

2024-2025 Student Handbook Rabun County Middle School

95 Wildcat Pride Way
Tiger, Georgia 30576
706-782-5470
Fax 706-782-4520



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Rabun County Middle School

Rabun County Board of Education

Mark Beck	Steve Cabe
Scott Horton	Rick Story
Allyn Stockton	

Rabun County Schools Personnel

Superintendent of Schools:	April Childers
Assistant Superintendent:	Matt Remillard
Assistant Superintendent:	Kelly McKay
Federal Programs:	Amy Pruitt
After School Program:	Amy Pruitt
Data Specialist:	Kim Anderson
Data Specialist:	Jason Hogan
Maintenance Supervisor:	Roger Wolfrey
Nutrition and HR Director:	Ansley Fowler
Student Services:	Meadow Krockum

Transportation: Marty Dixon

Rabun County Middle School Faculty/Staff

Principal:	Kechara Partin
Assistant Principal:	Colette Lovell
Counselor:	April Adcock
Media Specialist:	Deana Dunn
Athletic Director:	Jonathan Welch
RCMS Athletics:	Ryan Backer
Cafeteria Director:	Michael Sikes
Custodial Supervisor:	Todd McClure
School Nurse:	Christina Worley
School Resource Officer:	Eric McKinney
Technology Specialist:	Daniel McElroy

8th Grade Teachers

Brett Bardenwerper	Jennifer Darnell
Jenee Burt	Meleisa Stockel
John Kilby	Candace Mathis
Amy Pitts	Ginger Scott

7th Grade Teachers

Ryan Backer	Shannon Pausch
Jacob Bennett	Sherry Barron
Elizabeth Albright	Scottie Williams
Lori Keller	Clay Thomason

Student Services

Lisa Mooney*	Dawn Rouccio
Truett Spivey	Tivris Dixon
Dawson Oliver	Sonya Neilson
Benjamin Clark	

Connections Teachers

Ed Polley	Christy White
Julie Herb	Nycole Leff
Scott Rasmussen	Kendall Sorrow
Parker Slocumb	Tessa Backer

Support Personnel

Natalie McCracken	Pat Farmer
Alex Rawlings	

Custodians

Todd McClure	Matt Hicks
Daniel Guevara	Tate Hunter

Staff Message:

Welcome to Rabun County Middle School. The middle school is designed to meet the unique characteristics and needs of pre-adolescents by offering a sensitive, caring, and supportive learning environment. We will provide experiences that will assist students in making the transition from childhood to adolescence. The middle school is designed to help bridge the gap between elementary school and high school.

Within our handbook, you will find general information regarding Rabun County Middle School. Please read it carefully in order to become familiar with our school policies and procedures. Cooperation along with communication between home and school is vital in order to provide a quality education for students. Education will be much more effective and enjoyable when dedicated staff members, concerned parents, and conscientious students work together to reach common goals.

We are so excited that you are here. It is our hope that this year you will learn more than you ever imagined, discover your many hidden talents, and make friendships that will last a lifetime. Please let us know how we can help you.

Sincerely,

RCMS Faculty and Staff

VISION:

Empower students to become lifelong learners and community leaders

MISSION STATEMENT

Our Mission at Rabun County Middle School is to provide all students with a challenging curriculum through strong instructional practices and high expectations while demonstrating relevant connections to the world around us in a positive, safe, and supportive environment that embraces the students as individuals and supports their efforts to become successful leaders. (RIGOR, RELEVANCE, and RELATIONSHIPS)

Any district changes in the information contained within this document supersede the information contained herein. Students will be notified of any changes during the first week of school through a handbook addendum or through class meetings and/or homeroom teachers.

GENERAL INFORMATION

Absences: *For more information on Student attendance please ATTENDANCE & OTHER ADMISSION/WITHDRAW REQUIREMENTS in the Code of Conduct section*

Excused Absences:

For an absence to be excused, the following three (3) conditions must be met:

1. A student shall not be absent from school or from any class or other required school hours except for conditions specified below:
 - Personal illness or attendance in school that endangers a student's health or the health of others.
 - A serious illness or death in a student's immediate family necessitates absence from school.
 - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 - The observance of religious holidays necessitates absence from school.
 - Conditions rendering attendance impossible or hazardous to student health or safety.
 - A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parents' leave.

2. Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor note) or other documentation (parent note or legal document) to the school for the purpose of validating that an absence(s) is excused. If a note is not submitted within three (3) days of return to school, the absence(s) will be recorded as unexcused.

3. A maximum of seven (7) days absent per school year may be excused with parent notes, provided they meet the above conditions. After seven (7) days of absences are validated as excused with a parent note, doctor's notes will be requested to validate additional excused absences. After a maximum of seven (7) days of absences are validated as excused with parent notes, all other absences (other than doctor's excused absences) will be recorded as unexcused.

Unexcused Absences:

All absences that are not validated as excused according to the above conditions will be considered unexcused.

Tardy:

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

Unexcused Tardies to School per Semester

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Parent Contact

Students who are tardy to school more than 10 days in a semester may be placed on an attendance contract and will be ineligible for field trips/ reward parties.

Tardies to Class

Students who have unexcused tardies to class will be subject to the teachers' classroom management plan. Students may receive consequences ranging from a warning, loss of Wildcat points, silent lunch, or parent contact.

Checkout:

A checkout is when a student leaves school prior to regular dismissal time. A note signed by a parent stating the reason and time for the checkout must be turned in to the front office before the beginning of the official school day. All notes must be verified and approved prior to the student leaving campus.

Counting Present: Students shall be counted present when they are:

1. Present for at least half of the instructional time required at each grade level (grades 7-8, 165 minutes of 330).
2. Serving as pages of the Georgia General Assembly.
3. In attendance, in grades 9-12, by individual class.
4. Approved for interruption of instruction in grades 9-12.
5. Students in foster care shall be counted as present when they attend court proceedings related to their foster care.
6. Receiving hospital / homebound services.

Grades and Absences:

Students' Final course grades shall not be penalized because of absences if the absences are justified and validated for excusable reasons and the make-up work for excused absences is completed satisfactorily.

Make-Up Work:

It is the student's responsibility to make up any work missed during his / her absence. After returning to school, all arrangements to make up work must be completed within three (3) school days.

Attendance and Extra-Curricular Participation

To participate in any extra-curricular activity, a student must be counted present on the day of the activity or on Friday for a weekend activity. Emergencies will be handled by the principal.

Change of Address

Students and parents should notify the front office of any address or telephone number changes as soon as possible, preferably within 24 hours of the change. In addition, parents should give a telephone number where they may be reached during the school day.

Clubs & Activities

Clubs and other extracurricular activities are an integral part of the RCMS program. The participation of students in these activities is highly encouraged, but the safety of the students is of utmost importance. No activity will be approved unless the sponsor can be present during the scheduled activity. All school functions must be properly chaperoned by school personnel. All school activities and functions must be placed on the school calendar and approved in advance by the principal. No students should remain after school unless they are involved in a scheduled activity.

Early Dismissal

Any student who is to be dismissed early must be signed out in the office by the parents or an authorized person before leaving campus. The authorized person/ parent must provide their driver's license and be on the student's pick up list in order to check out a student. Our school day ends at 3:10. We strongly urge parents not to check out their child unless it is an emergency. **No student may be checked out after 2:30.**

Eligibility

The Rabun County Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the requirements set forth in RCSS Board Policy IDE(3) Grades 6-8: Competitive Interscholastic Athletics, as to student eligibility, physical examinations, time restrictions seasonal practice, special provisions and appeals.

Field Trips

Students must have written permission and a medical authorization form signed by a parent or guardian before they are permitted to go on any school-sponsored trip. All trips will be properly chaperoned. Students are subject to all school rules and regulations that apply on campus. Field trips are a privilege as well as a fun learning experience. Students who do NOT attend a field trip should still be in attendance at school. We believe that a student's behavior at school is a direct reflection of how he or she will behave on a field trip. Students with more than five days of ISS and/or OSS, more than 15 days absent, or more than 10 tardies in a semester will be excluded from field trips. To be eligible for field trips, a student must also be passing five out of six subjects. Students that owe money to the school for pictures, fundraisers, etc. are ineligible to participate in field trips. The principal may choose to reinstate any field trip privileges.

Emergency Drills and Procedures

Fire, tornado and Intruder Alert Drills are conducted periodically throughout the school year. Fire drills will be signaled by the fire alarm or over the intercom. Tornado drills will be signaled by first announcing that we are under a Tornado Watch and then move to a safe area under a Tornado Warning. When an Intruder Alert Drill is signaled, faculty and staff will guide students to safe locations. Per Georgia Code 20-2-1185, each school year, every public school shall conduct an

intruder alert drill for students, school administrators, teachers, and other school personnel based on guidance from the Georgia Emergency Management and Homeland Security Agency. The intercom system will be used when possible to communicate with everyone during drills or actual emergencies. Setting off a false fire alarm is a misdemeanor, and the person doing so may be punished by incarceration in a local correctional facility for up to 12 months and/or a fine of up to \$1000.

Parent/Guardian Conference

Parents/guardians and teachers should establish a cooperative relationship which is favorable to a child's progress. At these conferences, the teacher and parent/guardian may review the child's learning experiences and explore ways to improve them. Conferences may be initiated by teachers and/or parents/guardians.

Promotion/Retention Policy

A committee composed of persons having knowledge of the particular student and designated by the principal shall determine whether the student should be promoted, placed, or retained based on an evaluation of the student's year. In cases of disagreement within the committee, the principal will make the final decision considering promotion/retention. Specific guidelines for this policy can be obtained by contacting the middle school office at 706-782-5470.

Report Card - Honor Rolls

Students will receive report cards at the end of each nine-week grading period. Refer to the school calendar for approximate dates. All grade reports are to be signed by parents and returned to the school. Failure to return signed report cards may result in disciplinary action. Students will receive progress reports at the midpoint of the quarter. Incomplete grades must be made up within ten (10) calendar days.

The grading system used is as follows:

A - 90-100 B - 80-89 C - 70-79 FAILURE - Below 70

90-94.4 - Honor Roll; 95-100 - Principal's Honor Roll. Honor rolls are based on 1st and 2nd-semester grades. Eligibility for 2nd semester is determined by averages achieved by the cutoff date. The cutoff date for the 2nd semester Principal's Honor Roll is **May 10, 2025**.

STUDENT INFORMATION

Books and Equipment

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to make appropriate restitution. Students are expected to take books and materials to class every day. All students have a locker available to them and ample time to get books during the day from that locker. There should be no reason why students should leave books or any personal items lying around unsecured.

Counseling Services

The guidance department offers a variety of services for students. Each part of the program is aimed at helping children learn and develop to their highest potential. Some of the services include the following: individual counseling, group counseling, classroom guidance, mentor program, parent conferences, and Advisor-Advisee Program.

April Adcock – Counselor

Daily Announcements

To keep everyone informed, announcements will be made during Home Room.

Dress Code

Within every profession, people are expected to dress in a manner that reflects their job. Rabun County Middle School believes students should dress in a manner that reflects respect for their job of being good students and has implemented the following dress code to maintain a positive educational environment. Please note the intent is not to repress freedom of expression but to foster a school climate that clearly communicates that Rabun County Middle School students take their education seriously. Therefore, the dress code seeks to avoid a manner of dress that would be objectionable in most places of employment.

The appropriate dress does not include any clothing that distracts/disrupts the learning environment or educational process or is offensive. Examples of distracting/disruptive clothing include, but are not limited to the following:

1. Attire that promotes alcohol, drugs, sex, violence, profanity, or any substance illegal to minors or that is disruptive or offensive, is prohibited. (Examples include but are not limited to Virginity Rocks and I Love Hot Moms apparel)
2. Shorts should reach **no higher than the fingertip of the longest finger of the student when arms are straight down by the side with relaxed shoulders all around (not cut up higher than the longest fingertip on the side) when worn at the waist.**
3. Skirts and dresses should be at the **top** of the knee when standing upright regardless of what is worn underneath.
4. Pajamas and or/ slippers are not appropriate attire for school and may **not** be worn. Blankets may **not** be brought to school. Students are encouraged to wear a sweatshirt or jacket if the classrooms or the buses are too cool for them.
5. Tank tops, athletic tops, midriff blouses, T-back blouses, and transparent blouses are **not permitted**.
6. No tops or blouses can be worn that expose any part of the midriff, shoulders, or back. Low-cut necklines are not permitted.
6. **Holes above the knee-when standing- that expose skin or underwear are not allowed.** Leggings or shorts **may be** worn under jeans to provide coverage above the knee. Students will **not** be allowed to tape up holes that are not in compliance.
7. If leggings, stretch pants, or other similar pants are worn, they **MUST** be worn with a top that is long enough to **completely** cover the student's rear end and the top must be at least this same length on **all** sides. **(Shirts worn with leggings must remain untucked at all times.)**
8. Sunglasses inside the school building, unless they are prescription sunglasses, may not be worn. (Wearing sunglasses for an eye illness must be approved by an administrator.)

9. Hats, caps, head covering (hoods), bandanas, gloves, etc. are not allowed.
10. Sagging pants and/or underclothes worn below the hip, thus exposing the student, are not permitted. Pants must be worn at the waist.
11. Any clothing which shows undergarments is inappropriate.
12. Gang-related dress apparel such as but not limited to trench coats are not permitted.
13. Graffiti on clothing or on your person is not permitted.

The administration reserves the right to determine whether any form of dress or grooming is inappropriate. Students violating the dress code will be required to change, they must call home for a change of clothes. **Clothes will not be provided to them from the clothes closet.** Consequences for dress code violations may include the following: Parent (s) contacted to bring appropriate clothes, lunch detention, loss of Wildcat Points, ISS, and even OSS. Students will not be allowed to attend class until the inappropriate dress is corrected and may be asked to wait on clothes in ISS until someone can bring a change to school. Once a student has accumulated three dress code infractions, the student may receive escalated disciplinary consequences. In addition, each additional offense thereafter will result in additional escalated disciplinary consequences following a tiered discipline model.

PE Dress Code

1. Tennis shoes and socks
2. Athletic pants or shorts; Shorts must be between mid-thigh and fingertip length-when arms are relaxed) (No exceptions).
3. T-shirt or sweatshirt; No tank tops, cut-off tops, or sleeveless tops.
4. **No bicycle shorts (no exceptions)** If leggings, stretch pants, or other similar pants are worn, they **MUST** be worn with a top that is long enough to **completely** cover the student's rear end and the top must be at least this same length on all sides. Shirt must remain untucked at all times.
5. Students must change out of PE attire before returning back to the classroom.

Elevators

Students are not allowed to use the elevators without permission from the administration

Financial Responsibilities

Students must clear up all financial obligations for any fines or fees by the end of the year. Failure to do so may result in withholding report cards or progress reports until fees are paid.

Hall Pass

Students must have a hall pass. The RCMS student agenda will serve as the hall pass and students **are required to have an agenda with them at all times.** Each student will receive an agenda upon arrival. In the event that they misplace their agenda, a new one **must be** purchased for \$5.00 from the front office. Morning detention, or another disciplinary consequence, may be assigned if a student does not have their agenda when outside of the classroom during instructional time. Failure to attend morning detention will result in another consequence.

Lockers

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession; therefore, it is the school's right to open and search lockers at any time without prior notice to the student. Defacing the locker doors will result in paying the cost of \$120.00 for the locker door. Locker rental cost is \$5.00. Please remember, you are responsible for your own locker combination, and allowing others to know that combination is forbidden. It is in the student's best interest to use a locker as **no bookbags will be permitted in the classrooms or hallways during class time**. Students are strongly encouraged to use a small drawstring backpack to take materials to and from classes. Large backpacks often will not fit inside lockers.

Lost & Found/Personal Property

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value to the school, especially large amounts of money, or expensive electronic devices (air pods, Apple Watches, cell phones, or tablets.) If you lose something, check first with your teachers. Lost & Found is located in the commons area. Found items will be kept until the end of the semester at which time unclaimed items will be donated to Sharing and Caring. The school is not responsible for lost items.

Lunch and School Nutrition

A. **School Nutrition:** a variety of menu items are offered daily for middle school students including hot food items, a pizza bar, freshly prepared salads, and sandwiches. In order to maintain an atmosphere that will be enjoyable for all students, we ask that each student abide by the following rules.

Do not run to lunch or break in line ahead of other students.

When you finish eating, clean up the area around you, and return your tray and utensil to the dish room window. Plastic drinks bottles are to be placed in the recycle container.

Free and reduced meal applications can be picked up in the office and completed anytime during the school year. Apply online at www.ezmealapps.com for faster processing.

Students **may not charge for ala carte items** such as chips, snack items or bottled drinks. If the student does not have money in his/her account or cash to pay for the item, the student will be asked to put the item back.

Regular sodas and food from fast-food restaurants are **not** allowed in the cafeteria.

Students will not be charged for breakfast or a regular lunch. Students must purchase ala carte items.

***Manage your student's meal account at <http://www.myschoolbucks.com>**

***Apply for free or reduced meals at <http://www.ezmealapp.com>**

Please notify the school nurse and school nutrition manager if you have a food allergy or medical condition that involves nutritional concerns.

According to USDA policy, students are required to pick up a serving of fruit or vegetable with lunch.

B. Student Charges: No student will be refused meals because of lack of funds. Students may not charge a la carte (extra) items. Student information system all-call technology, school-level administrators, or designee will contact parent/guardian concerning high debt levels.

C. Staff Charges: There will be no charge for regular staff lunches. Staff will be expected to purchase any ala carte items.

Media Center

The Media Center is open from 8:00 a.m. until 3:30 p.m. each school day.

Any student visiting during class time will need to show a pass to the media specialist.

Students may check out two books at a time for a period of two weeks.

It is the student's responsibility to return the books promptly and in the condition in which the books were received. **If a student loses or damages a book, he or she is responsible for the fine or replacement cost before being allowed to check out additional materials.**

Office Use

Students are not permitted to be in the office area unless permission is granted by a school official.

Responsibility to High School

Middle school students are **not** allowed to be in the high school areas or interact with high school students during school hours without permission. Violations may result in disciplinary action up to and including Out of School Suspension.

School Socials/Dances

Socials are a fun and rewarding experience, but to keep them as such, we find a need for the following rules to apply:

- Only currently enrolled RCMS students may attend.
- If you leave the building, you will not be readmitted.
- Students must make arrangements before the social for transportation home.
- Students assigned to ISS or OSS, or who have not been at school that day (unless an exception is made by an administrator) cannot attend the social.
- All school rules apply.
- Students will not be allowed to participate in dancing that is inappropriate. This includes but is not limited to, any dancing with suggestive moves or any inappropriate body contact.
- There will be a designated detention area for those who break these rules. There will be no warnings given. A second infraction will result in the student's admission to school socials being denied.

Telephone Use

Students are not permitted to use the telephone for anything other than an emergency.

Permission must be given by a teacher or other school official before using the telephones.

Failure to make plans for after school is not an excuse to use the phone.

Cell phone Use

Cell phone usage in class is not allowed. Cell phones must be stored in the cell phone pocket chart in the classroom, backpacks, or in the lockers during class time. If a phone is out without permission, it will be sent to the office and a parent must come pick it up. Cell phones or listening devices (air pods, earbuds, headphones, etc.) may not be used without permission to listen to music in the classroom or in the hallways.

If you have further questions, please contact your school administration.

DISCIPLINE

The teacher is in full charge of the classroom as well as proper conduct throughout the building and grounds. The teacher is primarily responsible for the maintenance of discipline of students under their authority.

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

WHO TO SEE FOR...

Activity Approval	Ms. Partin
Accident Insurance Claims Forms	Ms. Farmer
Admit slips, Attendance, Announcements	Ms. McCracken
Athletic Director	Ryan Backer (middle school) Jonathan Welch (high school)
Challenged Materials	Ms. Partin
Entering or withdrawing from school	Ms. McCracken
Fees/Fines	Ms. Farmer
Lockers	Ms. Lovell
Lost & Found	Front Office
Lunchroom	Ms. Speed
Medical Attention	Admin. Office/ Nurse Worley
Medicine	Ms. Worley
Student needs	Ms. Adcock
To report a crime	Ms. Partin/ SRO
Work Permit	Ms. Adcock

RABUN COUNTY SCHOOL SYSTEM PROCEDURES AND CODE OF CONDUCT

FOREWORD

The code of conduct of the Rabun County School System is to operate each school in a manner that provides for an orderly process of education and for the safety and welfare of all students who attend schools in the system. With that purpose in mind, the Board of Education has adopted a policy that requires all schools to adopt codes of conduct that require students to conduct themselves in a manner that facilitates a learning environment for themselves and other students.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the school system and the students and may be amended at any time. It is a place for RCSS to explain certain policies and procedures applicable to students.

At Rabun County Schools, we expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school's primary goal is to educate, not punish; however, when an individual student's behavior comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time
- At bus stop
- Off campus conduct that interferes with the educational process of any student
- Off school grounds at any school activity, function or event, and while traveling to and from such events
- On vehicles provided for student transportation by the school system

Additionally, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children, school faculty and staff, and others in the community. We ask for your cooperation in sharing this responsibility for maintaining a proper learning environment.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this

Code, the principal may undertake corrective measures which he believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

ANIMAL-ASSISTED INTERVENTIONS/THERAPY DOGS

Rabun County Schools therapy dogs teams may periodically visit students, faculty, and staff during school days and special events to provide comfort, affection, and educational assistance.

The teams may visit classrooms and partner in the activities and work of counselors and/or SROs. Rabun County Schools will honor all known fears, boundaries, and allergies with the greatest respect. All therapy dog teams must be individually approved through the District Office each year prior to visiting any RCSS campuses. RCSS therapy dogs are certified through Pet Partners and are members of the Association of Animal-Assisted Intervention Professionals.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

There are no buildings occupied by the Rabun County School System which are known to have asbestos-contained materials. The Rabun County Department of Education's AHERA Management Plan is available for public inspection upon request at the Rabun County Board of Education Office in Tiger, GA. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, and October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Rabun County Board of Education.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notice procedures.

Anyone interested in reviewing this plan should contact:

Roger Wolfrey, Maintenance Director Rabun County Board of Education

Telephone: (706) 212-4350

963 Tiger Connector

Tiger, Georgia 30576

ATTENDANCE & OTHER ADMISSION/WITHDRAW REQUIREMENTS

The Rabun County Board of Education considers regular school attendance essential to student achievement. Punctual and regular attendance is the joint responsibility of the parent and student. A full copy of the Rabun County Schools Student Attendance Protocol, which has been developed by the Rabun County Student Attendance Protocol Committee in accordance with state law, State Board of Education rule, and local Rabun County Board of Education rules pertaining to attendance, can be requested from your child's school, can be found on the Rabun County Schools website at www.rabuncountyschools.org, or by clicking [here](#).

Georgia Compulsory Attendance Laws:

Age 6 to 16: Mandatory attendance is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child during the ages of mandatory attendance shall be responsible for enrolling the child in a public school, private school, or home school program (O.C.G.A. § 20-2-690.1).

Age 5 and younger: All children enrolled for twenty school days or more in a public school prior to their

sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age (O.C.G.A § 20-2-150).

Consequences and Penalties for Violating Georgia Attendance Laws:

Rabun County Board of Education is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with the Rabun County Juvenile Court for prosecution as a Child In Need of Services (CHINS) case and will result in the parents and/or students being served a summons to appear in court.

- **Student Consequences** include but are not limited to:
 - permitting the child to remain with their caregivers with or without conditions prescribed by the court (O.C.G.A. § 15-11-212);
 - placing the child on probation;
 - requiring community service;
 - requiring the child to attend structured after school or evening program;
 - requiring the child be supervised during the day (O.C.G.A. § 15-11-442);
 - transferring temporary custody of the child;
 - ordering the child and his or her parent, guardian , or legal custodian to participate in counseling;
 - ordering the Department of Family and Children Services to create a case plan and ordering parent participation (O.C.G.A. § 15-11-212);
 - requiring as a condition of probation that the child obtain a high school diploma or equivalent (O.C.G.A. § 15-11-601);
 - continuing court involvement supervision for the time necessary for compliance, not to exceed two years (O.C.G.A. 15-11-443); and/or
 - utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.
- **Parent(s) Consequences** include, but are not limited to:
 - using contempt powers to incarcerate the parent or guardian for up to 20 days (O.C.G.A. § 15-11-31);
 - using contempt powers to incarcerate the parent or guardian for up to 20 days (O.C.G.A. § 15-11-31);
 - imposing a fine up to \$1000.00;
 - requiring the child's parent, guardian, or legal custodian to participate in parenting classes (O.C.G.A. § 15-11-31); and/or
 - requiring the child's parent, guardian, or legal custodian to enter into a contract or plan as part of the disposition of any charges against the child to provide supervision and control for the child (O.C.G.A. § 15-11-31)

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of said Code shall be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00; imprisonment not to exceed 30 days; community service; or any combination of such penalties.

School Procedures (RCPS, RCES, & RCMS):

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year. **Please note that RCHS has a separate procedure. See individual school handbook for clarification on absences versus unexcused absences.**

Unexcused Absences	Notification
Beginning of School Year OR Upon Enrollment	Written Notice to Parents: Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year. Written Notice to Students: Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year. <i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i>
3	Phone Call: Parents will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's school counselor to discuss attendance issues as appropriate.
5	Letter: Parents will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i>
7	Meeting: Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.
10	Letter: Parents will receive a letter from the school explaining the student has missed 10 unexcused days of school and reminding the parent of the importance of regular attendance. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i> Certified Letter: Parents will receive a certified letter from the school informing them a court referral is being made with the Juvenile Court of Rabun County once the 10th unexcused absence has occurred and been validated as unexcused. Juvenile Court Referral: Parents will be notified by local law enforcement of the date and time to appear in court.
15+ (and at each occurrence of 5 unexcused absences)	Letter: Parents will receive a letter from the school explaining the student has missed 15 days of school and reminding the parent of the importance of regular attendance. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the third occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i> A letter will be sent at each additional occurrence of 5 unexcused absences.
Tardies and Checkouts (total combined)	Notification
14	Meeting: Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. If the tardies and checkouts are excused with valid written excuses, the AST Chairperson will hold this meeting at his/her discretion. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.
15+	Excessive tardiness and checkouts interrupt the school day and can negatively impact student learning. A referral may be made to Juvenile Court when all efforts have been exhausted by the Board of Education to reduce the number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.

School Procedures (RCHS):

(See *Student Attendance in the RCHS Handbook* for more information)

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year. **See individual school handbook for clarification on absences versus unexcused absences.**

Unexcused Absences	Notification
Beginning of School Year OR Upon Enrollment	Written Notice to Parents: Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year. Written Notice to Students: Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year. <i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i>
3	Phone Call: Parents will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's school counselor to discuss attendance issues as appropriate.
5	Contact or Letter: Parents will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i>
7	Letter: Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.
10	Meeting: Parents will be notified of a mandatory meeting with school administration in regards to consequences of their student's tenth unexcused absence. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i>

Student Illness

The main reasons for keeping your student home from school are that he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact school administration immediately for notification and guidance.

Reasons Your Child will be Sent Home from School

- Fever is greater than 100.4 degrees Fahrenheit
 - Students sent home with a fever must be fever free for 24 hours without fever-reducing medication before returning to school unless a doctor's note is provided stating the child is not contagious.
- Vomiting or Diarrhea
 - Students should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with a fever, rash, or weakness. Students need to be without symptoms for 24 hours before returning to school.
- Drainage from a wound, rash, or eyes
 - Students should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- Head Lice
 - Students should stay home until after treatment is complete and the student has no live lice.
- Scabies
 - Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.

- Unexplained Rash
 - Students should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- Any other medical related reasons as approved by the school nurse.

When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a “Release to Return to School” from your doctor before returning to school. Please make sure that your student’s school knows how to reach you during the day.

Student Admission Requirements:

In order for a student to enroll in the Rabun County School System the following records must be presented and maintained on file:

1. Proof of Residence: Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to a fine and/or imprisonment (O.C.G.A. 16-10-20).
2. Birth Certificate: A certified copy of the birth certificate or an alternate document authorized by the State Board of Education must be presented at the time a student enrolls in school.
3. Immunization Requirements for all Students: A completed and updated GA Immunization Form (Form #3231 - to be provided by your physician or the Health Department) must be provided to the school or school system. Failure to present an updated Certificate of Immunization within thirty (30) days of enrollment may result in the withdrawal of the student from school unless a waiver is granted in accordance with state law.
4. Form 3300 Examination Requirements:
 - Dental Screening
 - Vision Screening
 - Hearing Screening

Enrolling Parent:

In accordance with Georgia Code Section §20-2-780, the person who initially enrolled a student in Rabun County Schools or is currently listed in the Rabun County Schools’ Student Information System as the enrolling parent shall be the only person who may make changes to who is on the approved list to check a student out of school and/or be listed as a point of contact on the student’s information page. Please call the Rabun County Board of Education at 706-212-4350 for more information regarding the Enrolling Parent Rule.

Student Withdrawal:

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Rabun County Board of Education shall withdraw students in accordance with the requirements of SBOE Rule 160-5-1-.28.

If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).

Students withdrawing from school must pick up and complete a form from the Registrar's Office. **All financial obligations must be met and all student Chromebook items, if applicable, must be returned before withdrawal is complete.**

Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22):

The Department of Driver Services (DDS) shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time application for an instruction permit or driver's license the minor presents acceptable proof that he or she has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion or has terminated his or her secondary education and is enrolled in a postsecondary school, is pursuing a GED diploma, or the records of the DDS indicate that the applicant is enrolled in and not under suspension or expulsion from a public or private school or is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program.

CHALLENGING MATERIALS

The time and effort of many individuals have gone into choosing the instructional material used in Rabun County. However, at times, a person may wish to challenge the use of certain material in the school system. A formal procedure exists for challenging materials. Please contact the principal for information concerning these procedures.

DISCIPLINE CODE

The Discipline Code serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The Principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school. Parents and guardians are encouraged to inform their children that certain acts of misconduct could result in legal charges. It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs..

Student Discipline Code

The purpose of the Rabun County School's Discipline Code is as follows:

1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school and possible penalties for violations of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the school.
4. To provide for enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school-sponsored activity, or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

Standards for Student Behavior

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior procedures and to obey student behavior rules established at each school within this school district.

Each student is expected to:

- Demonstrate respect and courtesy toward all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the dress code expectations set forth at each school;
- Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
- Respect the property of others, including Rabun County Schools property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

Discipline Code Information

1. Students are to notify an administrator or staff member when dangerous or illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices confiscated from students due to suspicion of use in violation of code of conduct are subject to having their contents searched. Students are required to cooperate with all reasonable requests of the search of personal property (bags, cell phones, lockers, vehicles, etc) brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.
3. Students should be aware that any adult employee of the Rabun County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
4. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies may be contacted and prosecution may follow.
5. Student disciplinary records are maintained separately, however, Georgia Law requires the transfer of those records for grades 6-12 to another Georgia school district.
6. These regulations apply to students:
 - a. who are on the school grounds during, immediately before, or immediately after school.;
 - b. who are on the grounds at any other time that the school is being used by a school group;
 - c. who are off the school grounds while the student is in attendance at any school activity, school function, or school event; is engaged in activity that could have a direct effect on the orderly function of the school; or is otherwise subject to the jurisdiction of school authorities. This may include being convicted of, being adjudicated to have committed, being indicted for, or having any information filed against for the commission of any felony or any delinquent act which would be a felony if committed by an adult;
 - d. who are off campus and create or participate in conduct that interferes with the educational process of any student;
 - e. who create electronic communication(s) which present a potential danger to persons or property at the school or which disrupts the educational process; or are otherwise subject to jurisdiction of school authorities;
 - f. who are en route to or from any school functions and at the bus stop.

7. The school system reserves the right to discipline behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
8. The maximum penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board may permit the student to attend an alternative school or program. If the student is in grades K-8, the local board may permit a student to re-enroll in the regular school program for grades 9-12. If there is no alternative program for students grades K-6, the local board may permit such a student to re-enroll in the public school system. Students committing acts of physical violence against school employees may also be referred to juvenile court authorities.
9. Students suspended or expelled from school are not allowed on the school campus or at any school function during the duration of the suspension or expulsion.
10. Students assigned or enrolled in Crossroad Alternative Education Program are only allowed on the school campus in areas designated by school administration during normal school hours. Students assigned or enrolled in Crossroad Alternative Education Program are not allowed on the school campus or at any school function at any other times during the duration of the assignment or enrollment to Crossroad Alternative Education Program.
11. Students assigned in-school suspension or out of school suspension may not participate in extra-curricular activities or assemblies during the time of the assigned consequence.
12. Students assigned or enrolled in Crossroad Alternative Education Program may not participate in extra-curricular activities or assemblies during the time assigned to or enrolled in the Crossroad Alternative Education Program without written permission from the school principal.
13. Failure to serve disciplinary action will result in additional consequences.
14. Consequences for rule violation will be administered as consistently as possible for all students while taking individual circumstances into consideration. In addition, habitual behavior problems may be referred to the Student Support Team (Tier 3) accompanied by data from Tier 2 interventions.
15. Any teacher or staff member has authority, at any time, over any student, as long as the student is in the building, on school grounds, or attending school functions.
16. Discipline records sent home should be reviewed by the parent/guardian.
17. Rule violations may be serious enough that more than a 10 day suspension is necessary. When this occurs, a student tribunal will be conducted at the Rabun County Board of Education to allow student due process.
18. Students under short-term suspension must make-up any academic work missed during the suspension to receive credit. Academic work will be provided during any suspensions and will be the responsibility of the student to request the format (hard copy, online, Google Classroom, etc) in which the work will be provided from school administration.
19. Bus Conduct – School bus transportation is a privilege afforded students by the Board of Education. It is not a right. To protect the safety and well-being of all involved, students must adhere to established bus conduct rules. Bus transportation privilege may be revoked if students violate the bus conduct expectations and/or the discipline code.

Consequences of Student Misconduct

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, lunch detention, Saturday/Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), In-School Suspension, bus suspension, Out-of-School Suspension up to ten days per incident, referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion, and, depending upon the severity of the offense, law enforcement officials may be contacted.

Discipline Procedures, Notifications, and Explanations

Any student receiving a discipline referral from school staff will meet with an administrator for a conference to discuss the referral. All infractions will be investigated by the administrator. All bus referrals will be submitted to the Director of Transportation who may solicit feedback from school administration if needed. The administrator will then decide on any consequences for the student. Consequences are at the discretion of the administrator and may range from bus suspension or expulsion, conference with the student, conference with parent, before or after school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), in-school suspension (ISS), out-of-school suspension (OSS), or a referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

Students are responsible for notifying parents or guardians of any detention referrals and discipline referrals. The student is also responsible for notifying the parent or guardian of the consequence of the referral. Notification of the referral with the infraction and discipline consequence will be provided for the parent to review. Rabun County Schools' local administration will make a reasonable attempt to notify the parent of disciplinary consequences of before or after-school detention, ISS, and OSS.

All consequences are at the discretion of Rabun County Schools' local administration and may be changed accordingly.

Parental Involvement Process

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a school official identifies a student as a chronic disciplinary problem, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may

order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both.

Each code shall require disciplinary action for each infraction of the code.

Student Removal From Class

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student Code of Conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Board Policy JDF.

Bus Conduct and Bus Passes

School bus transportation is a privilege afforded to pupils by the Board of Education. It is not a right. The student discipline code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation. To protect the safety and well-being of all involved, students must adhere to established bus conduct rules.

Bus Conduct Rules:

1. Students must obey the bus driver.
2. Students shall not disrespect the bus driver or other students.
3. Profanity is prohibited
4. Students and parents are responsible for student conduct at the bus stop and between the bus stop and their home.
5. Arrive at the bus stop five minutes before the bus is scheduled to come. Arrive on time and do not attempt to get on the bus as it starts to move.
6. Have all items in your book bag before you leave home so you do not drop anything.
7. **NEVER** chase after the bus.
8. **NEVER** walk to another bus stop.
9. **NEVER** allow your parents to drive you to another bus stop
10. Students should stay 12 feet away from the bus stop when there is enough room to do so. Ask your bus driver where the safest place for the students to stand will be. Stay away from the road until the bus arrives and is completely stopped with air brakes engaged; stop sign and crossing arm are out and the passenger door opens. Only at this time should students proceed toward the bus.
11. Students will walk in FRONT of the bus and never behind the bus.
12. Students are to make sure that all traffic is completely stopped in all directions before attempting to get on or off the bus. Look to the driver for a signal to cross. Always be aware of what the traffic is doing by looking both ways before and during loading or unloading the bus.
13. Students must load and unload in an orderly manner at the front door and only use the other exits in an emergency.
14. Students shall not distract the driver. Keep voices at a low level. NO Fighting, Bullying, Pushing, or Playing is allowed on the bus.
15. Students are to keep ALL body parts inside the bus. Hands, Heads, etc. are not to be hanging out of the bus window.

16. Students are to stay in their seats while the bus is moving. Students need to sit correctly in the seats (Back against the back and bottom on the bottom seat). Bus seats are designed to be safe when used properly.
17. Students are required to help keep the bus clean.
18. **NEVER** throw anything out of the bus windows.
19. Eating and drinking on the bus are not permitted.
20. Smoking, vaping, chewing, or dipping of tobacco will not be permitted on the bus.
21. Only school supplies will be permitted on the bus. Guns, water guns, glass containers, balloons, knives, razor blades, scissors, electronic smoking devices, or other similar items will not be allowed on the bus.
22. Students shall be prohibited from using any electronic device during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
23. Electronics including earphones must be packed away while loading on the bus & unloading off the bus.
24. Anything that a student brings on the bus needs to fit in the student's lap.
25. Students will not be allowed to bring friends home. Students will ride their assigned bus only.
26. All transportation requests and changes must be submitted online for approval. The form can be found on the district website. Students are allowed to have one additional stop on file other than their primary stop. The request will be approved or denied within 3 business days.
27. Students will not be allowed to ride a bus that they are not assigned to unless they have an approved note from the office.
28. Any damage or destruction done to a school bus could result in the student losing their privileges and may be required to pay for damages.
29. Students that are unruly on the bus can be put off at home or at school.
30. The Transportation Director will follow a tiered discipline process when administering consequences for disciplinary infractions unless a student's infraction is so severe that it is detrimental to the safety of the driver and other students riding the bus. The Transportation Director may collaborate with school administration on some disciplinary infractions.
31. Students will only be allowed to get on and off at approved designated stops.
32. Students will have assigned seating and be required to sit in their assigned seat at all times.
33. Children under the age of 9 years old must have an adult that is on the pickup list present at the bus stop unless a sibling 13 years of age or older is accompanying them. If no adult is present, the child will be returned to his/her school. The child will not be allowed to exit the bus at a different stop.

Bus Passes:

Students riding buses will be issued bus passes if they are assigned to a bus. The bus pass will allow them to scan on and off the bus at the school and at their designated stop. This process will allow the school and families to see where the child is at any time they are being transported to and from school.

If the pass is misplaced or damaged, the student will receive one additional pass at no cost. Each additional pass beyond the first replacement will be charged a fee. Fees will start at \$5.00 and may increase each time another pass is lost. Students may receive a consequence within the school each time a pass is lost. Consequences may include, but are not limited to, silent lunch, before or after school detention, ISS, etc.

Sometimes, the bus pass will be forgotten or left at home. The first time a student loads their designated bus without a pass they will receive a warning for not having their pass. The second time the student does not have a pass they will be referred to administration. The third time a student does not have a pass they will be sent to the office and will have to contact someone to pick them up.

Primary students should have their bus passes attached to their book bags. Elementary, Middle, and High School students can carry their bus passes however they desire.

If a student does not have a bus pass issued to them they may not be allowed to ride the bus until the proper forms have been filled out and a pass has been issued to them.

Definitions of Terms:

Level Three Offenses

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. Level Three offenses will be heard by a Discipline Tribunal after initial investigation is completed and temporary consequences (suspension) are assigned by school administrators. The Discipline Tribunal shall determine the appropriate discipline in each case based on its individual merits. The principal may recommend an appropriate discipline for the Tribunal to consider. Appropriate compensation/restitution shall be paid to replace losses to the school system resulting from commission of any offense. Level Three Offenses are so serious in nature that offenses will be cumulative grades 7-12.

Level Two Offenses

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. These major offenses are cumulative for the school year. An accumulation of multiple Level Two offenses may result in a Level Three offense. Each offense may result in suspension, in-school or out, or referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion. Appropriate compensation/restitution shall be paid to replace losses to the school system resulting from commission of any offense. Principal's discretion may be used in handling level two offenses.

Level One Offenses

Consequences for these minor offenses are at the discretion of the school administrators. Generally, consequences may include but are not limited to a student conference, parent conference, before or after school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, bus suspension, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), in-school suspension (ISS), out-of-school suspension (OSS), etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures.

Academic Dishonesty: Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Academic Dishonesty may result in grade reduction, additional work assigned, and/or additional disciplinary consequences.

Level 1: Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments

Level 2: Intentional plagiarism or cheating on a minor classroom assignment or project

Level 3: Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

Alcohol: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action

Level 1: Unintentional possession of alcohol

Level 2: Under the influence of alcohol without possession

Level 3: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol

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

Level 1: N/A

Level 2: Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks

Level 3: Intentional damage as a result of arson related activity or the use of an incendiary device

Assault: The attempt to commit a violent injury to another person, or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

Attendance Related: Repeated or excessive unexcused absences or tardiness

AWOL: Absent from a class without notification, including but not limited to skipping class, failure to report to class, leaving campus without permission, etc.

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

Level 1: Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries

Level 2: Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries

Level 3: Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.

Behavior Contract: An agreement setting forth the expectations for student behavior. The contract should outline the behavior(s) exhibited, steps for correcting behaviors, and consequences for continued behavior in the focus area.

Bomb Threat/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property, at a school function, or extracurricular activity, or the persons in or on that property or attending the function. Preparing, possessing, or igniting explosives including unauthorized fireworks on school system property at a school function, or extracurricular activity.

Breaking and Entering/Burglary: The unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

Level 1: N/A

Level 2: N/A

Level 3: Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

Bullying: A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not 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. 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.

- Level 1: First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.
- Level 2: Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.
- Level 3: Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts the victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens the educational environment. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

Bus Suspension: A student may be suspended riding the bus to and from school for inappropriate bus conduct and/or violating the disciplinary code.

Cannabidiol : possession, distribution, or use of products containing cannabidiol, including but not limited to all CBD products, THC-8, THC-9, and THC-10, are not allowed on school property or at school events. Possession, distribution, or use of products containing cannabidiol is a violation of the Code of Conduct and may result in disciplinary action up to and including a Level 3 offense.

Cell Phone Problems: Non-approved cell phone use can significantly distract students from learning in the classroom/school environment. Cell phones may only be used if instructed to do so by a teacher or administrator. All non-approved cell phone usage may result in disciplinary action.

Chronic Discipline Problem Student: A student who is chronically disruptive may be charged with repeated violations of school rules. Intervention attempts may include consideration by the Student Support Team, parent notification, parent observation, and development of a behavioral correction plan.

Classroom Disruption: Conduct or behavior, which interferes with or disrupts the teaching/learning process.

Criminal Law Violations: Any behavior of a student, either on campus or off campus, which could 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. Students convicted of, being adjudicated to have committed, being indicted for, or having any information filed against for the commission of any felony or any delinquent act which would be a felony if committed

by an adult may be charged with a Level 3 infraction and may be recommended to a Disciplinary Tribunal Hearing.

Computer Trespass: Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Level 1: N/A

Level 2: Unauthorized use of school computer for anything other than instructional purposes

Level 3: Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.

Destruction of Property: Injury to real or personal property through another's negligence, willful destruction, or by some act of nature. The amount of recovery for property damage may be established by evidence of replacement value, cost of repairs, loss of use until repaired or replaced or in the case of heirlooms or very personal property by substantive testimony as to sentimental value.

Detention: The student shall report to a specific school location and to a designated teacher or school official. Students must be given 24-hour notice to arrange transportation for detentions assigned before or after normal school hours. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school. The school principal will develop rules for detention.

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 behaviors on school buses).

Level 1: Creating or contributing to a mild or moderate disturbance that substantially disrupts the normal operation of the school environment.

Level 2: Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment

Level 3: Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.

Disruption of Instruction: Any student behavior which negatively impacts or interferes with the teachers ability to provide a positive learning environment for all learners.

Dress Code: Violation of school dress code that includes standards for appropriate school attire. Specific information regarding dress code can be found in school handbooks.

Driving Problems: Student drivers are expected to be safe and responsible drivers at all times when driving on any Rabun County School campus. Failure to adhere to these standards may result in disciplinary action up to and including a tribunal referral.

Drugs: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or

using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 1: Unintentional possession of prescribed or over-the-counter medication.

Level 2: Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 3: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics.

Electronic Smoking Device: Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. (Electronic Smoking Devices are commonly referred to as “vapes.”)

Level 1: Possession, intentional or unintentional, and/or use of an electronic smoking device.

Level 2: Repeated infractions for possession, intentional or unintentional, and/or use of an electronic smoking device.

Level 3: Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal, or in the case of intentional physical violence resulting in physical harm to school personnel, by the board acting on the recommendation of a disciplinary tribunal.

Extent of School Jurisdiction: Students are accountable for behavior on school property, at school functions, en route to or from school functions, and at bus stops.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority

Felony: Any offense punishable as a felony under Georgia law or federal law. (See Criminal Law Violations).

Fighting: Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm.

Level 1: A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries

Level 2: A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries

Level 3: A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year

Firearms: Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives

Forgery: The making of false or misleading written communication to a school staff member with the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Gambling: Any participation in games (or activities) of chance for money and/or items of value.

Gang-Related: A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior and/or disruptive school behavior. The group of three or more individuals may also have a common name or common identifying signs, symbols, tattoos, graffiti, or attire.

Level 1: N/A

Level 2: Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang

Level 3: The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity

Harassment: Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited.

Hazing: Any action or situation which subjects a student to an activity which endangers or is likely to endanger the physical or mental health of a student, regardless of the student's willingness to participate in such activity.

Hearing Officer: System administrator or the person who conducts the Student Discipline Tribunal hearing procedures.

Horseplay/Hitting/Roughing/Minor Physical Contact: Intentionally making physical contact with another person including but not limited to hitting, slapping, pushing, tripping, and wrestling.

Homicide - Killing of one human being by another.

Level 1: N/A

Level 2: N/A

Level 3: Killing of one human being by another.

Inappropriate Behavior: Any student behavior which is inappropriate for the school setting.

In-School Suspension (ISS): Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers for a specified period of time. Class assignments will be sent to the student by the teacher(s). The student may not attend or participate in any extracurricular activities while assigned to ISS. Students should serve the entire day in ISS (bell-to-bell) in order for the day to count. Students arriving late or checking out early from ISS will be assigned an additional day. Students may also be assigned additional days of ISS for violations of ISS rules and procedures.

Insubordination: Refusal or failure to comply with a direction or an order from a school system staff member; failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.

Intimidation: See Threats/Intimidation

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

Level 1: N/A

Level 2: N/A

Level 3: The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

Larceny/Theft: The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm.

Level 1: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$0 and \$100

Level 2: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250

Level 3: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.

Long-Term Suspension: The student is suspended out-of-school for more than ten (10) consecutive school days. Any suspension of more than ten (10) consecutive school days may be assigned only by the Student Disciplinary Tribunal or by the Board of Education.

Misconduct on School Bus or Other School Approved Transportation: Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. In addition to consequences for offenses on a bus, students may lose the privilege to ride the bus.

Motor Vehicle Theft: Theft or attempted theft of any motor vehicle.

Level 1: N/A

Level 2: N/A

Level 3: Theft or attempted theft of any motor vehicle. Includes but not limited

Out-of-School Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

Parent Conference: A conference with school administration and the parent/guardian of a student regarding the student's behavior at school.

Possession of Unapproved Items: The use or possession of any unauthorized item disruptive to the school environment.

Level 1: The possession of any unauthorized item.

Level 2: The use of any unauthorized item.

Level 3: The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment. Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

Prescription Drug: A drug (medication), authorized by a registered physician, that is prescribed for the student. Students and/or parents should inform the school administration or their designee if the use or possession of the medically prescribed drug is needed on the school campus.

Profane, Obscene, or Abusive Language/Materials: The use of either oral or written language, gestures, objects, or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

Public/Inappropriate Display of Affection (PDA): The practice of kissing, embracing, and other similar types of activities are not in good taste in the school setting. Events of this nature may be deemed inappropriate by school staff or administration. All students should conduct themselves in a mature manner.

Repeated Offenses: Collection of state-reportable offenses that occur on multiple school days.

Level 1: Collection of minor incidents.

Level 2: Collection of moderate incidents.

Level 3: Collection of severe incidents.

Restitution: Reimbursement for damage or loss of property.

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.

Level 1: N/A

Level 2: Robbery without the use of a weapon.

Level 3: Robbery with the use of a weapon.

Saturday School: Saturday School provides an opportunity for students to make up unexcused absences along with serving as an alternative for students to serve disciplinary consequences without missing time in the classroom. Saturday School sessions will occur approximately two times per month, and students and parents will be provided appropriate notification of any Saturday school assignment.

Search of a Student by Authorities: School administrators may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cellphones/multimedia/electronic devices are subject to having their contents searched if needed and within the scope of the investigation. Students are required to cooperate with all reasonable requests of the search of personal property (book bags, cell phones, lockers, vehicles, etc) brought on campus. At the discretion of administrators, metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus.

All confiscated items will be turned over to a parent or proper law enforcement. Failure to pick up confiscated items will result in proper disposal.

Refusal to be searched or failure to cooperate and comply with the search by school administration may result in a violation of the student Code of Conduct for insubordination/student incivility. The violation could

result in consequences up to and including a tribunal hearing.

Serious Bodily Injury: The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Level 1: N/A

Level 2: N/A

Level 3: Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

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

Level 1: N/A

Level 2: N/A

Level 3: Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

Sexual Harassment: Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

Level 1: Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals

Level 2: Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals

Level 3: Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year

Sexual Offenses: Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Level 1: Inappropriate sexually-based physical contact

Level 2: Inappropriate sexually-based behavior

Level 3: Engaging in sexual activities on school grounds or during school activities

Short-Term Suspension: one (1) through ten (10) days suspension out of school by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

Student Conference: A conference with school administration and the student regarding the student's behavior at school.

Student Disciplinary Tribunal: A panel composed of three school employees (not assigned to the school where the student attends) and one Hearing Officer. The Tribunal hears evidence regarding disciplinary

incidents presented by the school, the student, and parents/guardians when a student is referred by the local school principal or his/her designee. The Tribunal has the authority to make disciplinary decisions ranging from returning the student to the local school to permanent expulsion.

Student Incivility: Insubordination or disrespect to staff members or other students

- Level 1: Failure to comply with instructions or the inadvertent use of inappropriate language.
- Level 2: Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.
- Level 3: Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

Suspension: When the term suspension is used in the discipline code it may be interpreted to mean in-school suspension or out-of-school suspension.

Tardiness: Excessive late arrival to school or class.

Theft: See Larceny/Theft

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 or violence without displaying a weapon and without subjecting the victim to actual physical attack.

- Level 1: N/A
- Level 2: Physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.
- Level 3: School-wide physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Tobacco: Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school (Does not include electronic smoking devices)

- Level 1: Unintentional possession of tobacco products
- Level 2: Use of or knowledgeable possession of tobacco products
- Level 3: Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.

Trespassing: Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

- Level 1: N/A
- Level 2: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
- Level 3: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

Truancy: Violation of the State Attendance Laws

Unauthorized Assembly, Publications, Etc: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

Vandalism: The willful and/or malicious destruction, damage, or defacement of public or private property without consent

Level 1: N/A

Level 2: Participating in the minor destruction, damage or defacement of school property or private property without permission

Level 3: Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

Violence Against a Teacher: Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Level 1: N/A

Level 2: N/A

Level 3: Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Waiver: Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

The maximum punishments for a particular offense include long-term suspension or expulsion. This may include permanent expulsion. Any punishment may be determined by a disciplinary tribunal as outlined in the JCEB Board of Education policy.

Weapons - Handgun: Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm

Weapons - Knife: The possession, use, or intention to use any type of knife.

Level 1: Unintentional possession of a knife or knifelike item without intent to harm or intimidate

Level 2: Intentional possession of a knife or knife-like item without intent to harm or intimidate

Level 3: Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate

Weapons - Other: The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Level 1: N/A

Level 2: Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm

Level 3: Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm

Weapons - Rifle/Shotgun: The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the

energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

Level 1: N/A

Level 2: N/A

Level 3: Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm

EDNA MAE McGOVERN ACT

Learning to swim and be safe around water is important in Rabun County. The role that water safety courses and swimming lessons play in saving lives is paramount. The National Drowning Prevention Alliance states that "Learning to swim can reduce the risk of drowning by 88% for 1-4 year olds who take formal swim lessons."

Currently, there are no known opportunities for swimming lessons or water safety classes in Rabun County. For more information on water safety or swimming lessons in our vicinity, contact the American Red Cross or National Drowning Prevention Alliance.

EVERY STUDENT SUCCEEDS ACT - COMPLAINT PROCEDURES

Any individual, organization, or agency may file a complaint with the Rabun County Board of Education if that individual, organization, or agency believes and alleges that the Rabun County Board of Education, the Georgia Department of Education, or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under The Every Student Succeeds Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing. A copy of the Complaints Procedures under The Every Student Succeeds Act is available in the school office, central office, and district webpage.

GRIEVANCE PROCEDURE

Complaints, grievances, and concerns shall be handled and resolved as close to their origin as possible. All complaints shall be processed through proper and official channels. Students should first voice their concerns and complaints to their school principal (unless the concern is about the principal, in which case the concern may be addressed directly to the superintendent. The superintendent may request the concern and complaint be put in writing). Parents and patrons having complaints about any "school-related" matter should direct them to the school principal. The principal may refer the matter to the proper authority or may resolve the matter through a conference or individual attention, at his/her discretion.

Concerns about bus drivers should be directed to the principal or transportation director. Concerns about personnel not directly connected with a school may be referred directly to the superintendent.

Should a matter not be satisfactorily resolved at the initial or school level, the complaint should be forwarded to the superintendent in writing. Should the matter still not be resolved, it may be referred to the Board of Education, in writing.

HOSPITAL/HOMEBOUND SERVICES

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

Contact the Student Services Director at the Rabun County Board of Education office at (706) 212-4350 for more information.

IMMUNIZATION CERTIFICATE

All students entering or attending Grades Pre-K through 12th grade in the Rabun County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law, O.C.G.A. 20-2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Public Health, or have medical or religious exemption on file at the school. Note that students should also meet the 7th Grade and 11th Grade immunization requirements prior to entering those specific grades. Students may be withdrawn from school if the form, or updated form for grades 7 and 11, is not submitted within thirty (30) days of enrolling in Rabun County Schools unless the student is eligible for a waiver as provided by state law.

All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31. Students may be withdrawn from school if the form is not submitted within thirty (30) days of enrolling in Rabun County Schools unless the student is eligible for a waiver as provided by state law.

INTERNET ACCEPTABLE USE

The Board of Education believes that the use of the Internet in instructional programs is an educational tool which facilitates communication, innovation, resource sharing, and access to information. Due to the complex nature of the accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

In addition, the use of the Internet is a privilege, not a right. Anyone violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary action

and/or appropriate legal action.

In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must have a signed Internet Access Agreement on file. Students disobeying the Internet Policy will be subject to disciplinary action up to and including referral to a disciplinary tribunal hearing.

MCKINNEY VENTO ACT

The McKinney Vento Act, 40 U.S.C.11432(g)(6), requires homeless student liaisons to work with homeless children and youth and their families to provide stability in school attendance and educational services. Information is available at each school.

MULTI-TIERED SYSTEMS of SUPPORTS (MTSS)

The Rabun County School System (RCSS) implements Georgia's Multi-Tiered System of Supports for Students (MTSS). This practice allows teachers to intervene quickly in response to the different styles of learning for all students. This tiered system includes evidence-based interventions and screenings that will provide the different levels of support needed to maximize student achievement and reduce behavior problems.

MTSS includes the following three-tiered approach to prevention and intervention with varying levels of support beyond that used as the core curriculum:

- Tier I – This is the primary level of prevention. Classroom teachers use different strategies and may use additional or different materials so your child is successful.
- Tier II – An intervention team meets to assist students having difficulties in the regular classroom and to tailor an individual academic support plan that provides supplemental instruction to your child in the area of need. Tier II interventions are applied in order to give your child additional instruction using scientifically based strategies and materials. Strategies are implemented to support your child in achieving the educational standards necessary for success in the Rabun County School System.
- Tier III – In the event that your child needs additional help to meet the standards, we utilize a third tier, which provides additional and more intensive intervention. Our Student Support Team will assist in developing an intervention plan at Tier III. At this tier, it may be necessary to alter your child's schedule and make some choices regarding subjects and provisions of educational services so the educational interventions may occur.
 - If your child does not respond to the intensive interventions at Tier III, the Student Support Team may choose to refer your child for consideration of eligibility for Special Education services.

NON-DISCRIMINATION NOTICE

The Rabun County School District does not discriminate on the basis of race, color or national origin, sex, or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. For additional information or referral to the appropriate system coordinator, contact the system superintendent's office at 963 Tiger Connector, Tiger, GA 30576 or at (706) 212-4350 or by contacting one of the system designees below:

Title IX: Assistant Superintendent

Title VI: Assistant Superintendent

Section 504: Student Services Director

ADA: Student Services Director

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination or sexual harassment complaints procedure under Policy JAA (Equal Educational Opportunities) and/or Policy JCAC (Sexual Harassment of Students), as appropriate, or under Policy IDFA (Gender Equity in Sports) is located in the Rabun County Board of Education Policy Manual which is available in the school office or the central office and online.

PROOF OF RESIDENCE

Proof of residence is subject to investigation. Parents/Guardians are expected to notify the registrar at the school or district office immediately if there is a change in residency. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/Guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and or imprisonment (O.C.G.A. 16-10-20).

RIGHT TO KNOW

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Rabun County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s).

The following information may be requested:

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's principal.

SCHOOL NUTRITION

The Rabun County School Nutrition program is committed to providing wholesome, nutritious meals to our students. Every effort is made to design a healthy breakfast and lunch menu that meets the USDA's nutrition standards as well as a menu the students will enjoy. The Rabun County Schools Nutrition Director can be contacted at 706-212-4350. Menus, payment information, and other school nutrition information can be found online at <https://rabuncountyschools.mealviewer.net>. Please refer to each school's handbook for more information regarding the nutrition program at each school.

SEARCHES

See "Search of a Student by Authorities" under the Discipline section.

SECLUSION and RESTRAINT

Rabun County Schools complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in

situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint

SECTION 504 STATEMENT

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator.

The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office located at 963 Tiger Connector, Tiger, GA 30576. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

SEXUAL HARASSMENT, ABUSE, or MISCONDUCT

The intent of this procedure is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

Definitions

- **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.
- **Days** for the purpose of this policy means “school days.”
- **Deliberately indifferent** means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District’s nondiscrimination notice posted on its website. As used in this policy, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 3. (A) "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
 (B) "Dating Violence"- sex-based violence committed by a person-
 - i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship; or
 (C) "Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
 (D) "Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
 - i. fear for his or her safety or the safety of others; or
 - ii. suffer substantial emotional distress.
- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Students, parents, or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

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

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

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

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

STUDENT ACCIDENT INSURANCE

The Board of Education endorses student accident insurance policies.

Application forms and more information will be provided during the first week of school. Students and parents are reminded that student accident insurance or athletic insurance will not pay for 100% of a claim. Students who participate in extracurricular activities must be covered by school insurance or a personal policy. All students involved in an athletic activity must have insurance of some type before they are allowed to participate.

STUDENT HEALTH SERVICES INFORMATION

The Rabun County Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, establishes a school health nurse program for the system.

School Nurses

School Nurses assist students with medication, perform assessments with complaints of illness, care for minor wounds, audit immunization forms, check for head lice and perform hearing, vision, dental, and BMI screenings. First aid supplies and emergency medications are kept in the school clinic. If the nurse is not available, teachers, paraprofessionals, or office staff will care for your child's needs.

Additionally, school nurses will, with the assistance of the parent/guardian and the child's healthcare provider, formulate an Individualized Healthcare Plan (IHP) for students with chronic illnesses such as asthma, diabetes, and seizure disorders. Please contact your school nurse if you believe your child needs an IHP for care during school hours. Parents are asked to notify and update their child's bus

driver of any concerning health conditions as well.

Medication in School

We understand that in order to be safe and able to benefit from the educational program, some students will need to take medication at school. If your student must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your student at the appropriate time(s).
- Long-Term Prescriptions: Obtain a copy of a medication form from the school, take the form to your student's healthcare provider, and have the form completed by listing the medications needed, dosage, and time of day the medication is to be administered. The health care provider and parent must sign the form. Prescription medicines must be brought to school in a pharmacy labeled container with instructions on how and when the medication is to be given. Pharmacies will provide a second labeled container for this use.
- Over-the-counter drugs and short-term medications must be received **in the original container** with the student's name, name of the medication, times to be given, dosage to be given, and a note signed by the parent including the parent's phone number to be reached if necessary. **DO NOT SEND MEDICATIONS WITH THE STUDENT ON THE BUS.**
- Emergency medications will be allowed to be carried by the student with an "Authorization to Carry Prescription" form signed by their physician, parent, and student. The "Authorization to Carry Prescription" form must be presented to the school nurse and school administration prior to the student carrying the emergency medication.
- School personnel will not give any medication to students unless they have received a medication form properly completed and signed by the appropriate persons, and the medication has been received in the original container. In fairness to the giving of medication and to protect the safety of your student, there will be no exceptions to this policy. All medication **MUST** be brought to the school nurse or to the office by the parent/guardian.

Permission to Receive Treatment from the School Nurse

Below is a list of treatments the school may use for your child:

- | | |
|-------------------------------|------------------------------------|
| • Acetaminophen (ex: Tylenol) | • Ibuprofen (ex: Advil/Motrin) |
| • Aloe | • Meat Tenderizer for Stings |
| • Antacids (ex: TUMS) | • Orajel |
| • Anti-itch Cream | • Peppermints |
| • Band-Aids | • Rubbing Alcohol or Alcohol Wipes |
| • Calamine Lotion | • Saltines |
| • Cold/Warm Pack | • Saltwater Gargle |
| • Elastic Support Wrap | • Triple Antibiotic Ointment |
| • Eye Rinse | • Vaseline |
| • Ginger Ale | |

Please contact your school nurse if any modifications are needed for your child. If you have any questions about the administration of medication or treatments in the schools, please contact the school nurse.

Students with Diabetes

School Personnel will be trained to implement a student's Diabetes Medical Management Plan. This is a document provided by the student's doctor for all students with Diabetes. If authorized by the management plan and the parent/guardian, the student will be able to manage his/her own condition and carry the necessary supplies and equipment at all times.

Students being treated for Epilepsy or Seizure Disorder:

School Personnel will be trained to implement a student's Seizure Action Plan. The plan is created and signed by the student's parent/guardian and treating physician. The plan should be updated annually and resubmitted at the beginning of every year or as practicable following an update.

STUDENT INJURY or ACCIDENT

It is important that all accidents be reported to the teacher. In the event of an accident, students will be brought to the office or nurse for first aid. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. We will attempt to contact parents to help make decisions when a child is sick at school.

Emergency Transportation and Treatment Release

School personnel have permission to contact your child's healthcare provider for further medical information as it relates to treatment provided for school. In case of serious illness or injury, the school may call Emergency Medical Services (911) for immediate transportation to the hospital. By enrolling your child in Rabun County Schools, you authorize transport by EMS and treatment by the hospital emergency staff for your child. (While a parent or guardian will be contacted as soon as possible for medical direction concerning their child, our primary concern will be to stabilize the student as EMS advises.)

STUDENT RECORD

It is the policy of Rabun County Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) – Notice to Parents/Guardians and Eligible Students

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

1. The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal [or appropriate official] a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written

consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures.
5. You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.
6. You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202.
7. The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:
Rabun County Board of Education
963 Tiger Connector Road
Tiger, Georgia 30576
Attention: Assistant Superintendent

Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that contains one or more of the following protected areas if the survey is funded in whole or in part by a program of the U. S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The District has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following are specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non-funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

Contact your child's principal for an updated list of "Scheduled Activities and Surveys." or for questions regarding "Parent Consent and Opt-Out Responses."

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

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

VISITORS

Students are not permitted to have guests at any time during the school day. All visitors/parents to all Rabun County Schools must check in at the Main Entrance Gate with Campus Security. Campus Security will direct you to the Front Office where you will be asked to show your identification. You will then receive a visitor's badge which must be displayed at all times while on campus.

Automated gates on campus are regulated via a video-call system. All visitors must remove their hats/sunglasses and have their face visible when requesting access. Gates are set to allow ONE car through at a time. Do not attempt to follow another car through the gate without checking in. Any damage to the gate, the video-call system, or the visitor's vehicle as a result of not following the proper procedures is the sole responsibility of the vehicle operator. Any cost associated with repair of these items will be the responsibility of the vehicle operator.

Rabun County Schools will ask all visitors to present identification (driver's license) to be scanned into our digital visitor management system. This is a District-wide program, so all schools will continue to follow the procedures outlined. The system will require visitors to scan a valid driver's license prior to obtaining a badge to enter the school or pick up a student. Upon entry into the office, visitors will present their ID to the front desk at which time the employee will scan the license into the kiosk. Using the information from a driver's license or state identification card, the system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on campus. Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. Any visitor who is not wearing a badge will be escorted back to the front office until proper procedures have been followed. All visitors must check out before exiting the building and retrieve their driver's license or other identification.

If you are checking out your child from school, you will not receive a visitor badge after the scan. You will be instructed to complete the normal checkout system for students.

*** If you do not have a driver's license, please bring another form of valid photo ID or call ahead of time to speak with the staff in the main office.

If you have further questions please contact your school administration.

VOLUNTEER INFORMATION

If you would like to volunteer at any Rabun County School, please contact the Board of Education at 706-212-4350 for details on the volunteer approval process.

WELLNESS POLICY

The Rabun County Board of Education is committed to student wellness as a vital component of the school district's educational program. To that end, the Board directs and authorizes the Superintendent

to implement any regulations as may be necessary to establish a comprehensive school wellness program. Please review the Rabun County School System Wellness Policy, EEE, [here](#), or on the Rabun County Schools website at www.rabuncountyschools.org. Questions may be directed to the principal at your child's school.