



# Screven County Middle School

126 Friendship Road  
Sylvania, Georgia 30467  
Telephone (912) 451-2200

**Dr. Jim Thompson**  
Superintendent

**Caleb White**  
Principal

**Wanda Parrish**  
Assistant Principal

**Janet McGhee**  
Counselor

**Don Ussery**  
Assistant Principal

**Kelly Chandler**  
Instructional Coach

THIS STUDENT PLANNER BELONGS TO:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

SSR Teacher \_\_\_\_\_

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## **For Parents**

**The Screven County School system has valuable information pertaining to parents, students and teachers that can be found on the School System’s website at <http://www.screven.k12.ga.us/>. The Screven County School System also provides Parent Portal for all parents to use. Parent Portal allows parents access to student’s attendance, grades and upcoming assignments. Parent Connect is a free service and sign up information can be obtained from the Screven County Board of Education office located at 382 Halcyondale Road.**

SCREVEN COUNTY BOARD OF EDUCATION

School Calendar  
2025-2026

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| *Pre-planning .....                   | July 28 - August 1, 2025          |
| First Day of School .....             | August 4, 2025                    |
| Labor Day Holiday .....               | September 1, 2025                 |
| Teacher Workday/Student Holiday ..... | September 2, 2025                 |
| Fall Break .....                      | October 8-10, 2025                |
| Thanksgiving Holidays .....           | November 24-28, 2025              |
| *Potential Makeup Days .....          | November 24-25, 2025              |
| Christmas Holidays .....              | December 22, 2025-January 2, 2026 |
| Teacher Workday/Student Holiday ..... | January 5, 2026                   |
| MLK Holiday .....                     | January 19, 2026                  |
| Winter Break .....                    | February 19-20, 2026              |
| *Potential Makeup Days .....          | February 19-20, 2026              |
| Spring Break .....                    | April 6-10, 2026                  |
| SCHS Graduation .....                 | May 15, 2026                      |
| Last Day of School .....              | May 22, 2026                      |
| Memorial Day Holiday .....            | May 25, 2026                      |
| Post-planning .....                   | May 26-27, 2026                   |

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| <b><u>Mid Grading Period</u></b><br><b><u>Semester Endings</u></b>   | <b><u>Progress Reports</u></b>            |
| Dec. 19<br>May 22  | Sept. 8<br>Nov. 12<br>Feb. 10<br>April 22 |
| <b><u>Nine Weeks Endings</u></b>   | <b><u>Report Cards Distributed</u></b>    |
| Oct. 7 (1st Nine Weeks)<br>Dec. 19 (2nd Nine Weeks)<br>Mar. 12 (3rd Nine Weeks)<br>May 22 (4th Nine Weeks) | Oct. 15<br>Jan. 7<br>Mar. 18<br>May 22    |

\*Potential Make-Up Days: November 24 & 25 and February 19 & 20









# STUDENT READING LOG

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Lexile: \_\_\_\_\_

| Title of Book & Author | Reading Lexile of Book | Possible Points | Date of Test | Percent Correct | % of Goal | Total Points | Teacher's Comments<br>Please indicate CN/LL |
|------------------------|------------------------|-----------------|--------------|-----------------|-----------|--------------|---|
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Reading iReady Lessons  
First Nine Weeks



| Name of Lesson | Date Started | Date Finished | Grade | Teacher Signature |
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Math iReady Lessons  
Second Nine Weeks



| Name of Lesson | Date Started | Date Finished | Grade | Teacher Signature |
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Math iReady Lessons  
Third Nine Weeks



| Name of Lesson | Date Started | Date Finished | Grade | Teacher Signature |
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Reading iReady Lessons  
Fourth Nine Weeks



| Name of Lesson | Date Started | Date Finished | Grade | Teacher Signature |
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Math iReady Lessons  
Fourth Nine Weeks



| Name of Lesson | Date Started | Date Finished | Grade | Teacher Signature |
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# SCREVEN COUNTY BOARD OF EDUCATION

|                      |                   |                      |                   |
|----------------------|-------------------|----------------------|-------------------|
| <b>Frank Johnson</b> | <b>District 1</b> | <b>Abbie Robbins</b> | <b>District 5</b> |
| <b>Neil Kullberg</b> | <b>District 2</b> | <b>Jason Smith</b>   | <b>District 6</b> |
| <b>Julie Cannon</b>  | <b>District 3</b> | <b>Becky Martin</b>  | <b>District 7</b> |

**Lindy Sheppard - District 4, Chairperson**

## PRINCIPAL'S MESSAGE

As principal of Screven County Middle School, it is my goal to create an environment where every student can achieve academic success, experience personal growth, and learn new talents and skills. I maintain high expectations for all students and staff at SCMS and I am committed to ensuring that each student has the opportunity for a positive middle school experience.

I will work continuously to establish a positive relationship between home and school for all students as this is essential for overall student success. I challenge every student at SCMS to set goals for themselves and then make the choices each day that will ensure those goals become realities.

Welcome to Screven County Middle School.

Caleb White  
Principal SCMS

## EFFECT OF STUDENT HANDBOOK

The policies, rules, and regulations shown in the Screven County Middle School's Student/Parent handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any student or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing educational mission of the school and of the Screven County School System.

## PHILOSOPHY

The goal of our school is to help each student to attain the maximum educational progress and personal development. The middle school program is designed to assist the young person to make a successful transition from the elementary school environment with its limited number of teacher contacts and carefully regulated curriculum, to the high school curriculum of many choices and adult oriented supervision and expectations. Middle school means more friends, more teachers, and more subjects and activities. Middle school is about growing up.

## VISION OF SCREVEN COUNTY SCHOOLS

Screven County Schools: A safe place where everyone matters, everyone learns, everyone succeeds.

## PURPOSE OF SCREVEN COUNTY SCHOOLS

The purpose of the Screven County School System is to prepare all students to graduate and become positive, productive members of society.

## SUPERINTENDENT'S NOTICE REGARDING SCHOOL SAFETY

Please review very carefully the following letter from Superintendent Jim Thompson dated August 4<sup>th</sup>, 2025. As we are all painfully aware, the potential for violence in schools, public or private, is very real in the age in which we all live. The words of the Superintendent are as relevant as they were the day that he composed the letter and had it distributed to all parents in the system. The policies and practices outlined in his letter remain the policies and practices of this school for all students. In the spirit of Dr. Thompson's letter, we invite your assistance every day in our continuing effort to provide a safe and secure learning environment for your child.

Parents,

The tragic school shooting events that have taken place across the country have heightened concerns about school safety across our state and in our community. We have learned from these terrible events that no school is completely safe from the possibility of violence. With that in mind, the goal of this letter is to ask you to help make our schools as safe as possible.

First, let me make it very clear that safety has been and will always be a priority focus of Screven County Schools. We will not tolerate aggressive behavior (fighting) among students while on campus. We will not tolerate students bringing weapons to school or even making threats to bring weapons to school. We will not tolerate students that make threats to bring harm to anyone at school. There **will be** severe consequences to any student found guilty of the above or any other action that is considered to create an unsafe environment.

In addition to asking for your help, this letter serves as notice of procedures and practices that will take place at Screven County Schools to help ensure the safety of our students and staff.

Please review the following items carefully with your child:

1. **Safety searches.** We implement a routine and random method of searching student backpacks and lockers. Therefore, students should understand that they have no expectation of privacy with lockers or with a book bag if they choose to bring a book bag to school. It is not our intention to “catch and punish” but rather to deter students from bringing drugs and weapons on school property. We ask that you talk with your child about these increased safety measures so that he or she will understand why these procedures are being implemented.
2. **Verbal threats will result in discipline.** When students say things like, “I’m going to bring a gun to school,” or “I’m going to kill someone,” or any statement that resembles a threat to violate the weapons policy or to inflict harm to another, the student **will be** disciplined. The Principal’s investigation will determine if expulsion or an alternative school assignment will be added to the suspension. Please explain to your child that these statements cannot be made lightly or even in joking.
3. **Aggressive behavior among students.** Our handbooks are very clear about students fighting at school. Students guilty of fighting will be disciplined, possibly suspended from school, or recommended for expulsion, and could be turned over to Law Enforcement. Please review the section of the student handbook that explains the consequences of aggressive or violent behavior.
4. **Finally, inform an adult when something is wrong.** It takes everyone working together- parents, teachers, administrators, and especially the students, to keep our schools safe. When a student has knowledge that another student has brought a weapon, drugs, or anything that could cause harm to another, that student should **immediately** report it to a school staff member. Please encourage your children to tell school staff if they see or hear about dangerous items at school and contact the school as soon as possible if your child relays such information to you.

Our principals and staff members are diligent in providing a safe school environment but we need your help as well. Talk with your child about the points in this letter, and monitor his or her book bags from home. We encourage you to call your administrator if you see or hear anything you think they should know. Working together, we can and will provide a safe environment.

Jim Thompson, Superintendent of Schools

## GENERAL INFORMATION

### SCHOOL HOURS

The school day begins at 7:50 A.M. Students who arrive after 7:50 A.M. must report to the office to sign in. If a student is leaving school with anyone other than their parent or guardian, or riding a different bus, he/she must have a written note approved by the office staff. Our teachers are asked to plan a full class period of instruction. **Repeatedly calling students to be dismissed early from class sends the wrong message to children. Parents are requested not to pick up children before the end of the school day unless an emergency arises. No early dismissals will be allowed after 2:30 unless there is a doctor's note/appointment.** All students will be dismissed at 3:00 P.M. These times are subject to change.

#### **ANNOUNCEMENTS**

Announcements are made daily at 7:50 A.M. and 2:55 P.M. Other messages received after 2:30 P.M. may not get delivered due to the lateness of the day.

#### **SCHOOL CLOSINGS**

School closings due to inclement weather conditions will be announced on the school website, social media outlets, and television stations. Calls will also be made to home phones using our automated calling system. Severe weather and fire drills are held regularly.

#### **SCHOOL PICTURES**

School pictures will be made in the fall and spring. Information about picture day will be sent home with students when it becomes available. All students will have their pictures made for the yearbook in the fall.

#### **DELIVERIES TO STUDENTS**

The delivery of flowers, balloons, etc., to students is prohibited by school board policy.

#### **VALUABLES AT SCHOOL**

Students are advised **not** to bring valuables such as expensive jewelry, **cell phones**, other electronic devices, and large amounts of cash to school. Neither the Screven County School System nor officials of Screven County Middle School are responsible for lost or stolen items. Selling and trading by students is prohibited.

#### **FOOD AND DRINK ITEMS**

Food and drink items, including candy, must remain put away during the school day except for the lunch period and designated snack times. Teachers have the discretion to establish classroom rules and procedures concerning snacks, drinks, and gum. These items may be confiscated at any time. Sunflower seeds are prohibited.

#### **USE OF TELEPHONE**

Students will not be called from class for incoming calls.

#### **VISITORS ON CAMPUS**

Any person entering the school campus or any school building, who is not a student at the school or an employee of the School System, shall check in at the Principal's office, provide a reason for his or her presence at the school, sign the school registry with the date and time of his or her visit, and obtain a school issued visitors pass. The only exceptions to this policy shall be specified under provisions of Georgia law. Whether or not a visitor has registered, a school administrator may at any time ask the visitor to explain his or her presence in the school building. The principal or designee has the authority to ask any person who does not have a legitimate cause or need to be present to leave the campus. Under Georgia law any person who fails to check into the Principal's office or fails to leave after the Principal has requested him or her to do so or returns after having been requested to leave may be prosecuted for trespass.

#### **PARENT/TEACHER CONFERENCES**

Screven County Middle School promotes parental involvement. Parents are encouraged to maintain contact with the teachers. However, it is difficult for teachers to give adequate attention to the needs of individual parents and students while performing other required duties. **Therefore parents are required to schedule conferences with teachers in advance by contacting the office at (912) 451-2200.**

SCMS employs the middle school concept which includes team teaching. **Teachers meet with parents as a team** during their common planning time or after school.

#### **DEBTS**

Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for the damage done. The law specifically provides that parents and students are responsible for materials loaned to the student. All

money owed to the school for any reason must be paid before receiving new textbooks at the beginning of the next semester or prior to receiving a diploma upon graduation. Report cards and other school records may be held until debts are paid.

### **COUNSELING SERVICES**

Counseling services are available for our students for academic, social, and personal concerns. Parents are encouraged to call the counselor whenever information regarding their child's progress is needed. You may telephone the counselor at 451-2200, on any school day between the hours of 7:30 A.M. and 3:30 P.M. Janet McGhee serves as counselor for Screven County Middle School.

### **SOCIAL SERVICES**

The SCMS social worker focuses on finding effective ways to resolve problems, which significantly interfere with a student's learning, achievement or adjustment. Any student may be referred to the school social worker by a parent, legal guardian, school personnel or others familiar with the student or students may make a self-referral.

### **HOMEBOUND SERVICES**

Homebound educational services may be provided to students who are unable to attend school due to a medical condition that has been diagnosed by a physician. The period of absence for a medical condition must be 10 school days, or greater, to qualify for homebound services. Homebound teacher(s) must see the student a minimum of three (3) hours weekly in the home or hospital setting for a student to be counted as present at school. Another adult, preferably a parent or relative, must be present during the time homebound services are provided. Students are expected to complete all assignments/tests given by the homebound teacher who collaborates with regularly assigned classroom teachers for final grades. Some students may have reduced workloads due to the severity of the medical condition. Workload adjustments will be at the discretion of school personnel with physician input. Some classes require technology or equipment that cannot be provided in the home setting such as computers, P.E. equipment, etc. As a result, credit may be lost for these classes. Pregnant students are not eligible for homebound services, either during pregnancy or following delivery, unless a more severe medical condition occurs due to, or in conjunction with the pregnancy.

**PROCEDURE:** Obtain appropriate form from the counselor's office prior to the expected absence (such as previously scheduled surgery) or as soon after you are aware you will be absent for 10 days or more. This form must be reviewed and signed by the physician with a statement of how long the physician believes you will need to be absent from school, and physician diagnosis. This form must be returned to the counselor's office before homebound services can be implemented. School officials reserve the right to contact physicians for confirmation or medical updates. It is the sole responsibility of the student or student's family to follow procedure.

### **CLINIC**

No student will be admitted to the clinic without a clinic pass written and signed by a teacher. Our school clinic is not a full service medical clinic. We cannot treat serious medical conditions nor prescribe medicine.

The Screven Board of Education requires that all students who need to take medication during school hours must do the following:

1. Present a written consent form signed by the parent or legal guardian stating instructions of how the medication is to be given.
2. If a prescription drug, the medication must be in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
3. If a non-prescription drug, the medication must be in the original container, properly labeled with the name of the medication and the name of the student.
4. Bring the medication and consent form to the school clinic/office as soon as the student arrives on campus. If the medication needs to be sent home, the student can pick it up at the end of the day.  
Long-term medication (longer than 4 weeks) may be given by the school personnel provided that the prescribing physician completes the medication permission request form. No student is to have medication of any kind on his/her person at school. It must be left in the clinic.
5. Unlike other prescription medicine or drugs, a student may possess and use his or her asthma medication while in school, while 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 if the students or his or her parents provide to the Principal or his or her designee a statement or prescription from the student's physician specifying the name and purpose for the medication which the child is to possess and self administer.
6. Like asthma medication, a student may carry or possess and self-administer a prescription 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. Under Georgia law, however, a student is only permitted to do so if the student's parents or guardians fulfill the following:

- (a) Provide the school with a written statement from a physician appropriately licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication needs to be taken, and confirming that the student is able to self-administer the auto-injectable epinephrine; and
- (b) Provide the school with a written statement by the parent or guardian consenting to the self-administration, and
- (c) 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.

Notwithstanding the foregoing, a student may be subject to disciplinary action if he or she uses auto-injectable epinephrine other than as prescribed or violates any of the other provisions in this handbook which apply to the possession, use, transfer, or sale of prescription drugs with the auto-injectable epinephrine.

#### **Head Lice/Nits**

Any student identified with live lice **or** nits must be picked up from school. The clinic staff will speak to the parent or guardian about treatment and removal techniques. After treatment and removal of all nits, the student **must be** brought to the school clinic by a parent or guardian for a recheck by clinic staff prior to returning to the classroom. When the student is lice and nit free, the student will be cleared to return to class by the clinic staff.

If the student continues to have any lice or nits, the student will not be allowed to remain at school and the parent or guardian will be expected to provide further treatment. The clinic staff may request that the student be seen at the local Health Department. If so, the local Health Department will issue a letter stating the student is free of head lice and nits. The letter from the Health Department must be brought to the clinic staff for the student to be cleared to return to class.

If a third incident of head lice or nits should occur, the clinic staff will notify the School Social worker. The Social worker may initiate a referral to the Department of Family Services for suspected neglect due to the chronic and persistent head lice.

#### **Disposal of Medications**

The responsibility of the parent/guardian is to pick up their child's medication (prescription and non-prescription) by the end of the school year. For safety reasons, medications will NOT be sent home with students. A written reminder will be sent home with students that have medication at school. If medication has not been picked up by the last day of school, the clinic staff will dispose of and document the disposal of the medication.

#### **ILLNESS AT SCHOOL**

Any student who becomes ill at school should be seen by the school clinic staff. In the case of a medical emergency, or if a student is too ill to remain in class, every effort will be made by the clinic staff to contact the parents/guardian. If the parent/guardian cannot be reached, the emergency contact person listed on the student's registration form will be contacted. The parent/guardian will be expected to pick up the child in a timely manner if recommended. It is imperative that parents provide the school with current phone numbers.

Sick students who are contagious with active symptoms such as vomiting, diarrhea, congestion and cough with a fever, rashes and/or fever **must not be sent to school**. Students with a fever of 100.4 or above must be excluded from school and should not return until they are fever-free or active symptom-free for 24 hours without Tylenol or other fever-reducing medications. Students returning too early will be sent home.

#### **EXTRACURRICULAR ACTIVITIES/FIELD TRIPS**

SCMS offers a wide range of extracurricular activities such as sports, music, clubs and other events for students to participate in outside of the classroom. Many of these activities require after hours participation. Competitive activities require that a student must not fail more than 1 class for the previous semester to remain eligible. Students are required to have a physical exam before participation. All students involved in any extracurricular activity, including field trips, must have a signed parental permission form for the activity. Parents are asked to make arrangements to pick up students promptly following after-hour activities.

#### **CLUBS AT SCMS**

##### FFA

FFA is a youth organization that teaches students about personal growth, premier leadership, and career success through agriculture. Screven County Middle School FFA is an active organization that offers something for every student. We have competitions which include meat judging, floriculture, parliamentary procedure, natural resources, and livestock judging. We also have individual events which include public speaking and floral design. Each month the FFA has a meeting to update students on upcoming events. After the meetings, we have games, talent shows, dances, and basketball tournaments. There are dues for FFA membership. FFA is an organization that teaches many students life skills in a fun and productive way. Ms. Erica Frost is the FFA Advisor.

### Y-Club

The purpose of the SCMS Y-Club is “To create, maintain and extend, throughout the home, school and community high standards of Christian character.” Members of the SCMS Y-Club participate in many school and community service projects that teach students the value of serving others. Y-Club members also are active in district events such as District Rally and Y-Club Basketball Tournament and statewide events such as Youth Assembly, Christian Life Conference, and Youth Training Conference. SCMS Y-Club members grow spiritually, mentally and physically through involvement in the club. They become better leaders, learn the true meaning of service and see Christian character lived out in everyday situations. Y-Club meetings occur monthly with each grade having its own meeting. Each meeting is run by grade-level officers and is overseen by its own advisor. Membership dues are required to join SCMS Y-Club. Eric Tinsley, is the Y-Club advisor.

### 4-H

4-H is an educational program focusing on leadership, citizenship, public speaking and life skills. Screven County 4-H is a unit of The University of Georgia Cooperative Extension and Georgia 4-H (a partner in Public Education). 4-H is one of the largest youth development organizations in the world. The 4-H mission is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will help them become self- directing, productive, and contributing citizens. 4-H and Georgia schools have been partners for more than 100 years.

Any youth ages 9-19 are eligible to join 4-H. All students in the 5th and 6th grades will join 4-H at the beginning of each school year. Youth in the 7th - 12th grades will also be given the opportunity to join 4-H during the first school club day of each year. Any other eligible youth may contact the Screven County 4-H Office to receive enrollment information. 4-H provides various events, classes, activities, and forums at local, state, and national level.

### FCA

FCA is a Christian youth organization that serves local communities by equipping, empowering, and encouraging young people to make a positive difference. Mellanie Chance and Gentri Wiggins, Screven County Middle School teachers, will supervise this group.

### **SCHOOL NUTRITION PROGRAM**

The Screven County School Nutrition program offers breakfast and lunch to all students, faculty, and staff. Breakfast is served from 7:20 A.M. until 7:45 A.M., Monday through Friday in the school cafeteria, and there is also a 'Grab-n-Go' breakfast option which is a quick breakfast snack/drink in the main hall. Lunch is served in three shifts also in the cafeteria beginning at about 11:15 A. M. A student's grade level will determine which lunch he/she will eat. Students are entitled to one meal per meal session per the provisional meal plan.

### **MEDIA CENTER**

The school library/media center houses books, reference materials, instructional materials and equipment for use by students and school personnel. It operates on a flexible schedule with students visiting on passes or for scheduled, whole-class work. Because circulation is automated, students use bar-coded ID cards to check out books for two weeks. Reference books, books on reserve, and magazines are to be used only in the library and are not available for checkout.

### **MEDIA RELEASE**

Screven County School System uses and releases photographs, audio recordings, and/or video recordings taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by Screven County School System for use in broadcast and media formats now existing or created in the future. These photographs and recordings often include depictions of students and/or parents engaged in school functions and activities. Any such photographs, audio recordings, and/or video recordings shall become the property of the Screven County School System and may be used by the system or others with the consent of the Screven County School System and/or its representatives. As the parent of a student you may elect to withhold your consent for the Screven County School System use of photographs, audio recordings, and/or video recordings of you and/or your child. In order to withhold your consent for the disclosure of you and/or your child's photographs, audio recordings, and/or video recordings, the parent of the student must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian is opting out of the release of photographs, audio recordings, and/or video recordings depicting the student; and (3) be signed and dated by the parent or guardian. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt out of the release of photographs and recordings. Finally, please note that the Screven County School System will not be responsible for, and cannot control photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with the Screven County School System.

## **ACADEMICS**

Report cards are issued each nine weeks on the dates stated on the school calendar. Students receive a progress report at mid-nine weeks. Parents may also be contacted by phone when problems arise and are invited to phone or visit the school regularly to check on their child's progress. Grades may also be monitored via the internet through the use of Parent Connect (contact Screven County Board of Education office at 451-2000 for further information). Conferences are to be arranged through the school office. Each teacher has planning times daily, and every effort will be made to schedule conferences at mutually convenient times. Parents wishing tutorial services for their child are asked to call the counselor.

All classes give number grades. The grading scale is as follows:

|          |   |  |         |            |  |         |   |
|----------|---|--|---------|------------|--|---------|---|
| 90 - 100 | A |  | 80 - 89 | B          |  | 70 - 79 | C |
| Below 70 | F |  | I       | Incomplete |  |         |   |

Honor Roll is calculated on the basis of an average of 90 (no rounding) in the four academic classes with no grade below 70. The Principal's list is calculated on the basis of an average of 93 (no rounding) in the four academic classes with no grade below a 70.

\*Courses taught for high school credit while the student is in a middle school will be included in the calculation for class ranking but will not count towards Hope GPA calculations. High school courses will have cumulative gradebooks. High school honors courses will be weighted as follows: 1.05 x grade = average.

### SCREVEN COUNTY MIDDLE SCHOOL TESTING DATES 2025-2026

| IREADY Reading       | IREADY Math        | Benchmarks          | WriteScore |
|----------------------|--------------------|---------------------|------------|
| August 12-13, 2025   | August 19-20, 2025 | December 2-12, 2025 |            |
| December 16-17, 2025 | January 7-8, 2026  | March 2-11, 2026    |            |
| May 5-6, 2026        | May 12-13, 2026    |                     |            |

### CHEATING

It is considered both dishonest and dishonorable to cheat or plagiarize. Students cheating or plagiarizing on work (tests, homework, term paper etc.) Will be dealt with as follows:

1. First Offense:  
The student will receive a zero on all work involved and the teacher will notify parents.
2. Repeated Offenses:  
The student will receive a zero on all work involved, at least one day of suspension and parent conference required.

### PROMOTION POLICY (DESCRIPTOR CODE: IHE)

A. No sixth grade student shall be promoted to the seventh grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and pass 3 of 4 core classes.

B. No seventh grade student shall be promoted to the eighth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and pass 3 of 4 core classes.

C. No eighth grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement

level of “Developing Learner”, “Proficient Learner”, or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment and pass 3 of 4 core classes.

## HEALTH EDUCATION REQUIREMENTS

Georgia law requires sex education and AIDS prevention instruction. Any parent may request, in writing, that a student not receive such instruction. Those having questions or making such a request are asked to contact the principal.

## RELEASE OF DIRECTORY INFORMATION

FERPA permits the Screven County School System to disclose information designated as Directory Information without the consent of the parent or students. Directory Information is information, the disclosure of which is generally not considered harmful or an invasion of privacy. Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, etc. Screven County School System has designated the following information as “Directory Information”: name, address, telephone number, date of birth, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the parent or student opt-out of the disclosure of “Directory Information” the information designated as Directory Information above may be disclosed to appropriate legitimate agencies identified by the District, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse to allow “Directory Information” to be disclosed. In order to opt out of the disclosure of Directory Information, you must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian or student is opting out of the disclosure of Directory Information under FERPA; and (3) be signed and dated by the parent, guardian, or student. Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.

## STUDENT POLICIES AND PROCEDURES

### ANNUAL NOTIFICATION CONCERNING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

#### 1. Family Educational Rights and Privacy Act

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:**

**A. Right to Inspect:** You as a parent or eligible student have the right to review and inspect the student’s education records within forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The Principal or school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**B. Right to Request Amendment:** You as a parent or eligible student have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. The parents or eligible student should write to the School Principal or the appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**C. Right to Consent Disclosures:** You as a parent or eligible student have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. You should also understand that, upon request, the School discloses education records without consent to officials of another school district in which a student is enrolled or seeks or intends to enroll.

**D. Right to Complain:** You as a parent or eligible student have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The address of the office that administers FERPA follows:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

**2. Notice of Designation of Directory Information Under FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Screven County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records (or from your records if you are over eighteen (18) years of age and, therefore, an eligible student). However, the Screven County School System may disclose appropriately designated "directory information" without written consent unless you have advised the school system to the contrary in accordance with school system procedures. The primary purpose of directory information is to allow the Screven County School System and the principal or other appropriate officials of your child's school to include this type of information from your child's education records in certain school publications. For example, information may be included in a playbill showing your student's role in a drama production, the annual yearbook, an honor roll or other recognition list, a graduation program, and a sports activity sheet or program such as for wrestling, football, baseball, softball, etc. 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, in this case, the Screven County School System, that they do not want their student's information disclosed to military recruiters without their prior written consent.

If you do not want the Screven County School System to disclose directory information from your child's education records without your prior written consent, you must notify the Screven County School System in writing by filing or delivering written notification to that effect with the principal of the school which your child attends within thirty (30) days of the child's enrollment each school year. Forms for this purpose are available in the principal's office.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail address, (5) date and place of birth, (6) school, (7) program of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) grade level, (12) diplomas, certificates, and other awards received, (13) the educational agencies or other institutions of learning previously attended by the student, (14) audio statements and/or performances, and (15) photographs, video and audio images and recordings.

**ANNUAL NOTIFICATION OF RIGHTS UNDER  
THE FEDERAL PROTECTION OF PUPIL  
RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the following rights:

- *To Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *To Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *To Inspect*, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Screven County School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Screven County School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Screven County School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of and provide an opportunity to opt a student out of participating in the following activities:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with the following:*

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

#### **GENDER EQUITY NON-DISCRIMINATION NOTICE**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Screven County Middle School's local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is:

Terry Markovic  
Sports Equity Coordinator  
P. O. Box 1688  
110 Halcyondale Road.  
Sylvania, GA 30467  
912-451-2300

Inquiries or complaints concerning sports equity in the Screven County School System may be submitted to the Sports Equity Coordinator. Title IX Equity in Schools claims should be submitted to the Title IX District coordinator, Assistant Superintendent Brett Warren.

Brian Scott  
Title IX Coordinator  
382 Halcyondale Rd  
Sylvania, GA 30467  
912-451-2000  
bscott@screven.k12.ga.us

## ATTENDANCE POLICY

The Screven County Board of Education recognizes that the State's Compulsory Attendance Law is applicable to every parent, guardian, or other person residing within Screven County and within the State of Georgia who has control or charge of any child or children between their 6<sup>th</sup> and 16<sup>th</sup> birthdays and that such persons are required by law to enroll and send the child or children to a public school, private school, or home study program that meets the requirements of Georgia law; and, correspondingly, any child between the ages of 6 and 16 years who resides within Screven County and within the State of Georgia is responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements of Georgia law.

Furthermore, the provisions of the State's Compulsory Attendance Law shall apply to a child between his or her 6<sup>th</sup> and 16<sup>th</sup> birthdays who has been assigned to or who has enrolled at any other alternative school program which may be established by the Screven County Board of Education. This provision shall apply to the parent, guardian, or other person residing in the state who has control or charge of such child and to the child himself or herself regardless of whether such child has been suspended or expelled from a public school within the Screven County school system by the Screven County Student Disciplinary Tribunal.

Consistent with the foregoing, students who are enrolled in the Screven County School System are expected to attend school and class regularly.

Students are counted present at school when:

1. In attendance for at least one-half of the school day.
2. Serving as pages in the Georgia General Assembly.
3. Away from school while participating in an approved school sponsored activity.
4. Foster care students attending court proceedings related to that student's foster care.

Students who are away from school for any of the above stated reasons must make up all work missed in accordance with school policies.

Excuses for absences shall be furnished in writing, must be signed by the student's parent or guardian and shall specifically state the dates and reasons for the absence. Excuses written by parents will be accepted for up to (5) five absences total. Any absence thereafter will require additional documentation (as required by the principal or designee) or it will be UNEXCUSED.

In order for any absence to be excused, the student must present the written excuse within three (3) school days after returning to school.

### Work Missed Due to Absences

Students will be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions. It is the student's and parent's responsibility to ask for all work missed when absent. Students returning from each absence have five (5) school days to complete the missed work to receive credit. Exceptions may be made for extended absences. Work not made up within 5 days will receive a zero unless the parent and teacher have met and worked out an alternative completion schedule.

Students will be required to make tests up the next day they return to school if they missed only the previous day.

Assignments that were not completed in class due to the students' refusal to work do not qualify for makeup work and will result in a grade of zero.

Absences from school for the following reasons are considered "excused absences" in accordance with state law and regulations of the Georgia State Board of Education:

1. Personal illness and when attendance in school would endanger a student's health or the health of others; and
2. A serious illness or death in a student's immediate family necessitating absence from school; and
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school; and
4. The observation of religious holidays, necessitating absence from school; and
5. Conditions rendering attendance impossible or hazardous to student health or safety; and

6. Absence for the purpose of registering to vote or voting, for a period not to exceed one day.

7. A student whose parent/guardian serves in the military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

All other absences are considered unexcused.

Scriven County Board of Education policy requires the local school superintendent or the superintendent's designee to use his or her best efforts including first class mail to notify a student age 14 and older when the student has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial Of driver's permits and licenses.

The local school district is required by law to report information regarding non-compliance of attendance to the Department of Motor Vehicle Safety through a process developed jointly with the Department of Education. A non-compliant student is one who:

- (A) Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
- (B) Has ten or more of school days of unexcused absences in the current academic year
- (C) Has been suspended from school for:
  - (i) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - (ii) Possession or sale of drugs or alcohol on school property;
  - (iii) Possession or use of a weapon on school property. For purposes of this subparagraph, the term "weapon" shall be defined in accordance with Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.
  - (iv) Any sexual offense prohibited under Chapter 6 of Title 16; or
  - (v) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A § 40-5-22 (a.1)

Legal Ref.:O.C.G.A. § 20-2-690.1

The following provisions of the Scriven County School System Code of Conduct/Progressive Discipline Policy apply to tardies and absences during a school year:

## ATTENDANCE PROCEDURE

### Compulsory Attendance Law and Consequences

O.C.G.A . 20-2-690.1 (B) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Georgia Compulsory Attendance law shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.

### **COMPULSORY ATTENDANCE ENFORCEMENT PROCEDURES FOR ALL SCHOOLS:**

After each absence an automated phone call will notify parent, guardian or other person who has control or charge of a child that the child was absent from school and to remind the parent to send documentation upon return to school.

Each school has an attendance support team who focuses on prevention and early intervention of attendance problems. The team may include school administrators, counselors, social workers, and other school staff.

Preventative strategies may include efforts to provide a safe and positive environment, relevant and engaging learning experiences, and school activities that develop a sense of connection. In addition to these strategies, the attendance support team may also provide communication about attendance to the parent in the form of telephone calls, letters, home visits, and electronic mail. The purpose of this communication is to inform parents that their child could be at risk for decreased school performance.

#### **After 5 Unexcused Absences:**

- A letter will be sent home/mailed and via Infinite Campus to the parent, guardian or other person who has control or charge of a child of five (5) unexcused absences.
- The parent, guardian or other person who has control or charge of a child may contact the teacher, principal or attendance officer to discuss improving attendance.

#### **After 10 Unexcused Absences:**

- A letter will be sent home/mailed and via Infinite Campus to the parent, guardian or other person who has control or charge of a child of ten (10) unexcused absences
- The parent, guardian or other person who has control or charge of a child may contact the teacher, principal or attendance officer to discuss improving attendance.

If excessive unexcused absences continue, the Attendance Support Team will invite parents or guardians to attend a meeting to develop an individualized attendance plan.

**After 15 Unexcused Absences:**

- A letter will be sent via first class mail notifying the parent, guardian or other person who has control or charge of child of fifteen (15) unexcused absences.
- An appointment will be scheduled for the parent to meet with the Support Team to develop an individualized attendance success plan and to prevent possible court interventions.

If attendance does not improve, the school system may refer the attendance issue to the Screven County Magistrate Court. In addition, if excessive unexcused absences continue, possible consequences may apply to the parent or guardian pursuant to the Official Code of Georgia (O.C.G.A. 20-2-690.1):

- \$25-100 fine per unexcused absence
- Imprisonment not to exceed 30 days
- Community service
- Any combination of the above consequences

## STUDENT WITHDRAWALS

The Screven County School System is authorized to withdraw a student who:

1. With proof of enrollment in another school, private school, or home study program; or
2. Who is not subject to compulsory attendance, after 10 consecutive unexcused absences; or
3. After validating the student no longer resides in the school district.

Note: A student not subject to compulsory attendance must have written parent permission to withdraw. Prior to withdrawal, students and parents are required to conference with the principal or designee to discuss the educational options available and the consequences of not having earned a high school diploma.

**Parent Notification of Student Withdrawal-**

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Screven County School System is authorized to withdraw a student subject to compulsory attendance if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

### ASSIGNMENTS FOR ABSENTEES

While absent from school, students should attempt to stay abreast with their classes by contacting friends and or classmates regarding class assignments. Only when an absence runs in excess of five consecutive school days will teachers be asked to prepare assignments for students. Students who miss less than 5 consecutive days will be responsible for getting missed work from the teacher upon their return.

### GRIEVANCES

Students who have a problem or grievance at school should go to any staff member, guidance counselor, or one of the school's administrators. Quite often, problems can be worked out through effective communications.

### VIDEOTAPING

From time to time it is helpful for school officials to videotape students in class, about campus, and/or on buses.

### SCHOOL DAY

The school day for students transported to school by county school buses starts once the student boards the bus and does not end until departure from the bus in the afternoon. For students who walk to school or provide their own transportation, the school day starts with their arrival on campus and terminates with their departure from school grounds. See discipline policy...Student disciplinary rules (Student Code of Conduct) describe behaviors prohibited during school hours, on the campus of Screven County Middle School or any other school of the school system during school hours or otherwise, at school related functions and activities, whether at home or away, on Screven County school buses, and at Screven County school bus stops.

## INTERNET USE

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The Screven County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Both students and employees are expected to follow legal, ethical and school rules regarding use of the Internet and other electronic media. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use privileges, suspension or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. The Board of Education authorizes the Superintendent or his or her designee to develop guidelines for use of the Internet. These guidelines should include language that addresses the importance of following all federal and state laws, including copyright laws, when using the Internet; the importance of complying with Internet "etiquette", including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding Internet use, including a description of the Internet and the wide variety of materials that students may encounter; need for parental permission before using the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Screven County Schools support and respect each family's right to decide whether or not to apply for access privileges.

Consistent with the foregoing, Screven County Schools shall employ a qualifying "technology protection measure" as the term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 that monitors and blocks or filters online activities of users (minors and adults) and provides protection of users against access to visual depictions that, in accordance with the provisions of the Children's Internet Protection Act of 2000 and any implementing regulations are defined or characterized as follows:

- (a) obscene;
- (b) child pornography;
- (c) with respect to use of computers by minors, harmful to minors (i.e., any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

All Internet access from Screven County Schools shall be through the Screven County network system except as may be required by the State Department of Education of specified administrative use. Policies, procedures, and rules of Screven County Schools concerning Internet use shall be consistent with policies, procedures, and regulations authorized or required by Federal and/or State statutory or regulatory mandates including, but not limited to, mandates of the Children's Internet Protection Act of 2000 and regulatory provisions related thereto.

Screven County Schools shall have in continuous operation the qualifying "technology protection measure" referenced above and shall continuously maintain the policies referenced above and related procedures and guidelines designed, to fulfill the following objectives:

- (a) To provide for the monitoring of online activities of users (adult and minor) to prevent, to the extent practicable, access by minors to inappropriate material on the Internet and the World-Wide Web;
- (b) To promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (c) To prevent to the extent practicable, unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
- (d) To prevent, to the extent practicable, unauthorized disclosure, use, dissemination of personal information regarding minors; and
- (e) To restrict, to the extent practicable, minors access to materials "harmful to minors" as the term is defined in the relevant provisions of the Children's Internet Protection Act of 2000.

## **STUDENT AND TEACHER INTERNET APPROPRIATE USE REGULATIONS**

### **SCREVEN COUNTY SCHOOLS**

The School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action, including, but not limited to, expulsion or long term suspension.

#### **TERMS AND CONDITIONS**

##### **I. ACCEPTABLE USE**

Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

Parents shall be required to sign the Internet Access Agreement form (see exhibit) allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedure on "Student Internet and Appropriate Use" and understand the consequences for the violation of said administrative policy.

##### **II. PRIVILEGES**

The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Individuals utilizing the system network should complete specific orientation training prior to the granting of internet use privileges. This training is to include the legal, ethical, and safety requirements to which students must adhere.

##### **III. UNACCEPTABLE USE**

The user is responsible for all his/her actions and activities involving the network. Internet user conduct which is prohibited includes, but is not limited to, the following:

- A. Accessing materials or communications that are:
  - 1. Damaging to another's reputation,
  - 2. Abusive,
  - 3. Obscene,
  - 4. Sexually oriented (includes but is not limited to, child pornography),
  - 5. Threatening,
  - 6. Contrary to the school's policy on harassment,
  - 7. Harassing, or
  - 8. Illegal;
  - 9. In any way harmful to minors in accordance with the federal Children's Internet Protection Act.
- B. Sending or posting materials or communications that are:
  - 1. Damaging to another's reputation,
  - 2. Abusive,
  - 3. Obscene,
  - 4. Sexually oriented,
  - 5. Threatening,
  - 6. Harassing,
  - 7. Illegal, or
  - 8. Contrary to the school's policy on harassment;

- C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation;
- D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system;
- E. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain;
- G. Wastefully using resources;
- H. Utilizing any software having the purpose of damaging the school unit's system or other user's system;
- I. Gaining unauthorized access to resources or entities, i.e., "hacking";
- J. Invading the privacy of individuals;
- K. Using another user's account or password;
- L. Posting material authored or created by another without his/her consent;
- M. Posting anonymous messages;
- N. Using the network for commercial or private advertising;
- O. Forging of electronic mail messages;
- P. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- Q. Using the network while access privileges are suspended or revoked; and
- R. Using the Internet to disclose, use, and/or disseminate personally identifiable information regarding minors and adults.
- S. Using the Internet in a fashion inconsistent with directions from teachers and other staff and generally accepted network expectations.

IV. COMPENSATION

The student and/or the student's parent(s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures.

V. SECURITY

Network security is a high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet or system network, the user must immediately notify the principal, his/her designee OR other appropriate staff. Any security problem or breach should only be shared with authorized personnel. The user must not demonstrate the problem to other users. Use of proxies to defeat or circumvent the Screven County network system internet security or filtering is a violation of system policy. All internet access from Screven County schools for instructional purposes shall be through the Screven County network system. Passwords and login names must not be shared with other students.

VI. BYOT (Bring Your Own Technology)

ONLY students at Screven County High School are permitted to use their own personal devices to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students, regardless of school, are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, phones that access internet, iPods, tablets, netbooks, and laptops. Only the internet provided by the school may be accessed while on campus.

Responsibility to keep the device secure rests with the individual owner. The Screven County School System is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, this Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- The technology staff of Screven County Schools will not provide technical support for personally own devices.

VI. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the deliberate accessing, uploading or creation of computer viruses.

VII. TELEPHONE CHARGES

The Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

VIII. NETWORK EXPECTATIONS

The user is expected to abide by the generally accepted rules of network expectations. These include, but are not limited to, the following:

- A. Be polite. Do not become abusive in messages to others.
- B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- C. Do not reveal the personal addresses or telephone numbers of other students.
- D. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the network to be private property.

IX. NO EXPECTATION OF PRIVACY

**All students of the school district understand and agree that there is no expectation of privacy in the use of the Screven County network or internet at any district school or at any other site or location under the control of the school district. Students also understand that every communication and every use of the Screven County School District network and internet within the Screven County School District may be and periodically will be monitored in the interest of maintaining effectiveness and efficiency of ongoing classroom instruction and school district operations.**

X. STUDENT CODE OF CONDUCT

At all times while using the internet or Screven County School District network, students must adhere to the Screven County School District Student Code of Conduct.

## **Radios, Electronic Devices, Computers, Cellular Phones, Social Media or other forms of technology that have the potential to create disturbances at school.**

Students are not to bring radios, tape players, cd players, mp3 players, ipods, noise makers, laser lights, or any nuisance devices to school except as a part of an approved activity. Any such items brought to school as part of an approved activity are to be left in the principal's office. Students who bring radios or audio/video players on campus without special permission, or play them except during the activity they were permitted for, will have them confiscated and returned only to a parent. Use of or open (visible) possession of electronic devices such as pagers, beepers, cellular phones, etc. is prohibited in school and on school buses while on their normal route. Any student caught using and/or displaying or showing to others in any manner and/or causing a disturbance with such a device during school or on the bus route will have it confiscated and could be subject to further disciplinary action.

1. 1<sup>st</sup> offense – device taken – 1 day (remainder of day). If 5<sup>th</sup>/6<sup>th</sup> period, then kept until the end of the next day.
2. 2<sup>nd</sup> offense – device taken – 3 days – parent contact from administration.
3. 3<sup>rd</sup> offense – device taken – 5 days – parent contact from administration
4. 4<sup>th</sup> offense and all offenses thereafter – device taken for 10 days – parent contact from administration.
5. If a student refuses to relinquish a device, it will be an automatic 2 days ISS.

### **MISUSE OF ELECTRONIC DEVICES**

Notwithstanding the foregoing, a student may be subject to disciplinary action, including, but not limited to, in-school suspension, out of school suspension or expulsion if the student utilizes a pager, cell phone or other electronic device, a computer, or the social media, that is, Facebook, Twitter, etc. to engage in bullying, threats or intimidation, harassment in any form to create, and/or send and/or receive and/or possess and/or transmit to others pornographic or obscene pictures or messages, to create and/or send and/or receive and/or possess and/or transmit to others offensive or humiliating or inappropriate pictures of one's self or others, to engage in academic cheating in any form, to invade anyone's privacy in a locker room, restroom or other place on a school campus or at a school activity or to engage in academic cheating in any form.

#### **Notice and Warning regarding Electronic Communications and Technology:**

- (a) The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise illegal images or photographs (commonly called texting, sexting, e-mailing, etc.) is strictly prohibited, and it may constitute a CRIME under state and federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district, and reported to law enforcement which may result in arrest, criminal prosecution and LIFETIME inclusion on sexual offender registries.
- (b) The receipt or possession of obscene, pornographic or otherwise illegal images or photographs are strictly prohibited and may constitute a CRIME under state and federal law. Any person receiving or possessing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district, and reported to law enforcement which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries. This rule will not be enforced if the possessing or receiving student herself/himself reports the receipt or possession to a school official.
- (c) School officials have the authority to search confiscated electronic devices if there is reasonable suspicion that electronic devices were used to violate school policies or laws.

### **DRESS CODE**

In order to foster a climate conducive to academic achievement, students will be required to follow the guidelines of the Screven County School System dress code.

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on the ongoing school activities, the following guidelines have been developed with input from the student councils, faculty, and administration.

1. Hats, head coverings, headbands, bandana, curlers, picks, hairnets and sunglasses are not to be worn during the school day.

2. No see-through, mesh, or sheer garments allowed. Clothing may not be torn, ripped, or have holes above the knee.
3. Proper and acceptable undergarments must be worn and must not be visible to others. Cleavage must not show.
4. Shoes or sandals must be worn. Footwear must not present a safety hazard.
5. For students in Grades PreK-2, shirts and blouses must have sleeves and cover the midriff.
6. For students in Grades 3-12, shirts must have sleeves and a collar or be a school approved t-shirt. Shirts, for all students, must cover the midriff, but do not have to be tucked in unless they are oversized or longer than the crotch (as measured at the wrist with the arms fully extended down by the sides).
7. Skirts and dresses must be knee-length or longer, front and back. Slits in skirts, dresses, or jumpers can be no higher than the point where longest extended finger ends when student is standing up straight. Leggings may only be worn with skirts or dresses of appropriate length.
8. Pants and shorts must be knee-length or longer. Pants must be fitted at the waist and not be baggy. Pants may not drag the floor. Belts must be buckled and through belt loops in pants if pants have loops, sashes tied, straps strapped, and suspenders and other fasteners fastened. Sweatpants and pajamas are not allowed. Gym shorts are not allowed in the classroom.
9. Clothing or jewelry with obscene or provocative language, profanity, or with any references of a sexual nature is not allowed.
10. Clothing, jewelry, or other articles which promote/advertise alcohol, tobacco, guns, violence, drugs, or gang-related activity are not allowed.
11. No chains, dog collar-like necklaces, bracelets, or jewelry will be allowed. Traditional appropriate jewelry is allowed.
12. All high school students must wear identification badges properly at all times.
13. School principals shall have limited discretion to schedule special dress days.
14. A school principal has a right to prohibit any item of clothing he or she deems to be inappropriate. The interpretation and decisions of this policy by the principal shall be final.

ACCEPTABLE OUTERWEAR: Jackets, sweaters and sweatshirts, coats, and other like items must be properly fitted and **must not be used** to cover other dress code violations.

## **CONSEQUENCES FOR NOT FOLLOWING DRESS CODE**

Students are expected to be in full compliance of the dress code before they enter the school building and remain in compliance the entire school day and while on the bus.

Minor dress code offenses (any offense that can be corrected by the student, and is corrected when asked) will be dealt with by giving the student a detention referral which will result in escalating consequences from school wide behavior plan such as parent contact, team conference, or parent conference.

Major dress code offenses (any offense that cannot be corrected by the student or the student refuses to correct) will be dealt with as follows:

1<sup>st</sup> offense- Parent contact and parent will be given opportunity to come for a conference and bring appropriate clothes to school. If appropriate clothes are not brought, student will serve the remainder of the day in ISS.

2<sup>nd</sup> offense- parent contact, 1 day ISS

3<sup>rd</sup> offense- parent contact, 3 days of ISS.

4<sup>th</sup> and subsequent offenses- student will be suspended for at least one day, parent conference will be required before student returns to school. Student will be placed on a discipline plan.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **DISCIPLINE PLAN AND CLASSROOM TEACHER RESPONSIBILITY FOR MINOR CLASSROOM OFFENSES**

Teachers at Screven County Middle School have the responsibility to try and keep students engaged by using research based teaching methods and best practices. Teachers are also expected to maintain discipline in the classroom in a professional manner by establishing and teaching clear, concise rules and providing logical in-class consequences when those rules are not followed. Teachers are expected to handle minor disruptions by using low profile and positive interventions, by taking in-class disciplinary actions and by making personal contact with the parent(s) or guardian(s). Teachers will work together as teams to solve more serious discipline problems by taking team-wide disciplinary actions and by scheduling conferences with the parent(s) or guardian and other school staff. Students who do not respond in a positive way to the combined effort of teachers, parents and other school staff will be referred to the principal or assistant principal and could be subject to after-school detention, in-school suspension, out-of-school suspension, referral to the Crossroads Alternative School, disciplinary tribunal, and possibly expulsion.

**NOTE:**

**Under certain circumstances, Georgia law (House Bill 605) provides teachers with the authority to have disruptive students removed from their classrooms. If you desire more information concerning House Bill 605, please contact a school administrator.**

**AFTER-SCHOOL DETENTION**

Students referred to the office for repeated level 1 discipline offenses may be assigned after-school detention. If a student is assigned after school detention, there will be an attempt to notify parents or guardians by phone and a letter will be sent home with the student to inform the parents that their child will be required to remain after school for the next detention period. This letter must be signed by the parent and returned to school by the morning of the assigned detention period. Parents will be responsible for their child's transportation following after school detention. After-school detention is held Monday-Friday and begins promptly at the end of the school day.

All students must be picked up no later than 4:15 PM. If a student is not picked up on time they will not be allowed to stay for detention again. A student who misbehaves in after school detention will be subject to in-school suspension or out-of-school suspension. A student not picked up by 4:30 PM will be given a ride to the Screven County Sheriff's Office to wait for their ride. Please check with them if you do not pick up your child on time.

Students that do not stay for after school detention when assigned or who are not allowed to stay will be referred to the office. This office referral will result in In-School Suspension or Out-of-School Suspension depending on the frequency of the student's referrals.

**IN-SCHOOL SUSPENSION**

The specific purpose of this program is to provide an alternative to the removal of a student from school. This program allows a suspended student to attend school, but in a different capacity. The student is allowed to come to school, be counted present, complete class assignments, be involved in counseling sessions, and return home at the end of the day. However, he/she is not allowed to interact with his peers at any time during the school day while assigned to the center.

The in-school suspension does not eliminate out-of-school suspension. It simply provides the school's administration with another alternative in dealing with discipline problems. The placement of students in this program is the decision of the administration and is based on the merits of each individual case.

**OUT-OF-SCHOOL SUSPENSION**

Out-of-School Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. It is the responsibility of the student to contact the teacher and make arrangements to make up all work missed during a suspension. The teacher will establish a deadline date for the completion of any make-up work. Teachers are not required to provide make up work for students during a suspension.

Before any suspension, a student has a right to a conference with the principal or his designee where the following takes place:

1. The charges against the student are explained.
2. If the student denies that he or she has violated the Student Code of Conduct, the evidence against the student is outlined for them.
3. The student is given the opportunity to tell his/her side.
4. The principal may suspend a student for a maximum of ten (10) consecutive days

**Any student accumulating 15 or more days of In-School Suspension and/or Out-of-School Suspension may be subject to the principal recommending the student to a student disciplinary tribunal for possible expulsion.**

**ALTERNATIVE SCHOOL**

Students who continue to violate the code of conduct after teachers, parents, school staff, and administrators have in good faith implemented other intervention to change such behavior will be referred to the Alternative School Placement Committee for placement in the Screven County Middle School Alternative program. Parents/guardians will be notified of the time and place of the meeting.

Alternative Program students, even though they are housed on our regular program campus, are separated from regular program students at all times and under strict supervision at all times. Students placed in the alternative program **are subject to all rules and regulations outlined in this handbook** as well as additional rules and regulations that apply to alternative school students only. Students placed in the alternative program, and their parents will be made aware of these additional rules and regulations at the time of placement.

**DISCIPLINARY TRIBUNAL**

In accordance with state law and local policy, a student shall be referred to a Screven County Student Disciplinary Tribunal for a hearing following any violation of student disciplinary rules for which the principal recommends a suspension or expulsion of

longer than ten (10) school days or following any alleged assault or battery or act of physical violence by a student upon any teacher, administrator, school bus driver, or other school official or employee, if such teacher, administrator, school bus driver, or other school official or employee requests a hearing.

The Tribunal will be made up of three (3) certified educators. The Tribunal will listen to the evidence, determine if the student has violated the student disciplinary rules, and determine what appropriate punishment to impose taking into consideration the circumstances of the offense, the student's academic record, and the student's disciplinary record, and alternative punishments. The decision of the Student Disciplinary Tribunal may be appealed to the Screven County Board of Education.

A Disciplinary Tribunal may be held following any instance of the following behaviors which are specifically **prohibited during school hours, on a school campus during school hours or otherwise, at school related functions and activities, whether at home or away, on Screven County school buses, and at Screven County school bus stops:**

- A. Any "act of physical violence" defined under Georgia law as follows:
  - (1) Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as "**Type One Physical Violence**"); or
  - (2) Intentionally making physical contact which caused physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia Criminal law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as "**Type Two Physical Violence**).
- B. Verbal assault, including threatening violence, to teachers, administrators, school bus drivers, and other school personnel and sexual harassment;
- C. Physical assault or battery of teachers, administrators, school bus drivers, or other school personnel;
- D. Disrespectful conduct toward teachers, administrators, school bus drivers, other school personnel, persons attending school related functions, or other students, such conduct to include, but not to be limited to, the use of vulgar or profane language;
- E. Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the education amendments of 1972;
- F. Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the education amendments of 1972;
- G. Verbal assault or physical assault or battery of persons attending school related functions, including, but not limited to, the use of vulgar or profane language toward such persons and sexual harassment as defined pursuant to Title IX of the education amendments of 1972;
- H. Failure to comply with the Compulsory Attendance Law in Georgia as required under O.C.G.A. § 20-2-690.1.
- I. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school, on the school bus, or at a school bus stop;
- J. Inciting, advising, or counseling of others to engage in acts prohibited under local policy, school rules, and/or assisting others to violate school rules.
- K. Marking, defacing, or destroying school property or the property of another student;
- L. Possession of a weapon as provided for in O.C.G.A. § 16-11-127.1 and as shown in other provisions of this handbook;
- M. The unlawful use, possession, or sale of any illegal drug or alcohol including, but not limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, alcoholic beverage, anabolic steroid, controlled substance as defined under Georgia law, or intoxicant of any kind, such prohibited behavior to include, but not to be limited to, being under the influence of such drug or alcohol or intoxicant;
- N. Willful and persistent violation of the student code of conduct;
- O. Bullying as defined elsewhere in this handbook and by O.C.G.A. § 20-2-751.4;
- P. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
- Q. Any off campus behavior of a student which would result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
- R. The use of any electronic device during the operation of a school bus, including, but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus;
- S. Unruly or disruptive behavior of any type;
- T. The use of mirrors, lasers, flash cameras, or any other lights or reflective devices, on a school bus in a manner that might interfere with the school bus driver's operation of the school bus;
- U. Behavior or conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process, such offenses or conduct to include, but not to be limited to, the following: aggravated battery, aggravated molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson-first degree, kidnapping, murder, rape, voluntary manslaughter, drugs, felony weapons, and/or terroristic threats;
- V. For any other reason identified in this student handbook, local board policy, State Board rules, or Georgia law for which the principal could recommend expulsion or long-term suspension including, but not limited to, a major violation of other student code of conduct rules or policies or an accumulation of violations which would indicate the student's persistent, intentional refusal to cooperate with school officials and his/her continuing disruption of the school program.

If a student engages in acts of physical violence, either **Type One** or **Type Two**, the student will be subject to the disciplinary consequences explained under the other relevant sections in this Handbook.

If a student is found to have engaged in bullying or in physical assault or battery of another person on a school bus, the parent or guardian of the student shall be required to participate in a meeting with appropriate school officials to form a school bus behavior contract for the student. The contract may include, but is not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

**Students who are suspended or expelled from school may not participate in or attend any school-sponsored functions, on or off campus, while under suspension or expulsion and may not return to the school campus or to any school campus of the Screven County School System.**

### **NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

Under the laws of Georgia, any teacher, principal or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or at any school function has a duty to make a written report of that act and the name of the student who committed the act in order that the act shall be reported to the appropriate law enforcement officials.

Criminal offenses to be reported under Georgia include aggravated assault, aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale of marijuana or other illegal substances and a series of sexual offenses.

**School Safety Zone:** By Federal and State Law a School Safety Zone extends 1000 feet in all directions from the Screven County Middle School property lines. Federal and State Law provides for additional penalties for illegal acts relating particularly to weapons and drugs committed within this school safety zone.

### **RELEASE OF STUDENTS TO LAW ENFORCEMENT**

The release of any student to an officer of the law will be made only upon a subpoena, an order of the court, or when the officer states that a criminal offense has been committed and makes an arrest of the student. In such cases where the student accused of a crime is under eighteen years of age, the officer may be requested to defer the arrest until the parents, guardian, or other lawful custodian can be contacted, but the decision as to whether or not to comply with the request is solely within the discretion of the officer.

### **STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER SCHOOL SYSTEM**

A student who is under a disciplinary order from another public school, or another public school system whether located in Georgia or not, or from any private school in Georgia and who is attempting to enroll at Screven County Middle School shall inform school officials of the suspension or expulsion and may be required to appear before the Student Disciplinary Tribunal which shall determine whether or not the student shall be denied enrollment for the period of time which he or she was expelled or suspended from his/her previous school. If a student enrolls and is later discovered to be under such a disciplinary order, the same procedures shall apply.

## **STUDENT CODE OF CONDUCT**

In addition to preparing students academically, schools are also given the charge of instilling in students the behaviors and character traits that will help them become valuable members of society. In order to keep this charge, acceptable and unacceptable behaviors must be identified and dealt with accordingly. Having a code of conduct in place, and abiding by it, has a direct effect on how successfully academics are taught in a school.

The Screven County Middle School Student Code of Conduct will follow a progressive discipline model. In this model, behaviors are coded into four levels of discipline. The level of discipline assigned to a behavior is based on its severity and number of occurrences. Below is an explanation of the four levels of discipline.

Nevertheless, it is important to understand that because of personalities and circumstances, each disciplinary matter is different, each is evaluated under its unique circumstances on a case-by-case basis, and each element of the Student Code of Conduct is evaluated and applied in the interest of fairness and the provision of a safe and secure school for all students. In that context and with that approach, nothing in this Student Code of Conduct or its application shall infringe on any right provided the students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Act, Section 504 of the federal Rehabilitation Act of 1973 or the federal Americans with Disabilities Act.

#### **Level I Discipline**

Level I disciplinary techniques are used to handle minor acts of misconduct. Students may be disciplined by the professional staff member involved or referred to a principal for level I offenses. Level I offenses may receive any discipline management technique appropriate for the situation including, but not limited to:

- Isolation during lunch or recess
- Isolation from peers in the classroom
- Any combination of a student, teacher, parent, or administrator conference

- Developing a writing that represents an understanding of the misbehavior and the contrasting appropriate behavior
- Participation in a school service project
- Restriction from extracurricular activities
- Writing a detention referral on the student which can eventually lead to after school detention
- In School Suspension (ISS) ranging from a partial day to 3 school days
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

### **Level II Discipline**

Level II disciplinary techniques are used in cases of intermediate acts of misconduct. Level II offenses generally require administrative intervention. This is because of the nature of the offense or the number of times the teacher has attempted to deal with the offense. Consideration for behavioral support services is explored at level II. Our student support team may become involved at this level. Level II offenses may receive any discipline management technique appropriate for the situation including, but not limited to:

- Administrative conferences with students and/or parents
- ISS ranging from a partial day to 5 days
- Direct assignment to after school detention
- Home suspension for up to 3 days
- Participation in the cleaning/repair of any damage to the school environment
- Financial restitution for any damage to the school environment
- Referral to the counselor (this is when behavioral support services are explored)
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

### **Level III Discipline**

Level III offenses are serious acts of misconduct. These acts are deemed serious for one of several reasons. The act is a repeated misconduct, causes serious disruption to the school environment, threatens the health of persons in the school environment, or threatens the safety of persons in the school environment. These offenses must be reported to the principal or designee. Students and parents participating in a conference with the principal or designee is a required element of Level III discipline. Due process procedures required by federal and state law will be followed. Level III offenses may receive any discipline management technique appropriate for the situation including, but not limited to:

- Restriction from extracurricular activities and special assemblies
- A full day in ISS for up to 10 days
- Suspension from school for up to 5 days
- Participation in the cleaning/repair of any damage to the school environment
- Financial restitution for any damage to the school environment
- Placement in an alternative education program for up to one semester, and until the student meets all exit requirements for the program
- Participation in a school service project
- Recommendation for long term suspension or expulsion and referral to a disciplinary tribunal
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

### **Level IV Discipline**

Level IV discipline encompasses the most serious acts of misconduct. These are offenses that must be reported to the principal immediately. These infractions are so serious that they may require referral to outside agencies and/or law enforcement. Students and parents participating in a conference with the principal or designee is a required element of Level IV discipline. Due process procedures required by federal and state law will be followed. Level IV offenses may receive any discipline management technique appropriate for the situation including, but not limited to:

- Restriction from extracurricular activities and special assemblies
- A full day in ISS for up to 30 days
- Suspension from school for up to 10 days (this will include any time the student was dismissed from school to allow administration to investigate the event)
- Participation in the cleaning/repair of any damage to the school environment
- Financial restitution for any damage to the school environment
- Placement in an alternative education program for up to two semesters, and until the student meets all exit requirements for the program
- Long term suspension or expulsion from the regular school which may include a recommendation for permanent expulsion
- Participation in a school service project
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

**SCMS CODE OF CONDUCT AND DISCIPLINARY PROCEDURES  
(PROHIBITED BEHAVIOR DURING SCHOOL HOURS, ON A SCHOOL CAMPUS DURING SCHOOL HOURS OR OTHERWISE\*, AT SCHOOL RELATED FUNCTIONS OR ACTIVITIES, WHETHER AT HOME OR AWAY, ON SCHOOL BUSES OR AT SCHOOL BUS STOPS)**

| Violation   | Level I | Level II | Level III | Level IV |
|---|---------|----------|-----------|----------|
| 1. Classroom Disruption/disruption on bus   | X       | X        | X         |          |
| 2. Disruption of Educational Process (Ex. Arson/ pulling fire alarm, bomb threat)   |         | X        | X         | X        |
| 3. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school (includes, but is not limited to, marking, defacing, or destroying school property or the property of another student) | X       | X        | X         | X        |
| 4. Rude and disrespectful conduct toward teachers, administrators, bus drivers, or other school personnel, or other students, including use of vulgar or profane language   | X       | X        | X         |          |
| 5. Refusing to follow directions or reasonable request  | X       | X        | X         |          |
| 6. Possession or use of electronic devices/cell phones  |         | X        | X         |          |
| 7. Use of profanity or vulgar language or gestures  | X       | X        |           |          |
| 8. Possession of profane, vulgar, or obscene materials  |         | X        | X         |          |
| 9. Obscene behavior   |         | X        | X         | X        |
| 10. Violation of school dress code  | X       | X        |           |          |
| 11. Forgery   | X       | X        | X         |          |
| 12. Theft/Receiving stolen property   |         | X        | X         | X        |
| 13. Skipping class or excessive tardiness   | X       | X        | X         |          |
| 14. Leaving class without permission  | X       | X        | X         |          |
| 15. Leaving campus without permission   |         | X        | X         |          |
| 16. Truancy   | X       | X        | X         | X        |
| 17. Boy/Girl Relationship   | X       | X        | X         |          |
| 18. Passing licks/ horseplay  | X       | X        |           |          |
| 19. Arguing with another student  | X       | X        | X         |          |
| 20. Academic dishonesty (includes, but is not limited to, cheating in any form)   | X       | X        |           |          |
| 21. Fighting or instigating a fight (at school and/or on bus)   | X       | X        | X         | X        |
| 22. Refusing to serve ISS/Disruptive in ISS   |         |          | X         | X        |
| 23. Possession or use of tobacco products   |         | X        | X         |          |
| 24. Possession or use of weapons  |         |          |           | X        |
| 25. Possession, consumption, transfer, sale or distribution of drugs or substances represented, alleged, or indicated as illegal drugs or controlled substances.  |         |          | X         | X        |
| 26. Bullying/Gang related activity...   |         | X        | X         | X        |
| 27. Verbal assault of other students including threatening violence by word, action or demeanor.  |         | X        | X         | X        |
| 28. Verbal assault of staff members including threatening violence by word, action or demeanor.   |         |          | X         | X        |
| 29. Physical assault or battery of teachers, administrators, school bus drivers, or other school personnel, including physical acts of violence   |         |          |           | X        |
| 30. Physical assault or battery of other students, including threatening violence by word, action or demeanor.  |         | X        | X         | X        |
| 31. Sexual misconduct including battery or sexual touching or sexual acts whether or not with permission of another person  |         |          | X         | X        |
| 32. Verbal assault, physical assault, and disrespectful conduct towards persons attending school related functions, includes, but is not limited to, the use of vulgar or profane language  |         | X        | X         | X        |
| 33. Failure to comply with the Compulsory Attendance Law in Georgia   |         |          |           | X        |
| 34. Inciting, advising, or counseling of others to engage in acts prohibited under local policy, school rules, and/or assisting others to violate school rules, for example, acting as a lookout.   | X       | X        | X         | X        |
| 35. Willful and persistent violation of the Student Code of Conduct   |         |          | X         | X        |
| 36. Possession of lighters or other incendiary devices  |         |          | X         | X        |
| 37. Burglary  |         |          |           | X        |
| 38. Extortion   |         | X        | X         | X        |
| 39. Arson   |         |          |           | X        |
| 40. False Statements or Allegations   |         | X        | X         | X        |
| 41. Gambling  | X       | X        | X         |          |
| 42. Possession of or under the influence of drugs or alcohol  |         |          |           | X        |
| 43. Any conduct viewed as disruptive by school administration   |         |          | X         | X        |
| 44. Electronic Media Misuse   | X       | X        | X         | X        |

\*Student Code of Conduct provisions identifying prohibited behaviors for which a student may be suspended or expelled and/or subject to other disciplinary consequences whether in this section or in other sections of this handbook applicable to students during off-school hours or on school campuses when schools are not in session include, but are not limited to, willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school; marking, defacing or destroying school property or property stored at a school; and falsifying misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

### SCMS CODE OF CONDUCT DISCIPLINARY GLOSSARY

#### **Arson**

Damaging or defacing any property with fire or an incendiary device, for example, fireworks.

#### **Burglary**

Breaking and entering for the purpose of stealing.

#### **Bullying**

Consistent with the language of the Official Code of Georgia Annotated Section 20-2-751.4, bullying means "an act which occurs on school property, on school vehicles, designated school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the local school system, that is:

- A. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- B. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- C. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that
  - 1. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - 2. Has the effect of substantially interfering with a student's education;
  - 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - 4. Has the effect of substantially disrupting the orderly operation of the school. The term "bullying" also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Student Code of Conduct rule, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**Class disruption**

Excessive talking, or other minor classroom misbehavior, that is disruptive in nature.

**Criminal Behavior**

Commission of an offense in violation of a school rule or otherwise that could or would result in the student being criminally charged with a felony or involves criminal offenses under Georgia law, examples of which are as follows: aggravated battery, aggravated molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson-first degree, kidnapping, murder, rape, voluntary manslaughter, felony drugs, felony weapons, and/or terroristic threats.

**Destruction of School or Private Property**

Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school, includes, but is not limited to, marking, defacing, or destroying school property or the property of another student.

**Disorderly Conduct, Use of Profanity, or Obscene Behavior**

Use of profane, vulgar or obscene words or gestures that are disruptive to the orderly educational procedure of the school.

**Disrespectful conduct**

Sarcastic, insolent, and generally abusive or insubordinate behavior directed at teachers, administrators, school bus drivers, or other school personnel, persons attending school related functions, or other students, including, but not limited to, the use of vulgar or profane language or obscene gestures.

**Extortion**

Soliciting money or anything of value from another student in return for protection or in connection with intimidation or a threat of harm.

**Failure to comply with Compulsory Attendance Law**

A failure or refusal of a parent, guardian, or other person having control of a student between the ages of 6 and 16 to enroll and send such child to school and/or the failure or refusal of a student to enroll and attend school in violation of the specific provisions of O.C.G.A. § 20-2-690.1.

**False Statements**

Knowingly and willfully providing a false statement after having been requested by a school official to provide information regarding any school-related matter including the failure to properly identify oneself and/or falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

**Fighting**

Engaging in physical contact for the purpose of inflicting harm on the other person. In addition, students who carry rumors or in other ways push a fight may be subject to these procedures.

**Forgery**

Writing and using the signature and/or initials of another person without permission.

**Gambling**

Participating in games of chance for the express purpose of exchanging money or anything else of value.

**Off-Campus Behavior**

Any off-campus behavior of a student which makes the student's continued presence at school a potential danger to persons or property of the school or which disrupts the ongoing educational process.

**Physical Assault or Battery**

A wrongful touching or physical attack of one person or a group of persons upon another student who does not wish to engage in the conflict and who has not provoked the attack or a wrongful touching or physical attack upon a teacher, administrator, school bus driver, or other school personnel.

**Physical Violence – Type One**

Intentionally making contact of an insulting or provoking nature with the person of another.

**Physical Violence – Type Two**

Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided under Georgia law at O.C.G. A. Section 16-3-21.

**Possession and/or Use of Alcohol**

Possession and/or using, to include being under the influence of alcoholic beverage, intoxicant, or having the odor of alcohol about one's breath.

**Possession and/or Use of Drugs**

The use, possession, or sale of any drug or alcohol including, but not limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, alcoholic beverage, anabolic steroid, controlled substance as defined under Georgia law, or intoxicant of any kind, such prohibited behavior to include, but not to be limited to, being under the influence of such drug or alcohol or intoxicant.

**Possession of Weapons**

Possession of any instrument such as a razorblade, knife of any length, club, chain, or the like which can be used to physically injure another to include all the weapons prohibited on a school campus under Georgia law and all weapons referenced in this handbook.

**Refusing to follow directions**

Refusing to comply with the reasonable request(s) of school personnel.

**Sale or Distribution of Drugs**

Selling or otherwise transmitting to a student any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, alcoholic beverage, or intoxicant.

**Skipping class**

Absenting oneself without permission from class or other scheduled activity.

**Tardiness**

Being late for school, class, or other scheduled activity without an acceptable excuse.

**Theft**

Taking or receiving property without ownership or permission.

**Threatening**

A threat (made verbally, in writing, by gesture or by demeanor which is communicated in any manner and by any means including, but not limited to newsletters, notes, internet, any computer, telephone, public, governmental or private means of communication) to do harm to persons or property related to a school or the school system is prohibited. It may include, but is not limited to, placing another person in fear of bodily harm or a threat of subjecting property to harm without displaying a weapon or subjecting the person or property to actual physical attack.

**Truancy**

Truancy is any child subject to compulsory attendance who during the school calendar year has more than five (5) unexcused days absent. The summary of possible consequences for students includes dispositions for unruly children, including the possible denial or suspension of a driver's license for a child.

**Use of Weapons**

Using any instrument that is defined as a weapon in this handbook to inflict injury or harm to others and also includes the use of any object as a weapon in the course of a fight or attack upon another student like a stapler, a letter opener, a pencil, and so forth.

**Verbal assault**

Includes threatening violence to teachers, administrators, school bus drivers, or other school personnel, or other students, or persons attending school related functions to include threats by word, action or demeanor as defined pursuant to Title IX of the education amendments of 1972.

## ACTS OF PHYSICAL VIOLENCE

In accordance with Georgia law, students are prohibited from engaging in physical violence on a school campus or at a school activity. For purposes of this policy, physical violence shall be defined as **Type One Physical Violence** and **Type Two Physical Violence**, each of which shall mean the following:

- (a) Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as "**Type One Physical Violence**"); or
- (b) Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided under Georgia law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as "**Type Two Physical Violence**").

If a student commits any act of **Type One Physical Violence** or **Type Two Physical Violence** against a teacher, school bus driver, or other school official or employee, the following disciplinary procedures and consequences shall apply:

1. A student who is alleged to have committed an act of physical violence may be referred to the System Student Disciplinary Tribunal for a hearing regarding the charges;
2. The student shall be suspended out-of-school pending the hearing by the Tribunal;
3. If a student has engaged in **Type One Physical Violence**, the Tribunal's decision may include a recommendation as to whether the student may return to his or her school, and if return is recommended, a recommended time for the student's return to the school. A student who is found by the Tribunal to have committed an act of **Type One Physical Violence** that involves physical contact of an insulting or provoking nature but does not result in physical harm, may be disciplined by expulsion, long-term suspension, or short-term suspension;
4. If, after the hearing, the Tribunal finds that a student is guilty of **Type Two Physical Violence** that caused physical harm of a teacher, school bus driver, school official, or school employee, the student shall be expelled from the Screven County School System **permanently**. Subject to any appeal to the Screven County Board of Education and its exercise of its discretion otherwise, the Tribunal may permit the student to attend the Crossroads Alternative School **for the balance of his school career**.
5. Subject to any appeal to the Board of Education and the board's exercise of its discretion otherwise, if a student who is in Kindergarten through Grade 8 commits **Type Two Physical Violence** that results in physical harm to a teacher, school bus driver, school official, or school employee, the Tribunal may permit the student to enroll in the regular school program for Grades 9-12.
6. If, at the time a student in Grades K-6 has committed **Type Two Physical Violence** against a school employee and the school system does not operate an Alternative School for Grades K-6, subject to any appeal to the Board of Education and the exercise of its discretion otherwise, the student who committed such an act may be permitted to re-enroll in the school system.

Any student who is found by the Tribunal to have committed any act of physical violence, whether Type One or Type Two, against a teacher, school bus driver, school official, or school employee, shall be referred to Juvenile Court Services with a request for a Petition alleging delinquent behavior and/or shall be reported to the District Attorney's Office and to the appropriate law enforcement officials in accordance with the reporting requirements imposed upon school officials by Georgia law.

State and Federal Law provides that this policy shall not be applied in a manner that will infringe upon any right provided to students with Individualized Education Programs pursuant to the Federal Individuals With Disabilities Educational Act, Section 504 of the Federal Vocational Rehabilitation Act of 1973, or the Federal Americans With Disabilities Act of 1990.

#### **USE OF TOBACCO PRODUCTS**

SCMS officials discourage the use of any tobacco products for health reasons. The use and/or possession of tobacco products, E Cigarettes, personal Vaporizers, and /or all Nicotine related delivery systems is prohibited for all SCMS students and staff during the normal operation of a school day and at all school-related functions, events and activities.

#### **USE OF DRUGS AND ALCOHOL**

The use of drugs and the possession and use of alcohol is wrong and harmful. Because of the potential health hazards associated with the consumption of alcohol and drugs as well as the possession, consumption, and sale of these items, these practices are prohibited during school hours, on a school campus during school hours or otherwise, at school related functions or activities, whether at home or away, en route to or from school related functions or activities, on school buses, or at school bus stops. These prohibited substances include, but are not limited to, alcoholic beverages, illegal drugs (as described by Georgia Law), and substances that are purported to be or represented as alcohol or illegal drugs.

For his/her own safety and the safety of others, no student shall be allowed to remain on the school campus or at any school activity while under the influence of alcoholic beverages or other controlled substances as defined by Georgia law or while the odor of alcohol is on his/her breath. Drunkenness or drunken behavior at school or at school-sponsored activities shall constitute violation of school policy and procedure and shall subject the offending student to appropriate disciplinary action, as outlined in the school Disciplinary Policy which may include long-term suspension or expulsion of the offending student.

It is the opinion of the faculty and administration of Screven County Middle School that the act of a student engaging in the possession, consumption, sale, transmittal, or distribution of unlawful drugs, drug paraphernalia, or controlled substances as defined under Georgia law may have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the students and staff of the school which the student attends. Therefore, a student who has engaged in the possession, sale, transmittal, or distribution of drugs, drug paraphernalia, and controlled substances under Georgia law

shall be recommended for expulsion from Screven County Middle School and from the Screven County School System if the drug related behavior occurred on a school's campus or at school activity. These prohibited substances include, but are not limited to, alcoholic beverages, marijuana and drugs which are prohibited under Georgia Law, and substances which are purported to be represented as alcohol, marijuana, are drugs prohibited under Georgia law.

### **DRUG FREE SCHOOL POLICY- SCMS: A DRUG FREE SCHOOL**

Screven County Middle School is a designated drug free school. Students are reminded that the use or possession of illegal drugs or alcohol is both illegal and harmful. No one is to bring or have in his/her possession any illegal drugs or alcohol at school or at any activity sponsored by the school at any time. Any student consuming or possessing, or under the influence of, selling, or transferring illegal drugs or alcohol at any school function is violating school policy. Students who possess or use drugs or alcohol at school may be punished by suspension or expulsion with the possibility of permanent expulsion and will be immediately referred to law enforcement and the District Attorney's office for appropriate action.

### **WEAPONS**

A student shall not possess, handle, transmit, conceal, discharge, display, or use in a threatening manner a box cutter, razor, ice pick, explosive loaded can, sword cane, machete, pistol, revolver, rifle, shotgun, pellet gun, BB gun, or any weapon designed or intended to propel a missile of any kind or any dirk, bowie knife, switchblade knife, ballistic knife, any knife, whether or not the knife has a blade of two or more inches, straight edge razor, spring stick, metal knucks, blackjack, bat, club, or bludgeon type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as nun-chuck, or fighting chain, throwing star, or oriental dart, or any other object reasonably calculated to inflict injury or harm to others, or which could do injury or harm to others if in the possession of someone with such an intent.

Possession of, displaying, transferring or selling or threatening others with any object or item alleged to be, represented as, virtually identical to, or thought to be a firearm or any weapon is prohibited.

"Possession" shall be strictly defined as having a weapon on one's person including, but not limited to, holding a weapon in one's hand for any length of time, including even a few seconds. Students are also forbidden to have any type of ammunition at school. "Possession" shall also mean having a weapon under one's control, for example, in one's pocket, book bag, purse, auto, locker, etc.

Violation of the weapons policy shall result in the following consequences:

A. Possession, handling, transferring or passing to another student or to another person any object which could reasonably be considered a weapon other than a firearm, to include any and all of the weapons listed in the first paragraph of this section and the items or objects listed in O.C.G.A. § 16-11-127.1 which includes a knife or bladed instrument with a blade in excess of two inches in length and all the other items so listed, shall result in the following consequences:

1. Automatic ten (10) days out-of-school suspension with recommendation for expulsion for one semester or more, the length of the out-of-school suspension being subject to modification by the principal in consultation with the superintendent after the principal's initial investigation of the facts.
2. Notification of the superintendent, law enforcement, and the district attorney; and
3. Investigation by the principal or his designee of the circumstances surrounding the possession, handling, or transferring of the weapon on a school campus or at a school activity by the student; and
4. After the principal has concluded his/her investigation, the principal shall confer with the superintendent to determine if the student should be allowed to return to school following the suspension or whether the tribunal process should continue with regard to the recommendation for the expulsion. (If the investigation indicates that the student has a good disciplinary record with no previous incidents of violent behavior, was not in intentional possession of the weapon, did not show the weapon to any other student on a school campus or at a school activity, and surrendered or submitted the weapon to a teacher or administrator at the earliest possible moment after he or she discovered that he or she was in possession of the weapon on a school campus or at a school activity, the likelihood is great that the student will not be subject to a recommendation for expulsion.)

**Students should understand, however, that the criminal law in Georgia is such that mere possession of a weapon shown in the criminal statute on a school campus or at a school activity will subject a student to criminal prosecution and classification as a "designated felon" in Georgia.**

B. Possession, handling, or transferring any firearm as defined under Georgia or federal law (including, but not limited to, any weapon designed or intended to propel a missile of any kind) will result in the following consequences:

1. Automatic ten (10) days out-of-school suspension; and
2. Notification of the superintendent, and referral to law enforcement and the district attorney; and
3. Automatic referral to a Student Disciplinary Tribunal with a recommendation for expulsion for a period of not less than one (1) calendar year, except that the Superintendent may modify such expulsion requirement

on a case-by-case basis. (Students and parents should understand that the circumstances in which the Superintendent would modify the expulsion requirement for the possession, handling, or transferring of a firearm on a school campus or at a school activity will be extremely rare.)

- C. Use of a weapon as defined in this policy and under Georgia and federal law or use of any item or object on a school campus or at a school activity (for example, a chair, a stapler, a pencil, etc.) to threaten or to harm another student or any other person or possession of any object or weapon with such an apparent violent intent or purpose during a fight shall result in the following consequences
1. Automatic ten (10) days out-of-school suspension; and
  2. Notification of the superintendent, and referral to law enforcement and the district attorney; and
  3. Automatic referral to a Student Disciplinary Tribunal with a recommendation for expulsion for a period of not less than one (1) calendar year.
- D. As indicated in this policy, because of its potential for causing harm to others, ammunition is deemed to be a weapon for purposes of this policy.
- E. Any weapons offense outlined above, under circumstances indicating potential violence or bodily harm to others or in connection with other violations of the Student Disciplinary Code can result in a recommendation by the principal for permanent expulsion from the Screven County School System.

#### POSTED NOTICE LOCATED AT THE FRONT OF THE SCHOOL:

##### WEAPONS NOTICE

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term “**weapon**” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, any bludgeon type weapon or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, shuriken, or fighting chain, or any disc, of whatever configuration, having two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A S 16-11-106.

**Punishment:** A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. S15-11-37.

##### VIOLENT CONDUCT

It is the opinion of the Screven County Board of Education and of the administration and faculty of the Screven County School System that any student who has behaved in such a manner as to fall into one of the following categories, whether or not the student’s actions were on the school campus or at a school activity, may have a direct and immediately detrimental effect upon the ongoing operation and program of the school which he or she attends, may create a dangerous and volatile atmosphere on the school campus, and may endanger other students or staff at school:

- (a) A student who has engaged in an assault or battery upon another student;
- (c) A student who has engaged in violent conduct, whether alone or as a part of a group or gang, which caused injury to another person;
- (d) A student who has committed sexual misconduct of a serious nature, such as rape or sexual battery.

Therefore, a student who has engaged in or has committed an offense which would be a felony under criminal laws or who has committed an offense which should be considered to be a felony, or who has engaged in or committed assault or battery upon another student, or who has engaged in violent conduct, whether alone or as a part of a group or gang, which caused injury to another person, or who has engaged in sexual misconduct of a serious nature such as rape or sexual battery whether or not the student’s actions were on the school campus or at a school activity, shall be recommended for long-term or permanent expulsion if the student’s continued presence at school, because of his/her behavior, constitutes a potential danger to persons or property of the school or disrupts the educational process.

**Consistent with Georgia law and the mandate of the Georgia General Assembly, all parents and guardians are encouraged 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.**

##### Violent or Criminal Acts Off Campus

Any student who has engaged in behavior off-campus and not at a school-related event which could result in the student being charged with a felony or the juvenile justice equivalent of a felony, such offense or crimes to include, but not to be limited to aggravated sexual battery, aggravated child molestation, aggravated sodomy, armed robbery, arson/first degree, kidnapping, murder, rape, voluntary manslaughter, felony drug offenses, felony weapons offenses or terroristic threats, and such behavior makes the student’s continued presence at school a danger to persons or property at the school or disrupts the educational process may be recommended for long-term or permanent expulsion or other disciplinary action in the discretion of the

principal. Consistent with Georgia law and the mandate of the Georgia General Assembly, all parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **FIGHTING, AGGRESSIVE, OR CONFRONTATIONAL BEHAVIOR**

No student may cause or attempt to cause physical injury to another person on a school campus during school hours or otherwise, as school related functions or activities, whether at home or away, en route to or from school related functions or activities which are away from the campus, on school buses, or at school bus stops. **Students must make an effort to settle all disputes by reporting them to teachers, counselors, administrators, or others who are in positions of authority.** Any student who uses offensive profanity, shameful or abusive words which incite or could incite a breach of peace, that is to say, words which would provoke a violent response from another individual will be considered guilty of using fighting words and will result in the student being suspended or expelled.

Any student who uses body language that could reasonably be considered to intimidate or provoke another person or who takes a posture that is representative of someone attempting to fight, that is to say, taking the stance called "throwing down" shall be considered guilty of posturing to fight. In addition any student who uses his/her body to physically block another person's passage, to physically intimidate another person, or to physically grab, push, or aggressively touch another person is also guilty of posturing to fight which is prohibited and shall be treated as level III or IV category offense.

**Any student who refuses to cease fighting and separate when a teacher, administrator, or other school employee intervenes is guilty of gross insubordination, which is prohibited. Students who continue fighting or resume fighting after school personnel intervene place school employees and other students at risk of injury or physical harm.**

A student who engages in any of the behavior above shall be subject to immediate suspension, with possible referral to a disciplinary hearing.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight.

### **SEARCHES**

School authorities, in the interest of maintaining order and discipline in the school and in protecting the safety and welfare of students and school personnel, reserve the right to search a student's person and/or personal effects (purse, book bag, clothing, possessions, etc.), or locker, or vehicle, whenever a school official has a reasonable suspicion to believe that the student is in possession of illegal or dangerous articles, items, or materials or if the official has reasonable suspicion to believe the student is in possession of items or materials which are not authorized by school policies. A student who refuses a reasonable request by an administrator to submit to a personal search or to a search of his/her personal property shall be suspended from school for ten (10) days, and the principal shall recommend his/her expulsion from the Screven County School System.

**Searches by drug or weapons detecting canine** - In the continuing effort to maintain safe schools free of drugs, weapons and other unlawful or dangerous items, student lockers, vehicles located on or near the school campus, classrooms, and any and all other areas of the school shall be subject to search by drug-sniffing or weapon-sniffing canines at any time or under any circumstance deemed by school officials to be appropriate. Students should understand that school lockers, vehicles, classrooms, and other areas of the campus might be searched during school safety searches conducted by appropriate law enforcement agencies in cooperation with local school officials on unannounced dates during the school year.

**Use of metal detectors** - Administrators reserve the right to use metal detectors to search an individual student where an administrator has reasonable cause to believe that the student has a weapon or other such contraband on his or her person. Also, walk through and hand held metal detectors may be used on occasions during school searches.

Finally, because of the continuing concern about the presence of weapons and threats of violence within the school, random searches of book bags and classrooms will be conducted by administrators using handheld metal detectors. In addition to the search of book bags and desks, each and every student in a class randomly chosen will be exposed to a metal detector. A student who tests "positive" with the metal detector will be asked to remove any metal objects he or she may be carrying on his or her person. If the student does not voluntarily disclose or reveal the metal object, the student will be removed to a separate room with the possibility of a "pat-down" search of his or her person to determine the identity of the metal object. At least two school officials will be present during any "pat-down" search which will be conducted by a school official of the same gender as the student. If a weapon as defined by school policy is discovered during a search, a student could be referred to law enforcement and subject to disciplinary action by the school, including suspension or expulsion. Use of metal detectors in the context of these random searches of classrooms is exclusively for the purpose of providing a safe and secure atmosphere for students by detecting concealed weapons before the danger they pose in a school atmosphere becomes all too apparent.

A student who refuses the reasonable request of an administrator to cooperate during the random classroom searches shall be suspended from school for ten (10) days, and the principal shall recommend his or her expulsion from the Screven County School System

## SEXUAL HARASSMENT

Sexual harassment of students see SCSS policy JCAC

Sexual harassment of staff see SCSS policy GAEB

### Disability Harassment of Students

Any person who alleges disability harassment by a staff member or a student in the school district may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting disability harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

All allegations of disability harassment shall be fully investigated and immediate and appropriate disciplinary action shall be initiated by the principal or the Superintendent. A substantial charge against an employee shall subject such person to disciplinary action, including discharge.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C 2000e-2.

### 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.

### STUDENT RELATIONSHIPS

Students are expected to show respect for themselves as well as for their peers by exhibiting good moral behavior at all times. In this light, holding hands, hugging and kissing is not acceptable. Students who behave inappropriately with each other will be referred to the office and a conference held with an administrator.

**Students who engage in sex acts and/or sexual touching with or without consent of the other person or participant involved, may be subject to long-term suspension or expulsion and the student's actions may be reported to appropriate law enforcement officials and the office of the District Attorney.**

## BULLYING POLICY

As a matter of policy and practice, the Screven County Board of Education strictly prohibits bullying, as the term is defined in Georgia law, of a student by another student. O.C.G.A. § 20-2-751.4 defines bullying as follows:

An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school. The term "bullying" also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Student Code of Conduct rule, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

### Penalties:

Consequences for bullying shall include at a minimum and without limitation, disciplinary action and/or counseling, as deemed appropriate by the principal under the circumstances. Upon finding that a student has committed the offense of bullying for the third time or more in a school year, the student shall be suspended for ten (10) days and referred to the System Disciplinary Tribunal with recommendation for assignment to the Alternative School for the balance of the school year or such longer period of time as shall be recommended by the principal and deemed appropriate by the members of the Tribunal.

Students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option, should report or otherwise provide information on bullying activity at the school or within the school either immediately or as soon after an incident of bullying occurs.

Any verbal or physical, direct or indirect, retaliation against a student or other person who has reported a bullying incident is absolutely prohibited, punishment for which shall be determined by the principal but may include out-of-school suspension or expulsion.

## SCHOOL BUS REGULATIONS

Students are only allowed to ride two different buses during the school year. Students must bring a note to school and have it approved in the front office to ride their alternate bus. Buses will only load and unload at approved bus stops.

**Riding the bus is a privilege and students can be removed at any time for disruptive and unsatisfactory conduct.** If bus rules are broken, the student will be subject to the same disciplinary action that would be taken if the behavior had happened on school grounds. All pupils being transported are under the authority of the bus driver and must obey his/her requests. All school rules, as described in the school handbook, apply to students riding the bus. The following is a list of general expectations for our students:

1. Students must be seated and facing forward at all times while the bus is in motion. At no time should students have head, hands, arms, or feet outside the bus.
2. Students must maintain a low noise level.
3. Abusive or obscene language will not be tolerated. Bus drivers are to report any student using profanity, abusive or obscene language.
4. Students shall not cause or attempt to cause physical injury, threaten bodily harm, or behave in such a way, as could reasonably cause physical injury to a school employee or other students.
5. Students shall not cause or attempt to cause damage to school buses or school property. Student and/or parents will be required to reimburse the Board of Education for an damages.
6. Use of or possession of alcoholic beverages, drugs, weapons, or other objects (even toys), which can endanger fellow passengers, is forbidden.

7. Eating, drinking, or chewing gum on buses is forbidden.
8. Students should show respect for other students and the driver at all times.
9. Students should be at the bus stop on time, load quickly and in an orderly manner, and move away from the bus stop after unloading.
10. Students are expected to obey the bus rules while waiting for and riding the bus and at the bus stops. Students who do not meet these expectations will be referred to the appropriate administrator.
11. The bus driver is in charge and may assign seats.
12. Students will be videotaped from time to time while riding the bus to promote safety and to enforce good behavior.

An administrator may follow the guidelines shown below in imposing discipline for bus violations and may also impose more severe penalties at his/her discretion such as short or long term suspension or expulsion from schools. The following are examples of behavior that will result in a bus referral:

| MINOR OFFENSES                    | MAJOR OFFENSES                           |
|-----------------------------------|--|
| -spitting                         | -fighting on bus                         |
| -not at bus stop on time          | -using profanity                         |
| -loud on bus                      | -use of obscene gestures                 |
| -making unnecessary noises        | -not following drivers direction         |
| -eating, drinking, or chewing gum | -rude to driver                          |
| -pushing others                   | -destruction of property/vandalism       |
| -tripping others                  | -tobacco/alcohol/drugs                   |
| -writing on the bus or seats      | -opening emergency exits                 |
| -littering on the bus             | -biting others, harassing other students |
| -yelling out of the window        | - sex acts and/or sexual touching        |
| -hanging out the window           | -weapons                                 |
| -out of seat, standing in aisle   | -extortion                               |
|                                   | -throwing objects on/off bus             |

An administrator may follow the guidelines shown below in imposing discipline for bus violations and may also impose more severe penalties at his/her discretion such as short or long term suspension or expulsion from schools.

|                               |   |
|-------------------------------|---|
| First <b>Minor</b> Violation: | Warning                                       |
| Second <b>Minor</b> Violation | Parents conference requested                  |
| Third <b>Minor</b> Violation  | Bus suspension - 3 days                       |
| Fourth <b>Minor</b> Violation | Bus suspension - 5 days                       |
| Fifth <b>Minor</b> Violation  | Bus suspension up to the remainder of year    |
| First <b>Major</b> Violation  | Parent notified & bus suspension for 3-5 days |
| Second <b>Major</b> Violation | Bus suspension for 6-10 days                  |
| Third <b>Major</b> Violation  | Bus suspension up to the remainder of year    |

In addition to any other rules governing the behavior of students on school buses, every student who rides a school bus should understand that the following behaviors are specifically prohibited on the school bus and at school bus stops:

- (A) Any "act of physical violence" defined under Georgia law as follows:
  - (1) Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as "Type One Physical Violence"); or
  - (2) Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia Criminal law at O.C.G. A. Section 16-3-21 (which is referred to in this Handbook as "Type Two Physical Violence").
- (B) Bullying as defined elsewhere in this Handbook;
- (C) Physical assault or battery of other persons on a school bus;
- (D) Verbal assault of other persons on a school bus to include, but not to be limited to, threatening violence verbally, in writing, by gesture, or by demeanor;
- (E) Disrespectful conduct toward the bus driver or other persons on the school bus, including, but not limited to, the use of vulgar or offensive language;
- (F) Other unruly behavior on a school bus;
- (G) Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; audible radios; tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication system or the school bus driver's operation of the school bus;
- (H) Using mirrors, lasers, flash cameras, or any other lights or reflected devices in a manner that might interfere with the school bus driver's operation of the school bus;
- (I) The commission of any offense described in this handbook, local board policy, or State Board regulations.

If a student engages in physical acts of violence, either Type One or Type Two, the student will be subject to the disciplinary consequences explained under the other relevant sections in this Handbook.

If a student is found to have engaged in bullying or in physical assault or battery of another person on a school bus, the parent or guardian of the student shall be required to participate in a meeting with the appropriate school officials to form a school bus behavior contract for the student. The contract may include, but is not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

We hope you will discuss with your child the importance of correct behavior while riding the school bus and the consequences of improper behavior. If you have any questions or concerns relative to transportation, please feel free to discuss them with your driver. You may also discuss them with your child's principal or the transportation supervisor. We want to ensure that your child arrives at school and returns home safely. We need your support, cooperation and assistance. Let us all work together for a safe transportation system for the children of Screven County.

## **SCREVEN COUNTY SCHOOL DISTRICT Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

**Linda Sanders**  
**Screven County Board of Education**  
**382 Halcyondale Road/ P.O. Box 1668**  
**Sylvania, GA 30467**  
**912-451-2000**  
**lsanders@screven.k12.ga.us**

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

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

official will not be an employee of the District or a school board member and will have knowledge of Section 504 of the Rehabilitation Act of 1973. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Hearing Officers: After a hearing has been requested, officials of the Screven County School System will interview one or more impartial persons, including, but not limited to, attorneys, with knowledge of 504 as necessary, and the Section 504 Coordinator will select from the impartial persons who have been interviewed a hearing officer to conduct a requested hearing. Any hearing officer selected for a hearing will not be an employee of the Screven County School System.

### **Georgia Special Needs Scholarship**

In accordance with Georgia Law, parents of students who receive special education services may choose under some circumstances to transfer their child to another public school or private school in Georgia under the Georgia Special Needs Scholarship Program. More information regarding the options under the Georgia Special Need Scholarship Program are reviewed on the school system website at [www.screven.k12.ga.us](http://www.screven.k12.ga.us). In addition, a parent may wish to review the Georgia Special Needs website at <http://public.doe.k12.ga.us/sb10.aspx>.

## **NON-DISCRIMINATION STATEMENT**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI and Title VII of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); age (Age Discrimination Act of 1975); or disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

The Screven County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its educational programs and activities, athletic programs, or employment practices and provides equal access to the Boy Scouts and other designated youth groups. (See Screven County Board Policy JAA: Equal Education Opportunities) Sexual harassment and disability harassment are acts of discrimination and are not tolerated. (See Screven County Board Policy JCAC: Sexual Harassment of Students and Screven County Board Policy GAEB) The Screven County Board of Education is an equal opportunity employer.

The following persons have been designated to handle inquiries regarding and to coordinate the Board's effort to implement the non-discrimination policies:

|   |               |
|---|---------------|
| Carl D. Perkins Act Coordinator                             | Brian Scott   |
| Title VI Coordinator  | Brian Scott   |
| Title IX Coordinator  | Brian Scott   |
| Age Discrimination Coordinator                              | Brian Scott   |
| Section 504 and ADA Coordinator                             | Linda Sanders |
| (includes, but is not limited to,<br>Disability Harassment) |               |

Questions, concerns, and complaints relating to the application of the nondiscrimination policies and practices of the Screven County School System should be addressed to the persons listed above at the Screven County Board of Education, 382 Halcyondale Road, Sylvania, GA 30467. Telephone (912) 451-2000- FAX (912) 451-2001.

## Staff Directory

Mr. Caleb White – Principal

Wanda Parrish - Assistant Principal

Kelly Chandler – Instructional Coach

Don Ussery - Assistant Principal

Janet McGhee - Counselor

| Teacher<br>6 <sup>th</sup> Grade | Teacher<br>7 <sup>th</sup> Grade | Teacher<br>8 <sup>th</sup> Grade | Teacher<br>Enrichment |
|----------------------------------|----------------------------------|----------------------------------|-----------------------|
| Armon, Hope*                     | Dugger, Melanie                  | Davis, Stephanie                 | Bragg, Deanna**       |
| Bargeron, Mary Kate              | Morris, Donna                    | Fanning, Leslie*                 | Ellison, Megan        |
| Gladfelter, Joel                 | Reddick, Ryan                    | Kent, Jack                       | Holder, Robbie        |
| Johnson, Caral                   | Sanders, Allison                 | Seckinger, Stephanie             | McAfee, Ella ***      |
| Kile, Terry                      | Sheppard, Lovey                  | Shultz, Taylor                   | McBride, Heidi        |
| Morrow, Kaitlyn                  | Tinsley, Eric                    | Stubbs, Crystal                  | Oliver, Rosalyn       |
| Royal, Kayla                     | Tinsley, Jena                    | Thompson, Chase                  | Sheppard, Whitney     |
|                                  | Thompson, Valerie                | Thompson, Tracey                 | Smallman, Chad        |
|                                  | Weaver, Kristy*                  | Von Waldner, Molly               | Smith, Tito           |
|                                  |                                  |                                  |                       |

| Para-professionals   | Clinic        | Secretaries       | Maintenance         |
|----------------------|---------------|-------------------|---------------------|
| Boyd, Georgia        | Roberts, Rose | Teston, Sandra    | Herrington, Maurice |
| Burns, Lorie         |               | Evans, Tonetta    |                     |
| Cail, Mabel          |               |                   |                     |
| Douglas, JoAnn - ISS | Media Center  | Bazemore Services | Cafeteria           |
| Fries, Kimberly      | Ruth Sommers  | Mrs. Asia         | Tonya Smoak         |
| Kittles, Subrena     |               | Mrs. Annie Gail   | Bonita Bryant       |
| Lawton, Breylen      |               | Mr. Richard       | Ada Corre           |
|                      |               |                   | Betty Jo Dickey     |
|                      |               |                   | Betty Mobley        |
|                      |               |                   | Sally Cooper        |
|                      |               |                   | Charles Wilkins     |

\*Grade Level Chairman

\*\* SPED Chairman

\*\*\* Exploratory Chairman