

West Town Elementary School
Pre-Engineering Mathematics and Technology Magnet School
1113 University Avenue
Albany, GA 31707
229-431-3409

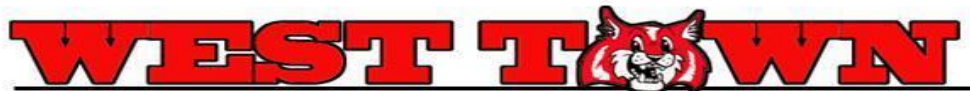


Student/Parent Handbook



2025-2026

Dr. Narkisa Howard, Principal
Ms. Yolanda Bryant, Assistant Principal



The Power to Make a Difference!

Welcome to the 2025-2026 school term!

As we eagerly await the start of this school year, we do so with much anticipation and excitement. While our fifth graders will enter this year with the eagerness of experiencing graduation and moving on to various middle schools, we're cognizant that there is much work to be done. Regardless of where you find yourself and your child, we must work together to ensure the success of each student.

Each day we will ask you to support our school's focus for this year; **"One Team, One Goal, One Mission... Improve Student Achievement!!!"** Challenge our students to meet this **affirmation**. We know this year will bring with it challenges, some new and some old. Nothing great was ever accomplished without a great struggle/trial/difficulty, and school improvement is no different. Overcoming these challenges with an unmatched sense of togetherness will be paramount for us.

As we continue to improve this great school and move students to a higher level of mastery, I humbly ask for your support. This work will require more parent meetings, more volunteering, and a commitment to working together collegially. I'm humbled by this opportunity to work with such a fantastic staff. I promise to give you the best I have, and will ask in return that you do the same.

Dr. Narkisa Howard
Principal



Parent/Student Handbook 2025-2026

Including Student Code of Conduct, Sexual Harassment Policy, Parent Right to Know (Teacher Highly Qualified Status), Bus Rider Conduct Rules, Acceptable Internet Use Policy, Promotion Requirements, Attendance Requirements, School Rules, Policies, and Procedures, and Photo Release Form

Parent's Name _____

Student's Name _____

Address _____

Phone Number _____ **Grade** _____

Teacher _____

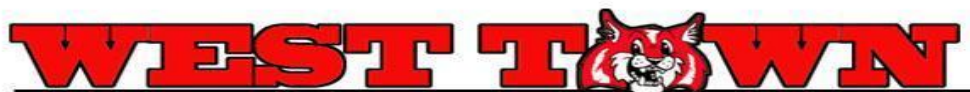
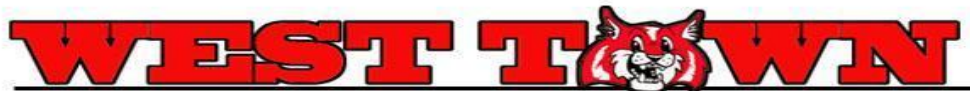
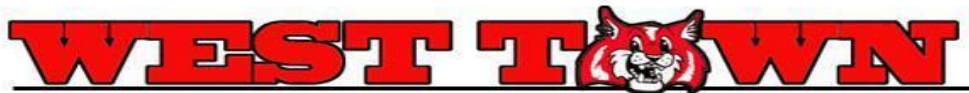


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WELCOME

This student/parent handbook was prepared for the students and parents of West Town Elementary Pre-Engineering Mathematics and Technology Magnet School to provide useful and accurate information about our school's operations, policies, procedures, and expectations. To obtain additional information, please check our school's website and look for weekly newsletters in your child's Friday Folder. Parents and guardians are always welcome at West Town and no appointment is necessary to see the principal or assistant principal, depending on their availability. Please review the contents of this handbook with your child and let us know if you have any suggestions or recommendations for improving its usefulness.

MISSION STATEMENT

The mission of West Town Elementary Pre-Engineering Mathematics and Technology Magnet School is to ensure that there is quality teaching and learning for every teacher, every student, in every class, every period, every day!

Belief Statement

WE BELIEVE THAT ALL CHILDREN CAN LEARN AND ARE ENTITLED TO:

- A quality instructional program that is developmentally appropriate and encompasses the child's social, emotional, physical and intellectual development.

- A safe and comfortable learning environment.
- The acquisition of knowledge and skills necessary to be successful in school, our community, and the world.
- Highly qualified teachers who genuinely care about their well being and academic welfare.
- The same instructional resources that are made available to other elementary school students in the DCSS.
- High expectations for behavior and academic achievement.
- A school committed to continuous improvement.
- Ample opportunities for parents, guardians, and families to become actively involved in their education.
- Age appropriate career guidance.

Our Vision

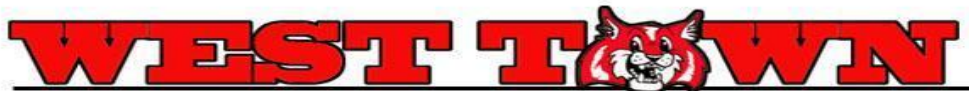
West Town Elementary School will be recognized as one of the Dougherty County School System's most effective elementary schools where student achievement rates exceed district and state averages; parents are actively involved as partners with the staff and community in continuous improvement; and, where students are safe, happy, and "can be as great as they want to be."

ADMISSION

All kindergarten students entering the Dougherty County School System must be five years old on or before September 1 of the school year in which they enroll. First grade students must be six years old on or before September 1.

The following documents are **required** to complete the registration process:

- **Certified Birth Certificate**
- **Georgia Immunization Record**
- **Georgia Ear, Eye and Dental Certificate**
- **Social Security Card or a signed waiver**
- **Proof of Residence (Utility bill in the Parent/Legal Guardian's Name)**



NOTE: Certificates are available at the Dougherty County Health Department or from the child's doctor or dentist.

Children entering any grade level from other schools outside of Dougherty County or transferring from another school within Dougherty County must provide the above documents as well as a **Transfer Slip or Placement Card**.

Parents enrolling children at West Town who reside with another person in the West Town zone will have to complete an application for zone change request per school board policy JBC(1). Parents should then apply for the request through the Deputy Superintendent's office. These forms must be completed by both the parent and the person with whom the parent is residing with and then notarized.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus or bus is strictly forbidden. Violators will be immediately reported to law enforcement officials.

Student Council

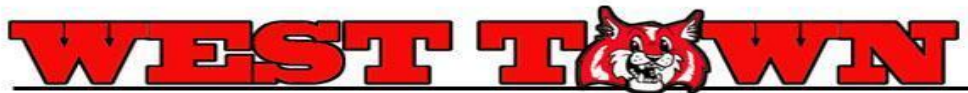
The West Town Student Council honors responsible fourth and fifth grade students while promoting the improvement of student self-esteem, developing leadership skills, and providing an opportunity for students to engage in school and community service activities. Student Council members are selected based on their personal merit and work independently and in pairs as greeters, tour guides, and other capacities provided by the principal and guidance counselor.

ARRIVAL AND DISMISSAL

- The school building is open at 7:00 a.m. for students.
- The school day and classroom instruction begins at 7:30 a.m. Breakfast ends at 7:50 a.m. Students arriving after 8:00 a.m. will be marked tardy. Students with excessive tardies and absences

will be referred to the school social workers.

- The school day ends and dismissal procedures begin at 2:30 p.m. Parents who transport their children should arrive by **2:30 p.m.** *Students who are not picked up by 3:00 p.m. will be placed in the Extended Day program which charges \$10 each day.* Parents are discouraged from taking their children from school before dismissal time. Please schedule all medical or other appointments before or after school hours.
- **To ensure the safety of all of our children and expedient dismissal procedures, students will not be released for early checkout after 2:00 p.m.**
- **Be sure to send written notification to the child's teacher if his/her dismissal routine has changed in any way.** The teacher must be notified in writing regarding any special changes related to your child's dismissal routines. **For safety reasons, we are not allowed to accept verbal requests over the phone in regards to dismissal.**
- Students will not be released to anyone other than their parents or legal guardians without appropriate authorization.
- For safety and supervision purposes, car pick-ups or drop-offs must be via the circular drive located on the front campus. At dismissal, front walkers and then car riders will be released through the front entrance. Please do not use the adjoining streets or other areas of the campus for pick-up or drop-off. This will enable our staff to dismiss students at the end of the school day in the safest and most efficient manner possible.
- In the event of a situation that requires a student to be picked up before 2:30 p.m., please help us protect your child by signing him/her out through the office rather than by going directly to the classroom.
- Do not leave your car unattended in the FIRE OR TRAFFIC lanes located in the driveway in front of or on the side of the building. If you need to come inside to pick up your child, or for any



other reason, you must park in the school parking lot. **Remember to drive slowly through the front drive, be on the lookout for children, and refrain from passing other vehicles in the driveway.**

Arrival/Dismissal Schedule

- **7:00 a.m. Front doors open and breakfast begins**
- **7:30 a.m. Classrooms open**
- **7:50 a.m. Breakfast ends**
- **7:30 a.m. Instruction begins**
- **2:30 p.m. Dismissal begins (bus riders)**
- **2:34 p.m. Walkers dismissed**
- **2:37 p.m. Car and van riders dismissed**
- **3:00 p.m. Students not picked up will be escorted to Extended Day**

ATTENDANCE

Regular school attendance is essential to a students' overall achievement. Students are expected to attend school every day and arrive on time (i.e. in their classroom before 8:00 a.m.)

The State Board of Education Rule 160-5-1-.10 defines a truant as a pupil who has missed more than 5 days without a valid excuse in one school year. The State Board of Education Rule 160-5-1-.10 states that absences are excused only if the child is ill or there is an excuse which meets the requirements of the Georgia Attendance Requirement.

ACADEMIC AWARDS

Students will have the opportunity to receive special recognition at the end of each grading period for earning Honor Roll (A's and/or B's) and the Principal's List (All A's) recognition. An awards day program will be held at the end of the school year to recognize students in each grade level for achievements that include, but are not limited to:

- Perfect Attendance
- Citizenship
- Academics
- Music, art, and physical education
- Improvement
- Leadership

NOTE: Only students receiving awards will be recognized at the awards day program.

BICYCLE SAFETY

Students who ride bicycles to school are urged to lock the bicycles while at school. Bicycles should be chained and locked. Bicycles are not to be ridden on the campus. Students should walk their bicycle to the road.

BREAKFAST AND LUNCH

- All students, regardless of income, will receive free breakfast and lunch.
- Breakfast begins at 7:00 a.m. and ends at 7:50 a.m.
- Parents are invited to share lunch with their children. Please let your child's teacher know when you plan to join them for lunch. The price of an adult lunch is \$4.00.

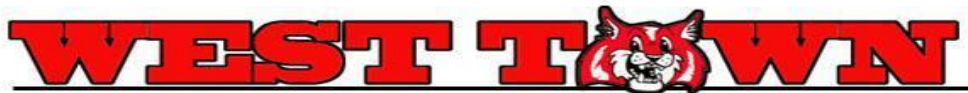
NOTE: A doctor's excuse must be filed with the Child Nutrition Staff if a child is allergic to milk or other foods.

BUS CONDUCT

Riding the bus is a privilege. Students who do not follow the rules for riding the bus may have their bus riding privileges suspended.

RULES

1. Follow the driver's directions the first time they are given.
2. Remain seated and face the front when the bus is in motion.
3. Keep your hands, feet and objects to yourself.
4. Loud talking, excessive noise making, yelling, and/or screaming are prohibited.
5. Do not put any part of your body out the window of the bus.
6. Avoid talking to the driver unless it is absolutely necessary or you are engaged by the driver.
7. Be silent when the bus is stopped or is crossing railroad tracks.
8. Do not litter, eat or drink on the bus.



Parents are responsible for transporting their child to and from school if their child has been suspended from the bus.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not allowed to have cell phones and other personal devices (e.g. smartphones, GameBoys, pagers, iPods, handheld electronic games, etc.) on campus, unless authorized by school administrators. These types of devices will be taken away from students.

CHANGE OF ADDRESS OR TELEPHONE

It is very important for every parent to make sure that we have your current contact information that includes one or more activated phone numbers that can receive and record phone messages. Please inform the school as soon as possible when you change your address or telephone number during the school year.

CHEATING

Cheating is a serious matter and will not be tolerated. Students who cheat will have their academic work (including tests, quizzes, or projects) confiscated and will receive a grade of zero for the assignment. Parents will be notified.

CHORUS

The chorus is an extracurricular program at our school that requires time outside the regular school day. Interested 3rd, 4th and 5th grade students must audition for the chorus. The chorus will perform for seasonal activities during the year. Students who participate in the chorus are subject to special rules, expectations for conduct, policies and other considerations at the discretion of the choral director who has the authority to dismiss a student from rehearsal, a performance, or the choir itself.

CLOSING OF SCHOOL DUE TO WEATHER CONDITIONS OR OTHER CONSIDERATIONS

Television, radio stations, Remind 101 (for phones and email), and our FaceBook page will communicate all school closing announcements due

to bad weather and/or other situations which require our school to be closed.

CONFERENCES/VISITORS

Parents/guardians are encouraged to establish an open, honest, and cooperative relationship with your child's teacher. To avoid the disruption of class time and interruption of instruction, parents who wish to meet with their child's teacher should contact the school to set up an appointment at a time of mutual convenience. Parents are encouraged to send a note with a phone number and a request for the teacher to call.

West Town prides itself on our open door policy (except from 2:00 to 2:30 p.m. on school days), but we are committed to protecting our teachers' instructional time to maximize our students' opportunities to learn. Visitors are allowed to visit the school at any time to observe, however visits must be no longer than 15 minutes.

CONNECTIONS CLASSES

All students will participate in either music, P.E, STEM, or the computer lab on a rotating, regularly scheduled basis every day.

DRESS CODE

Uniforms are mandatory for all Dougherty County K – 5 students. All elementary schools (K-5) will adhere to the following uniform dress requirements:

- **ONLY** solid white, light blue, red or navy collared shirts (short or long sleeved, cotton-blend or knit)
- **ONLY** khaki or navy bottoms (i.e. pants, skirts, jumpers or shorts.) Shorts should be no more than two inches above the knee.
- **NO** jeans

NOTE: The dress code can be modified at the principal's discretion as part of a schoolwide student incentive or reward program.

Standards for School Attire

- Clothing must be free from tears, rips, holes, etc.
- Clothing or jewelry which depicts or suggests sexually related or obscene gestures, or pictures or wording which promote the use/abuse of drugs, alcohol,

- tobacco, or any controlled substance shall not be worn on campus or at school activities.
- Students shall not wear articles of clothing, jewelry, or accessories which, in the opinion of the school principal, poses a clear and immediate threat to the physical well-being or safety of the other students on campus (e.g., heavy chains holding keys or wallet, spike collars, wristbands, or metal toed shoes).

Shirts and Blouses

- Shirts and blouses must have sleeves, and must be free of writing, emblems, and logos.
- All styles except halters, tank tops, deep V-necks, strapless tops (e.g., bustier, tube tops, etc.), undershirts, and others that expose the bodice or abdomen. All fabric except sheer, see-through (organza, net, unlined lace, etc.), clinging, or form-fitting fabrics.
- Worn tucked inside skirts or slacks unless designed as an over blouse
- Buttoned or zipped properly
- Sized appropriately for the wearer

Skirts, Dresses, and Jumpers

- Dresses must have sleeves
- Any length that is not more than two inches above the knee and not below the ankle
- All styles except halters, sun-backs, tubes, and after-five
- Sized appropriately for the wearer

Pants and Shorts

- Worn at the hemmed length not more than two inches above the knee. Pants must fit the student and cannot be oversized and must be hemmed. Additionally, pants must be worn at the waist (sagging and drooping are not allowed) and should touch the top of the student's shoe.
- Pants with loops must be secured with a belt.**
- Shorts must not be below the knee and no more than two inches above the knee.

Shoes and Socks

- **NO** thong shoes, flip flops, slides, crocks or sandals
- Properly laced and tied securely

- Buckled, clamped or fastened as appropriate. They must have a heel strap and have no more than a one-inch heel for safety purposes.
- Socks are required with all shoes. Socks must go above the ankle and be visible above the shoe. Socks with shorts must not go above mid-calf.
- Only red, white or blue tights may be worn
- No leggings

Outerwear, Coats, Hats, Caps, Etc.

- Must be free of writing, pictures, emblems, and logos, except those of the teams or groups at the school or those of colleges or universities
- Coats, headgear and gloves are to be removed and stored appropriately when inside the building.
- Umbrellas must be stored appropriately.

Jewelry and Accessories

- Single post earrings and hoop earrings no larger than a quarter are acceptable
- No more than two bracelets or rings may be worn at any time
- Nose rings, nose pins, tongue rings and tongue pins are not acceptable
- Students shall not wear dark glasses in the classroom.

EARLY INTERVENTION PROGRAM (EIP)

The EIP is designed to serve students in grades K-5 who are at risk of not reaching or maintaining academic grade level, as defined by EIP guidelines. The goal of the EIP is to help students obtain the necessary academic skills to reach grade-level performance in the shortest possible time.

EMERGENCY COMMUNICATIONS

In the event of an emergency at school, we will immediately call 9-1-1 and secure the safety of our students and staff. This will require us either to evacuate everyone from our building, position ourselves to prepare for a tornado, or go into a schoolwide lockdown. We will then contact the DCSS superintendent's office which will handle communications with our students'

parents/guardians until the emergency has ended. Please know that it is critical for our administrators and office staff to be communicating with emergency response personnel during this time, so it is unlikely that phone calls to the school will be answered until the emergency has ended. Our priority will be ensuring the safety of our students and staff and communicating with emergency responders, law enforcement officials, and the superintendent's office.

EMERGENCY DRILLS

Fire drills are conducted each month. Crisis and tornado drills are conducted several times during the year. Detailed escape routes and plans are posted inside each classroom, and students practice for emergency situations. All parents should impress upon their children the importance of maintaining a serious attitude when practicing for emergency situations.

EXCEPTIONAL STUDENTS PROGRAM (ESP)

The Exceptional Students Program is designed to provide appropriate educational opportunities for all eligible, disabled students from ages three to 21.

EXTENDED DAY PROGRAM (EDP)

- The Extended Day Program provides enrichment activities daily for any students in pre-kindergarten through 8th grade. (For additional information call (229-431-1280).
- The program begins at 2:30 p.m. and ends at 6:00 p.m. and is supervised and operated by DCSS staff who are not based at West Town.
- A registration fee and weekly fees are required.
- You may request an application form from the school office.

FIELD TRIPS

A limited number of field trips within our city and to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of any planned field trips well in advance of the scheduled

trip date and will be asked to sign field trip permission forms.

FRIDAY FOLDERS

Friday folders are sent home weekly with all students. They contain an important monthly newsletter, along with graded classwork, papers and documents from your child's teacher that need your attention. Please review the

academic work with your child and sign and return papers as requested. Your signature will let us know that you are aware of the academic work your child is doing. Mid-nine weeks progress letters will be given to all students. This progress report should be signed by the parent and returned to the child's regular classroom teacher the next school day.

FUNDRAISING

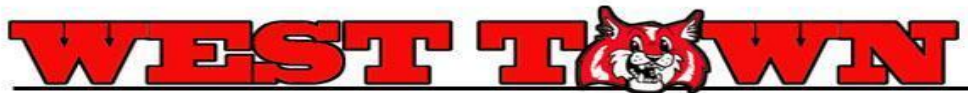
DCSS Board Policy limits fundraising activities to two per school per year. There will be no door-to-door student sales. **Parents are responsible for sales and participation is strictly voluntary.** All proceeds from fundraisers will be deposited into our school's activities account to be used for various school improvement activities, purchases, student incentives, recognitions, etc.

GIFTED EDUCATION

The DCSS provides gifted education programs for qualified students in grades K-12. For information regarding gifted services, please contact the Gifted Education Program at 431-1291.

Evaluation Process

Students may be nominated for gifted evaluation by teachers, counselors, parents or guardians, peers, self or other individuals with knowledge of the student's abilities. Nomination should be based on superior classroom performance or high achievement test scores. Test scores are valid for two years; therefore, testing may not be necessary each year. Parents or guardians can obtain a nomination form from their school office, the DCSS's website (www.docoschools.org) or through the gifted office.



Eligibility Criteria

A student is eligible for placement in the Gifted Education Program if he/she meets State of Georgia eligibility requirements in one of the following categories, Option A or Option B:

Option A Mental Ability and Achievement:

Grades K-2 Total score of 99 percentile on a mental ability test and minimum achievement test

score of 90 percentile in total reading, or total math, or basic composite Grades 3-12. Total score of 96 percentile on a mental ability test and minimum

achievement test score of 90 percentile in total reading, or total math, or basic composite

Option B Multiple Criteria (Grades K-12) – meeting criteria in 3 out of 4 categories below:

1. Mental Ability – 96 percentile minimum total or composite score on a mental ability test
2. Achievement – 90 percentile minimum score in total reading, or total math, or basic composite on an achievement test
3. Creativity – 90 percentile minimum score on a creativity test
4. Motivation – 90 percentile minimum score on motivational rating scale in grades K-5.

Parental Rights: Parents have the right to have a conference to review all information regarding their child's evaluation results.

Program Description

Gifted students in grades K-5 attend L.I.F.E. Lab, Learning in a Flexible Environment. Students participate in the program at the Gifted Center one day each week. Using thematic units, students receive in-depth study in a variety of subjects with “hands-on” projects that require the use of higher order thinking skills and technology. Field trips are also planned to enhance specific learning objectives. Additionally, gifted students have the

option of attending a gifted cluster school to be grouped with other gifted students.

Continuation Policy

Students in the gifted program must maintain high academic standards in gifted classes. A probationary period is provided for students who fail to meet performance criteria. If a student fails to improve his/her performance after the probationary period, he/she is removed from the program.

GUIDANCE AND COUNSELING

The school counselor provides guidance services to all students in our school. These include, but are

not limited to, individual and small group counseling, classroom guidance, student/parent/teacher conferences, parenting classes, and career guidance.

HOMEBOUND INSTRUCTION

For medical reasons, homebound instruction is available for students who will be unable to attend school for an extended period.

HOMEWORK

Please check with your child's teacher regarding homework. Assignments will vary by grade level and teacher, and sometimes by student, depending on the teacher's assessment of the student's progress. All homework will be evaluated by the classroom teacher and grades will be assigned at the teacher's discretion. During the school year, parents and students should expect homework every day, including weekends, holidays, and breaks.

Parents/guardians are encouraged to ask their child about homework and to make sure that their child understands and completes the assignment to the best of his/her ability. We also encourage parents/guardians to help their child with homework as needed, but to refrain from doing the assignment(s) for the child to return to the teacher as his/her own work effort.

If you feel that your child's teacher is assigning excessive, unreasonable, or irrelevant homework, please let the teacher know. If you are not satisfied

with the teacher's response, feel free to contact our assistant principal or principal for further assistance and/or clarification.

IMMUNIZATIONS/EAR, EYE, & DENTAL

All **kindergarten students** and **students new to Georgia schools** are required by state law to have a Georgia Immunization Certificate and a Georgia Certificate of Ear, Eye and Dental on file at the school. These certificates can be obtained from the local Health Department on Slappey Blvd., or from your family doctor. Failure to have your child immunized will result in your child being removed from school.

INSURANCE

School insurance will be offered at the beginning of each school year. Information packets will be given to each child. Interested parents should complete the forms and send them to the child's teacher.

INTERNET USE

Inappropriate student use of the Internet will result in a cancellation of these privileges as well as possible disciplinary action consistent with the *Code of Conduct*. West Town Elementary and the DCSS have taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times; however, we cannot guarantee that students will refrain from locating or accessing inappropriate sources. Please review the guidelines listed below:

1. Student use of instructional media must be in support of grade appropriate Common Core Georgia Performance Standards (CCGPS) and/or elementary Instructional Technology Competencies.
2. Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse.
3. Students are expected to respect and not attempt to by-pass security in place on

computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.

4. Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
5. While using the Internet, students will be closely supervised. They will be held responsible for information viewed, received, and sent.
6. Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

LEAVING CAMPUS

No student is allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal or teacher. Permission to leave the school will only be granted upon written parental or guardian request. For safety reasons, we cannot accept these requests over the phone.

LOST AND FOUND

Students are responsible for their personal items as well as school property. Please label your child's coat, sweater, cap, etc. A lost and found box will be provided for misplaced personal items. Lost, misplaced, or stolen library books or textbooks must be paid for before another one is issued.

MEDIA

Our media specialists and paraprofessionals conduct media skills instruction, research, reading sessions, and technology training for all students. Students are encouraged to check out books and read daily. There is no fine for overdue books; however, a fine will be assessed and must be paid for lost or damaged library books.

MEDICATIONS/NURSE

Students with physical health conditions that we need to know about must have a written explanation from the doctor. Students taking prescribed medications must bring a note from the parents. No form of over-the-counter medication (e.g. aspirin, cough syrup, antihistamine, etc.) will be given to

any student by any staff member except the school nurse. Medications brought to school must be clearly identified with the student's name and correct dosage. A note from the parent giving permission for the nurse or office personnel to administer the medication must be sent. **NO MEDICATION WILL BE GIVEN TO A STUDENT WITHOUT A PERMISSION NOTE FROM PARENTS.**

In case of illness or an injury, the school nurse and administrators will care for the child until a parent or guardian is contacted. It is extremely important that phone numbers on file in the front office and with the classroom teacher are kept up-to-date at all

times. In the event that the staff is unable to contact a parent, and the child is seriously ill or injured, the child will be transported to the hospital by ambulance.

NOTE: We do not have a full time nurse at our school. The volunteer nurse who comes to our school is not here every day, is not here most of the school day when she is here, and does not keep regular hours.

MONEY

Students should not bring any unnecessary money to school. Teachers are not responsible for student monies lost, given away, misplaced, or stolen on campus.

PARENTS' "RIGHT TO KNOW"

Notifications of parents' "Right to Know" are available in our front office, Parent Resource Center, and the DCSS website. Parents whose students are being taught by a teacher who is not highly qualified (HiQ) for any portion of the school day will be notified by a letter signed by the principal on school letterhead. All parents have the right to request and obtain information on the certification and qualifications of teachers. Parents may ask for any one of the following:

- Completion of state requirements for teacher licensure certification
- Emergency or other provisional status
- Educational background

- Whether a paraprofessional is serving the child and if so, the paraprofessional's qualifications

Requests for information concerning your child's teacher's qualifications or certifications can be made by contacting our front office, assistant principal, or principal.

PARTIES, CLASSROOM

Two classroom parties are permitted each year. The first is a Christmas party held on the last day of school before the Christmas break. The second one is the last day of school. Classroom parties may begin any time after students have finished lunch at the discretion of the classroom teacher. Birthday parties are prohibited by DCSS board policy. Exceptions to this

policy are parties earned by students and classrooms as a reward or part of an incentive program authorized and approved in advance by the school administration.

PHYSICAL EDUCATION

A signed doctor's note will be necessary to exempt a child from P.E. for more than two consecutive days.

PLEDGE TO THE FLAG

An opportunity for students to pledge allegiance to the flag will be provided each morning.

PROMOTION REQUIREMENTS

NOTE: DCSS promotion requirements for grades 1-5 are being revised and were not available for this publication.

QUIET REFLECTION

A brief period for quiet reflection will be provided for students each morning.

REPORT CARDS

Report cards are issued at the end of each nine weeks grading period. Numerical grades will be given for students in grades 1 – 5. Effort grades will be recorded on Kindergarten report cards which are issued every twelve weeks. Please review your child's progress report and contact the school for a conference if you have questions regarding the report.

GRADING SCALE

(Grades 1 – 5)

(Kindergarten)

Achievement

Effort

A -- 90 – 100	E – Excellent
B -- 80 – 89	EX – Exceeds Standard
C -- 70 – 79	S – Satisfactory
F -- 69 & Below	ME - Meets Standard
	I – Improving
	PR - Progressing
	NI -- Needs Improving
	EM - Emerging
	U – Unsatisfactory
	ND – Not Yet Demonstrated

An **effort grade** will be given for art, music, physical education, behavior, and work habits.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) organizes and requires a school-based team of certified professionals to identify, plan and recommend alternative instructional strategies for selected students experiencing academic difficulties.

It is not an exceptional student program. The RTI team includes classroom teachers and meets regularly to review student academic progress and other available information in order to establish and implement an educational plan for each student identified. The plan may include a variety of educational strategies including behavioral management techniques, curricular modifications, peer tutoring, parent conferences, counseling, specialized materials or remedial education programs. Parents are welcome to attend all RTI meetings.

SCHOOL SOCIAL WORK SERVICES

The School Social Work Service is part of public school personnel services that deals with social and family problems that interfere with a student's school program. School social workers serve as liaisons between the school, family, student and community resources.

SCHOOL SUPPLIES

A classroom supply list will be provided for each student at the beginning of the school year. Your assistance in this effort is appreciated, but not required.

SCIENCE OLYMPIAD

The Science Olympiad is a county-wide science competition held annually in the spring. Six students per grade level in grades 3-5 are selected to represent the

school. Students are selected based on criteria that include enthusiasm, knowledge, participation, and curiosity. Awards are given at the closing ceremony.

SEXUAL HARASSMENT

It is the policy of the Dougherty County Board of Education to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any member of the staff to harass a student or for students to harass other students or any school employee through conduct or communications of a sexual nature. Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching

5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

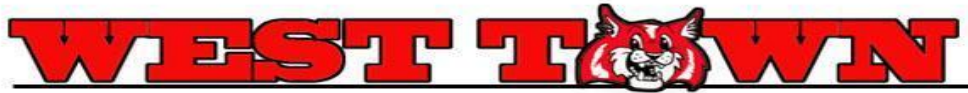
Any person who alleges sexual harassment by a staff member or student in the school may complain directly to a principal, assistant principal, guidance counselor or any other staff member. Filing a formal complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignment. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against an employee shall subject the person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

SPEECH

A certified speech pathologist is available to assist students as needed.

TELEPHONE

The office telephone is a business phone and is not to be used by students unless authorized by a member of the front office staff, teacher, or administrator. We will not disrupt instruction to summon students to the phone.



TESTING PROGRAM

As a student in the DCSS in Georgia, your child is subject to numerous tests throughout the year. We will keep parents/guardians informed of these tests and their significance throughout the school year. Copies of test results will be provided to parents/guardians as they become available.

STUDENT DEVICE REPAIR & REPLACEMENT

Any device that is lost, stolen, or damaged is the responsibility of the consenting adult who signed the computing resource document when the devices were issued. Fees will be added to the student's record and must be paid in full before they can receive another DCSS device. Please encourage your child to handle their devices responsibly.

TITLE I

West Town is a Title 1 school as designated by the Elementary and Secondary Act of 1965 (ESEA). Title I is a federal program designed to support state and local school reform efforts tied to challenging state academic standards. Our schoolwide Title 1 funded program reinforces and enhances efforts to improve teaching and learning for all students in our school. Title 1 programs must be approved by district and state officials and are collaboratively developed and implemented via Schoolwide/School Improvement Plans based on research-based strategies that include supporting parental involvement.

TOBACCO, VAPES, E-CIGARETTES

The possession and use of tobacco products by students and adults on campus is strictly prohibited. This prohibition includes the possession and use of vapes, and e-cigarettes.

TOYS

All toys should be left at home unless the student's teacher has given specific permission to bring a toy to class.

TRANSFERS AND WITHDRAWALS

Please give the office a **two day notice** to process withdrawal requests. Be sure to return all devices, instructional materials, or library books your child may have before he/she is withdrawn.

VISITORS

All visitors must check in at the school office upon arrival to receive a visitor's pass which must be worn while the visitor is on campus. To minimize classroom disruptions and interruptions of instruction, please arrange classroom visits with the teacher or front office staff in advance for the following times during the school day:

- Before instruction begins at 8:00 a.m.
- Before students return from connections class
- Before students return from lunch

Once you are seated in the classroom, please refrain from talking with the teacher, your child, or the other students unless you ARE invited to do so or your participation is part of the teacher's lesson plan.

VISITORS ARE ALLOWED TO VISIT IN THE CLASSROOM NO MORE THAN FIFTEEN (15) MINUTES. If you would like to have lunch with your

child, please let us know in advance and we will be happy to accommodate you.

VOLUNTEERS

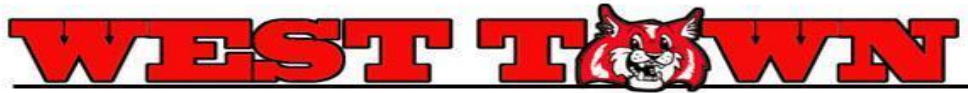
Parental involvement is always welcomed and needed. Anyone wishing to volunteer in any capacity must be cleared by a DCSS background check for security and safety purposes. The application is simple and is available in our front office. Authorization and clearance usually takes less than two weeks.

DISCIPLINE/CODE OF CONDUCT

West Town Elementary is committed to providing all students and staff a safe and orderly learning environment. Please review the following *DCSS Code of Conduct for Elementary School Students* with your child. Expect the principal or assistant principal to call you should your child receive a disciplinary referral.

CODE OF CONDUCT FOR ELEMENTARY SCHOOL STUDENTS DCSS Policy JCD-E (1)

The purpose of this code is to provide students of elementary schools within the Dougherty County School System an effective and safe learning environment. This brochure has been prepared in



accordance with the Discipline Procedures of the Dougherty County School System. It contains information for school personnel, students, and parents. Included in the brochure is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day.

This Code of Conduct applies to all school activities, school-related functions, and school transportation, as well as extracurricular programs. Students who violate this Code of Conduct shall be subject to discipline as provided herein. Students and their parents need to know and understand this code in order to achieve these goals. Students should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. The rights of individuals shall be protected. In all cases, students shall receive a notice and explanation of the evidence supporting any disciplinary action and shall be given an

opportunity to present his or her explanation of the situation. The Dougherty County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e., IEP, 504, and SST) will be reviewed for appropriate consequences.

GLOSSARY OF DISCIPLINE TERMS

Arson – Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.

Assault - A verbal threat to or an attempt to physically harm someone without actually touching him/her including sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972.

AWOL - Unauthorized absence and/or leave from class, school, activity, or event.

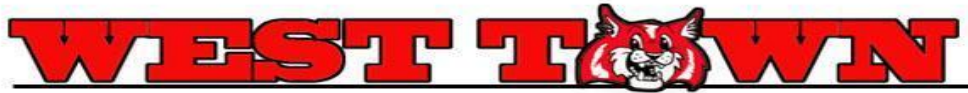
Battery - Intentional touching or striking of another person to intentionally cause bodily harm.

Breaking and Entering / Burglary – Unlawful or unauthorized forceful entry into a school building or vehicle, with or without the intention to commit theft.

Bomb/Explosive - A device containing combustible materials and a fuse.

Bullying – 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 O.C.G.A. 16-5-23.1 or visible bodily harm as such term is defined in O.C.G.A. 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.

Bus Misconduct - Failure to comply with rules of bus safety or Student Conduct Behavior Code.

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

Cheating – Any act of dishonesty evidenced by copying the work or words of others and presenting it as the student's own product.

Chronic Lack of Supplies - Repeatedly reporting to class without necessary materials, such as books, physical education attire, supplies, etc.

Detention - Student attends a work/study session outside of regular school hours. Parents are responsible for transportation.

Disciplinary Probation - A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Tribunal. Probation is a trial period during which a student violating school and/or School System rules is subject to further disciplinary action.

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

Disorderly Conduct – Any act that substantially disrupts the orderly conduct of a school function,

substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. Includes disruptive behavior on school buses.

Disrespect - Responding in a rude and impertinent manner toward teachers, school administrators and other school personnel as well as toward other students, persons attending school functions and others validly on school grounds.

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

Drug/Alcohol/Chemical Offense - Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

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

Extortion - Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

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

Felony - Any offense punishable as a felony under Georgia or federal law.

Fighting – Mutual participation in a fight involving physical violence where there is no one main offender and no major injury.

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

Gang - Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior.

Harassment/Intimidation/Verbal Abuse -

Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

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

Inappropriate Personal Property - Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

Incitement – advising, counseling, or in any other way trying to influence another to engage in prohibited acts.

In-School Suspension - The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

Kidnapping – The unlawful and forceful abduction, transportation, and/or detention of a person against his or her will.

Loitering/Trespassing - Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

Long-Term Suspension - The student is suspended out-of-school for more than 10 days.

Motor vehicle theft – Theft, attempted theft, robbery, or attempted robbery of any motor vehicle.

Non-Prescription Drug - Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Other Firearms – Firearms as defined in 18 U.S.C. 921 other than handguns, rifles, or shotguns.

Permanent Expulsion - The student is removed from all public school property and activities or events for an indefinite period of time. This action

may be taken by the Dougherty County Board of Education or the Student Disciplinary Tribunal; provided, however, the Superintendent shall determine the disciplinary actions or proceeding for students exempt from the jurisdiction of the Student Disciplinary Tribunal by O.C.G.A. § 20-2-759. School work may not be made up or credit given.

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

Profanity/Vulgarity - Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

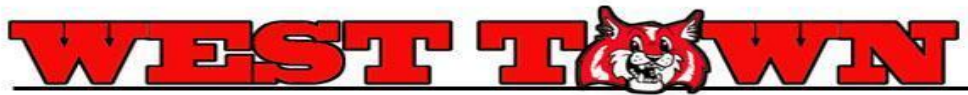
Robbery – The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Serious Bodily Injury – Bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the functions of a bodily member, organ, or mental faculty.

Sexual Battery – Oral, anal, or vaginal penetration where the victim did not give consent or is incapable of giving consent; touching of the private parts of another person either through human contact or using an object forcibly where the victim did not give consent or is incapable of giving consent.

Sexual Harassment – Unwelcome non-physical sexual advances; lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Sex Offenses – Unlawful sexual behavior; consensual sexual contact; or possession of sexually explicit images.



Short-Term Suspension - The student is suspended out of school up to 10 days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may not make up those tests and assignments missed during the time the student is suspended. During the term of

suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Disciplinary Tribunal - A five-member panel composed of school administrators and officials. The tribunal hears evidence presented by the School System, the student, and parents when a student is referred to the local school principal or his/her designee. The tribunal has the authority to make decisions ranging from returning the student to the local school to recommending permanent expulsion of the student.

Tardiness - Failure to be in an assigned place at the assigned time without a valid excuse.

Theft / Larceny – The unlawful taking of property belonging to another person or entity (e.g., a school) without threat, violence, or bodily harm. The key difference between Theft / Larceny and robbery is that the threat of physical harm or actual physical harm is involved in a robbery).

Transmission - The passing of any substance, article, or weapon to another person.

Threat / Intimidation – Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm without subjecting the victim to actual physical violence.

Trespassing – Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. The key difference between Trespassing and Breaking and Entering/Burglary is that Trespassing does not include forceful entry.

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

Vandalism - The willful or malicious destruction, damage, or defacement of public or private property.

Waiver of Right to Attend Student Disciplinary Tribunal - Parents may sign a waiver if they cannot attend or do not elect to attend the tribunal hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

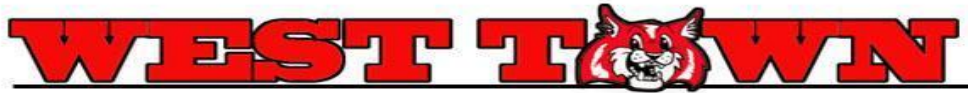
Weapon - An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chahka, or any other object intended to be used to inflict bodily harm, as identified in O.C.G.A. § 16-11-127.1.

DCSS Policy JCDAD – Weapons in School

The possession of weapons on school property is detrimental to the welfare and safety of the students and school personnel and is a violation of state law.

No person shall carry, possess, or have under their control any weapon or explosive compound within a school safety zone, in any school building, on school premises, at any school sponsored function or activity, in any school vehicle or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function. For purposes of this policy, the following definitions apply:

1. A “school safety zone” is defined as the area within 1,000 feet of any real property owned by or leased to the Board of Education and used for elementary or secondary education.
2. “Weapon” means and includes:
 - a. Any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; or
 - b. Any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two or more inches; or
 - c. Straight-edge razor or razor blade; or



d. Spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or

e. Any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; or

f. Any stun gun or taser as defined in O.C.G.A. 16-11-106(a); or

g. Bats, clubs, or other bludgeon type weapons

NOTICE

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS, OR HAVE UNDER CONTROL ANY WEAPON IN A SCHOOL BUILDING, AT A SCHOOL FUNCTION, ON SCHOOL PROPERTY, ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL, OR WITHIN 1000 FEET OF A 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, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE HAVING A BLADE OF TWO OR MORE INCHES, STRAIGHT-EDGE RAZOR, RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK, 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 A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER. VIOLATION MAY RESULT IN CRIMINAL PROSECUTION. (O.C.G.A. 16-11-127.1; 15-11-37; P.L. 103-227)

Zero Tolerance - There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function, or event. The School System will be proactive. Each individual case will be reviewed.

PROGRESSIVE DISCIPLINE - ELEMENTARY SCHOOL

Progressive discipline for students of elementary schools within the Dougherty County School System is divided into five levels. The level of

discipline imposed shall be based on the severity of the misbehavior.

LEVEL I DISCIPLINE

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal. Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

1. Detention after school.
2. Loss of recess or other free choice time.
3. Isolation during lunch.
4. Classroom isolation from peers.
5. Student participation in conferences with parents/guardians and teachers.
6. Participate in a school-service project which enables the student to be engaged in the desired character trait(s).
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).

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

1. Student participation in conference with parent/guardian, teacher, and/or principal.

2. Restriction from school programs and special assemblies.
3. Assignment to after-school detention hall.
4. Partial day in-school suspension (ISS).
5. Full day in-school suspension (ISS) for one school day.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Interventions: In addition to the discipline management techniques set forth above, professional staff members may utilize any of the following interventions, as appropriate:

1. Verbal/Physical Cue
2. Timer reinforcement
3. Reward altered behavior
4. Mentoring program
5. Conflict resolution
6. Short-term behavioral progress reports
7. Assignment of extra roles in class
8. Modeling expected behavior
9. Re-teaching/practicing the rule
10. Student/teacher conference
11. Parent/teacher conference
12. Referral to guidance counselor
13. Behavior contract
14. Peer mediation
15. Progress monitoring
16. Any other intervention that positively promotes the Student Behavior Code and desired character trait(s) and is not otherwise prohibited by any applicable law, regulation, or policy.

LEVEL II DISCIPLINE

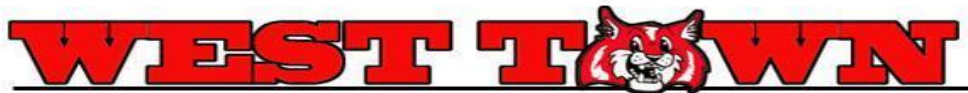
Level II discipline offenses are intermediate acts of misconduct which require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or the principal's designee, including, but not limited to, the following:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to after-school detention hall.
4. Assignment to lunchtime detention hall.
5. Partial day in-school suspension (ISS).
6. Full day in-school suspension (ISS) for up to five school days.
7. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Financial restitution for the repair of any damage caused to the school-related environment.
10. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
11. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
12. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

NOTE: Level II differs from Level I in that it omits classroom detention, classroom isolation, loss of recess, and lunch isolation, while adding assignment to lunch detention hall, increasing the maximum number of days in ISS from one to five, adding financial restitution for the repair of any damage caused to the school-related environment, providing for out-of school suspension for up to three days, and prompting consideration of behavior support services.

Interventions: In addition to the discipline management techniques set forth above,



professional staff members may utilize any of the interventions available under Level I Discipline above.

LEVEL III DISCIPLINE

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct.

These offenses may be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or the principal's designee, including, but not limited to, the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to 10 school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Development of a written or graphic representation that reflects understanding

of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).

7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

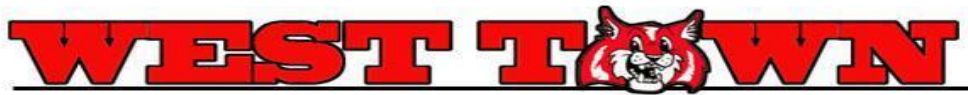
NOTE: Level III differs from Level II in that it requires student and parent/guardian participation in a conference with the principal for any discipline incident in this category, omits assignments to detention hall, omits partial day assignments to ISS, increases the maximum number of day in ISS from five to 10, provides an option to immediately suspend a student from school for up to three school days in situations in which the health, safety, or the well-being of others is at risk during the disciplinary investigation, and increases the number of out-of-school suspension days from three to five.

Interventions: In addition to the discipline management techniques set forth above, professional staff members may utilize any of the following additional interventions:

1. Any intervention available under Level I Discipline above
2. Parent education outreach
3. Student Support Team Referral
4. Social Worker Referral
5. Student Assistance Program Referral
6. Any other intervention that positively promotes the Student Behavior Code and desired character trait(s) and is not otherwise prohibited by any applicable law, regulation, or policy.

LEVEL IV DISCIPLINE

Level IV discipline offenses represent the most serious acts of misconduct. These offenses must be **immediately** reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health,



safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to

three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or the principal's designee, including, but not limited to the following:

1. Restriction from programs and special assemblies
2. Suspension from school for up to 10 school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Financial restitution for the repair of any damage caused to the school-related environment.
5. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
6. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
8. Expulsion.

NOTE: Level IV differs from Level III in that it requires student and parent/guardian participation in a conference with the principal for all discipline incidents in this category and increases the maximum number of days suspended from school from five to 10. Prior to expulsion for a Level IV offense, the student shall be granted a

hearing before the Student Disciplinary Tribunal which shall recommend appropriate disciplinary action to be

determined by the Superintendent.

Interventions: In addition to the discipline management techniques set forth above, professional staff members may utilize any of the interventions available under Level III Discipline above.

LEVEL V DISCIPLINE

Level V discipline is utilized for students in elementary school who are the age equivalent of a student in the sixth grade or above and who behave in such a manner that requires them to be excluded from the regular school program. Examples of Level V behavior include chronically disruptive behavior, extremely violent behavior, and weapon possession.

Because Level V discipline results in placement in a separate alternative educational program for no less than 10 days, students in this discipline level have benefit of due process, such as the process provided by the student disciplinary tribunal or the procedural safeguards and other requirements identified in the 1997 federal Individuals with Disabilities Education Act and the Georgia Board of Education's special education rules.

Interventions: In addition to the discipline management techniques set forth above, professional staff members may utilize any of the interventions available under Level IV Discipline above.

Chronic Disciplinary Problem Students

Any student who exhibits a pattern of behavioral characteristics which interferes with the learning process of other students around him or her, which behavior is likely to recur, shall have a disciplinary and behavioral correction plan. The plan shall be devised following an invitation to the student's parent(s) or guardian(s) to observe the student in a

classroom situation. The parent(s) or guardian(s) shall attend a conference with the principal or the teacher, or both, to develop the correction plan. Before any chronic disciplinary problem student is

permitted to return from an expulsion or suspension, a disciplinary and behavioral correction plan shall be devised for the student in consultation with the student's parent(s) or guardian(s).

DCSS Policy JCDD – Terroristic Threats

It is the policy of the Dougherty County Board of Education to take all reasonable and necessary steps to provide a safe environment for students, staff, faculty, and administration. Any threat by any individual, group of individuals, or organization of any kind directed toward another which, if carried out, would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. The Dougherty County Board of Education will not tolerate threats made against anyone in the school community.

DCSS Policy JCEB – Student Hearing Procedure (Tribunals)

In accordance with Official Code of Georgia Annotated 20-2-750, et seq., the Dougherty County Board of Education hereby establishes a panel of hearing officers which shall be known as the Student Disciplinary Tribunal. The Tribunal shall hear all student disciplinary matters involving any instance of:

1. An alleged assault or battery by a student upon any teacher, school official, or employee.
2. An alleged assault or battery by a student upon another student, if, in the discretion of the school principal, the alleged assault or battery could justify the expulsion or long-term suspension of the student.
3. Substantial damage alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, school official, employee, or student, if, in the discretion of the principal, the alleged damage could justify the expulsion or long-term suspension of the student.

4. Possession of firearms at school, at a school function, on school property, or on a school bus; such offense shall carry an automatic expulsion for not less than one year.

5. Possession of a weapon other than a firearm at school, at a school function, on school property, or on a school bus; Such weapons shall include any weapon designed or intended to propel a missile or any kind of dirk, knife of any kind, straight edge razor, razor blade, box cutter, spring stick, metal knucks, blackjack, 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 a nun chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind.

6. Any alleged misconduct or violation of school rules which in the discretion of the principal could justify the expulsion or long-term suspension of the student. When a student has been suspended a third time and has a cumulative total of 15 days during one semester or when a student has been suspended a fourth time and has a cumulative total of 20 days during one academic year, he or she shall be automatically referred to the Student Disciplinary Tribunal.

7. Whenever a student has been convicted of a felony, or whenever a student has been charged with a felony and in the discretion of the principal the student poses a significant threat to the school environment or to the safety of other students and staff, or whenever a convicted felon has been released from confinement and seeks to return to school; regardless of whether or not such felony was committed on or off campus or during or outside of the school day, such student shall be referred to the Student Disciplinary Tribunal.

In any of the above instances, it shall be the duty of the principal, assistant principal, or other person designated by the principal to obtain a complaint from the student, teacher, school official, or employee affected. The principal, assistant principal, or other designated person shall make inquiry and prepare and file two copies of the complaint with the Superintendent of Schools, who

shall make a copy of the complaint available to the Board of Education.

This Tribunal carries with it all authority and full force of law accorded to the Board of Education while sitting as a quasi-judicial body, and all hearings conducted by said Tribunal shall afford all parties with proper due process, rights of appeal, and procedural safeguards as required by law. The members of this Tribunal shall be protected by the liability insurance carried by the Board of Education.

The Board of Education shall appoint five professionally certified school officials, as recommended by the Superintendent, to serve as members of this Tribunal. Upon the recommendation of the Superintendent, the Board shall appoint one member of the Tribunal to serve as chairperson and one member to serve as vice chairperson. The chairperson shall be responsible for conducting the hearing and, on behalf of the Tribunal, issue the final decision rendered. The vice-chairperson, in the absence of the chairperson, shall serve in the same capacity as set forth for the chairperson. Three members shall constitute a quorum of the Tribunal, provided that either the chairperson or vice-chairperson is present. The hearings of the Tribunal shall be closed to the public unless all parties to the proceedings agree in writing to a public hearing.

Sanctions which the Tribunal may impose shall include, but not be limited to, the following:

1. Expulsion - means expulsion of a student from a public school beyond the current school semester.
2. Long-term Suspension - means the suspension of a student from a public school for more than 10 school days but not beyond the current school quarter or semester.
3. Short-term Suspension - means the suspension of a student from a public school for not more than 10 days.
4. Should a student be referred to the Student Disciplinary Tribunal following a suspension by the principal, such Tribunal Hearing shall be held no later than 10 school days after the beginning of the

suspension unless the School System and parents or guardians of the students agree to an extension of the hearing.

5. Any teacher who is called as a witness by the School System shall be given notice no later than three days prior to the date of the hearings.

Any student expelled for a period in excess of 12 calendar months may petition for reentry to the Dougherty County School System after 12 calendar months of the student's expulsion has concluded and once a year thereafter. Should a student be readmitted to the Dougherty County School System, the Disciplinary Tribunal may consider enrolling the student in a school other than the school from which the student was expelled.

All rulings made by the Tribunal shall carry a right of appeal to the Dougherty County Board of Education. In the event of an appeal, the Superintendent of the Dougherty County School System may suspend enforcement of any disciplinary action imposed by the Tribunal pending the outcome of any appeal to the Dougherty County Board of Education.

The Tribunal shall, in addition to any other requirements imposed by rules and regulations pursuant to O.C.G.A. 20-2-750, ensure that:

1. All parties are afforded an opportunity for a hearing after reasonable notice served personally or by mail. This notice shall be given to all parties and to the parent or guardian of the student or students involved and shall include a statement of the time, place, and nature of the hearing; a short and plain statement of the matters asserted; and a statement as to the rights of all parties to present evidence and to be represented by legal counsel.
2. All parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on all issues unresolved.

The Tribunal shall render its decision based solely on the evidence received at the hearing. The decision shall be given to all parties in writing within 10 days of the close of the record. Along with its decision, the Tribunal shall notify the parties of their right to appeal as provided herein

and of their right to be represented by legal counsel at any such subsequent proceedings.

Decisions of this Tribunal may be appealed to the Dougherty County Board of Education by filing a written notice of appeal within 20 days from the date the decision is rendered.

The Board of Education shall review the record and render a decision in writing. The decision shall be based solely on the record and shall be given to all parties within 10 days from the date it receives the notice of appeal, and any decision of the Board shall be final.

A written summary shall be prepared of any proceedings under this sub-part which summary shall include a description of the incident and the disposition thereof but shall not contain the names of the parties to the incident. The summary shall be a public record. No other records related to any such proceedings shall be open to public inspection.

Physical Violence Against Teacher, School Bus Driver, or Other School Official or Employee

Definitions - As used in this policy, the term "physical violence" means:

1. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
2. Intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in the defense of himself or herself as provided in O.C.G.A. §16-3-21.

Any student alleged to have committed an act of physical violence against a teacher, school bus driver, or other school official or employee shall be suspended pending a hearing by a tribunal. The Dougherty County Board of Education shall appoint the tribunal to hold a disciplinary hearing regarding any alleged act of physical violence and penalties. The tribunal shall be composed of three teachers or certificated education personnel. The tribunal shall

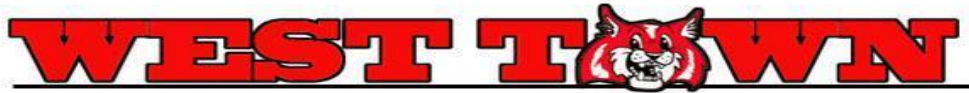
determine all issues of fact and intent and shall submit its findings and recommendations to the Dougherty County Board of Education for imposition of punishment in accordance with this policy and O.C.G.A. §20-2-751.6.

Any student who is found by a tribunal to have committed an act of physical violence, as defined under subparagraph (a) of this policy, against a teacher, school bus driver, or other school official or employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

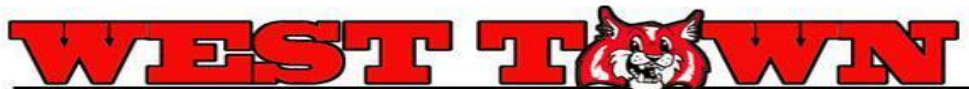
A student found by the tribunal to have committed an act of physical violence, as defined under subparagraph (b) of this policy, against a teacher, school bus driver, or other school official or employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. §20-2-150. The Dougherty County Board of Education at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. Students in kindergarten through grade 6 may be permitted to re-enroll in the public school system. If the student who commits an act of physical violence is in grades 6 through 8 and has been placed in an alternative school as a result of violation of this policy, the local school board at its discretion and on the recommendation of the tribunal may permit such student to re-enroll in the regular public school program for grades 9 through 12.

Any student who is found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, or other school official or employee, as defined by sub-paragraph (a) of this policy, shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior.

Nothing in this policy shall be construed to infringe on any rights provided the student with individualized educational programs pursuant to the Federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of



1973, or the Federal Americans with Disabilities Act of 1990. This policy shall not be construed to prohibit, restrict, or limit in any manner any cause of action otherwise provided by law and available to any teacher, school official, employee, or student.



2025-2026 PARENT/STUDENT HANDBOOK
SIGNATURE SHEET

DISCLAIMER

School rules, policies, and procedures published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and school board policy and are subject to such review and alteration as becomes necessary for the routine operation of the school. Every possible violation of reasonable behavior rules cannot be included in this handbook, but we expect our students to be civil and to respect the rights of their fellow students and our staff.

******Please complete and sign this form below and return it to
the front office staff. ******

My child and I have received a copy of the Student/Parent Handbook which includes the following:

- 1. CODE OF CONDUCT FOR ELEMENTARY STUDENTS**
- 2. A summary of the SEXUAL HARASSMENT POLICY**
- 3. Notification of access to teachers' highly qualified (HiQ) status**
- 4. Bus rider conduct rules**
- 5. Acceptable internet use policy**
- 6. Parents' Right to Know**
- 7. Attendance requirements (Early check out may result in further learning loss due Covid 19)**
- 8. Photo release authorization (Please check one blank below.)**

I do _____ do not _____ grant to the DCSS the unlimited right to utilize and/or reproduce photographs, likenesses or the voice of my child in any legal manner for the internal or external promotional/informational activities of the DCSS. I also agree to allow my child to be interviewed/or photographed by representatives of the external news media in relation to any and all coverage of the DCSS in which they are involved.

I further understand that by signing this release, I waive any and all present or future compensation rights to use the above stated material(s).

Student Name: _____ **Teacher:** _____

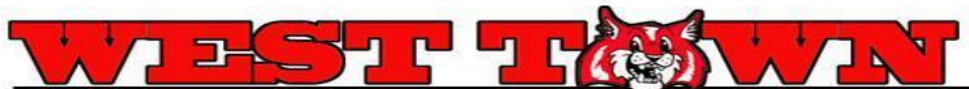
Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Home address: _____

Date: _____ **Phone:** _____

Email: _____



PARENT/STUDENT/TEACHER COOPERATION PACT

AS A TEACHER/ADMINISTRATOR I WILL:

Believe that each student can learn
Show respect for each child and his/her family
Come to school prepared to teach
Provide meaningful and appropriate homework activities
Enforce school and classroom rules fairly and consistently
Maintain open lines of communication with student and his/her family
Seek ways to involve parents in the school program
Demonstrate professional behavior at all times.

AS A STUDENT I WILL:

Always to my best in my work and in my behavior
Work cooperatively with my classmates
Show respect for myself, my school and other people
Obey school and bus rules
Take pride in my school
Come to school prepared with homework and supplies
Believe that I can learn and I will learn.

***GOOD – BETTER – BEST
NEVER LET IT REST
'TIL OUR GOOD IS OUR BETTER
AND OUR BETTER IS OUR BEST!***

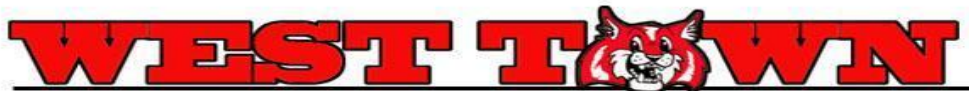
AS A PARENT/GUARDIAN I WILL:

Ensure that my child attends school regularly from 7:30 am -2:30 pm daily
Arrange childcare any time after 3:00 p.m. and on early release days
Provide a home environment that encourages my child to learn
Insist that all homework assignments are completed
Communicate regularly with my child's teacher
Support the school in developing positive behaviors
Talk with my child about school activities daily
Encourage my child to read and let him/her see me reading daily
Read to my child
Volunteer time at my child's school
Show respect and support for my child, the teacher and the school
Communicate with the office staff regarding phone number and address changes

Student Name: _____ **Grade** _____ **Teacher** _____

Parent Signature _____ **Date** _____

Teacher's Signature _____ **Date** _____



Guest Code of Conduct & Dress Code

To ensure a comfortable experience for all our stakeholders and to meet our standard of service, this code of conduct and dress code will be strictly enforced.

In the event that you are wearing clothing with any of the following, we ask that you reschedule your visit for a later date:

- Overly exposing clothing
- Clothing displaying vulgar or offensive language
- Clothing emitting an offensive odor
- Sleeping Caps or Bonnets
- Night Gowns, Pajamas or House Shoes

In addition, we ask that all guest refrain from the following:

- Loud or vulgar language
- Disparaging and intimidating remarks
- Damaging school property