bodily harm.

DRUG FREE SCHOOL ZONE

It is illegal to engage in drug activity in, on, or within 1000 feet of any school property. An individual convicted will be guilty of a felony and imprisoned for up to 20 years and/or fined up to \$20,000 for a first offense.

SCHOOL BUS TRANSPORTATION

The Towns County School District provides bus transportation to those locations which buses may access safely. Students are expected to observe all rules appropriate in school while on the bus in addition to the following:

1. Any problems on the school bus should first be reported to the bus driver.
2. Only ordinary conversation is permitted. No loud talking or yelling.
3. Students must refrain from throwing anything.
4. Students must not put any part of their body out of the windows.
5. Only administrators or bus driver may assign seats.
6. No eating or drinking is allowed.
7. Vandalism may result in bus suspension until damages are paid for.
8. A student who sets off the emergency alarm or opens an emergency door may be assigned OR and/or face other disciplinary consequences.
9. A student who opens an emergency door on a moving bus may be assigned OSS.
10. Students may only be picked up and dropped off at their homes unless a Transportation Request form is signed by the parent in the office in advance. Serious disciplinary problems on the school bus may result in the suspension of bus riding privileges. This does not excuse the student from attending schools.

CHANGE IN ADDRESS, PHONE OR CUSTODY

It is extremely important for us to have a telephone number on the student's registration form so we can call in case of an emergency. If you do not have a telephone, please provide us with the number from a close friend, relative, or neighbor. It is necessary that an accurate address and phone number be on file for your child. Please notify the teacher, principal and school office if there are any changes in the custody of your child.

FIRST AID/ILLNESS

Students who require first aid or who become ill during the school day should report to their regularly scheduled class and obtain a hall pass to the nurse's clinic or to phone home in the office.

SCHOOL BREAKFAST AND LUNCH PROGRAM

The Towns County Schools Nutrition Program provides each student an opportunity to eat breakfast and lunch every day. The meals are affordable, nutritious, and served by school nutrition professionals who care about children. These meals contribute to a successful academic experience and encourage a lifetime of healthy eating. The school nutrition program provides the fuel for student learning. If you have questions concerning the School Nutrition Program, you may contact Cindi Dean, School Nutrition Director, at 706-896-2279, or by email at cdean@towns.k12.ga.us.

Free/Reduced Meal Applications

Applications for free or reduce meals are mailed to each student's address before the first day of school and must be returned by **August 12, 2011**. You are encouraged to apply if you fall within the guidelines that will accompany the application. If you did not receive your application by mail, please request one from the front office or the cafeteria.

Menu

Lunch and breakfast menus are sent home with students at the beginning of each month. Please review the menu with your child. The Towns County School Nutrition Program participates in Offer vs. Serve, which means the student gets to choose their meal components. At lunch the student is offered 5 food items from 4 components, and the student must take a minimum of 3 items from different meal components. At breakfast the student is offered 4 food items from 3 or 4 components, and the student must take a minimum of 3 food items.

Payment

Payment can be made to the cafeteria with cash or check made payable to Towns County School Nutrition. We offer MealpayPlus (www.mealpayplus.com), an online service that offers you the convenience and information you need to manage your student's meal account. This system will eliminate the need to send checks to school or worry about lost or forgotten lunch money, and speeds up serving lines in the cafeteria. We will accept money from you through your student in the traditional manner, but we hope you take advantage of this opportunity.

For a small program fee, MealpayPlus allows any family to:

- Make a prepayment into your student's meal account using a credit card or debit card at www.mealpayplus.com or by calling 800-495-6985. Funds deposited through MealpayPlus are usually available for student use within a matter of minutes.
- Create settings to automatically replenish your student's account when it reaches a low balance

At no cost, MealpayPlus allows any family to:

- Create a free, secured account to manage all of your student's accounts
- Check your student's current account balance
- Monitor the items your student has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance

Charges and Courtesy Meals

Students are not allowed to charge over \$10.00 on their account. Parents are encouraged to pay in advance for breakfast and lunch. If your child's charges go over \$10.00 we will give him/her a

courtesy meal, which will consist of a sandwich and milk. Daily notes are sent home with the student from the cashier notifying the parent when the student's account reaches a zero balance. A letter is sent from the Cafeteria Managers office when the student's account reaches -\$5.00. Every effort is made on our part to avoid giving students a courtesy meal, but it is ultimately the responsibility of the parent or guardian to make sure their student has money in their account.

Purchase of Ala Carte Items

Students are allowed to purchase additional milk and food items. Bottled water is also available for purchase. Students are not allowed to charge ala carte items.

PRICES FOR 2011-2012

- Breakfast (K-12) for full-pay students is \$.80, reduced price is \$.30, staff is \$.90, visitors is \$ 1.50
- Lunch (K-5) for full-pay students \$1.50, (grades 6-12) is \$1.70, reduced price is \$.40 for (K-12), staff is \$2.75, visitors is \$3.00

Special Diet

Special meals are provided for any student when prescribed by a medical professional. An official document from the doctor must be given to the principal or school nurse, who will then inform the cafeteria manager of the student's special dietary needs

Behavior

Students are expected to eat and handle food properly. We know you want your child to exhibit good manners at all times. The cafeteria should be a calm, relaxed environment where both the staff and students can fully enjoy their meal.

The following procedures/rules will be followed by students while in the cafeteria:

- Students should get everything they need as they go through the line. Students are not allowed to go back to the line for such items as ketchup, mustard, etc.
- Students should carry their tray with both hands.
- Students are expected to eat their lunch without talking the first 10 minutes.
- After eating, talking in a normal conversational voice is permitted. If the noise level becomes too loud, the talking privilege may be taken away.
- Students should clean up after themselves before they leave their table, picking up all trash, or anything dropped on the floor in their area.
- Glass bottled drinks are not allowed in the cafeteria.
- Food or drinks from the cafeteria cannot be taken back to the classroom.
- Students are welcome to bring their lunch from home; however, please do not bring items directly from fast food restaurants.
- Misbehavior in the lunchroom will result in immediate OR detention following a reminder and (1) warning.

ICE CREAM PRICE

Students have an opportunity to purchase ice cream each day during the lunch period. The price of ice cream is \$0.60.

PARTIES/HOLIDAY CELEBRATIONS

Two holidays will be celebrated at school, Christmas and Easter. The lunchroom may be used for these parties starting at 1:30 PM. Other holidays (including a birthday treat) may be

celebrated in the classroom only, NOT in the lunchroom. Students are **NOT** allowed to dress-up for Halloween.

INSURANCE

School insurance is available for purchase during the first two weeks of the new school year. Students and parents should be aware that the insurance is limited.

TEXTBOOKS

Textbooks are issued to students with their condition noted by the teacher. It is the responsibility of each student to take proper care of this school property. Missing textbooks will be paid for by the student based on the condition when issued.

LOST AND FOUND

Found articles are kept in the office such as jewelry, glasses, purses, while clothes are kept across from the nurse's office.

MEDICATION AND SPECIAL HEALTH NEEDS

If students need to take prescription or over the counter medications during the school day, the medication must be left with the school nurse with a consent form completed by parents authorizing the school to administer the medication as prescribed by the doctor.

Students with special health needs must make these known to the principal so that a notation can be made in school records. A student health form along with a letter of explanation will be available to parents.

An auto-injectable epinephrine is defined as a disposable drug delivery device that is easily transportable and contains a pre-measured single dose of epinephrine used to treat life-threatening allergic reactions. In order for a student to carry and self-administer prescription auto-injectable epinephrine the student's parent or guardian shall provide: A written statement from a licensed physician detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine. A written statement by the parent or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine pursuant to Georgia law. The written statements specified in this subsection shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Any student who is authorized for self-administration of epinephrine pursuant to this Code section may possess and use auto-injectable epinephrine; while in school; at a school sponsored activity; while under the supervision of school personnel; or while in before-school or after-school care on school operated property.

PLEDGE OF ALLEGIANCE AND 60 SECONDS OF SILENCE

In accordance with Georgia Law, the opportunity is afforded daily for reciting the Pledge of Allegiance to the Flag of the United States of America followed by 60 seconds of silence daily.

TELEPHONE

Students may only use the telephone in emergency situations. Arrangements for after-school activities should be made before coming to school. Cellular phones are not to be brought to school.

VISITORS

Parents and other visitors must enter at the front of the school and immediately check in at the reception desk in the office to obtain a visitor's pass before visiting on campus. All visitors are subject to the rules and regulations of the school. Visitors are not permitted to enter through the lower level doors at any time.

WITHDRAWAL FROM SCHOOL PROCEDURES

All withdrawals are handled by the records clerk. Parents must contact Mrs. Mildred Rogers before withdrawal procedures can begin.

INTERNET AND E-MAIL USE

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES FOR THE COMPUTER NETWORK OF THE TOWNS COUNTY SCHOOL SYSTEM

The Towns County School System is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Towns County School System to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the Towns County School System and the Data Acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. If a student is under 18 years of age, he or she also must have his or her parents or guardians read the guidelines and sign the agreement. The Towns County School System will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the **Technology Director**;

Larry Shook and /or the Principal of the school in which your child attends. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the school, as directed, a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during **the course of the student's enrollment in the school.**

III. ACCEPTABLE USES

- A. Education Purposes Only. The Towns County School System is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with **Technology Director; Larry Shook and/or the Principal of the school in which your child attends** to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:
1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or use any substance the possession or use of which is prohibited by the school system student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputations by lies): employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

- D. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to **Technology Director; Larry Shook, and/or the Principal of the school in which your child attends**.
- E. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- F. "Hacking" and Other Illegal Activities. It is a violation of these guidelines to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- G. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.
- H. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Towns County School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Towns County School System and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW GUIDELINES

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which Towns County School System may refuse to reinstate for the remainder of the student's enrollment in the school system. A user violates these guidelines by his or her own actions or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Towns County School System may also take other disciplinary action in any of the above-mentioned circumstance.

VII. ASSURANCES

The Towns County School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.

MEDIA CENTER

The purpose of the Media Center is to serve the students, faculty and staff as a resource center, supporting and enriching the curriculum with a variety of materials and providing the opportunity for reading and researching.

Students may check materials from the Media Center at any time during its operating hours.

Students must have a hall pass to visit the Media Center. They must sign in when entering the center. The staff will sign and record each student's departure time on the hall pass as the student leaves to return to class.

Books at all grade levels are checked out for 1-2 weeks. Notices are given to teachers informing them of student with overdue books. Students are expected to pay full replacement price plus \$2.00 processing fees for books that are lost or not returned to the Media Center.

Students are expected to be quiet while in the Media Center, to be respectful to the staff, to take care of property and materials, to return materials on time, and to pay for damaged or lost items. Standard behavior expectations are enforced.

PROGRAMS / ORGANIZATION INFORMATION

School sponsored programs/organization (excluding competitive interscholastic activities or events) is those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored programs or organization designated by them. Information on the school sponsored programs/organization that will be in operation during this school year is provided regarding the name of each program/organization and faculty sponsor on page 44. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any program or organization. For your convenience, a form is included on page 44 in this handbook if you do not wish for your student to participate in a programs/organization. If a programs/organization is added during the school year, you will be provided information on the programs/organization and your written permission will be required prior to your student's participation.

ENTRANCE REQUIREMENTS

Children entering kindergarten must be five (5) years old on or before September 1. An official birth certificate, immunization record, social security number, and proof of residence in Towns County are required before a child can enroll in Towns County School System. Students transferring from another elementary school will be given (30) days to obtain these records from a previous school. Out-of-state students will be required to have their information transferred to the appropriate Georgia forms. These records are state requirements and will be placed in the student's permanent folder. In order to enter first grade, a child must be six (6) years old on or before September 1. Children from out-of-state must meet Georgia entrance requirements.

STUDENT BEHAVIOR

The best behavior is expected from all students. Student standards of behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules.

When a student is referred to the principal for disciplinary action, it is assumed that the teacher has exhausted appropriate disciplinary actions at the classroom level and expects more severe action.

The degree of discipline will be in proportion to the severity of the behavior leading to the discipline. The previous discipline history of the student and other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed. A referral form will be sent to the principal describing the behavior infraction and the means attempted by the teacher to address the behavior in the classroom. A copy of this form will be sent home to the parents within one day. A copy of the form will be placed in the student's homeroom folder. The school reserves the right to punish a student for behavior, which is contrary to good order and discipline. Such behavior may not be specified in the rules found in this handbook.

Student support processes (SST) have been designed to create the expectation that the proves of disciplining students will include due consideration, as appropriate in light of the severity of the behavioral problem, of student support services that may help the student address behavioral problems and that may be available through the school, other public entities, or community organizations.

The Towns County Schools mission statement states: "We will nurture, guide, and challenge all students in a safe environment, which develops life long learners, creative problem solvers, and competent decision makers. Towns County Elementary School will be using the following discipline plan to guarantee a safe learning environment while providing support and guidance for those students who lack self-discipline and social skills.

OPPORTUNITY ROOM (OR)

Students assigned to OR are isolated from other students under the supervision of a school staff member. Students are expected to bring all study materials to OR. OR is an alternative form of punishment that eliminates students from being suspended out of school and missing class work.

A student is referred to the Opportunity Room (OR) process after a teacher has exhausted his/her classroom discipline plan and parent contact has been made either by telephone or in written correspondence. The Opportunity Room is an area for in-house detention. The teacher will complete a referral form documenting infraction(s) and previous actions. This is brought by the student along with classroom work to be completed and presented to the OR teacher of designee. The teacher calls and notifies the parent of the referral. A student's only admittance to the Opportunity Room is with a referral with the exception of misbehavior in the lunchroom. Lunchroom monitors will remove misbehaving students who have been reminded of rules and warned, for immediate detention.

While in the Opportunity Room (OR), the student will complete an OR Self-Evaluation. Dr. Page, Principal, Mrs. Stephanie Moss, Assistant Principal, Sabrina King, Counselor, or Elaina Turpin, OR Paraprofessional will review this with the student and discuss behavior modifications. Upon completion of time, class work, and the self-evaluation the student will return to class and obtain the teacher's approval and signature on the OR Self-Evaluation Form. Each student who is referred to the Opportunity Room will have an OR Folder. This file will include: tracking form attached to the left, inside cover, referrals, contact documentation, and

self-evaluations. A letter will be mailed home with a copy of the referral ad self-evaluation. This will happen at each step of the process.

Step 1 up to three hours in OR.

Step 2 up to one day in OR.

Step 3 up to three days in OR. After Step 3, which is three days in OR, a Student Support Team (SST) parent conference will be initiated by Dr. Sandra T. Page. People invited to this meeting are Dr. Page, Mrs. Stephanie Moss, Sabrina King, teachers, parent/guardian. The principal and assistant principal can suspend a student from school at any step, depending on the offense. At the beginning of each semester a student will be given a “clean slate.”

CORPORAL PUNISHMENT

Corporal punishment, the moderate use of a paddle by a principal, may be administered in lieu of some other form of punishment. The student will be advised of why he/she is being paddled, and the paddling shall be administered in the presence of the principal or their designee. Parents must sign and return to the school by **August 12, 2011** the form found on **page 44** informing the school of consent or non-consent of corporal punishment.

ACCESSING STUDENT GRADES

Student grades may be accessed using PowerSchool located on the left hand toolbar on the Towns County School website. This is only for grades 3 -5. A password and user I.D. will be required for access. These codes will be available at open house or from the classroom teacher.

EMERGENCY PROCEDURES

In the event of emergency drills or an actual emergency, students are to follow the instructions of the teacher. Emergency procedures are posted in every room. Students should familiarize themselves with these procedures.

FIRE DRILLS AND OTHER EMERGENCIES – REQUIRING EVACUATION OF SCHOOL BUILDINGS

Evacuation of the building will proceed in an orderly fashion. Students must remain together with their class so that teachers can report any missing students to the principal.

TORNADO DRILLS AND OTHER SEVERE WEATHER DRILLS

Tornado Watch: Tornadoes and severe thunderstorms are possible.

Tornado Warning: A tornado has been detected in the area. Take shelter immediately. In the event of a tornado or tornado drill, everyone is to proceed to the assigned area as posted in classrooms and be seated along an inside wall in an orderly fashion. Areas near glass windows and doors and large open spaces like the media center, lunchroom, gymnasium, construction shop and technology center should be avoided.

TERRORIST/SNIPER

On the sound of the alarm or announcement of “LOCK DOWN,” all personnel and students, should immediately return to the classroom. If this happens during a break, lunch, before school, etc., students should move to the closest classroom in an orderly fashion. Once all students are in the classroom the doors will be locked and students will take positions out of the line of sight from any windows or doors.

SNOW AND OTHER EMERGENCY CONDITIONS

The following radio and television stations will announce school closings:

TV - WSB-Ch. 2 WAGA-FOX 5 WXIA-Ch.11 WGCL-Ch. 46 Local Ch.4
Radio – WNGM WKRK

School closing information may also be obtained by calling (706) 896-4131 or (706) 896-2279 or by connecting to the school’s web site at www.towns.k12.ga.us. We will also attempt to contact all student home telephone numbers through our automated system. Students should know what to do and where to go in the event of an early dismissal. Parents should discuss this with their children.

GUIDANCE DEPARTMENT

The school counselor works in the office, classrooms and small groups, coordinating classroom guidance, career awareness classes, personalized programs, student placement, new student orientation, and school-wide testing. The counselor consults with parents in regard to social, emotional, and educational concerns experienced by their children. Consulting with teachers is necessary to help plan activities and programs for individual growth and classroom policies, curriculum and programs for individual growth and classroom management. The counselor provides support during personal crisis, develops skills for individual growth and classroom problems, helps students set positive goals, exercise self-responsibility, and improve academic progress. Counseling is provided to facilitate discussions which develop communication skills that help students understand themselves and others.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged between 3:05-3:30 PM or during the teacher’s planning period by sending an e-mail or letter to the teacher or by telephoning the school office.

Parent Right-to-Know Information

Guidance C-6 is for Advising Parents of the Right to Know Information about a Teacher’s Qualifications as Required by The Elementary and Secondary Education Assistance Act of 1965 (ESEA) [Section 1111(6) (A)]

At **Towns County Elementary School**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Dr. Sandra T. Page at Towns County Elementary School at (706) 896-4131 ext. 2112 or email at sandrapage@towns.k12.ga.us.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

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

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

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

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

GENERAL CURRICULUM INFORMATION

Towns County Elementary School operates on the semester system. This program provides for two semesters of approximately 90 days each during the regular school year. Report cards are given to all students at the end of each nine week grading period. Progress Reports are given midway between Report Cards.

GRADING SCALE

100 – 90 = A 80 – 89 = B 70 – 79 = C Grades below 70 = F

I = Incomplete

Students receiving an incomplete for a semester’s work will have up to 10 days to make up work after returning to school.

PROMOTION REQUIREMENTS

Towns County Elementary School students must pass three out of four academic subjects. For all subjects, a passing grade will be 70 or higher. Student report card grades will reflect numerical grades for academic classes.

CRITERION REFERENCE COMPETENCY TEST (CRCT) STATE REQUIREMENTS

Under No Child Left Behind requirements, *all students*, including students with disabilities, must meet Georgia’s proficient level of academic achievement. According to Georgia State Law, students must pass the specified sections of the CRCT either during the main administration or during the retest in order to be promoted to the next grade. The Reading and Math sections are the specified sections of the CRCT that all third and fifth graders must pass in order to be promoted to the fourth and sixth grade. The minimum passing score for Reading and Math is a score of 800.

**TOWNS COUNTY ELEMENTARY SCHOOL
1150 KONAHEAH ROAD
HIAWASSEE, GEORGIA 30546**

**HANDBOOK PERMISSION FORM
2011-2012**

Thank you for taking the time to read the 2011-2012 Towns County Elementary School Student-Parent Handbook. It is important that you are aware of the rules, regulations, procedures and services at Towns County Elementary School.

Please indicate your permission and/or acknowledgement of reading this handbook by placing a check on the line next to each statement. More detailed information on Internet use and corporal punishment can be found on the page listed next to the statement. If you do not want to give permission leave the area blank. Please sign, date, and return the form to your child's teacher by Monday, August 8, 2011. The remainder of the handbook is yours to keep and use as a reference. If you have any questions or concerns, please do not hesitate to ask a teacher, counselor or principal. Thank you for your continued cooperation and assistance.

Dr. Sandra T. Page
Principal

_____ I have read and understand the School Attendance Protocol and the State Compulsory Attendance Law. (Pages 12 -20)

_____ I have read the handbook and I am aware of the rules, regulations and services.

_____ I grant permission for my child to be administered corporal punishment. (Page 40)

_____ I grant permission for my child to use the Internet and e-mail. (Pages 31 – 34)

_____ I grant permission for my child to be photographed for media releases. (Page 8 – 9)

Student's Name: _____

Parent/Guardian Signature: _____ Date: _____

TO: Parents

FROM: Gena Oliver, RN
School Health Clinic

DATE: August 4, 2011

SUBJECT: School Health Information

In preparation for the 2011-2012 school year, it is important to have accurate health information in order to best serve your child. The actual School Health Form is on the back of this page. It is crucial that it is filled out completely. Accurate phone numbers allow the clinic to be able to contact you in case your child is ill or in case of an emergency.

If your child needs to take any special medication while a school, you will need to come to the clinic to sign a special form and give specific information. **Students may not transport medication to school.** Medicine must be in the original labeled container (no baggies, foil, etc.) **Pharmacy can duplicate prescription bottle, request one for school and home.**

Below is a check list of over the counter medications that we may provide for your child during the school day if needed. This will save time and prevent phone calls to you. The goal of the clinic is to take the best possible care of your child.

Please indicate **Yes or No** for the following medications: **BE SURE TO FILL OUT BOTH SIDES OF THIS FORM AND RETURN TO THE TEACHER AS SOON AS POSSIBLE!**

TYLENOL _____

IBUPROFEN (MOTRIN) _____

BENADRYL _____

NEOSPORIN _____

CALADRYL _____

TUMS _____

ORAGEL (TOOTH PAIN) _____

BURN CREAM (ALOE, LIDOCAINE) _____

COUGH DROPS _____

Student's Name

Parent Signature

Date

School: _____ Grade: _____ Teacher/HR: _____

Student: _____, _____ M F DOB: _____ Student #: _____
Last Name First Name Circle One

Address: _____

HEALTH HISTORY (ANSWER YES OR NO)

Allergies: (Specify) _____

Physical Handicaps: _____ Diabetes: _____

Asthma: _____ Seizure Disorder: _____

Other Physical or Mental Health issues which may be concern at school: _____

___ Does your child have any condition that would limit physical education activities? List: _____

___ Does your child take any prescribed medications routinely? List: _____

___ Date of last tetanus shot? _____

EMERGENCY CONTACT INFORMATION

Father/Guardian: _____ Phone(Home) _____ Pager _____
Phone (Work) _____ Cell _____

Mother/Guardian: _____ Phone (Home) _____ Pager _____
Phone (Work) _____ Cell _____

If parents cannot be reached, list two nearby persons who will assume care of your child.

Name: _____ Relationship _____ Phone _____

Name: _____ Relationship _____ Phone _____

Child's Healthcare Provider _____ Phone _____

School clinic personnel have my permission to contact my child's physician for further medical information. In case of serious illness/injury, the school will telephone Emergency Medical Services (911) for immediate transportation to the closest hospital. The parent/legal guardian, authorize the transport of and treatment by the hospital emergency staff for my child.

Child's Name

Parent Signature: _____ Date: _____

Niyelo

Niyelo is an adventure based counseling program that is under the supervision of the school counselor. The program takes place during the regular school day. Participants have the opportunity to play noncompetitive games, work together with other group members in problem solving initiatives, participate in low elements on a ropes course and includes setting and working on personal and group goals and giving and receiving feedback. **A parent permission form is required.**

Four H

Four-H is a branch of the University of Georgia Extension Office. Class meetings include information about safety issues such as drug awareness, alcohol and tobacco preventions, public speaking, essay competition, community service, youth leadership and environmental awareness.

Awana

Awana Club meetings are run by trained leaders with a desire to help young people. The club materials are filled with verses from the Bible and guidelines to help students memorize and understand them. The goal of Awana is to reach boys and girls with the gospel of Christ and train them to serve him. The club meetings are Mondays from 3:00 – 5:00 PM. The program is sponsored by McConnell Memorial Baptist Church and is not a school activity. **A parent permission form is required by the sponsors of the program.**

Student Council

The Towns County Elementary School Student Council is comprised of students in grades 3-5. Student Council members are involved in fund raising, student government activities, school projects, community relations and the development of leadership skills and school pride. Student Council officers and representatives are elected by the students. **A parent permission form is required to run for a student council position.**

Family Connection/S.A.F.E.

They are agencies that work in the community and school settings to improve the well being of children and families in the state of Georgia. They provide school wide programs such as tobacco prevention, life skills, social skills, mentoring, and other prevention programs.

**1150 KONAHEAH ROAD
HIAWASSEE, GEORGIA 30546**

PROGRAMS/ORGANIZATIONS

School sponsored programs/organizations (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meets for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored programs or organizations designated by them. The following school sponsored programs/organizations will be in operation during this school year, for which information is provided regarding the name of each program/organizations, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any program or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the programs/organizations you have designated on the form. If a program/organization is added during the school year, you will be provided information on the program/organization and your written permission will be required prior to your student's participation. A description of the programs/organizations can be found on the following page.

If you wish to decline permission for your child to participate in a particular programs or organizations, please complete the form below and return to the school by August 10, 2011.

My child MAY NOT participate in the following school program(s) and/or organization(s):

Niyelo - _____

4 H - _____

Student Council _____

Awana - _____

D.A.R.E. - _____

Life Skills - _____

Family Connection/S.A.F.E./Prevention Pals - _____

Family Connection /Too Good for Drugs & Too Good for Violence - _____

Student's Name: _____

Parent Signature: _____

Date: _____