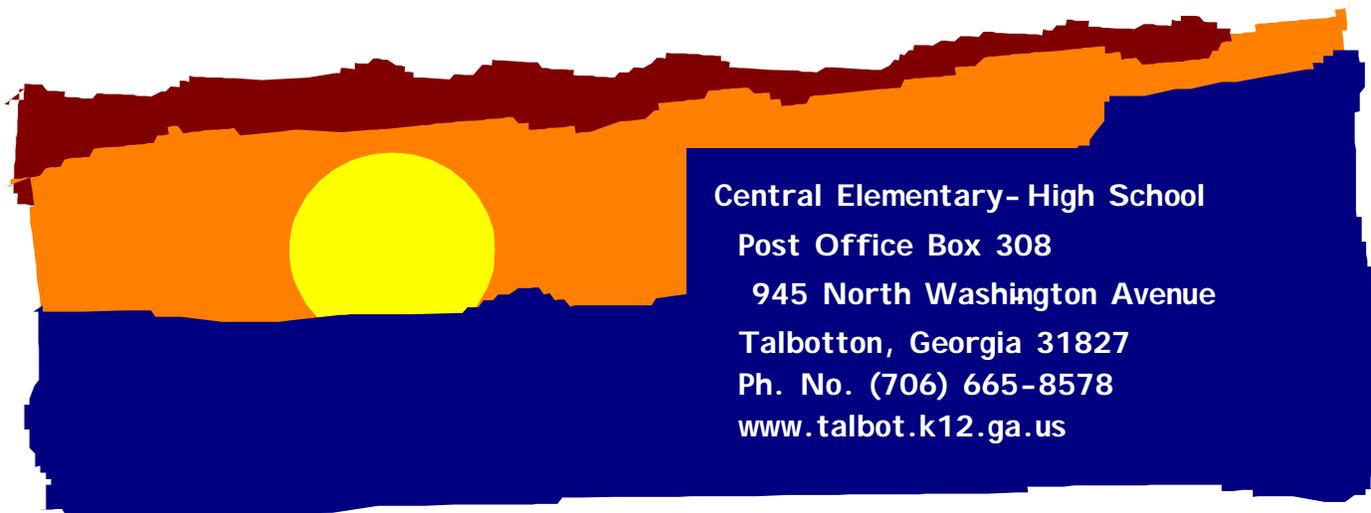


**PARENT & STUDENT HANDBOOK
GRADES K-12TH
2016-2017**



**“Meeting the Standards
and Reaching Beyond”**



**Central Elementary- High School
Post Office Box 308
945 North Washington Avenue
Talbotton, Georgia 31827
Ph. No. (706) 665-8578
www.talbot.k12.ga.us**

2016- 2017

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Determined to Achieve



*Logo by Carlos Dixon
Motto by Keniece Adams*

Dedicated to Succeed

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School Website: www.talbot.k12.ga.us

E-mail for faculty and staff: First initial/Last name/Talbot.k12.ga.us

(Teachers passwords are assigned as default. Teachers are given instructions on how to create their own passwords.)

All schools in Talbot County School District are closed campuses. All visitors must report to the main office. Unauthorized person(s) found on school property will be prosecuted. (16-7-21 O.C.G.A.)

This document will be translated for you if needed. Please contact the Talbot County Board of Education at 945 North Washington Ave. (706) 665-8528.

Este documento puede ser traducido para usted. Por favor llame al (706) 665-8528 (# de teléfono) o visite al Departamento de Educación del condado de Talbot. Dirección calle occidental de Tyler.

A Message from the Administration

Welcome to Central Elementary-High School

Parent(s) or Guardian(s) and Students,

Welcome to the 2016-2017 school year. As we begin this New Year, we pledge to students and parents that this will be a wonderful year of engaging, meaningful and rigorous work in our classrooms.

Along with staff, I will work hard to continue building on the foundation of excellence by cultivating strong relationships with parents, students, staff and community partner. We will focus on character education initiatives, safe environments for children and data use to inform instruction. We will also implement direct instructional strategies to increase students' achievement. These implementations will provide exciting and challenging enrichment opportunities for all students.

I anticipate a most successful school year as my team and I support the academic, social, and emotional growth of your child here at Central Elementary-High School.

During the course of the year, it is my hope that we will work together to provide each student the best possible opportunities in preparing them to be a world-class citizen ready to master the challenges of the 21st Century. As Principal, my door is always open and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year ever!

In partnership,

Jonathan A. Taylor

Mr. Jonathan A. Taylor, Ed.S
Principal

Vision Statement

The Talbot County School System will provide quality learning experiences by striving to create an environment in which every student has the opportunity to reach his or her maximum potential.

Mission Statement

“Meeting the Standards and Reaching Beyond”

School Motto:

“Determined to Achieve -Dedicated to Succeed”

Central Elementary/High School Belief Statements

- Student learning is the chief priority of the school.
- Teachers are committed to the belief that the higher the standards, the higher the performance.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed learners.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A students’ self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school’s mission.
- Schools need to function as a learning organization to promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
- Good classroom management is a must for quality learning experiences to occur.

TELEPHONE DIRECTORY

Talbot County Board Office.....	665-8528
High School Building/Office.....	665-8578
Elementary School Building/Office.....	665-8579
Middle School Building/Office.....	665-8578

School Pride

Central Elementary-High School has a rich heritage. The programs, facilities, staff, and students are among the finest in this part of the country. You are encouraged to take interest in our school and its activities. Be proud of our school. Contribute in some way to make Central Elementary-High School remain a school that you and the community can show off and speak of with pride.

School Colors

Royal Blue, Gold and White

School Mascot:

Hawk

School Spirit

School spirit means loyalty to all functions of the school. A loyal student supports the school and does the utmost to keep his/her scholastic and activity standards at the highest possible level.

School Spirit may be divided into three categories:

1. Courtesy towards teachers, fellow students, parents and all visitors,
2. Pride in everything our school endeavors to accomplish and has accomplished,
and
3. Sportsmanship.

Visitors

Parents and guardian are always welcome to visit the school. We invite you to visit your child's classrooms and become acquainted with the teachers and curriculum. **For the protection of the students, faculty and staff and the security in the school, it is required that any person entering the campus during normal operation hours report to one of the offices before going to any other part of the school. The office personnel will issue an official visitor's pass. Once your visit is complete, please return the visitor's pass to the office.**

Teachers and students work on a planned schedule and program. If parents wish to have a conference with school personnel, prior appointment is required. Teacher(s) planning times are available at the various offices [Elementary (K-5) – 706-665-8579, Middle (6-8) – 665-8578, and High (9-12) – 665-8578].

Persons loitering on school grounds or in the school building (with or without an official visitors pass), causing disruption of school activities, or damage to school property will be requested to leave the premises and local authorities will be notified. No students will be allowed to leave the building with a visitor unless it has been approved through one of the school offices. Visitors, including parents, may not take a student from the building without contacting office personnel.

Board Policy for Visitors to School

The board encourages parents to visit the school and welcome visitors in our system. All visitors on school campuses must check in at the principal's office before going to any other part of the school campus.

A parent visiting the school for any purpose should go directly to the school office.

Conferences with the principal, the teachers, or the counselor may be arranged by calling the school office or the counselor's office and requesting an appointment. Conferences with classroom teachers will not be scheduled during hours when the teacher has a teaching assignment.

No unauthorized visitors will be allowed during the school day. Any person who needs to see any student or teacher must check with the principal's office for approval.

In accordance with state law, it shall be unlawful for any person to disrupt or interfere in the operation of any school within the Talbot County School System. Any person violating this provision shall be prosecuted for a misdemeanor.
(Adopted 2/12/2002).

“PARENTS’ RIGHT TO KNOW”

All educators in core academic areas are required by the state, hold a degree, and demonstrate competence in their subject area.

Parents of children who attend schools receiving Title I funds may request pertinent information about their child's teacher and paraprofessional. The information includes: (1) completion of state requirements for certification; (2) emergency or provisional status; (3) educational background and (4) if paraprofessional(s) are serving the child, the qualifications of the paraprofessional(s).

Nondiscrimination Policy

It is the policy of the Talbot County Board of Education not to discriminate on the basis of sex, race, creed, religion, national origin, disability, or handicap in its employment policies, educational programs, or, activities under which it operates; and to honor all appropriate laws relating to discrimination.

**** In the case of an emergency, parents may contact the School (706-665-8578 /8579) or refer to the website. <www.talbot.k12.ga.us>**

Any inquiries may be directed to the listed designee:

Dr. James Catrett, Superintendent

Talbot County Schools

Post Office Box 515

Talbotton, Georgia 31827

Phone: (706)665-8528 ext. 204

Fax: (706)665-3620

Central Elementary/High School
Talbotton, Georgia
Title I Parent Involvement Policy
2016-2017

Central Elementary/High School shall abide by and support all rules and regulations pertaining to Title I: Improving the Academic Achievement of the Disadvantaged, Public Law 1007-110 and the Parent Involvement Policy of the Talbot County School System as follows:

Central Elementary/High School will convene two annual orientation meetings via the Open House/PTA and the second PTA meeting which will be held at the beginning of the school year (August, September) for all parents. Parents are invited and encouraged to attend. The purpose of these meetings will be to:

- Inform parents about the guidelines, purpose, goals and expectations of the Title I Program
- Inform parents of their rights and the important role in their child's success and to sign the Parent-Student-Teacher Compact
- Inform parents about the Parent Resources Room and materials available
- Inform parents of school, grade level, and individual teacher policies/procedures

Meetings are scheduled at various times of the day, such as mornings, evenings, "Lunch-and Learn" monthly meetings via Family Connection and the school. Our faculty will foster a parent-friendly environment and provide parents with strategies to use at home that support academic achievement via workshop and monthly school newsletter. At least 10 meetings are held throughout the year with childcare, translators if applicable, or home visits, as needed and funded under Title I, local, Early Reading First, Reading First, and community funds (Family Connection).

Central Elementary/High will survey its parents each April to evaluate the effectiveness of our parent involvement program. As part of this evaluation, the Parent Involvement Committee, consisting of parents, community members, Pre-K Resource Coordinator, Early Reading First Parent Involvement Coordinator, Head Start Parent Involvement Coordinator, school administration, and staff shall meet to review and/or revise the School-Parent Involvement Plan, and the school's Parent-Teacher-Student Compact. A printed agenda shall be presented and each committee member will sign an attendance roll. The Title I office will provide technical assistance and/or advisement in the development of the local school parental involvement workshop opportunities. All suggestions for improvement and identified barriers to parent involvement shall be noted.

Our school shall communicate regularly with parents through a variety of media methods, including but not limited to: parents meetings, parent-teacher conferences, parents workshops, parent/family centers, newsletters, information sent home by students, US mail, school website and recommended websites that provide ideas for working with children at home. Translations will be provided to the extent practical (Two Rivers Migrant Program Transact).

The Title I Director, Pre-K Resource coordinator, Head Start Family Coordinator, Early Reading First Parent Involvement Coordinator, Counselor, Graduation Coach, Family Connections Director, 21st Century Community Learning Center Director/Coordinators along with other faculty and support personnel, will involve parents in their children's education by providing them information and materials, in addition to minimum of ten meetings/trainings per school year to address academic and affective areas for students such as local, state, and national academic content standards and student assessments.

The school curriculum will be shared through the Talbot County School's website, student/parent handbook, and the local newspaper. These media areas and other materials communicate the content of the K-12 curriculum in language arts, mathematics, science, social studies, tech/career, fine arts, health, and physical education. Our community believes these media and materials encompass the essential knowledge and skills students need to progress from one grade level to another and be prepared for entry into college, technical training, and/or the workplace.

Assessments used to measure student's progress and proficiency levels expected on behalf of students will be explained at PTA meetings and reviewed during on-going parent/teacher conferences. Also, reviews will be given on early release days set aside for parent/teacher conferences. Information that will be shared will include the following:

- How teachers use classroom performances, portfolios, standardized and teacher-made tests, Georgia Online Assessment, DIBELS, Mock GMAS, EOC/EOG, and professional judgment in determining student progress toward meeting both local and state student performance standards
- The process for identifying effectively students who may be at risk for reading failure or who are having difficulty with math by using screening, diagnostic, and classroom-based instructional assessments. These assessments will identify students' specific areas of strengths and weaknesses in phonemic awareness, decoding fluency, vocabulary, comprehension, computation, and math computation problem-solving.
- An explanation of the Georgia Milestones Assessment System and End-of Course Test/EOG is provided. Parents are made aware of the areas that these tests assess as related to the local and states curriculum. Further, the EOC/EOG and GMAS scores in Mathematics and English/Language Arts are combined and used in the Adequate Yearly Progress determination for our K-12 school.
- In addition, one of the night parent meetings held this year will specifically address to Talbot County Testing policies and how to understand the results.

The ten parent meetings will provide parents the opportunity to share suggestions and to participate in discussion relating to the education of their children. Additional opportunities for parents to be involved at the school shall include volunteering in the school and/or classroom and serving as part of governing teams such as PTA, Parent Involvement Committee, and the local school council. These school-based organizations involving parents, educators, and citizens collaborate to set goals for improving student

achievement and evaluate the progress in reaching these goals. In addition, the parents are encouraged to attend grade level and high school programs/meetings regarding their children progress.

The school will handle responses to parent questions, concerns, and suggestion in a timely manner through telephone calls, notes, media, and conferences. Translators will be provided as needed.

All data, comments, and/or suggestions, including unsatisfactory comments, regarding the Title I school plan and parent involvement policy shall be collected and sent to the LEA and considered in the revision of the Policy/Action Plan for Central. In addition, the April parent survey will be conducted to determine needed improvements and the results and all unsatisfactory comments will be attached to the school plan and submitted to the LEA. The school will provide timely responses to suggestions.

The teacher-student-parent compact will be jointly developed with parents for all children. The compact is used to guide discussions about academic goals between the teachers, students, and parents and how they, along with the entire school staff, will share the responsibility for improving student academic achievement. The compact is the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will be distributed to all parents at registration, and sent home with student at Open House/PTA. Translations in other languages will be available as needed and to the extent practical (Two Rivers Migrant, Transact).

The school will provide assistance in understanding the National Education Goals, Georgia Content Standards, and Student Performance standards on state and local assessment. The assessments are used to measure student progress and proficiency levels the students are expected to meet. In addition, the school will use scientific research-based and proven strategies to accelerate student achievement. These strategies will be implemented school-wide to ensure student success. Our school is committed to reach high standards for student achievement and to give every child a quality education. Our school staff will strive to improve needs, setting short-term attainable goals, and providing immediate feedback with appropriate interventions or extensions to achieve the standards. Student progress will be monitored and shared with parent partners through parent conferences, regular progress reports, and phone calls.

Parents will be encouraged to become vital partners in their children's education. The compact will include ways in which each parent will be responsible for supporting their child's learning such as monitoring attendance, homework completion, and time spent watching television; volunteering in their child's classroom and school; participating in decisions relating to the education of their children, and to using extracurricular time in a positive manner. It will address the importance of communication between teachers and parents on an on-going basis through parent-teacher-student conferences, response to frequent progress reports, and reasonable participation in school activities. Compacts are sent home at the beginning of the school year and from that point forward will be given to parents when they register their children. Follow-up will be given during conference times.

Through parent meetings/workshops, the school will provide information to parents to further their understanding of local and state's academic content standards and student academic achievement standards, state and local academic assessments, and how parents can monitor their children progress and work with the school to improve the achievement of their children. Opportunities for parents to share questions/concerns will be provided at the parent meetings/workshops and on an individual basis through their child's teacher and school administrators. Parents will be encouraged to monitor their child's progress and work in partnership with our staff to improve the achievement of their children through volunteering in the classrooms, contacting the school with questions or comments, attending meetings, and workshops, and working with their child at home.

Parents receive a copy of their child's assessment results whenever a national, state, or district level assessment is given. An explanation guide is also provided so that parents can understand the meaning of the results. Every effort is made to provide parents with conference time (early release days/parent conference days, teachers' planning periods or after-school conferences) in which to share results and answer questions. Students with specific needs are involved in the Student Support Team. At this meeting, parents, administrator, and teachers meet to develop a plan that supports the student's academic achievement.

School personnel will provide opportunities and materials for parents to become full partners in the educational programs of their children to improve their academic achievement. Training opportunities will be offered

by coaches, classroom teachers, ESOL teachers, if applicable, counselors, media specialists, technology specialist, and PTA for parents to learn about the importance of student attendance, homework assistance, school communication, content support, child development, literacy, and technology. Our school also has a Parent Resource room with materials to help their children be successful. Additional materials can be checked out via the media center. The PTA and the school will work jointly to reach all parents and to encourage building ties between home and school.

Our school will coordinate and integrate parent involvement programs and activities with programs such as Special education, ESOL, if applicable, Head Start, Even start and Pre-K. Open communication between our staff and parents related to school and parent programs, meetings, and other activities will be addressed through parent-teacher conferences, parent/student handbooks, weekly folders, newsletter, notices, Title I literature, progress reports, phone calls, school website, and e-mails. This communication will be provided in a language that parents can understand, to the extent applicable.

Our school staff will provide reasonable support for parental involvement activities, as parents may request, such as child care, transportation, translators, and use of the School Reach to the extent applicable.

Central Elementary/High School shall ensure that information related to school reports, parent programs, meeting, and other activities is sent home to encourage the participation of all parents including parents with limited English proficiency, parents with disabilities, homeless families, parents of migrant children in a format and to the extent applicable, in a language such that parents can understand. Home visits will be made if necessary.

Our parents and community join our school staff in developing and assessing school improvement strategies. Parents are encouraged to participate in decision making. We work collaboratively as a team to address issues, make plans, and implement those plans. Compacts will be revisited throughout the year, at the fall and spring parent conferences, and frequent reports will be sent home concerning student program. In addition, our faculty will communicate the students' progress through e-mail, notes, phone calls, and written progress reports. The faculty/staff embrace these ideals and will provide access to classroom activities and encourage frequent

communication. Parents are also encouraged to participate in our School Council and PTA in addition to special events and committee activities.

Talbot County School District
Test Security Policy/Plan
Revised June 2, 2014

The Talbot County School System believes that test security is priority task related to the administration of all standardized tests and any violation of test security will be addressed administrative in a timely manner.

Both formal and informal assessments and testing measures are used in the Talbot County School System to provide diagnostic information, determine grade or program placement, to validate credits, to assess individual student performance, to provide information for counseling students, to assess student group and sub-group performance, and to provide information for curriculum planning and decision-making.

Testing Programs in Talbot County School System consist of the following:

- GAA (Georgia Alternative Assessment)
- GKIDS (Georgia Kindergarten Inventory Developing Skills)
- EOC (End-of-Course Tests)/EOG
- GMAS (Georgia Milestones Assessment System)

All state-mandated tests are secure tests. Test Examiners are directly responsible for the security of the test. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.

All instances of test security breaches and testing irregularities must be report to the School Test Coordinator immediately. The incident is then investigated and reported to the superintendent. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible.

State Student Assessment Violations are included in the attached checklist from the Georgia Professional Standards Commission.

Possible consequences for violation include the attached disciplinary actions from the Georgia Professional Standards Commission.

**Central Elementary/High School
Parent Involvement Action Plan
FY 2016-2017**

- Parent Resource Room & Media Center: Open daily from 7:30 a.m. to 4:00 p.m. Parent materials & videos on how to help their children succeed in school
- Title I Orientation Night: August 29-31, 6:00 p.m.; other sessions available through new admission or by request
- ESOL Parent Night: If applicable, available throughout the school year
- Grandparents Breakfast
- Mother's Day Breakfast
- Father's Day Breakfast
- Scholastic Reading Night
- Literacy Night
- Lunch 'n' Learn: Monthly workshops for parent entitled "Parent Are Teachers, Too"; Building Homework Skills"; "Get Ready for the Parent Teacher Conference"
- Partners-in-Education classroom readers: Parents and community leaders read to students weekly
- Four Spotlight Conferences/PTA Meetings
- After School/Dinner Parental Involvement Workshops (various speakers and activities planned)
- Testing Taking Skills Workshop
- Building a Strong Family Foundation Workshop
- Georgia Student Finance Workshops
- Parents/Student Field Trips

**Central Elementary – High School
2016-2017 Calendar**

New Teacher Orientation

July 25-26

Pre-Planning

July 27-29

Students Return

August 1

Open House

August 4

Labor Day Holiday

September 5

1st Nine Weeks Ends

October 3

2nd Nine Weeks Begins

October 4

Fall Break

October 11-14

Professional Learning (Teachers)

October 11

Thanksgiving Holidays

November 21-25

2nd Nine Weeks Ends

December 16

Christmas Holidays

December 19-30

Professional Learning (Teachers)

January 2-3

Students Return

January 4

3rd Nine Weeks Begins

January 4

Dr. Martin Luther King

January 16

Winter Break

February 20-24

Professional Learning

February 20

3rd Nine Weeks Ends

March 15

4th Nine Weeks Begins

March 16

Spring Break

March 27-31

Georgia Milestone (EOG)

TBA

Georgia Milestone (EOC)

TBA

Baccalaureate Services

May 21

Last Day of School

May 24

Professional Learning

May 25-26

Commencements

May 27

Memorial Day Holiday

May 29

Professional Learning

May 30

Central High School
Bell Schedule - A
Grades 9th – 12th

7:55 am – 8:10 a.m.	Homeroom (Breakfast and lockers)
8:15 a.m. – 9:05 a.m.	1 st Period
9:10 a.m. – 10:00 a.m.	2 nd Period
10:05 a.m. – 10:55 a.m.	3 rd Period
11:00 a.m. – 11:50 a.m.	4 th Period
11:55 a.m. – 12:45 p.m.	5 th Period
12:50 p.m. – 1:20 p.m.	Lunch
1:25 p.m. – 2:15 p.m.	6 th Period
2:20 p.m. – 3:10 p.m.	7 th Period

Central High School
Bell Schedule - B
Grades 9th - 12th

7:55 am – 8:05 a.m.	Homeroom (Breakfast and lockers)
8:10 a.m. – 8:55 a.m.	1 st Period
9:00 a.m. – 9:45 a.m.	2 nd Period
9:50 a.m. – 10:35 a.m.	3 rd Period
10:40 a.m. – 11:25 a.m.	4 th Period
11:30 a.m. – 12:15 p.m.	5 th Period
12:20 p.m. – 1:05 p.m.	6 th Period
1:10p.m. – 1:40 p.m.	LUNCH
1:45 p.m. – 2:30 p.m.	7 th Period
2:30 p.m. – 3:10 p.m.	8 th Period

**Central Elementary/High School
Faculty & Staff
2016-2017**

Dr. James Catrett, Superintendent
Mrs. Cynthia Epps, Asst. Superintendent-Standards, Instruction and Assessment
Mr. Kenneth Bonaparte, Asst. Superintendent Elementary Operations
Mr. Jonathan Taylor, Principal
Mrs. Brenda Walker, Middle School Director
Mrs. Thelma Blount, Nutrition Supervisor

Grade	Teacher
Pre-kindergarten	Ms. Niya Ferguson
Kindergarten	Ms. Bonnie Collins Ms. Latoya Benton
First	Mrs. Masooma Hasan Mrs. Cheryl Barfield
Second	Mrs. Catherine Walker Ms. Brittany Sanders
Third	Ms. Gloria Ramsey Mrs. Wondalyn Cotton
Fourth	Mrs. MaRhonda Towns Ms. Jeannette Vargo
Fifth	Mrs. Debbie Gibson Ms. Ebonye Holt
Early Intervention Program (EIP)	Mrs. Daphne Mathis-Daniels

Sixth	Mrs. Brenda Walker	MS Director
Seventh	Mrs. Jane Towns Ms. Jenie Carter	
Eighth	Mr. Regina Lockhart Mr. Frederick Cotton	
Special Education	Mrs. Connie Gibson Mr. Henry Jackson Ms. Annie Coleman Mrs. Sherrill L. Whiddon Mr. Andrew Hall	
English, 9-12	Ms. Gladwyn Davis Ms. Sara Truss	
Mathematics, 9-12	Ms. Leticia Cook Mr. John Finklea	
Science	Ms. Theresa Davo Mrs. Benna Mathew	
Social Studies	Mr. Clayton Teat	
Career, Technical & Agriculture	Mrs. Erycka Brock Ms. Kimberly Hatcher Mr. Anthony Corbin	Agriculture Business Information Technology
JROTC	Maj. Andre Nettles 1 st Sgt James Lewis	JROTC JROTC

Music / Fine Arts	Mr. Walter Emory	Music
Spanish	Ms. Christy McCrary	
Physical Education	Mr. Tony Lamar Mr. Cleophus Hope	Elementary Gym Middle/High School
Counselor		
Media Specialist/Technology	Mr. Torrence Freeman, Technology	Ms. Keniece Adams, Media Specialist
Hawks Academy	Mr. Cedric Stegall	Director
ISS	Mrs. Miriam Samuels	Coordinator
Clerical	Ms. Lillie Dillingham Mrs. Marian Ford Ms. Ka’Sonya Banks	Central Office Elementary School Middle/High School
Instructional Coach	Mr. Fenton Dixon	
Paraprofessional	Mrs. Albert Bunkley Ms. Nikita Carter Mrs. Rayneal Howard Ms. Cindy Trice Mrs. Theria Ferguson Mrs. Dejuane Mahone Mrs. Latoya Baldwin	
Bus Drivers	Mr. Michael Smith Mrs. Theria Ferguson Mr. Alvin Parks Mr. Larry Marshall Mr. Pres Hall Mr. Jerome Bunkley Mr. William Carter Mrs. Minnie Smith Mrs. Tonja Renaud Mr. Theodore Baldwin	

Cafeteria

Mrs. Thelma Blount, *Nutrition Director*

Mrs. Mary Seldon,
Manager

Ms. Audrey Allen,
Asst. Manager

Mrs. Beverly Edge

Mrs. Eva Dozier

Ms. Annie Harig

Custodial

Mr. Shaun Cooley

Mrs. Fannie Mae Williams

Mrs. Cynthia Snelling

Mr. MacArthur Heath

Mr. C. W. Carreker

Mr. Walter Neal

STUDENT
SERVICES
&
STANDARDS

Certificate of Immunization

Georgia state law requires that all children (at any age through 19 years) entering school must be age-appropriately immunized according to the rules and regulations established by the Department of Human Resources (DHR).

Children are now required to be age-appropriately immunized against each of these diseases:

- Hepatitis B – Required of all new students and all current students born on or after Jan 1, 1992
- Polio
- Hemophilis Influenza B (HIB) – Not required on or after 5th birthday
- Diphtheria
- Tetanus
- Pertussis – Not required on or after 7th birthday
- Measles
- Mumps
- Rubella
- Varicella

All students, regardless of grade and including foreign exchange students, must have the DHR Immunization Certificate 3231 on file unless any of the following situations exist:

1. Conflict with religious beliefs verified by parent/guardian's notarized and signed letter. This letter must be kept on file, in lie of a certificate.
2. A waiver of 30 calendar days after school entrance may be granted one time only to Georgia residents under the regulations.
3. It will not be necessary to replace DHR Form 3032 for children already attending Georgia schools.

***It is the school's responsibility to exclude children who are not immunized against certain illnesses (such as measles and chicken pox) from school if an outbreak of that particular illness occurs. The exclusion is for the entire period of the outbreak.**

Georgia DHR Form 3231 must be used for any child who will be admitted to school on or after August 1, 2002. For preschoolers, it must replace Day Care Certificate, DHR Form 3227, when it expires. A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date of the next required immunization due or the date on which a medical exemption must be reviewed (annually). A new certificate must then be obtained and submitted to the school within 30 days after the expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.

It is required that any child entering Georgia school for the first time has two Measles-containing vaccines (usually MMR) or date of positive serology. The vaccines must be administered on or after the child's first birthday and at least 30 days apart. All new students must also have one dose of Varicella (chicken pox) vaccine, date of positive

serology, or history of disease documented on the Form 3231. (Two doses must be given at least 28 days apart if the first is after the 13th birthday.)

Effective with the school year 2001-2002, for entrance into sixth grade, a currently enrolled child must have the following immunizations documented on Form 3231 or 3189:

- one dose of Varicella (chicken pox) vaccine on or after the first birthday, date of positive serology or history of disease
- two doses of measles-containing vaccine (usually MMR) or date of positive serology.

Schools have the following responsibilities regarding the Immunization Program:

- Know and enforce immunization requirements as outlined in the Policy Guide 3231 REQ.
- Review the certificates for validity, prior to accepting (legible, completed with dates of immunizations-M/D/Y – listed if over age 4, completion or expiration date included, signed or stamped by a Georgia physician or health clinic, date of issue, may be a photocopy). A child under age 4 must have all of the above except immunization dates.
- Only a date of positive serology or medical exemption is acceptable in lieu of vaccination date for hepatitis B, measles, mumps, rubella or Varicella. Physician's diagnosis or history of disease applies to Varicella only. A medical exemption must be reviewed annually, and a new certificate issued.
- Develop a system for immunization program management. Keep certificate files current. Notify parents when a certificate is expiring. If it is 30 days or more after certificate has expired, the child should not be attending school.
- Have certificates available for inspection and audit by health officials.
- Report the occurrence of any cluster of a disease listed on the noticeable disease list and virus.
- Utilize and teach universal precautions to all staff (i.e. wearing gloves when changing diapers, cleaning up blood and body fluids, using appropriate cleaning solutions, proper disposal of articles soiled with body fluids).
- When a child leaves or transfers to another facility, the Certificate of Immunization should be given to the parent/guardian or sent to the new facility.

Special Dietary Needs

Students with special dietary needs, due to food allergies or illnesses, are required to have a written statement from a physician stating the dietary requirements. These dietary guidelines will be forwarded to the school nutrition staff.

Administering Medicine to Students

- © Prescription medicines will be given to students by the school nurse only when prescribed and/or ordered by a physician and these guidelines are followed: School personnel must be informed by a written note from the parent directing that medication be given to students at school. Specific information regarding medicine, dosage, and time to be given must be clearly stated.
- © Medication forms are to be completed by the physician and parent in cases of long-term medication (more than two weeks).
- © All medication must be presented to the school office in a prescription labeled bottle, which will include student's name, date, instruction for administering, name of drug, and issuing physician.
- © In accordance with HB 1031, a defibrillator (AED) is available in the nurse's office at Central Elementary-High School and at the Alternative School campus.

Non-prescription medicine will be given only for a short term duration (less than two weeks) and only when in the original container and accompanied by written parental request and instructions for administering.

Accidents and/or Illnesses

All students' accidents/illnesses should be reported to the nearest teacher who will then notify the office/nurse and file the appropriate report.

If a child is injured or becomes ill at school, the school nurse will give first aid. Parents then will be contacted in those cases, which are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone numbers provided by the parents will be called in an effort to find someone to come for the child. Parents/guardians are strongly urged to assist the school by leaving current emergency telephone numbers to be used in the event that you are not available. However, if a parent or guardian cannot be contacted, the school will act in the manner considered to be in the best interest of the student. In severe cases, an ambulance may be called from the local EMS.

Student(s) must have a signed consent form from parent(s) or guardian(s) to be treated in the nurse(s) office. These forms can be obtained from the nurse(s) office.

The school is not responsible for payment or partial payment in cases where students are injured at school.

Your assistance in providing complete information on the enrollment card and keeping it current is urgently needed.

Sixty Second of Quiet Reflection

Opportunity for students to participate in a period of quiet reflection for not more than sixty (60) seconds is provided.

Pledge of Allegiance

Opportunity for students to participate in the Pledge of Allegiance is provided.

Character Education

Character Education is required for every student. Character education course content will be integrated into the regular curriculum.

Wise Skills and Life Lessons curriculums are a unique comprehensive school program that can incorporate a variety of character building activities including character education, career awareness, community service, conflict resolution, peer mediation, and parental involvement.

These programs are used in the following grades:

K – 2nd:	<i>Wise Words</i>
3rd – 5th:	<i>Wise Quotes</i>
6th – 8th:	<i>Wise Lives</i>
9th– 12th:	<i>Life Lessons</i>

Assembly Program Courtesy

Central Elementary – High School students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. (Applause should be kept to a minimum and used only at appropriate intervals). Whistling, shouting, foot stomping, booing and other acts of discourtesy show lack of maturity, respect, and consideration and are not appropriate. They also reflect upon the good name and reputation of the entire student body. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

Corridor Courtesy

An atmosphere of calmness is essential to the learning environment. Quiet voices, gentle handling of lockers, books, and desks are essential to a quiet atmosphere. While in the halls walk to the right, do not block traffic by standing in groups, do not discard trash on corridor floors, and remove paper found on floors. Sitting is not permitted in the hallways. (No student will be told or allowed to sit in the hallway unsupervised at any time.) Early arriving students will report to the cafeteria area.

Book bags

Students (grades. 6th – 12th) are not allowed to carry book bags to class or during instructional periods. Book bags must be placed in assigned lockers during the school day. Students will be given an opportunity to visit the lockers during the day. However, students will be allowed to take book bags from the lockers when leaving school early, or when leaving school to participate in a school sponsored activity. For safety reasons, toward the end of the school year, students will be asked to leave all book bags at home.

Lock/Lockers

Each student has the opportunity to rent an assigned lock and locker at the beginning of each school year. Students will not share lockers. You are to use only your assigned locker and students in violation of this policy will forfeit use of locker privileges for the remainder of the school year.

Locker/Lock fee is \$5.00. The use of a locker/lock is with the understanding by the student and his/her parents that the school reserves the right to inspect lockers at any time without prior notice. It should be kept clean and locked. Locker inspection will be held periodically. Each student will be responsible for restitution for any damage to that locker and any lost locks. Students who lose locks are responsible for replacement and will not be allowed to carry book bags should locks become lost or stolen. Visitation to lockers shall not take place during class period without the principal's approval or written permission from teacher in emergency situations only.

Clubs and Organizations

All clubs and organizations at Central Elementary-High School will function on a self-sustaining basis. If funds are required to carry out activities, these funds must be provided by the sponsoring organization. No general activity funds will be used to subsidize activities of individual clubs and organizations. **All fund-raising activities must be approved by the local board of education.** Clubs and organizations will function in the name of Central Elementary/High School only if copies of the organization's bylaws have been reviewed and approved by the principal. All funds will be kept in the proper accounts. One secretary will be responsible for all accounts.

Senate Bill 413:

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

The principal should strongly consider rotation of club sponsors when possible.

Active Clubs 2016-2017

FBLA - Ms. Kimberly Hatcher

Purpose: To develop competent, aggressive business leadership, to understand American business enterprise, and to establish occupational goals.

Eligibility: Grades 6 – 12 (if enrolled in a business class)

4-H –

Purpose: “To make the best better”, “To learn my doing.” The School club encourages Members to participate in the full scope of activities offered in 4-H through the University of Georgia, stressing citizenship and community service.

Eligibility: Grades 5 - 12

FFA –

Purpose: To prepare students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems.

Eligibility: Grades 7 – 12

Literary Competition – TBA

Purpose: To provide an opportunity for students to demonstrate various literary skills in region and state competition.

Eligibility: Grades 9-12, Audition

National Junior Honor Club – Ms. Regina Leonard

Purpose: To stimulate effort, reward achievement, and to encourage and assist Beta members to continue their education after high school.

Eligibility: Grades 6 – 8, according to standards of National Junior Beta Club

National Honor Society -

Purpose: To create enthusiasm for Scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary school.

Eligibility: Grades 10 (2nd semester) - 12

Student Council –

Purpose: To stimulate and develop a healthy school spirit; to encourage and maintain participation in school activities; to promote personal initiative in school projects; to foster a spirit cooperation among the faculty and student body; to encourage and promote the democratic process; to recommend school improvement projects.

Eligibility: Grades K-5, 6-8, 9-12

Note: Student council will meet monthly for elementary, middle school and high school. Principal will give update report of the club’s activity – monthly.

TSA –

Purpose: To prepare its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program; which include communication, leadership, and competitive skill development in the classroom/laboratory environment.

Eligibility: Grades 7 – 12

Yearbook –

Purpose – To prepare the annual school yearbook.

Eligibility – Grades K-12

For yearbook purchases call (706)665-8578

Clubs and organizations will advertise, solicit membership, and hold meetings on the Central Elementary-High campus only after official recognition by the principal.

All clubs and organizations will be scheduled to meet at least once a month. All meetings will be scheduled through the principal's office.

Night activities held on school grounds require police protection. Unless exempted by the principal, the organization sponsoring a night activity will be responsible for paying policemen for security on an hourly basis.

Any night or weekend activity which requires clean-up by the school's custodial staff will require that the sponsoring organization pay for such service or the organization will be required to clean up the school facilities.

The sponsor, principal, superintendent, and board of education must approve all club field trips. All field trips must be under the supervision of the sponsoring teacher.

**Central Elementary-High School
Clubs
Parental Request for Non-Participation
2016-2017**

Please complete form and return to the main office.

I, _____ (parent) request non-participation in the following club(s) for my child _____.

_____ FBLA

_____ FCA

_____ FFA

_____ 4-H

_____ Literary Competition

_____ National Junior Honor Club

_____ National Honor Society

_____ Student Council

_____ TSA

_____ Yearbook

Campus Maintenance

Students are to assist in maintaining our school. All paper and trash should be placed in the proper receptacles.

Flowers, Gifts, and Balloon Deliveries

The school will not accept delivery of flowers, gifts, and/or balloons to students at any time during the school day. Parents and students should instruct businesses to deliver these items to the recipient's home.

Identification Program

All students will be issued an ID card. Student must wear ID during the school day at all times.

Each student must present his/her ID card in the media center when checking out materials and to the cashier at each meal service.

The first card will be given to each student free of charge. The replacement fee of \$5.00 for a lost or stolen card is the responsibility of the student.

Leaving School Early/Check-Out

Students are not permitted to leave the school grounds at any time during the school day without a permit from the office. Students will present written request to the office and parent must be contacted before the student is allowed to leave (please include a telephone number where you can be reached). Reason(s) for checking out should be legitimate, the same as for excused absences. Any other reason will either not be honored or treated as an unexcused absence(s). Signing out when leaving campus is mandatory. Any student leaving campus without permission will be penalized accordingly. To be counted present, student(s) must report to school before 10:30am and must remain at school until 12:00 noon. Leaving school before 12:00 noon will count as an absence.

Cafeteria Policies

Breakfast and lunch will be served and eaten (only) in the cafeteria. All students must present their identification cards when exiting the serving area.

*All students must report to the cafeteria to eat their lunches. A student may bring his/her lunch from home. **Students are not allowed to leave school to purchase lunch or to receive outside food during the school day.**

*Each student may purchase additional food items along with their meal. Prices are posted in the kitchen.

*Eating/drinking in the corridors and/or classrooms will not be tolerated. Loud talking, noise making, and debris (trash) on the tables will not be tolerated. All students (K-12) are required to sit with their assigned class at lunch and be supervised at all times.

NOTE: Each menu is prepared in accordance with USDA guidelines

Media Center

The media center provides a service which functions to satisfy the interests and need of each student. ID cards must be presented to checkout books, materials, and to access the Internet. An Internet User Policy form must be signed and on file stating that you will use the Internet for educational purposes only.

The media center is accessible to individual students and groups throughout each day of the school year. The media center opens at 7:30 a.m. and closes at 3:30 p.m. The media center may be open beyond 3:30 p.m. on selected days (depending upon funding). The days and hours will be announced. During homeroom and class time, students must have a pass from supervising teacher.

A School Store is also housed in the Media Center. It provides such supplies as paper, pencils, pens, disc, etc. for a fee.

Student Attendance and Driving Licenses

Attendance requirement for driving license applies to a period of one academic year prior to application for an instruction permit or driving license.

The Department of Motor Vehicle Safety (department) shall notify a minor of ineligibility for an instruction permit or driving license at the time of such application.

A minor's instruction permit or driving license shall be suspended if he or she:

1. Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters;
2. Has been suspended from school for violations, including (a) any sexual offense prohibited under Chapter 6 of Title 16, and (b) causing substantial physical or visible bodily harm to or seriously disfiguring another person;
3. Students having chronic level III/IV discipline referrals.

Parking Procedures

Students have the privilege of driving vehicles to school. Each vehicle must be registered and a parking permit placed on the front window, upper left-hand corner. The owner and any occupant (s) of a vehicle are responsible for all regulations being followed by of his/her vehicle. The following rules apply:

- © Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. All students must be: (1) licensed, (2) covered by insurance and (3) parked no later than 7:55 a.m.
- © A copy of driver's license and insurance must be on file in the main office.
- © Parking is limited to designated student parking areas.
- © Vehicles must be parked immediately upon entering the campus and all occupants must vacate the vehicle promptly. All students must leave the parking area(s) immediately and enter the building.
- © There is to be no loitering or visiting in the parking areas without permission from the principal. Students are not to return to any vehicle during the day without the written permission of the principal.

- © Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
- © The school is not responsible for the vehicle or its contents.
- © Students must obtain a parking permit from the main office.
- © Students must have a valid driver's license to obtain a parking permit.
- © Vehicles not complying with parking regulations will be subject to being towed at the owner's expense.
- © **Middle school students are not allowed to drive to school.**
- © When parking privileges are suspended, cars of those suspended will be towed if they are on campus.
- © If decal is lost, student(s) must immediately buy a replacement.

Parties

Students in grades K – 5th are allowed two (2) parties per year. Birthday parties are not allowed during the school day. Grades 6th – 12th are prohibited from having parties.

Restroom Policy

Students must adhere to the following rules when going to the restroom. Constant or extreme use will require a note from a physician.

- ◆ Have a pass;
- ◆ Use the restroom properly (the one nearest your classroom);
- ◆ Do not play, climb, smoke, or write on the walls; and
- ◆ Return immediately to your classroom.

School Closing Procedures

The school administration reserves the right to initiate special procedures during the school year and during the final days of the school to ensure a safe environment conducive to learning. Administrative discretion may take precedence over policy during this period.

School Insurance

Students participating in any extra curricula activities (e.g. band, softball, football, basketball, track or cheerleading) must provide signed evidence that they are covered by adequate insurance. Athletes are highly encouraged to secure the appropriate insurance, or they will not be permitted to participate in any extra curricula activities. **Central Elementary/High School is not responsible for payments to doctors and/or hospitals for treatment of a student.**

School Pictures

School pictures will be taken throughout the school year. All picture packages are pre-paid and students will not be allowed to take pictures without payment. Independent

private vendors take pictures at our school. All picture concerns must be addressed to them directly.

HB 1190 – Section 10
Code Section 20-2-690.1 Mandatory Education for Children

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of misdemeanor and, upon conviction thereof, 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, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public school shall retain signed copies of statements through the end of the school year."

Student Attendance Policies

The State Compulsory School Attendance Law requires any child from six through sixteen years of age, who is mentally and physically able to attend school on a regular basis, so long as that student abides by the rules and regulations of the local board of education.

The importance of regular attendance on the part of each student can scarcely be overstated. While bona fide illness and family emergencies must be taken into account, satisfactory progress cannot be expected of students who do not attend school regularly.

Attendance Rules and Procedures, and Forfeiture of Credits

- 1 Absence from school will be excused for (1) illness, (2) emergency family matter, (3) death in the family, (4) dental and medical appointment, when appointment at other time is not possible, (5) court appearance, (6) an absence that requires an extended amount of time, such as travel out of the city or religious observance, when an arrangement has been made in advance by completing the prearranged absence form, (7) one-half day for school permit, and (8) absence for any reason not stated above if accompanied by a note from a parent or guardian.

- 2 All excused absences must be verified by a telephone call or a note from the parent(s) or physician. For prearranged absences, teachers of classes from which the student will be absent must be contacted for appropriate assignments within a reasonable time prior to the absence and the teachers' signatures obtained on the prearranged absence form that is obtained from the office. The form is then returned to the office. All absences, which can reasonably be foreseen, are to be approved by the use of the prearranged absence form.

- 3 Absences from school for any reason other than the above mentioned will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office.

- 4 **Excessive absence and/or tardy, excused or unexcused, and forfeiture of credit:**
 - ◇ **Warning:** Any student, who for any reason, is absent for three consecutive days and/or tardy four times consecutively from a semester course will be referred by the teacher to the school office. The school office will notify the parent/guardian by telephone confirming with a letter in the mail for signature. However, when the student has received five (5) absences (an accumulation of absences and tardiness) a certified letter will be mailed and the school office within five working days may make a telephone call contact to parent/guardian. The school office will keep documentation of all parental contact in the student's folder.
 - ◇ **Forfeiture of credit:** A student who, for any reason, is absent ten times from a semester course will forfeit credit for the course unless there are chronic health conditions of special considerations involved, which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely ten (10) absences, excused or unexcused, as shown by the school records, and that on review none were due to extenuating circumstances, that credit should be taken away, on the date of the decision, prepare a written charge and a summary of the evidence supporting the charge and shall file it with the superintendent. The superintendent shall then follow the procedures in board policies.

5. Military Rule (see page 78).

General:

- ◇ Students who become ill at school must check-out through the nurse. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office.
- ◇ Any absence not specifically excused by the school will be considered one of the unexcused absences listed above. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.
- ◇ **Tardiness:** Students should make every effort not to be tardy to school or class. Tardiness interrupts class work of fellow students and robs teachers of available and valuable instructional time. Late students (bus or otherwise): must check in at the school office for an admittance slip and then report to your classroom teacher. If you do not follow this plan, you will be considered skipping class. Students who are tardy for more than fifteen minutes of a class will be counted absent for that class.
- ◇ The secretary will issue an admit slip after receiving a written excuse for being absent. Excuses will be filed in the student's folder in the office. The admit slip will be presented to each teacher for their signature. The last teacher signing the slip will submit it to the principal.

Student Attendance Protocol Committee

Representatives from the following agencies comprise the Talbot County School System Student Protocol Attendance Membership Committee and will participate in establishing policy to govern student attendance protocol:

Official Jurisdiction:

- Chief Judge of the Superior Court

Committee Members:

- Department of Juvenile Justice
- County Commissioner
- Talbot county Sheriff
- Probate Court Judge
- City Police
- Talbot County DFCS Director
- Family Connection Partnership (FCP) Director
- Talbot County Board of Health
- School Board Member
- School Principal.
- School Superintendent

Purpose

As responsible citizens, we recognize the relationship between daily school attendance, school performance, graduation and acceptable workplace habits. We also know that the amount of time actually spent in class is a good indicator of a student's academic success. Each tardy or absence means a student has lost an opportunity to learn.

In order to address truancy and attendance, Georgia State law (HB 1190) now requires that communities and schools work together to address truancy through the recommendations of their local Student Attendance Protocol Committee. The committee has two goals set forth in the law:

- Ensure coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues to reduce the number of unexcused absences from school.
- Increase the percentage of students who take tests required under the state law. This student attendance protocol is written as required by the State of Georgia (HB 1190) in an attempt to improve student attendance through the use of targeted strategies and interventions for reduction of unexcused absences and truancy.

Operational Authority

The Student Attendance Protocol Committee (SAPC) is operational under the authority of the chief superior court judge as defined in O.C.G. A. 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education, the SAPC will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance, effectiveness and to modify the protocol as deemed appropriate.

The Student Attendance Protocol Committee (SAPC) will meet the third Tuesday in September and the third Tuesday in April in conjunction with the Family Connection Partnership at 127 Washington Street.

Tardies and Early Checkouts

Tardy to school – Any student arriving at school following the signal established by the principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized areas following the signal to begin school will be considered tardy to school.

Tardy to class – A student is “tardy to class:” when he/she arrives to class following the signal to begin class, indicate the beginning of instructional time.

Excused tardy – A tardy resulting from events beyond a student’s control, such as an accident, road closed due to emergency, area power outage, late bus, or other excuses determined by the principal of his/her designee as appropriate. Documentation is required to excuse a tardy.

Early Checkout – Leaving school prior to the end of instructional time and/or the end of the school day

- **Excused:** Early checkout(s) for a verified emergency, a serious illness or the death of an immediate family member (father, mother, sister, brother, grandmother, grandfather), school sponsored program, visits to schools of higher learning and/or when serving as a Georgia Page in the General Assembly. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student missed due to early checkouts.
- **Unexcused:** Excessive incidents of unexcused early checkouts will result in disciplinary action or referral to the SST as the principal deems appropriate.
- Students missing more than fourteen (20) days per year in grades K-8 and seven (7) days per semester in grades 9-12 in a class will lose credit for the course. Reference the Parent-Student Handbook for appeal procedures.

Unexcused Tardies and Early Checkouts

Students accumulating five (5) days of unexcused tardies will receive a referral to the principal of his/her designee. Students establishing a pattern of early checkouts will be referred to the principal or his/her designee for disciplinary or other appropriate action. Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present for the entire instructional period.

Consequences and Penalties for Unexcused Tardies and/or Early checkouts

The principal of his/her designee may assign consequences and penalties for unexcused tardies and/or early checkouts.

Truant Student

Definition or terms:

Truant – Any student subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

Suspension – School days missed as a result of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

The Talbot County Board of Education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness (excessive or extended absences of three (3) days or more will require an excuse from medical doctor.)
- Circumstances where attendance in school endangers a student's health or the health of others.
- Serious illness of deaths in a student's immediate family (father, mother, sister, brother, grandmother or grandfather)
- A court order or an order by a governmental agency, including per-induction physical examinations in the armed forces, mandating absences from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health of safety.
- Students serving on pages of the Georgia General Assembly.

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- Make-up work for excused absences was completed satisfactorily. Make-up work will be provided for excused absences only.

Absence Reduction Plan

The Talbot County Board of Education will adopt the following policies and/or procedures to reduce the unexcused absences:

Parental Notification/Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within thirty (30) days of student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties. O.C.G.A. 32-2104.

- Students age 10 or older by September 1 must sign a statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The principal or his/her designee will assign consequences and penalties for unexcused absences and/or early checkouts whenever it is deemed appropriate. Consequences and penalties may include, but are not limited to the following:

- Upon the occurrence of the third unexcused absence in the school calendar year in grades K-8 and per semester in grades 9-12, contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the principal of his/her designee.
- With the occurrence of five (5) accumulated absences, written notifications of the penalties as consequences of such absences will be made.
- After five unexcused absences in the school calendar year in grades K-8 and semester in grades 9-12, each subsequent absence will constitute a separate offense.

Notification

The school will make two (2) reasonable attempts by telephone, conference, letter or other appropriate means to notify the parents(s), guardian(s), or other person(s) who has control or charge of the student notifying them that excessive absences have occurred and of the penalties and consequences for violation of compulsory attendance. A separate notification will be made for every unexcused absence after a student has accumulated five unexcused absences.

If two (2) reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control of charge of the student have been unsuccessful, the school will send written notice via certified mail with return receipt requested. Such notification will include a reminder of previous notifications made to the parent(s), guardian(s) or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Ten (10) Unexcused absences in an Academic year in grades K-8 and in grades 9-12

Students who accumulate ten (10) or more unexcused absences will receive one or more of the following consequences:

- Students will be brought before the Student Attendance Protocol Committee.

--- Parents and students will be reported to the proper authorities for truancy and could face a fine of up to \$100.00, imprisonment of up to thirty (30) days, and/or community service. O.C.G.A. 20-2-690.1.

Drivers License Denial

The board of education is required to submit notification to the Department of Motor Vehicle Safety that a student, age 15 through 17, had dropped out of school or has violated the following conditions for a period of one academic year prior to making an application:

- The student has not had more than ten (10) unexcused absences during the year or combination of two consecutive grading periods.
- The student has not been suspended for any of the following reasons:
 - . Threatening, striking, or causing bodily harm to a teacher or other school personnel. O.C.G.A. 20-2-751.6
 - . Possession or sale of drugs or alcohol on school property. O.C.G.A. 20-2-1184.
 - . Any sexual offense, O.C.G.A. 20-2-1184.
 - . Causing substantial or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A. 20-2-751.4.
 - . Bringing a weapon on school grounds. O.C.G.A. 16-11-127.1.

Student Withdrawal from School

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more the ten (10) consecutive days of unexcused absences.
- Is not subject to compulsory school attendance.
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual Disabilities Education Act (IDEA).
- Has been expelled due to a decision rendered in a tribunal hearing. O.C.G.A. 20-2-750-759.

Parental Notification of Student Withdrawal

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

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

Monitoring

The principal will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to SST for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.

Guidance

The Counselor will provide guidance services for all students as needed at each grade level.

Telephone

Students will not use the office phones for personal calls nor will they be called out of class for calls except in case of an emergency, nor will CELL phones be used by students during the regular school day for any reasons (See Cell phone policy).

Textbooks

All basal textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Students are required to pay for lost or damaged books. Students will be issued required books for classes with assigned numbers. Students are required to bring textbooks to class everyday. Teachers will notify parents when a student does not bring books to class. Comment may be documented on report cards.

Student Withdrawal

The procedure for withdrawal is as follows:

- © Parents must come to the school to withdraw students.
- © The appropriate forms may be obtained from the guidance office or the main offices.
- © Have the forms completed by teachers, return all schoolbooks and/or property, and ensure that all fees, fines, debt, etc. are paid.
- © The parent or guardian identified in the Central Elementary-High Power School system must personally sign the withdrawal document along with the school administrator.

These procedures will be strictly enforced.

Student Transfer

The procedure for transferring students is as follows:

- © A student transferring in to the School District from another district may be provisionally admitted with an official withdrawal form from student's former school.
- © Parent(s) or guardian(s) must authorize the former school to send the student's records to the School District.

The student and parent shall disclose:

- © Whether the student has ever been adjudicated guilty of the commission of a designated felony as defined in Code Section 15-11-37,
- © Whether the student is currently serving a suspension, expulsion or assignment to an alternative education program in the district last attended, and
- © Whether the student withdrew from the district last attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program.

Any student who seeks to transfer to the Talbot County School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension or expulsion, or who has withdrawn from such other district in lieu of being ordered to serve a period of suspension, expulsion or assignment to an alternative education program shall be ineligible to attend school in the Talbot County School District. Any student provisionally admitted who is found to be ineligible shall be dismissed from enrollment.

**Central Elementary-High School
Alma Mater**

O', Central High
Your halls are brightly shining
From door to door,
And on the campus green.

Our hearts will'er be true to the,
Dear Central High
To honor thee forever faithfully.

Through all the years
Your fame will last forever,
To lead us on
To higher destiny.

And we will praise
The Blue and Gold forever
O', Central High
O', Central High
We Love You So...

**CODE
OF
CONDUCT
&
STUDENT
DISCIPLINE PLAN**
(Kindergarten – 12th)

2016-2017

This student code of conduct refers to student conduct during school hours, at school related functions, on the school bus, and school bus stops.

School Citizenship

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Central Elementary/High School. They are meant for your benefit.

Your conduct at all times should reflect the good upbringing you have had. You should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. You are responsible to the school authorities and teachers for your conduct while you are a school citizen. Good behavior can help make your school life a happy and rewarding one.

Your conduct at all Central/Elementary/High School activities is a reflection on your school. We expect you to be worthy of the respect of others at all times. We want you to be proud of your school and your fellow students, and we want others to be proud of them. Each of you has a responsibility for the school's reputation.

**Central Elementary-High School
Student Handbook
Acknowledgment Form 2016-2017**
Please complete form and return to the main office.

Student Name (please print)

Grade

Please sign below indicating that you have read the Student Code of Conduct and Discipline Plan and return this form to your child's school. If you have any questions please talk with your child's principal or designee. Thank you for your cooperation in helping the system provides quality education for all of our children.

My child and I have read and discussed this plan. We support the school's effort to provide a structured learning environment by maintaining acceptable disciplinary limits.

Parent/Guardian Signature

Date

Student Signature

Date

Central Elementary-High Code of Student Conduct and Discipline Plan

The realizations of each student's potential and providing a safe environment for which this can occur are the primary goals of Central Elementary-High. Discipline is an integral element for attaining these goals. It is our belief that through a structured climate with set limits, a positive learning environment will be created and maintained.

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

- © On the school grounds during school hours, immediately before and immediately after school hours.
- © On the school grounds at any other times when the school is being used by a school group.
- © Off the school grounds at a school activity, function, or event.
- © En-route to and from school on a school bus or other school vehicle.

Code of Student Conduct

It is the desire of the Talbot County School System that all students should have every possible opportunity to take advantage of the instructional programs. Whatever distracts from a favorable learning environment lessens that opportunity.

Parent involvement through conference is the most desirable avenue for correcting behavioral problems and will be used when possible. Conferences may stand-alone or may be used in conjunction with other forms of discipline. Other disciplinary actions subject to the discretion of the principal may include any or all of the following: conferences (may include student, teacher, parents, or outside agencies), referral to the counselor, after-school detention, suspension of privileges, suspension at home (1-10 days), or referral to the police.

Notwithstanding the recommended maximum dispositions contained in these rules, a principal acting through and with the concurrence of the superintendent may refer a student to the Tribunal Council or the Board of Education for disciplinary action arising out of the violation of some of these rules. Upon such referral, the Tribunal Council or the Board of Education may take such action, after proper notice and hearing, as it shall deem appropriate in the premises, including suspension, referral to the alternative school and/or expulsion. If a student is referred to a Tribunal Council or the Board of Education, possible loss of academic credit will be determined by a Tribunal Council or the Board of Education.

The rules set forth in this document are directed toward the entire student body. However, certain identified special education students may be subject to separate disciplinary actions based on their IEP plans.

In any and all cases, the principal reserves the discretionary right to impose more appropriate dispositions if the offense or the aforementioned factors warrant such action.

The following rules and dispositions are integrated into a progressive discipline model consisting of four levels. Each level represents progressively more serious misbehavior and consequences. Notification for each offense will be sent home. Repeated or subsequent offenses will warrant phone contact, in school suspension, out-of-school suspension, and detention and/or parent conference.

Students enrolled at Central Elementary-High will be expected to act accordingly:

- © Participate fully in the learning process. Students need to report to class on time, attend all scheduled classes, have all materials necessary for participation in class activities, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- © Avoid behavior that impairs their own or other students' educational achievement. Student should know and avoid the behaviors prohibited by this code, take care of their books and other instructional materials, and cooperate with others.
- © Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions without question (i.e. change seats, go to the office, stop talking, etc.), use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.
- © Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and participation of others. Students should conduct themselves in a manner that would be a credit to their school and family.

Promote personal and school pride. All students should demonstrate a high degree of respect for themselves, their school, and their peers.

Code of Conduct and Student Discipline Plan Committee

The purpose of this committee is to proactively intervene in student misbehavior in an attempt to preclude further violations and, more specifically, to try and identify potential casual factors so inappropriate behavior can be potentially modified.

Committee composition may include, but not be limited to, the following: 1) Grade level administrator, 2) counselor, 3) graduation coach, 4) appropriate grade level teacher, 5) parent(s) and/or guardian(s), 6) board member(s), 7) and appropriate student support agencies (DFCS, New Horizon, Health Department, school nurse, special education

director, 504 monitor, Law Enforcement, faith-based individuals, etc) as warranted and upon establishing protocol on a case by case basis for the specific intervention(s) as determined by certified administrator. Committee will meet bi-monthly or as called by an administrator on Wednesday at 2:00 p.m. or upon conclusion of the Design Committee Meeting. All board members are invited to attend (open invitation).

Parents of students being discussed will be notified and asked to attend. The parent's attendance not the counselor intervention will not preclude the student from the consequence of the code of conduct violation.

All proactive intervention action initiated by the committee will be in compliance with the Code of Conduct and Student Discipline Plan. Further, requests made by this body on the students and their parent(s) or guardian(s) will not be punitive in nature. Punitive measures imposed on students or parents for misbehavior are solely an administrative responsibility. Such responsibility will be carried out by authorized personnel in a fair, firm and consistent manner.

In addition to the school leadership strongly believing that good attendance is a requisite to academic success, research also validate that good attendance is a factor that contributes to increased student achievement. School leadership also believe that the school setting should be maintained in a manner that is conducive to learning, ensures safety and provides security for students, staff and faculty. Therefore, it is concluded that students should be held responsible for their behavior as well as for acquiring knowledge to their fullest potential under appropriate instructional guidance.

Under the provision of the Code of Conduct and Student Discipline, when fairly, firmly and consistently enforced, it is believed that the subject committee can effective intervene in helping to modify student behavior where they can remain in school and accomplish academic and behavior objectives. To achieve those two objectives, the committee will meet to ensure the following strategies and student support are being appropriately and timely provided in a proactive manner:

- 1) Continuation of documented student counseling sessions
 - a) individual
 - b) group
 - c) class
 - d) mediation and conflict resolution (administrators and counselor)
- 2) Discussion of discipline policy with each grade (K-12) during the first week of school.
- 3) Increased parental involvement (STEPS).
 - a) Continue the initiative to involve parents
 - b) Require parental conference after a student has been assigned and completed the 3rd offense (level II, 3 days in ISS). The next offense will in the suspension process.

4) Include principal's discretion authority in the 2016-2017 discipline policy to allow for special circumstances. Administrative discretion will be positively used in unique situations to help keep students in school, and to keep the school setting safe, secure and conducive to learning.

5) Ensure that minor infractions which require a 1-3 day ISS consequence at the alternative school setting not be extended into an out of school suspension (OSS) without the appropriate grade level principal's approval. Further, principals will ensure that the alternative staff understands that they are expected to support students, and not to recommend that they be sent home for violation of minor infractions.

Behavior Support Process

A behavior support process is a mechanism for identifying and addressing those behaviors and environmental influences that promote the positive, emotional, mental, social, and physical health needs of students. It involves the parents, school, and possible outside agencies.

This process is designed to provide services to the chronic disciplinary problem student. This is generally used for the more serious offenses; however, it may be used for any level of violation at the discretion of the principal.

The Behavior Support Referral is not a form of punishment, but rather a means to find the appropriate help for the student. Therefore, it will not replace the dispositions as listed in the Discipline Code for a rule violation.

Enforcing Suspension by Other Systems

Local boards may refuse to enroll a student during the time the student is under suspension or expulsion from another school system provided the offense that leads to the suspension "was an offense for which suspension or expulsion could be imposed in the enrolling school."

Student Removal

House Bill 605 has drastically impacted student discipline. One major area is that of teacher authority. Teachers have the authority to remove from their classes a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of student's classmates to learn. Before a student is removed from the classroom, the request will be reviewed by a Placement Review Committee to be rejected or upheld.

Discipline Records

Discipline records are maintained on any student, who has had a discipline report, filed by a teacher or administrator. The student's report and any action taken by administration are recorded. These discipline records are kept on file at CEHS. Discipline records are supplied upon request for transfer.

A discipline review committee consisting of the counselor, graduation coach, administrators, teachers, parents and BOE member is available to review specific disciplinary matters.

Any replica – example- or imitated figure of a fire arm, gun is not permitted on school property. This includes water guns. Students found in possession of such toys or imitated figures will be suspended from school.

Central Elementary

Grades Kindergarten – Fifth

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**** Note: All disciplinary action is subject to review and disposition under the discretionary authority of the school principal.**

Level I: Discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process.

Level I Offenses

- 010 Excessive Tardiness
- 015 Classroom disruption (annoying behavior)
- 019 Refusal to follow instructions
- 037 Running in hallway
- 039 Disturbance in the hall(s)
- 040 Violation of dress code
- 051 Eating in class
- 052 In hall without a pass
- 055 Failure to follow safety rules
- 056 Possession of non-school items—Distracting paraphernalia will be confiscated. (These may include but are not limited to radios, electronic games, pagers, cellular phones, etc.)
- 059 Inappropriate dress/violation of dress code

Level I – Disciplinary options of which one or more may be used:

- ⊙ 1st offense—administrative warning
- ⊙ 2nd offense—parent contacted by phone/referral to counselor
- ⊙ 3rd offense—parent conference
- ⊙ Successive offenses may result in suspension (OSS & ISS) as assigned by administration.

*Students will be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level II: Discipline is used for intermediate acts of misconduct that require administrative intervention. These acts include but are not limited to repeated unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well being of others. Consideration of necessary behavior support services can be given, if not already provided.

Level II Offenses

- 009 Skipping class/being in unauthorized areas of school
- 011 Defacing school property (restitution for damages expected), vandalism/graffiti
- 012 Lack of cooperation
- 013 Rude and discourteous
- 014 Disrespect of teachers or other school employee
- 017 Profane, Vulgar or Obscene language, gestures, or writings
- 022 Failure to accept disciplinary action of level I
- 023 Truant
- 026 Providing intentional false information
- 027 Cheating (student may receive a zero)
- 029 Throwing food in cafeteria
- 030 Misbehaving in cafeteria
- 033 Undesirable/inappropriate conduct
- 038 Disruption during assembly program
- 043 Stealing
- 044 Tobacco products (possession of)
- 045 Instigating a fight
- 053 Inappropriate use of Internet
- 058 Inappropriate body contact (includes physical displays of affection)
- 070 Rough housing

Level II – Disciplinary options of which one or more may be used:

- © 1st offense — documented parental contact by teacher
- © 2nd offense — ISS – 1 day
- © 3rd offense — ISS –3 days and parent conference
- © Successive offenses may result in out-of-school suspension.

*Students may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary action(s) is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents. Parents will be notified before suspension begins.

Level III: Discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, disrupts the school environment or endangers the health, safety, or property of others. Offenses that threaten the health, safety, or well being of others may result in immediate suspension from school and/or school-sponsored activities pending the investigation of allegations. Parent conference with the principal is an element of all discipline in this category.

Level III Offenses

- 001 Use of tobacco products
- 004 Threatening student(s)
- 006 Simple Assault/Violence/Fighting (acts of extreme physical nature)
- 018 Leaving campus without permission
- 022 Failure to accept action of level II
- 041 Trespassing
- 054 Inappropriate behavior in IN-SCHOOL SUSPENSION
- 061 School disruptions (acts that interfere with “normal” school function)
- 071 Replica of fire arms (gun) – water gun, toy gun
- 066 Theft from and/or forgery of faculty/staff

Level III Dispositions

- © 1st offense – Administrator Discretion
- © 2nd offense – OSS 3-5 days and referred for counseling - documented
- © 3rd offense - OSS 5 days

Special circumstances may warrant a recommendation to the Superintendent for an alternative educational program apart from the normal setting.

*Students may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary action(s) is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents. Parent will be notified immediately by phone, or other means, before suspension begin.

Level IV: Discipline offenses represent the most serious acts of misconduct. These violations are so serious they may require the use of outside agencies and/or law enforcement. Such acts may result in criminal penalties being imposed. These offenses may result in the immediate suspension of the student from the school and/or school-sponsored activities, pending disciplinary investigation. Parent conference and behavior support process are required elements at this level.

Level IV Offenses

- 062 Fireworks or ignitable explosive (M-80 or above)
- 002 Use of Alcohol, under influence of, while on campus or a school sponsored activity
- 003 Weapons (possess, use, or transmit) ***
- 005 Threatening staff (bullying)*****
- 074 Bullying student(s)*****
- 008 Possession of drugs, consumption*****
- 024 Gambling
- 032 Possession of alcohol on campus or at school sponsored activity **
- 034 Inappropriate sexual behavior (severity determines appropriate level)
- 042 Assault/battery**
- 048 Verbal harassment**
- 049 Racial harassment**
- 050 Sexual harassment**
- 063 Threatening to destroy school property (bomb, fire, shootings) ****
- 073 Fire Arm/Gun/Pellet/B.B. Gun*****

Level IV - Disciplinary options of which one or more may be used:

- © 1st offense—OSS 3-5 days, parent conference, referred for counseling, initiate Student Behavior Plan.
- © 2nd offense—OSS 5 days, parent conference, counseling and follow up of behavior plan may result in a tribunal
- © 3rd offense – OSS 7 days and tribunal

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents and with proper notification before suspension begins.

All offenses in Level IV are serious and may result in a 10-day suspension and tribunal.

****These are zero tolerance offenses and will result in a 10 day suspension and special circumstances may warrant a recommendation to the superintendent for a disciplinary tribunal.**

*****Authority should be contacted immediately to remove student from premises.**

HB 1190 – Section 14, Code Section 20-2-751.5

- a) Each student code of conduct shall contain provisions that address the following conduct of students during school hours, at school related functions, **and on the school bus**, in a manner that is appropriate to the age of the student:
- (1) Verbal assault, including threatened violence, of teachers, administrators, and other school personnel;
 - (2) Physical assault or battery of teachers, administrators, and other school personnel;
 - (3) Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language;
 - (4) Verbal assault of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendment of 1972;
 - (5) Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendment of 1972;
 - (6) Disrespectful conduct toward other students, including use of vulgar or profane language;
 - (7) Verbal assault of, physical assault or battery of, and disrespectful conduct, including use of vulgar or profane language, toward persons attending school related functions;
 - (8) Failure to comply with compulsory attendance as required under Code Section 20-2-690.1
 - (9) Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school;
 - (10) Inciting, advising, or counseling of others to engage in prohibited acts;
 - (11) Marking, defacing, or destroying school property;
 - (12) Possession of a weapon, as provided for in Code Section 16-11-127.1;
 - (13) Unlawful use or possession of illegal drugs or alcohol
 - (14) Willful and persistent violation of the student code of conduct;
 - (15) Bullying as defined by Code Section 20-2-751.4; and
 - (16) Marking, defacing, or destroying the property of another student.

With regard to paragraphs (9) and (11) of this subsection, each student code of conduct shall also contain provisions that address conduct of students during off-school hours.

(b)(1) In addition to the requirements contained in subsection (a) of Code Section, each student code of conduct shall include comprehensive and specific provisions prescribing and governing student conduct and safety rules on all public school buses. The specific provisions shall include but not be limited to:

- (A) Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, and other unruly behavior;
- (B) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a

manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and

(C) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the bus driver's operation of the school bus.

(2) If a student is found engaged in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus.

(3)(c) Each student code of conduct shall also contain provisions that address any off-campus behavior of a student 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 education process.

Section 15 – Code 20-2-751.6

(c)(1) A student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system. The expulsion shall be the remainder of the student's eligibility to attend public school pursuant to Code Section 20-2-150. The local school board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to reenroll in the regular public school program for grades nine through 12. If the local school board does not operate an alternative education program for students in kindergarten through grade six the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section to reenroll in the public school system;

(2) Any student who is found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee as defined in paragraph (2) of subsection (a) of this Code section shall be referred to juvenile court with a request for a petition alleging delinquent behavior; and

(3) Any student who is found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence as defined in paragraph (1) of subsection (a) of this Code section against a teacher, school bus driver, school official, or school employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

K-12

BUS POLICY

&

PROCEDURE

Bus Conduct (K – 12th)

The Talbot County School System provides bus transportation to all in-county students. Central Elementary-High recognizes this as a privilege that may be limited or revoked by school officials. All students shall conform to bus rules and guidelines.

Standards and Regulations for Pupils Transported on School Buses

A school bus driver represents the school authority and is responsible for the safety of passengers on the bus. The driver has supervision and authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in detention, suspension from school, and/or loss of privilege of riding the bus.

Students riding the bus are not allowed to go into the student parking area when arriving at school each day and may not leave campus without permission from a staff member.

In an effort to inform students and parents or guardians of acts that can threaten the safety and welfare, bus rules and regulations have been adopted by the Talbot County Board of Education and are as follows:

- ⊙ Pupils, while being transported, are under the authority of the bus driver.
- ⊙ Bus drivers must report any pupil who breaks the rules to the school officials. School officials will take appropriate action.
- ⊙ Bus drivers should maintain a time schedule. Bus drivers will blow the bus's horn at a suitable distance from the bus stop.
- ⊙ While waiting for a bus, pupils must remain at the bus stop and stay off the road.
- ⊙ Pupils must be sure that the road is clear before crossing to or from the bus.
- ⊙ Pupils must not attempt to board or unload from a school bus unless it has come to a complete stop.
- ⊙ Pupils must not extend their hands, arms, heads, or any other parts of their bodies through the bus windows, nor stand in the door area of the bus.
- ⊙ If necessary, the bus driver has the authority to assign seats on the bus.
- ⊙ Pupils are not to get off the bus on the way to or from school without permission of the bus driver. Drivers will give permission only in case of personal emergency or on written request of the principal or parent.
- ⊙ Buses will pick up and discharge pupils only at regular stops.
- ⊙ Students are to ride the same bus throughout the school year unless reassigned by the principal or the transportation director.
- ⊙ Pupils may converse in a normal tone of voice. Loud, profane, or abusive language, yelling, and screaming will not be tolerated. Avoid unnecessary talking to the bus driver, especially when the bus is in motion.
- ⊙ The throwing of any object into or out of the bus will not be tolerated. This will forfeit a pupil's privilege to ride on the bus.
- ⊙ Water guns or gun replicas are not permitted on school buses.
- ⊙ Pupils must not open or close bus windows, nor shall pupils operate any part of the bus without the express permission of the bus driver.
- ⊙ Pupils must cooperate in keeping their bus clean and must not damage the bus in any way. To this end, they shall clean their shoes before entering the bus. Pupils must

not throw paper or other rubbish on the bus floor, nor leave any such debris in the seats.

- © Pupils must not eat, drink or smoke on the bus.
- © Pupils must be courteous to the bus driver, fellow pupils, and passers at all times.
- © Pupils are not allowed to bring dangerous objects onto the bus.
- © Students who ride the bus in the morning must ride the bus home in the afternoon, unless they have written permission to the contrary.
- © To help assure the safety of the students while loading and unloading, students will look to the bus driver for a simple head-nod before attempting to move in the direction of the bus before loading. Likewise, after unloading, the bus driver will look for a similar sign from the student(s) before attempting to leave with the bus.
- © Individual(s) must pay for any intentional damage(s) done to a bus or equipment.
- © Knives, sharp objects, razors, or any object that might endanger another student can not be brought onto the bus at any time (nothing that can be used as a weapon).
- © It is unlawful for parents, guardians, or adults to use profane or vulgar language (cursing) to the bus driver in the presence of the students. It is also unlawful for parents, guardians, or adults to get on the bus without the driver's permission. Violators will be prosecuted by imprisonment or fined up to \$500.00.
- © Identified student(s) who causes a bus to return to the campus after leaving will automatically be suspended from the bus.

Parents are required to send a note requesting his/her child to ride a bus different from the assigned bus.

The Talbot County Board of Education requires that all students who ride buses receive instruction annually in safe riding practices and emergency evacuation as required by State Board Rule 160-5-3-.13.

Bus Offenses

Level I

019 Failure to follow instruction (i.e.- but not limited to- move to assigned seat)

Disciplinary options of which one or more may be used:

1st Offense – Warning from bus driver

2nd Offense – Written referral, parental contact and/or 1 day bus suspension

3rd Offense – Written referral, parental contact and 2 days bus suspension

Level II

016 Disturbance on bus

020 Profane language

026 Providing false and misleading information

- 044 Tobacco products and paraphernalia
- 056 Inappropriate electronic devices (include but not limited to cell phones; pagers; audible radios, tape or compact disc players with or without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus);

Use of mirrors, lasers, flash cameras, or any other lights or reflective devises in a manner that might interfere with the bus driver's operation of the school bus.

Disciplinary options of which one or more may be used:

- 1st Offense – 1-2 days bus suspension
- 2nd Offense –3 days bus suspension
- 3rd Offense – 3-5 days bus suspension

Level III

- 007 Fighting on bus
- 071 Replica of fire arms (gun) – water gun, toy gun

Disciplinary options of which one or more may be used:

- 1st Offense – Written referral, parental contact OSS 3 days
- 2nd Offense – Written referral, parental contact and OSS 3-5 days
- 3rd Offense – Written referral, parental contact and OSS 5 days

Level IV

- 003 Weapons and related objects (i.e. clorox, ammonia and other hazardous chemicals)***
- 002 Use of alcohol or being under the influence on campus or school activity (drug) prescription and/or non-prescription
- 008 Drugs possession of or facsimile there of (any thing/action construed as a drug, non-prescription and/or prescription) ***
- 032 Alcoholic beverage possession
- 034 Inappropriate sexual behavior/sexual acts on campus or school activity
- 042 Physical assault
- 048 Verbal harassment
- 049 Racial harassment
- 050 Sexual harassment
- 062 Explosive, Pyrotechnic (fire cracker, etc.)
- 063 Threatening to destroy school property, bus, student (bomb, fire, shootings) ***
- 066 Theft from and/or forgery of bus driver

Disciplinary options of which one or more may be used:

1st Offense – 3-5 days OSS

2nd Offense – 5 days OSS

3rd Offense – 5 – 7 days OSS and recommendation for a tribunal.

** Proper authority will be notified, immediately.

SENATE BILL 291 BUS CONDUCT-OFFENSES AND DISPOSITIONS

Any physical violence, bullying, physical assault or battery or verbal disrespect toward the school bus driver will result in suspension from and:

1st Offense = 3-5 day suspension from school and bus, meeting with parent, student, bus driver, transportation officer for behavioral contract before student returns to school or bus.

2nd offense = 5 day bus suspension and meeting with parent, student, bus driver, transportation officer before student returns to school or bus.

3rd Offense = 5-10 day suspension from bus, meeting with parent, student, bus driver, transportation officer before student returns to school or bus. Student bus riding privileges may be revoked.

Students are prohibited from having electronic devices (include but not limited to: cell phones, pagers; audible radios; tape or compact disc players with or without headphones) and the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the bus.

1st Offense = Device confiscated and/or administrative warning.

2nd Offense = 1-3 day suspension from the bus and meeting with parent, student, bus driver, transportation officer for behavioral contract before student returns to school or bus.

3rd Offense = 4-5 day suspension from the bus and/or meeting with parent, student, bus driver, transportation officer for behavioral contract before student returns to school or bus.

4th Offense = 5-10 day suspension from the bus, may result in revoked bus riding privileges.

Bus suspensions are to be handled by administrators only. Drivers are to pick up **all** students unless notified by the administrators. Refer to the bus notification list provided to all drivers daily.

ALSO SEE PAGE 52 FOR SENATE BILL 291.

New 2004 Legislation

Under HB 1179 – Crimes Against Personnel and Bus Safety

- Any person who commits simple battery against a school employee engaged in official duties or on school property is guilty of a misdemeanor or a high and aggravated nature. For the purpose of this section, a bus stop and school buses shall be considered “school property.”
- Battery of a teacher or other school personnel while performing official duties: one to five years, fine of \$10,000.00, or both. Notice of second conviction must be published prominently in newspaper.
- Unlawful to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop: misdemeanor of high and aggravated nature.
- Each public school system shall promulgate policies and procedures (in writing and available for public inspection) for the operation of school buses and conduct and safety of students who ride buses. Bus drivers shall sign acknowledgment that he or she received a copy and has read and understands such policies and procedures.
- Act prescribes loading and unloading procedures, forbids use of radio or cell phone while loading and unloading, and requires that drivers instruct passengers of safe way to cross road.
- School system shall provide each student with a copy of system’s code of conduct at beginning of each year and copies of any amendments adopted during the year.
- School system shall make accessible a schedule of bus routes indicating morning pickup route beginning time and afternoon school bell time, as well as the total number of stops on each route.
- School system shall maintain each of its buses, including all safety equipment required by law, in good working condition.

Gangs

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Talbot County School District through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a threat to the safety and well being of the students and faculties of the Talbot County School District, and disruptive to the education process.

1. Membership in or affirmation with gangs as defined above shall not be permitted. Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all inclusive list, and in addition to those items set forth in subpart (2) immediately below, criteria which can serve to indicate membership or affiliation with gangs include the following:

- (a). Direct admission of gang affiliation
- (b). Documented information on gang membership
- (c). Information from known gang affiliate
- (d). Admission of former membership, with continued associations
- (e). Photographs indicating gang association, etc.
- (f). Association with gang members

2. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

3. Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.

4. No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Talbot County School District.

5. All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof shall be subject to discipline under the Talbot County School District Behavior Code and Discipline Policy, including the sanction of expulsion, if warranted under the particular circumstances of a violation.

CENTRAL MIDDLE & HIGH SCHOOL

Grades: 6th – 12th

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**** Note: All disciplinary action is subject to review and disposition under the discretionary authority of the school principal.**

Level I: Discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process.

Level I Offenses

- 055 Failure to follow safety rules
- 037 Running in the halls
- 052 In halls without a pass
- 051 Eating in classroom

Level I Dispositions

- © 1st offense— administration warning
- © 2nd offense—2 days ISS
- © 3rd offense—3 days ISS
- © Successive offenses will result in out-of-school suspension at administrator discretion

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level II: Discipline is used for intermediate acts of misconduct that require administration intervention. These acts include but are not limited to repeated unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well being of others. Consideration of necessary behavior support services can be given, if not already provided.

Level II Offenses

- 011 Destruction, damage, defacing, or theft of school and personal property (writing graffiti)
- 012 Lack of cooperation
- 013 Rude and discourteous to faculty and staff
- 014 Disrespect/Disobedience/Rude/Refusal to follow directions
- 015 Disruption of instruction
- 016 Disturbance on the bus
- 019 Refusal to follow/carry out directions
- 020 Profane language
- 022 Failure to accept disciplinary action of Level I
- 023 Truant
- 026 Providing false, misleading information
- 030 Cafeteria misbehavior**
- 033 Undesirable conduct/ inappropriate behavior
- 035 Driving violation on campus (speeding)
- 038 Disruption during assembly program
- 039 Excessive disturbance in hall during class changes
- 040 Violation of dress code – students may not wear sagging pants, untucked shirts or mismatched shoes, i.e. two different shoes, different color, flip flops, slides (must have strap on back) – do- rags, bandana, hats, hair rollers are not to be worn in building
- 044 Tobacco products and paraphernalia (cigarettes, lighters/matches, cigars, clothing and jewelry)
- 045 Instigating a fight (Bumping)
- 053 Inappropriate/misuse of internet
- 056 Inappropriate personal property (electronic communications- laser pointers, CD player, cell phone during instructional time, iPods, etc.), and body piercing.
- 065 Drug paraphernalia (clothing, jewelry, and tattoos)
- 068 Receipt of stolen property
- 069 Inappropriate show of affection (i.e. kissing)
- 070 Horse playing

Level II- Disciplinary options of which one or more may be used:

- © 1st offense — 1-3 days ISS
- © 2nd offense — 3-5 days ISS
- © 3rd offense – 3 days OSS
- © Subsequent offense may include long-term suspension and/or recommendation for a tribunal hearing.

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level III: Discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. **These offenses must be reported to the principal.** Offenses that threaten the health, safety, or well being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to five school days pending disciplinary investigation of the allegations (a juvenile and or police report may be filed). Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Level III Offenses

- 001 Use of tobacco
- 004 Threatening students
- 006 Fighting at school/school activities
- 017 Vulgar, obscene language, gestures or writing (addressed or directed towards others)
- 018 Leaving campus without permission
- 022 Failure to accept disciplinary action in Level II
- 024 Gambling
- 029 Throwing food in the cafeteria
- 041 Loitering/trespassing
- 043 Stealing
- 046 Suspected gang activities (investigation)
- 054 Inappropriate behavior in ISS
- 058 Inappropriate body contact (groping or palming)
- 061 School disruptions (pulling fire alarms, smoking in the bathroom, disruptive behavior(s) during assembly, inappropriate behaviors in the cafeteria)
- 064 Causing a bus to return to school
- 067 Forgery

Level III – Disciplinary options of which one or more may be used:

- © 1st offense— OSS 3 days
- © 2nd offense—OSS 4-5 days
- © 3rd offense— OSS 5 days

Subsequent offenses may include long-term suspension and/or recommendation for an alternative education program.

The police will be called for any students in grade 6-12 involved in the first fighting offense in the alternative school and the students involved in the second fighting offense in regular school. Student(s) will also be suspended from school a minimum of 3 days. Parent will be called to pick student up immediately.

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level IV: Discipline offenses are the most serious acts of misconduct. **These offenses must be immediately reported to the principal.** These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Level IV Offenses

- 003 Weapons and related objects (i.e. Clorox, ammonia and other hazard chemicals)***
- 002 Use of alcohol and drugs or being under the influence on campus or school activity drugs (prescription and/or non-prescription)***
- 005 Bullying*****
- 008 Drugs possession of or facsimile there of (anything/action construed as a drug, non-prescription and/or prescription) *****
- 032 Alcoholic beverage possession*****
- 034 Inappropriate sexual behavior/sexual acts on campus or school activity**
- 042 Physical assault *****
- 048 Verbal harassment**
- 049 Racial harassment**

- 050 Sexual harassment**
- 062 Explosive, Pyrotechnic (fire cracker, etc.) *****
- 063 Threatening to destroy school property, faculty, staff, student (bomb, fire, shootings) *****
- 066 Theft from and/or forgery of faculty/staff**

Level IV -Disciplinary options of which one or more may be used:

- © 1st Offense — 3 days OSS (Parent must return to school with student)
 - © 2nd Offense — 5 days OSS
 - © 3rd Offense — 7-10 days OSS with a Tribunal hearing for Alternative School
- Note: All level IV violations may result in a discipline tribunal. Counseling is required before returning to class.

***** These are zero tolerance offenses and will result in a 10 a day suspension and parents will be called to pick up the child immediately and special circumstances may warrant a recommendation to the superintendent for a disciplinary tribunal.**

Cell Phone Policy

The Talbot County School Policy prohibits the use of cell phones/headphones during the school day. Students violating this policy are subject to the following disciplinary actions:

- 1st Offense – Cell phone will be confiscated and may be retrieved at the school office from an administrator by the parent or guardian.
If a student refuses to turn in a cell phone when requested by a teacher or administrator, the student will be suspended from school for three (3) days and must return to school accompanied by a parent.
- 2nd Offense – Cell phone will be confiscated and may be retrieved by the parent or guardian. The student will receive a two day assignment in **ISS**.
- 3rd Offense – Cell phone will be confiscated and may be retrieved by the parent or guardian. The student will receive a three day assignment in **ISS**.
- 4th (Subsequent Offenses) – Cell phone will be confiscated and may be retrieved by the parent or guardian. The student will receive a three day **OSS** assignment.

Students are not allowed to video record any event which occurs on the school bus or school grounds. Students will be suspended from school for 3 to 5 days for this offense, dependent upon the circumstance.

***Zero Tolerance**

In compliance with federal law, the General Assembly passed Senate Bill 281, which requires each local board of education to establish a zero tolerance policy for guns. The policy requires the “expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school.” Weapon for purposes of this policy means firearm as defined under federal law, in other words, a gun. Students will be referred to juvenile Justice Department. The recommendations of the judge will be strictly enforced.

Tardy policy (010)

Tardiness to class will be monitored by classroom teachers and reported to the high school office. All students late before 10:00 a.m. will be placed in lunch detention on the same day. All students late after 10:00 a.m. will be placed in lunch detention on the next day. Any student refusing to go to lunch detention will be placed in ISS.

- 1st Tardy – Lunch Detention**
- 2nd Tardy – Lunch Detention**
- 3rd Tardy – Lunch Detention**
- 4th Tardy – Lunch Detention**
- 5th Tardy – Lunch Detention**
- 6th Tardy – Lunch Detention**
- 7th Tardy – ISS**
- 8th Grade – ISS**
- 9th Tardy – ISS**
- 10th Tardy – OSS (Out-of-School Suspension)**

Cutting Class/Skipping Policy

- 1st Offense – 3 Days ISS**
- 2nd Offense – 5 Days ISS**
- 3rd Offense – 3 Days OSS (Out-of-School Suspension)**
- 4th Offense – 3-5 OSS (Out-of-School Suspension)**

In-School Suspension (ISS)

Students are assigned ISS by the school administrator(s). A student may be suspended from school, even if they have never served ISS. The school administrator will inform the student of the starting date in ISS. Students are given a copy of each discipline form and are expected to take the form home for parent information. Parents will be notified by phone.

Student(s) assigned to ISS must report directly to the ISS classroom upon arriving to school. **While assigned to ISS, a student may not enter into the main school hallways; otherwise additional days may be added. Rules will be posted in the classroom. Students' misbehavior in ISS may result in loss of lunchroom privileges as determined.**

1. A student shall serve **ONLY** fifteen (15) days per semester in ISS. When a student uses his/her fifteen (15) days in ISS, the next recourse of action is OSS.
2. Any time a student is assigned ISS; administration may request parent conference, before student returns to school.

Out of School Suspension (OSS)

1. Students are assigned to OSS by the school administration only. Upon OSS a copy of student discipline referral will be mailed to parent(s), as well as student receipt of referral(s).

*****Students that are assigned to ISS/OSS are not allowed to participate in any school functions including all athletic events, band, etc. until they return to their regular class schedule.**

Dress Code

K – 12th

Students in grades K – 12th will wear uniforms.

Students at Central Elementary-High School are expected to dress in a manner appropriate for school. Student dress should not have the effect of unreasonably attracting the attention of other students or otherwise causing disruption or interference with the operation of the school. The following guidelines will be enforced and should be considered in determining proper dress. We expect students to dress for success. Students violating the dress code will be discipline according to the handbook. **The principal reserves the right to determine inappropriate attire.**

DO'S

Wear proper shoes. Shoes must have strap on back.

Blouse and shirts must cover the midriff (navel) or torso (stomach). No skin showing.

Blouse straps **must** cover the shoulders. All shirts/blouses **must** be tucked.

DON'TS

Bedroom shoes or flip-flops are prohibited.

The hood of hooded sweatshirts and outer clothing will not be worn on the head in the building.

Hats, caps, do rags, gloves, hair wraps, bandanas and headgear may not be worn inside the building.

Female students are permitted to wear cloth headband as long as they are school colors.

All students must wear slacks to school. Tight leggings/jeggings are not permitted.

Splits in skirts must follow the same length as short pants.

All suspenders must be fastened.

All undershirts must be white in colors.

DO'S

Shorts may be worn but length must extend beyond extended arm length. Cargo shorts are permitted.

Belts are required. Belts must be buckled, sashes tied, shoelaces tied, and buttons on shirts buttoned. Pants needs to be at waistline.

Revealing clothing of any kind is inappropriate and may not be worn.

Muscle shirts, tank tops, halters, or see through clothing are inappropriate and may not be worn.

Cut-out garments are not permitted shirts that show mid-drift are not permitted.

Lettering or insignia which is Obscene or profane, identifies Gang membership, shows disrespect to persons or country, portrays marijuana, alcohol or other harmful substances or practices is inappropriate.

DON'TS

Combs and picks may not be worn in hair. **Grooming is not allowed in the cafeteria or classroom.**

Heavy chains or metal-studded bracelets, etc., may not be worn in school

Pornographic materials or articles are prohibited.

Extreme mini-skirts or any other inappropriate clothing will not be permitted.

Visible body piercing with earrings in body parts other than the ear is prohibited.

Pouches are not allowed to be worn.

No Hooded Sweatshirts are allowed

Sagging/Low Rise Jeans Policy

Students are not permitted to wear sagging pants or low rise jeans exposing their underwear. Sagging pants and low rise jeans are a dress code violation with the following consequences.

1st Offense – Warning about keeping pants at the waistline.

2nd Offense – One (1) day of ISS for not complying with the school policy on sagging pants/call home informing parents.

3rd Offense – Three (3) days of OSS for non-compliance/call home informing parents.

UNIFORMS (grades K – 12th)

Burgundy/ Navy/White/ Yellow/Gold/Light Blue/Royal Blue tops, shirts (not t-shirts), and/or blouses. All shirts and tops must have a collar and must be a solid color

**Navy/ Black/ Khaki - pants, shorts, skorts, jumpers-girls dress (does not include cover-all, jumpsuits, body suits – these items are not permitted), and/or skirts.
All must be of a solid color**

All must be in compliance with the school's dress code policy.

NO BLUE JEANS ALLOWED EXCEPT ON DESIGNATED DAYS

Central High School Progressive Discipline Chart

CATEGORY OR VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<i>Acts of Violence:</i>			
Inappropriate contact with Teacher/Adult	3-5 days susp/refer to SS/court ref		
Threat to commit bodily harm	ISS/susp/parent conf	1-3 days susp/conf with SS	susp thru SS/court ref
Fighting (minor incident) ¹	ISS/susp/parent conf	2-3 days time out/susp	1-3 days susp/conf with SS
Fighting (major incident) ²	3-5 days susp with SS/court ref	5-8 days susp/susp thru SS/court ref	susp thru SS/court ref
Fighting with a weapon	susp/refer to law enforcement & SS	same	same
Inciting violence	conf/ISS/susp	susp/refer to SS	susp thru SS
Commit acts that produces unsafe school conditions ³	refer to law enforcement and SS		
Willful destruction of school property	ISS/susp/restitution/court ref/conf with SS	susp/court ref/SS ref	susp thru SS/court ref
Bomb or terroristic threats	susp/refer to law enforcement, SS & Assoc Supt	same	same
Possession of weapons ⁴	susp/refer to law enforcement, SS & Assoc Supt (DA)		
Verbal confrontation	parent conf/1-3 days ISS/guidance ref	1-5 days ISS/susp	1-3 days susp
Bullying ⁵	1-3 days ISS/parent conf	1-3 days susp	susp thru SS
<i>Alcohol and Drugs:</i>			
Selling/possession/use of drugs	susp/refer to law	same	same

or alcohol, prescription drugs	enforcement & Assoc Supt; DA;SS		
Possession of tobacco	1-3 days ISS	3-5 days ISS/1-3 days susp	1-5 days susp
Use of tobacco	1-3 days susp	2-5 days susp	3-5 days susp
Possession of lighters/matches	ISS/parent conf	1-3 days ISS	1-3 days susp
General Misbehavior:			
Possession of electronic devices	confiscate and parent pick-up	confiscate and parent pick-up	confiscate/ISS & parent conf
Dress code violation	parent contact/change clothes	parent contact/change clothes	ISS/parent conf
Skipping class/school	1-3 days ISS/parent conf	1-3 days ISS/parent conf	1-3 days susp/refer thru SS
Truancy	parent contact/county policy	parent contact/parent conf/ county policy	SRO invol/refer to SS/SRO/social worker/county policy
Leaving school w/o permission	1-3 days susp/ISS	2-5 days susp/ISS	refer to SS
Theft (unproven)	parent contact	parent contact	parent contact
Theft (proven)	1-3 days ISS/restitution/ 1-3 days susp	1-3 days susp/court ref	court ref & refer to SS
Forging/Altering/Cheating ⁶	ISS/susp/parent conf	ISS/susp/parent conf	susp/parent conf
Vandalism	ISS/restitution/susp/co urt ref	ISS/susp/court ref	susp/court ref/refer to SS
Failure to return school property or equipment	restitution & parent conf		
Misuse of technology	loss of priv/restitution/ISS	restitution/ISS/parent conf	ISS/susp/parent conf/restitution

DISCIPLINE GLOSSARY

General Terms

Bus Suspension – The student is suspended from the bus for a specified period of time by the local school administrator. See Level III under bus rules, Page 57.

After-School Detention – Students attend a work/study session outside of regular school hours. Student makes arrangements for transportation. Students will be given a one-day notice of their detention period assignment.

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

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

In-School Suspension – The student is removed from regular classes for a specified period of time at the local school. All class assignments should be placed in assigned areas in the office(s) for student(s) assigned to ISS.

Long-term Suspension – The student is suspended (out-of-school) for more than ten (10) days.

Prescription Drug – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug. All prescription drugs must be taken to the nurse immediately upon entering the school and/or campus.

Non-Prescription Drug – Over-the-Counter Drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy. A medication must be taken to the nurse immediately upon entering the school and/or campus.

Permanent Expulsion – The student is removed from all public school property and activities or events for an indefinite period of time. This action may be taken only by the Board of Education. Schoolwork may not be made up or credit given.

Short-term Suspension – The student is suspended out of school for up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as major offenses. **Suspended students shall make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content.** Assignments that the teacher does not require to be made up will not count towards a student's final grade. **It is the student's**

responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Disciplinary Panel – A three-member panel composed of an administrator, teacher, counselor, social worker or central office staff member. The Panel hears evidence presented by the school system, the student, and parent when the local school principal or his/her designee refers a student or his/her designee. The panel has the authority to make decisions ranging from returning the student to the local school to recommending to the Board of Education for permanent expulsion of the student.

Transmission – Any substance, article, or weapon passed to another person.

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

Zero Tolerance – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function or event. The school system will be proactive.

Discipline Violation Terms

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

Bullying – Any repeated overt act, such as hitting, kicking, or pushing, or covert act, such as excluding, ignoring, gossiping in a malicious manner, with the intent to ridicule, or humiliate, intimidate, or inflict injury or harm through physical contact, verbal abuse, or other means. This shall further mean behavior that occurs over time and is characterized by an imbalance of power on the part of one or more students over the victim and which may have the effect of resulting in absenteeism, declining grades, or physical, mental, or emotional harm to the victim (Chapter 2 of Title 20 of the OCGA – 20-2-751.4).

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

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

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

Disrespect – Responding in a rude and impertinent manner.

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

Fighting – Involves the exchange of mutual physical contact.

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

Inappropriate Dress – Dressing in a manner that violates the dress code.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules and that is otherwise disruptive to the teaching and learning of others. Items could include food, beverages, and electronic equipment.

HB 1170 – Section 15 Code Section 20-2-751.6, relating to suspension policy for students committing acts of physical violence resulting in injury to teachers:

(a) As used in the Code section, the term ‘physical violence’ means:

- (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or
- (2) Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21.

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

Tardiness – Failure to be in a place of instruction at the assigned time.

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

Law Violation Terms

Arson – Intentionally starting or attempting to start any fire or combustion.

Assault – With criminal intent, the act or threatening to strike, attack, or harm any person in a school-sponsored or supervised activity. Intentional offensive/physical contact without consent.

Battery – Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, or seizing or striking another person, so long as there is criminal intent.

Bomb/Explosive – A device containing combustible materials and a fuse, including fireworks M-80 or above.

Bullying – Any repeated overt act, such as hitting, kicking, or pushing, or covert act, such as excluding, ignoring, gossiping in a malicious manner, with the intent to ridicule, or humiliate, intimidate, or inflict injury or harm through physical contact, verbal abuse, or other means. This shall further mean behavior that occurs over time and is characterized by an imbalance of power on the part of one or more students over the victim and which

may have the effect of resulting in absenteeism, declining grades, or physical, mental, or emotional harm to the victim (Chapter 2 of Title 20 of the OCGA – 20-2-751.4).

Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [see theft].

Disorderly Conduct – Behaving in a violent or seriously inappropriate manner which disrupts the educational process. [Note: This category is used only when the police are called to cite a student or person for extreme disruptions.]

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

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

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

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

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

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

Robbery – Taking property from a person by force, violence, or threat of aggression.

Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.

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

Threatening/Menace – With criminal intent, the act of threatening to strike, attack, or harm any person in school or at any school-sponsored or supervised activity.

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

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

Risk Management

Risk Management is concerned with the prevention of any incident, event, or occurrence, which could potentially be hazardous to and/or threatens the health and safety of anyone while on school property. Any situation deemed potentially hazardous should be immediately reported to the appropriate school officials.

School Safety Zones

School safety zones are established and are defined as “in, on or within 1,000 feet of any real property owned by the public or private schools” (16-11-127.1). This bill provides that it shall be unlawful for any person to carry, possess, or have under such person’s control while within a school safety zones or at a school building, school function, or school property or on a bus furnished by the school any weapon or explosive compound, other than fireworks. Violation is a felony punishable by a fine up to \$10,000.00, imprisonment for not less than two (2) years and not more than ten (10) years, or both. Weapons are defined and a list of exemptions for various individual is provided.

It is unlawful (20-2-1180) for any person to remain within the school safety zone when that person does not have a legitimate cause or a need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of high and aggravated nature (20-2-1181). Teachers or other employees of public or private schools are required to report reasonable cause belief that certain prohibited acts have been committed (20-2-1184). Several other subsequent reporting requirements are imposed with immunity from liability provided and punishment as a misdemeanor for willful failure to report.

Security Cameras

Security cameras are located in hallways, outside the building and on some school buses. Information gathered from security cameras will be used to discipline students when necessary and when available.

**BEHAVIOR SUPPORT PROCESS
REFERRAL FORM
CENTRAL ELEMENTARY-HIGH SCHOOL**

Student Name: _____

Date: _____

Referring Teacher: _____

How long have you known the student?

Is this student excessively absent/tardy?

Describe typical behavior in school.

Describe significant strengths (academic and/or behavioral).

Describe significant weaknesses (academic and/or behavioral).

Teacher Observation:

Have parent(s)/guardian(s) been contacted about the problem(s) indicated?

Yes _____ No _____ If yes, how many times

How was contact made or attempted:

Date

Form of Contact

Parental response:

Describe behavioral and discipline history (list specific code of conduct violations and consequences).

Date

Behavior

Consequence

Describe effectiveness of past discipline procedures.

What support services have the student previously received through the school setting?

Are other community agencies involved with the student and/or family?

Which agencies are involved and how?

Does the student have a current IEP or 504 Plan?

Completed by: _____

Date: _____

Date

Form of Contact

Parental response:

Describe behavioral and discipline history (list specific code of conduct violations and consequences).

Date

Behavior

Consequence

Describe effectiveness of past discipline procedures.

What support services have the student previously received through the school setting?

Are other community agencies involved with the student and/or family?

Which agencies are involved and how?

Does the student have a current IEP or 504 Plan?

Completed by: _____

Date: _____

**BEHAVIOR SUPPORT PLAN
CENTRAL ELEMENTARY-HIGH SCHOOL**

Date: _____

Teacher(s):

Case Manager assigned/phone number:

Support Plan Members

Agency Represented:

Student Behavior Goals:

Timelines:

Intervention Strategies to be implemented:

School and Community Resources and Responsibilities for Implementing Intervention Strategies:

Parent/Family Involvement for Implementing Intervention Strategies:

Behavior Support Follow Up: Date _____

LEGISLATION/HOUSE BILLS/REFORM

**Bus Conduct
EDCB/JCDAD**

Descriptor Code:

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespect conduct toward the school bus driver or other persons on the school bus, and other unruly behavior:
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in the Code Section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit to instances when other code of conduct violations may require use of a student bus behavior contract. **Cross Ref: Also JCDAD**

Medicines

Descriptor Code:

JGCD

Definitions

Medication – Medicine prescribed by a physician, dentist, podiatrist, or other individual authorized by Georgia law to prescribe medicine.

Self-administration of asthma medication – A student’s discretionary use of asthma medication prescribed for him/her.

A teacher or school designee may administer medication provided all of the following requirements are met:

- The medication must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and time of dosage.
- A written authorization must be signed by the student’s parent or guardian to allow the teacher or school designee to administer the medication.
- The teacher or school designee shall keep written documentation of medication administered.

School personnel shall not provide students with any medication except as authorized by this policy.

A student who has asthma may possess and use his/her asthma medication as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- While in before-school or after-school care on school operated property.

Other Legislation

The 2000 Session of the Georgia General Assembly produced a hallmark in education legislation, the “A Plus Education Reform Act of 2000, “(House Bill 1187). To ensure Georgia’s students ultimately acquire the skills they need to compete in the fast moving global economy, the Governor has made a commitment to public education. The expectation for high levels of academic achievement for **all** students is the catalyst of education reform in Georgia. For additional information about educational issues impacted by HB 1187, please monitor the following web sites:

- © A Plus Education – www.ganet.org/governor/education
- © Georgia Department of Education – www.doe.k12.ga.us

Public computer use is available at the following sites:

Central Elementary-High School; Talbot County Public Library; Adult Literacy Center (GED classroom); and Family Connections Center.

House Bill 656 – Education Reform in 2001

[Www.gssanet.org](http://www.gssanet.org).

House Bill 656 passed the Georgia General Assembly on March 2001, establishing a number of new requirements and procedures as well as amending some of the provisions of the “A Plus Education Reform Act of 2000.” The purpose of this summary is to provide an overview of the most significant parts of the legislation included in House Bill 656.

- © **Alternative Education Program** includes grades Kindergarten to twelve. It is comprised of two components: alternative school and In-School-Suspension (ISS).
- © **Early Intervention Program (EIP)** provides additional instructional resource to help students (grades K – 5) who are performing below grade level obtain the academic skills needed to reach grade level performance in the shortest possible time.
- © **Remedial Education Program (REP)** will continue in grades 9-12. Students in grades nine through twelve are eligible for remedial services if they meet two or more of the following criteria:
 - a) The student is eligible to receive Title I services.
 - b) Current test information indicates the student has scored at Level 1 (below 800) on the GMAS spring administration.
 - c) Students in grades eleven and twelve who have taken and failed the Georgia High School Graduation Test are eligible in reading/writing and/or mathematics.
- © **Twenty Additional School Days** provide twenty (20) additional days of instruction for 10 percent of the students who are academically behind. The total hours of instruction must equal 120 hours and will be done summer and intercession. .

- © **Social Promotion: Georgia State Board of Education provides for the elimination of** social promotion by the 2005-2006 school year. Social promotion is to be phased out over the next five years. Social promotion will be eliminated in the:
 - * third grade beginning in 2003-2004;
 - * fifth graded in 2004-2005; and
 - *eighth grade in 2005-2006.

However, at the local level social promotion is eliminated, except in extreme cases as administration decision.

Promotion: Promotion criteria established by the State Board of Education as follows:

- * Third grade — students must pass the GMAS in reading
- * Fifth and eighth grades — students must score 800 or above on the GMAS in reading and mathematics, and meet other state and local promotion standards.

A Placement Committee (consisting of the principal or designee, parent/guardian, and teacher) will consider the appeals of the teacher or parent/guardian to retain a student. For special education students, the IEP committee serves as the placement committee.

- © **Middle School Program**– Middle School is required to provide five hours of academic instruction daily.
- © **Student Voter Registration – House Bill 372** requires that all public secondary schools provide each eligible student the opportunity to register to vote at his or her school during the month of April each year.
- © **House Bill 984-Excused Absences for Children of Military (2006)** A student whose parent or legal guardian is in the military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent’s deployment or during the parent’s leave.

Senate Bill 291– Expulsion Required For Physical Violence Against A Teacher.

This bill defines physical violence and requires local board policies that provide for the expulsion of a student guilty of such against a teacher or other school official or employee. Provides that “physical violence” means:

- a) Making physical contact of an insulting or provoking nature with the person of another, whether intentionally or otherwise; or
- b) Causing physical harm to another, whether intentionally or otherwise, unless such physical contact or physical harm was in defense of him or her.

Further, it requires the board—and not a tribunal or hearing officer—to hold a hearing regarding the expulsion.

Senate Bill 472 – Medication

Boards must permit students to self-administer asthma medication.

Senate Bill 161 – Visitors to Schools

Visitors to the school must register at the school office.

Senate Bill 413 (2006)-Parent permission to Drop Out/Clubs

1. **Parent permission to drop out**-When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.
2. **Clubs**-school sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

- © **Local Board Policies on the following topics are housed in the media center and website – www.gsba.com/eboardsolutions/link/talbot.**
- a) Sexual Harassment — Policy JCAC/JGI
 - b) Discrimination — Policy GAAA (1)
 - c) Complaints & Grievances — Policy JCE (12)
 - d) Drugs & Reporting — Policy JCDAB/JCDAC

CHRONIC DISCIPLINARY PROBLEM STUDENTS ACT

O.C.G.A. 20-2-764 ~ Definitions

As used in this subpart, the term:

- (1) "Chronic disciplinary problem student" means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
- (2) "Expulsion" means expulsion of a student from a public -school beyond the current school quarter or semester. `
- (3) "Suspension" means the short-term suspension of a student from a public school for not more than ten days or long-term suspension for more than ten days pursuant to Code Section 20-2-751. (Code 1981, ~ 20-2-764, enacted by Ga. L. 1995, p. 240, ~ 2; Ga. L. 1996, p. 6, ~ 20.)

O.C.G.A. 20-2-765 - Notification of parent or guardian of chronic disciplinary problem student; observance of child by parent or guardian; attendance of conference with principal and/or teacher.

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by certified mail with return receipt requested, by first-class mail, or by telephone call the student's parent or guardian of the disciplinary problem, invites such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. (Code 1981, ~ 20-2-765, enacted by Ga. L.1995, p. 240, ~ 2.)

O.C.G.A. 20-2-766 ~ Students returning from expulsion or suspension; notice to parents; conference with principal or teacher to devise disciplinary and behavioral correction plan.

Before any student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by certified mail with return receipt requested, by first-class mail or by telephone at least one parent or guardian to attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal shall ensure that a notation of the conference is placed in the student's permanent file. (Code 1981)

ELECTRONIC PAGERS

The following information is an excerpt from the Georgia Law Enforcement Handbook: **(GCA – 32-883) Pupils prohibited from carrying electronic communication devices while in school**

(GCA – 32-9934) Violations relating to carrying electronic communication devices by pupils while in school

- (a) No local board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other unusual reasons approved by the board of education
- (b) Any student found in violation of provisions of this Code section shall be subject to placement in an alternative education program. (Acts 1989, p.1394; 2000, p. 618, eff. July 1, 2000.)

School district policy, state law and State Standard prohibit the use of pocket pagers, laser pointers, walkie - talkies, or electronic communication devices by students on their person, on school property, and school buses. Students found violating this policy will have these devices confiscated and turned over to the administration. **Pagers, laser pointer and cellular phones will be held by the administration and may be returned at the discretion of the administration.** Repeated violation of this rule will result in disciplinary actions.

I. CARRYING WEAPONS AT SCHOOL

O.C.G.A. 16- 11 - 127.1 I - Carrying weapons within school safety zones, at school functions, or on school property.

(a) As used in this Code Section, the term:

(1) "School safety zone" means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school or school board and used for elementary or secondary education and in, on, or within 1, 000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of post-secondary education.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser as defined in subsection (a) of Code Section 16-11-I06.

- (b) Except as otherwise provided in subsection (c) of this Code Section, it shall be unlawful for any person to carry or to possess or have under such person's control while within a school safety zone or at a school building, school

function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.

- c) The provisions of this Code Section shall not apply to:
- (1) Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;
 - (2) Participants in organized sport shooting events or firearm training courses;
 - (3) Persons participating in military training programs conducted by or on behalf of the armed forces of the U.S. or the Georgia Department of Defense;
 - (4) Persons participating in law enforcement training conducted by a police academy certified by the Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;
 - (5) The following persons, when acting in the performance of their official duties or when en route to or from their official duties:
 - (A) A peace officer as defined by Code Section 35-8-2;
 - (B) A law enforcement officer of the United States government;
 - (C) A prosecuting attorney of this state or of the United States;
 - (D) An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm;
 - (E) A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20; and
 - (F) Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof;
 - (6) A person who has been authorized in writing by a duly authorized official of the school to have in such person's possession or use as part of any activity being conducted at a school building, school property, or school function a weapon which would otherwise be prohibited by this Code Section. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid;

- (7) A person who is licensed in accordance with Code Section 16 - 11 - 1 29 or issued a permit pursuant to Code Section 43-38- 10, when such person carries or picks up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school or any weapon legally kept within a vehicle in transit through a designated school zone by any person other than a student;
 - (8) A weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school; provided, however, that this exception shall not apply to a student attending such school;
 - (9) Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;
 - (10) Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
 - (11) The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon;
 - (12) Probation supervisors employed by and under the authority of the Department of Corrections pursuant to Article 2 of Chapter 8 of Title 42, known as the "State-wide Probation Act," when specifically designated and authorized in writing by the director of the Division of Probation;
 - (13) Public safety directors of municipal corporations;
 - (14) State and federal trial and appellate judges;
 - (15) United States attorneys and assistant United States attorneys;
 - (16) Clerks of the superior courts; or
 - (17) Teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle.
- (d) (I) This Code Section shall not prohibit any person who resides or works in a business or is in the ordinary course transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property, a school bus, or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

- (2) Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code Section.
 - (3) This subsection shall not be construed to waive or alter any requirement for possession of weapons or firearms otherwise required by law.
 - (4) The real property was being used for other purposes besides school purposes at the time of the offense; or
 - (5) The offense took place on a school vehicle. (f) In a prosecution under this Code Section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area on or within 1,000 feet of the real property of a school board or a private or public elementary or secondary school that is used for school purposes or within 1,000 feet of any campus of any public or private technical school, vocational school, college, university, or institution of post-secondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code Section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county. This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.
- (g) A county school board may adopt regulations requiring the posting of Signs designating the areas within 1,000 feet of school boards and private or public elementary and secondary schools as "Weapon-free and Violence-free School Safety Zones." (Code I 98 1, ~ 1 6- 1 1- 127.1, enacted by Ga. L. I 992, p. 1315,~ 2; Ga. L. 1994, p. 543, ~ 1; Ga. L. 1994, p. 547, ~ 1; Ga. ~.. 1994, p. 1012,~ 4; Ga. L. I 995, p. I D, ~ I 6.)

**ACADEMICS,
ATHLETICS,
&
CLUBS**

Advanced Placement Classes

Advanced Placement or AP classes provide high school students with a rigorous set of standards that can help prepare them for college. Students who complete AP courses and pass the placement test will earn college credit for that course.

Advanced Placement classes are more rigorous and demanding than a normal high school course, so students taking advanced placement classes will receive ten points added to their final average. This will allow students taking these courses to continue to qualify for Honors, Valedictorian and Salutatorian.

Course Syllabi

At the beginning of each semester (grades 6 -12), teachers will provide a course syllabus to each student enrolled in class. Since the syllabus contains an outline of the course content, grading procedures, expectations for behavior, and other pertinent information, it is important that students and parents read and discuss all syllabi.

Grading and Reporting System

Grades will be recorded alpha-numerically on students' report cards and records.

The system of grading, for 1st – 12th, will be as follows:

A = 90-100	Excellent
B = 80 – 89	Above Average
C = 70 – 79	Average
F = 69 – 0	Failure

Progress reports will be based on the average of weekly and daily grades. Progress reports are sent home each mid-term of the grading period. Report cards will be issued every nine weeks. Semester grades are an average of two (2) nine weeks. (see calendar)

Parents who are concerned about the academic progress of their child/children are strongly encouraged to make an appointment for a conference with teachers and/or principal. Grade level conferences will be held grading period to provide parents an opportunity to discuss their student's progress.

Grading Procedure

Teachers in grades 6-12 are to use the following procedures to evaluate students:

1. Final Tests	25%
2. Major Tests	20%
3. Quizzes	15%
4. Homework	10%
5. Classroom Participation and/or projects	30%

Minimum nine week average must equal 55.

Note: The EOCT test will comprise certain percentage of the final grade in all EOCT designated courses for students in grades 11 through 12 as prescribed by the Department of Education. For students who entered the ninth grade in 2011-2012 and after, the EOCT test will comprise certain percentage of the final grade in all designated courses as prescribed by the Department of Education.

Honor Roll

An honor roll will be published at the end of each nine (9) weeks for students in grades 1st – 12th. This is not an average or point system but an all “A” or “A/B” honor roll.

Honors Day Program

The Honors Day Program will be held separately by grade levels, K-5, 6-8 and 9-12 respectively.

Promotion and Retention, Kindergarten – Twelfth

Kindergarten: Students must post a passing score on the State Mandated test (GKIDS) to be promoted to 1st grade. All decisions can be appealed to the placement committee.

Grades 1 & 2: Students will be retained in grades 1 and 2 based on whether or not the student is below grade level in Reading and student has unsatisfactory yearly averages in two or more subjects.

Grade 3: Students must demonstrate acceptable performance in reading skills on the GMAS tests. (“Acceptable performance” is defined as a score at or above the minimum performance level-800-on the reading test.)

Grades 4 – 8: Students will be retained if they have failing yearly averages in two or more academic subjects (math, reading, science, social studies, English, or exploratory classes [6th – 8th only] and fail to achieve grade level on the GMAS in both reading and mathematics.

9th Grade Promotion from 8th Grade

10th Grade – 6 units

11th Grade – 12 units

12th Grade – 18 units

To Graduate – 25 units

Daily attendance is of utmost importance to the student. In order to receive credit and to be promoted to the next grade, your son/daughter must be present a minimum of 80 days per semester. All days absent are counted whether excused or unexcused.

Talbot County Board Policy (IHE) - Grades 4-6 - Students will be retained if they have failing yearly averages in two or more academic subjects (Math, Reading, Science, Social Studies, or English). In accordance with promotional procedures a student may be placed in the next grade if the student is in a Special Education Program. A student will not be retained more than one time per grade, K-6. All recommended retention K-6 shall be finalized by a committee.

Individualized Education Programs (IEP) for handicapped students shall establish standards for promotion. In accordance with promotional procedures a student may be placed in the next grade if the students are in a Special Education Program.

The counselor will provide a monthly guidance session for students in each grade level.

Middle School Jr. Marcher

8th Grade Jr. Marcher (male or female) will be determined by the student's grade point average (6th – 8th Grade).

Grade Point Average (GPA)

The following system of quality points will be used when calculating the Grade Point Average (GPA):

- A = 4 points
- B = 3 points
- C = 2 points
- F = 0 points

Student Requirements for Graduation

Any parent (or student) may see their minor child's (or own) permanent record folder by coming to the counselor's office any school day from 8:30 a.m. – 3:00 a.m. No appointment is necessary. Parents are strongly urged to monitor their child's academic progress.

Multiple requirements for high school graduation include the following:

- I. **ATTENDANCE**-Any student who misses more than 10 days (H.S.) in any class that meets for 180 clock hours on 7 periods shall not receive credit. This includes absences and an accumulation tardies.
- II. **CARNEGIE UNIT**-A Carnegie unit of credit for graduation shall be awarded to students only for successful completion of state approved courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school.

A course shall count only once for satisfying any Carnegie unit requirement for graduation. The same course cannot be used to satisfy a Carnegie unit requirement in more than one core area of study.

Remedial unit credits must be included among the elective unit credits. State required unit credit must be awarded for courses, which include skills and concepts generally considered to be secondary school education levels of performance. Developmental special education courses are not considered remedial.

III. **STATE ASSESSMENT REQUIREMENTS** – Students must satisfactorily meet the requirements for 11th grade assessment.

Students who satisfy all the multiple requirements for graduation will receive a high school diploma. The high school certificate will be awarded to students who don't complete all of the criteria for a diploma but who meet all requirements for attendance and Carnegie units.

To participate in graduation exercises (Baccalaureate and Commencement), a student must have earned the required number of Carnegie units and meet the attendance requirement.

160-4-2-.48 HIGH SCHOOL GRADUATION REQUIREMENTS FOR STUDENTS ENROLLING IN THE NINTH GRADE FOR THE FIRST TIME IN THE 2008-09 SCHOOL YEAR AND SUBSEQUENT YEARS.

(1) **PURPOSE.** This rule specifies programs of study that shall be offered by local boards of education for students enrolling in the ninth grade for the first time in the 2008-2009 School Year and for subsequent years.

(2) **DEFINITIONS.**

(a) **Career, Technical and Agricultural Education (CTAE) Pathways** – Three elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest.

(b) **Core Courses** - courses identified as “c” or “r” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses.

(c) **Elective Courses** – any courses identified as “e” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

(d) **Required courses** - specific courses identified as “r” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study shall pass to graduate from high school.

(e) **Secondary School Credential** - a document awarded to students at the completion of the high school experience.

1. **High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.

2. **High School Certificate** - the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 28 units.

3. **Special Education Diploma** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school

160-4-2-.48 (Continued) 2 diploma but who have nevertheless completed their Individualized Education Programs (IEP).

(f) **Significant Cognitive Disabilities** – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

(g) **Unit** – one unit of credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.

(h) **Unit, Summer School** – one unit of credit awarded for a minimum of 120 clock hours of instruction.

(3) REQUIREMENTS.

(a) Local boards of education shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

(b) Local boards of education shall require that:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.
2. Students who enroll in the ninth grade for the first time in the 2008-2009 school year and withdraw shall meet the graduation requirements specified in this rule and the assessment requirements specified in Rule 160-3-1-.07 Testing Programs - Student Assessment.

4. UNITS OF CREDIT.

(i) All state-supported high schools shall make available to all students the required areas of study.

(ii) A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

(iii) **AREAS OF STUDY.**

	Units Required
(I) English/Language Arts*	<u>4</u>
(II) Mathematics*	<u>4</u>
(III) Science*	<u>4</u>
The 4 th science unit may be used to meet both the science and elective requirement	
(IV) Social Studies*	<u>4</u>
(V) CTAE and/or Modern Language/Latin and/or Fine Arts	<u>3</u>

(VI) Health and Physical Education*	<u>1</u>
(VII) Electives	<u>5</u>
TOTAL UNITS (MINIMUM)	<u>25</u>
*Required Courses and/or Core Courses	

4. COURSE CREDIT.

(i) Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.

(ii) No course credit may be awarded for courses in which instruction is based on the GPS for grades K-8.

(iii) Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program

Class Ranking for Graduation

- © The unofficial class ranking for the Top Ten/Honor students for high school graduation will be computed at the end of the first semester. Student's cumulative averages will be computed from the ninth grade through the first semester of the senior year.
- © The official ranking will not be calculated until the final grades (cumulative averages) are computed for the second semester of the senior year
- © Graduating seniors must possess at least a 85 average to qualify as an honor graduate.

Criteria for Student of the Year

The student of the year candidate shall meet the following criteria and will be recognized annually at the Honors Day Program. The criterias are:

- Outstanding attendance record
- Exemplary discipline record
- Good academic standing (minimum B Average)
- Participation in extra-curricula activities
- Teacher recommendation (minimum of two teachers)
- Community service record.

A student will be recognized at the elementary, middle and high school level.

Criteria for Valedictorian and Salutatorian

- © A selection committee will meet to compute, list, select and announce the Valedictorian and Salutatorian.
- © To qualify as the valedictorian/salutatorian of the senior class, the honor graduate(s) must possess at least a 90 average.
- © Student(s) must have been enrolled in Talbot County Schools for at least four consecutive semesters prior to graduation (Jr. & Sr. year).

Junior Marshall

Student(s) must have been enrolled in Talbot County Schools for at least four consecutive semesters (freshman & sophomore year). Top two students with the highest numerical average from the junior class will be chosen.

Technical Institutes

- © The Department of Technical and Adult Education sets the standards for admission to the technical institutes in Georgia
- © ASSET of COMPASS are the state-mandated placement tests for entrance into technical institutes. Remember that students may exempt the ASSET test if their SAT or ACT test scores meet the minimum requirement set by the institution.
- © Additional criteria may be set by individual institutes

Testing Programs

The following tests are administered to the students during the school year with the exception of the SAT/ACT tests.

- © **GKIDS** – Georgia Kindergarten Inventory of Developing skills
- © **GMAS** – Georgia Milestones Assessment System (Grades 1-8)
- © **End-of-Course** – The A+ Educational Reform Act of 2000. O.C.G.A. 20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. With educator input, and State Board approval, the End-of-Course Testing program is therefore comprised of the following eight content area assessments: Mathematics (Algebra I and Geometry); Social Studies (United States History & Economics/Business/Free Enterprise); Science (Biology & Physical Science); English Language Arts (9th Grade Lit/Comp & American Lit/Comp).

The End-of-Course Test result counts as prescribed by the Georgia Department of Education of student final grade. Class grades are calculated for 85% of final class grade.

- © **Writing Assessment** – Curriculum Based Writing Assessment given in grades 3, 5, and 8 are administered during the second semester of school.
- © **Armed Services Vocational Aptitude Battery (ASVAB)** – All eleventh grade students will take the Armed Services Vocational Aptitude Battery (ASVAB) in February. Seniors may take the ASVAB with written permission from a military recruiter. A test administrator gives this test from the Federal Government, with the assistance of representatives from the various branches of the armed services. Results give students an idea of their abilities and potential for success.
- © **ASSET Test** consists of 36 writing skills (English) questions, 24 reading questions, and 32 math questions. The technical institutes recommend Work Keys as a preparation guide before the test.
- © **Preliminary Scholastic Assessment Test (PSAT)** –Tenth and eleventh grade students will take the PSAT for practice. The results of PSAT scores during a student’s junior year are used to determine National Merit Scholars, Achievement Scholars, and National Hispanic Scholars. Students’ costs for taking the PSAT are funded by the Georgia Department of Education. Scholastic Aptitude Test (SAT) - The SAT 1 Reasoning Test measures verbal and mathematical ability. Scores from each section of the test are reported on a scale from 200-800.

Note: All students requesting an SAT fee waiver must enroll in the PSAT testing program during the beginning of the 9th grade year.

Honors and Awards

Governor’s Honors Program

Each year the Georgia State Assembly provides appropriations for a summer enrichment program for gifted students. This is held at a location on one or more of the State University System college campuses. Students who are selected to participate must meet the established criteria for the area in which nominated. Nominations originate with the classroom teacher. Students in the 10th and 11th grades are eligible to be nominated for the following summer. Preliminary nominations are made in October each year. Selections are made at the school level, the local district level, and at the state level. There is a limit to the number of students who may participate from each district. Preliminary Scholastic Aptitude Test/National Scholarship Qualifying Test (PSAT/NMSQT) is required for participation. This test is administered at the school in October of each year. For more information, see your guidance counselor.

Georgia Scholar Program

The Georgia Scholar Program is a state-sponsored program designed to identify and honor outstanding graduating seniors who have exhibited excellence in all phases of school life, community activities, and in the home. Georgia Scholars are eligible to apply for the Governor’s Scholarship if they plan to attend an approved college in Georgia. For more information, see your guidance counselor.

Hope Scholarship

Admission standards at Georgia's public colleges and universities are increasing.

As of the year 2000, students must have a 3.0 grade point average or an 80 numerical average (for college prep) or a 3.2 grade point average or a 85 numerical average (for) non college prep) in their **CORE CURRICULUM to be eligible for the HOPE Scholarship.**

Core curriculum includes English/Language Arts, Mathematics, Social Studies, Science, and Foreign Language.

Star Student – Star Teacher

Selection is made from those scoring highest on the Scholastic Aptitude Tests (SAT). The student who meets all other criteria specified, and who has made the highest score on the SAT from January through November of the year of graduation is named the STAR Student. The STAR student selects the STAR Teacher. The STAR student is identified in January or February prior to graduation. Further competition is held for the district, region and the state winner. The minimum score to be eligible for this program is set by the STAR program.

Student Eligibility Requirements for Participation in Extra-Curricular Activities (grades 6th – 12th)

Participation in all extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity is when one or more students from one school compete against one or more students from another school. For a student to be involved in a competitive activity, the student must:

- © Pass at least 5 out of 7 classes the semester proceeding participation. Summer school is an extension of spring semester (High School). Pass at least 4 of 6 classes the semester proceeding participation (Middle School).
- © Earn the required number of units to be on track.

NOTE: There will be limited transportation offered for students who wish to participate in after-school activities. Check with the advisor or coach in any activity in which you wish to participate

Athletics

Central Elementary-High School is a member of Region **4A**. The Georgia High School Association governs the eligibility of participants.

The following criteria must be met before a student is allowed to participate:

- © Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
- © Students must have sufficient insurance to cover athletic injuries. Parents and school must coordinate policies in case of injury.
- © Parents must sign the student's participation form.
- © Students who are not eligible to participate may not practice or travel with a team or activity.

Failure to pass three for high school and four for middle school academic subjects at mid-semester will result in suspension from all school activities and clubs for nine weeks or until grades are brought up to at least four passing academic subjects. Students are highly encouraged to attend study hall.

A student who is suspended will not participate in any athletic event during the duration of the suspension. He/she may resume activity following the suspension.

Students who are absent from school on the day of an activity will be allowed to participate without a valid excused absence (doctors note).

Students assigned ISS and/or OSS suspensions are not permitted to practice, play, or remain after school as an observer.

*Students are responsible for maintaining their grade in each class. It is the student's responsibility to seek assistance from teacher and coaches when needed.

Athletic Events Policies

Students attending athletic events are under the supervision of the principal, designee and coaches. Proper behavior of students will be expected at all athletic events.

Gender Equity Policy

No student shall on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by such Central Elementary – High School, and Central Elementary-High School shall not provide any such athletics separately on such basis.

The Gender Equity Sport Coordinator: Ms. Leticia Cook, (706) 665-8577

Qualifications for Miss Central, Mr. & Miss Homecoming, and Class/Club Queens & Kings (Miss Central must be a Junior and Miss Homecoming must be a senior)

- © Will be held yearly when qualifications are met
- © Adhere to the rules and regulations at Central Elementary/High School
- © Conduct oneself morally and ethically at school and away from school;
- © Maintain a grade point average of 80
- © Be a positive role model for the student body;
- © Serve as the official student representative of Central
- © Each teacher rates the contestant.
- © Miss Central is to be chosen by an independent panel.
- © Miss Homecoming is selected by student body (9-12 grade)

Qualifications for Miss Central Middle School and Class/Club Queens & Kings

- Adhere to the rules and regulations at Central Elementary/High School
- Maintain a grade point average of 80

**Central Elementary/High School
Tentative Testing Schedule
2016-2017**

August 1 – September 9	Inauguration Kindergarten Readiness Check
August 1 (Start)	GKIDS (Georgia Kindergarten Inventory Developing Skills)
September 6	GAA (Begin)
October 19	PSAT
March 24	GAA (Portfolios)
April 10-21	GA Milestones – End of Grade (3-8)
April 24 – May 5	EOC – Georgia Milestones (HS)
May 1-12	AP Exams
May 12	GKIDS (Last day to submit Assessment Information)
June 26-30	EOG Summer Re-take Administration
July 17-28	EOC (Summer Administration)

**Central Elementary/High School
Talbotton, Georgia**

**School-Parent Compact 2016-2017
Revised July 7, 2015**

Our School-Parent Compact is an agreement that is developed jointly with parents, students, staff and teachers. The compact outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement in math and reading.

The compact for Central Elementary/High School encompasses the following:

- Connects to goals of the school improvement plan.
- Emphasizes student learning skills.
- Describes how teachers will help student develop those skills using high-quality instruction.
- Explains how teachers and parents will communicate about student progress.
- Describes opportunities for parents to volunteer, observe, and participate in their child's education.

Contact your child's teacher by phone@706-665-8577 or email. Email addresses are first initial and last name of teacher followed by [@talbot.k12.ga.us](mailto:talbot.k12.ga.us)

In the Classroom

Central Elementary/High school teachers and staff will work with students and their families to support students' success in all academic areas with a focus on reading Lexile measures and social studies.

Some of our key connections with families will be:

- Send home each student's progress toward the reading Lexile goal each 9 weeks
- Provide study guides and activities for students to help them understand the math concepts
- Encourage students to read informational texts on reading concepts
- Provide workshops for parents and students in reading and math.

Students at Home and in the Classroom

Ideas that Relate to the Learning Connection Between Home and School

- Make good choices such as paying attention in class, staying on task, and doing my best.
- Complete homework each night and study for tests.
- Make it a point to work hard to increase lexile and reading levels.

At Home

Ideas to Use at Home to Lead to An Increase in reading/math and lexile scores:

- Set aside reading time/areas at home: Listen to my child read out loud and read to my child.
- Keep books, magazines and newspapers in a designated area at home for my child to read.
- Informal discussions about the importance of reading/math and his/her progress toward the Lexile goals.
- Encourage and help the child study for his/her math tests using the study guides. If extra help is needed, seek it out.
- Assist child with math and literature projects.

District Goal: Increase lexile scores and reading comprehension skills in the content areas with the use of informational text. (Grades 1-2; Preparation/skills grades/Grades 3-5 assessment grades for data collection)

Through reading instruction across all content areas and providing students access to rich, complex text, the reading goal of Central Elementary School is to increase the percentage of students meeting the Lexile/reading benchmarks by 25%

Math Goals

Increase math assessment scores to be within 25% of the state average as reported by THE GEORGIA MILESTONES DATA.

PARENT INVOLVEMENT IS KEY!!!

JULY/AUGUST

- Open House / Annual Title I Meetings Presentation of the 2016-2017 school goals/compacts/parent involvement policy/school status/FLP

SEPTEMBER

- Curriculum Night – Discussion of our reading and math data, goals and strategies to reach the goals

OCTOBER

- Parent Visitation Day – Classroom visitation for parents to observe or participate in math and reading activities

NOVEMBER

- Math and Literature Project Day

JANUARY

- GA Milestones Rally

MARCH

- Career Month – Spotighting
- Careers that incorporate math and reading

MAY

- Awards Day: Recognition of students' excellence in reading/math and other core content area.

CENTRAL ELEMENTARY

2016-17 School-Parent-Student Compact Signature Sheet

Please review this School-Parent Compact with your child. This School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school.

Please sign and date below to acknowledge that you have read, received and agree to this School-Parent-Student Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent-student partnership!

Teacher's Signature:

Date _____

Parent/Guardian's Signature:

Date _____

Student's Signature:

Date _____

Central Elementary/High School Graduation/Diploma Waivers

A person who is no longer enrolled in Talbot County School and who previously failed to receive a high school diploma from the Talbot County Board of Education, the State of Georgia and was denied graduation solely based on failing to achieve a passing score on one or more portions of the graduation tests, may petition the Talbot County Board of Education to receive heir diploma. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma. The law includes all subjects, forms and versions of the Georgia High School Graduation tests (English Language Arts, Mathematics, Science, and Social Studies), Georgia High School Writing Test, and Basic Skill Tests (Reading, Mathematics, and Writing). Once the petition is received, a determination will be made based on the law whether he or she is eligible to receive their high school diploma, pursuant to O.C.G.A. 20-2-28-281.1, based on the graduation requirements in effect when you first entered ninth grade. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma.

The law covers ALL graduation tests, beginning with the Basic Skills Test, which was administered to students who enrolled for the first time in grade 9 on or after July 1981. This law applies to regular and special education students. There is no deadline by which a petition may be submitted.

A special education student who was previously awarded a special education diploma or a certificate of completion only because he or she has not passed one or more sections of the graduation tests can petition the Talbot County Board of Education for their high school diploma.

If you earned a GED because you were denied graduation based solely on failing to achieve a passing score on one or more portions of the graduation tests, you are also eligible to petition the Talbot County Board of Education for your diploma.

The petition form will soon be available on the Central High School website. If you are mailing the petition include a photocopy of your government ID (driver's license). Be sure to complete all the required information and mail to Talbot County Board of Education, P.O. Box 515, Talbotton, Georgia 31827. Once eligibility to receive your high school diploma is determined, you will be notified. If you have questions about the diploma wavier, please contact Cynthia Epps or Beverly Bishop, Counselor at 706-665-8528.

Talbot County School District

Procedures/Plans for Training and Monitoring Assessment Administration Conditions

Training:

The Talbot County School District will provide training for principals, test examiners, and proctors (if applicable) prior to the administration of each standardized assessment. Training requirements include agendas, copy of training materials, and signatures of all who attended the training.

Monitoring:

Standardized assessment monitoring is the responsibility of the principal, test examiners, proctors (if applicable), system coordinator, and school coordinator.

Test Material Distribution:

Prior to distribution of secure test materials, the Talbot County School District Test Coordinator and/or School Coordinator will train examiners on administering the assessment. The Talbot County School District Coordinator will deliver secure test materials to the school level.

Immediately upon arrival of test materials, the district or school level coordinator will use the Test Material Security Checklist to inventory and prepare materials for distribution to classrooms. Any discrepancies will be reported immediately to be dealt with by the district coordinator and the test distribution center. Test material checklists will be kept on file for at least 12 months by the district following testing.

Test examiners will pick up testing materials on the day of testing at a predetermined location. Examiners will inventory their materials immediately upon receiving their tests. Discrepancies in materials should be reported immediately to the district or school coordinator for investigation.

Test examiners will sign for the materials that they take to their classrooms or the testing area. Sign-out sheets will be kept at the district for at least 12 months after testing.

The school will maintain test materials as secure in a predetermined secure location until time of testing. Logins and student any other student or examiner passwords must be kept in a secure location until time of testing.

Test Materials Return:

All testing materials will be returned to a predetermined location and checked in by the district and/school coordinator. All discrepancies will be addressed immediately by the district and school coordinator.

Talbot County Complaint Procedures

Talbot County Schools are committed to open communication between staff and parents at the county's federal programs schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with federal programs, services, and staff members. All complaints are to be directed to the director of elementary education as described below.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form. Remember, being as specific as possible will help us to resolve the issue.
3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (Central Office Staff does the following)

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originators of the complaint in order to resolve the complaint. The director usually arranges this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

6. If the complaint cannot be resolved by the director, a meeting will be set up with the superintendent, the director, and the concerned parties.
7. The superintendent will work with the director to resolve the complaint.
8. If the issue is still unresolved, the director will contact the state department of education office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

Contact for Complaints

Cynthia Epps
Federal Programs
Talbot County Board of Education
945 N. Washington Avenue
Phone 706-665-8577 ext. 123
Fax 706-665-2734

Federal Programs Complaint Form

Name _____

Address _____

Phone Number _____ Date _____

Nature of Complaint _____

Do Not Write Below This Line _____

Date Received in Federal Programs Office _____

Date of Conference _____

Date Resolved _____

Resolution _____

Softball Schedule 2016-2017

August

15	Taylor	Away	4:30
22	Chattco	Away	4:30
25	Crawford	Away	4:30
29	Marion	Home	4:30

September

7	Taylor	Home	4:30
12	Chattco	Home	4:30
15	Crawford	Home	4:30
19	Marion	Away	4:30



Volleyball Schedule 2016-2017

<u>Date</u>	<u>Location</u>	<u>Teams</u>
Aug. 18	Taylor	Taylor, Central, Randolph
Aug. 25	Central	Central, Taylor
Sept. 6	Central	Central, Chattco, Greenville
Sept. 8	Carver	Carver, Central
Sept. 13	Central	Central, Taylor, Baker
Sept. 15	Central	Central, Carver
Sept. 20	Mitchell	Mitchell, Central, Randolph
Sept. 27	Brookstone	Brookstone, Pacelli, Central



Football Schedule Varsity 2016-2017

August			
19	Wheeler County	7:30	Away
September			
9	Taylor County	7:30	Away
16	Crawford County	7:30	Away
23	Pacelli	7:30	Away
30	Manchester	7:30	Away
October			
7	Greenville (Homecoming)	7:30	Home
14	Marion County	7:30	Away
21	Brookstone	7:30	Home
28	East Host Games		
November			
4	West Host Games		



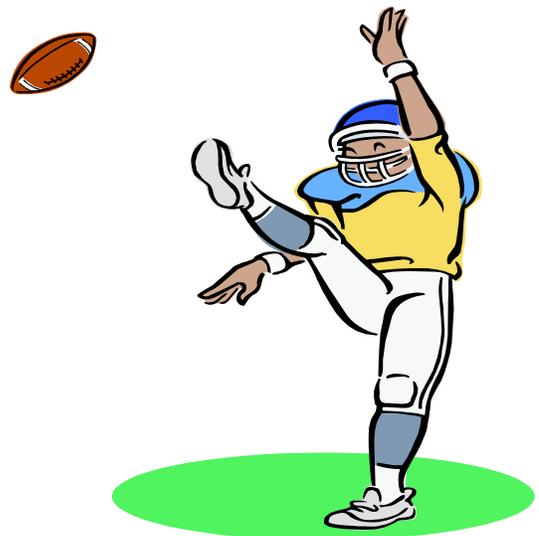
Middle School Football Schedule 2016-2017

September

7	Chattco	5:00	Away
14	Crawford	5:00	Home
21	Taylor County	5:00	Home
28	Marion County	5:00	Away

October

5	Stewart County	5:00	Home
12	1 st Round Playoffs		
19	Championship		



Varsity Basketball Schedule 2016-2017



November			
18	Jordan	Home	6:00
19-21	Upson Lee Thanksgiving Shootout	Away	TBA
25	Harris	Home	6:00
December			
3	Crawford	Home	6:00
6	Taylor	Away	6:00
9	Jordan	Away	6:00
10	Schley	Home	6:00
13	Dooly	Away	6:00
16	Calhoun	Home	6:00
20-21	Albany State Christmas Shootout	Away	TBA
28	Brewton-Parker college Shootout		TBA
29-30	Baker County Christmas Tournament	Away	TBA
January			
3	Hawkinsville	Home	6:00
6	Greenville	Away	6:00
10	Marion	Away	6:00
13	Brookstone	Home	6:00
14	Harris County MLK Shootout	Away	TBA
20	Pacelli	Away	6:00
24	Manchester	Away	6:00
27	Greenville	Home	6:00
31	Macon Co.	Away	6:00
February			
3	Brookstone	Away	6:00
7	Pacelli	Home	6:00
10	Manchester	Home	6:00

Middle School Basketball Schedule 2016-2017



November

10	Stewart	Home	4:30
12	Marion	Away	10:00
17	Taylor	Home	4:30

December

1	Chattco	Away	4:30
8	Crawford	Home	4:30
10	Stewart	Away	10:00
12	Marion	Home	4:30

January

5	Taylor	Away	4:30
7	Chattco	Home	10:00
12	Crawford	Away	4:30

Middle School Baseball Schedule 2016-2017

February

20	Chattco	Away	4:30
23	Taylor	Home	4:30
27	Marion	Home	4:30

March

2	Stewart	Away	4:30
6	Crawford	Home	4:30
9	Chattco	Home	4:30
13	Taylor	Away	4:30
16	Marion	Away	4:30
20	Stewart	Home	4:30
23	Crawford	Away	4:30
30	Playoffs		

April

3	Championship		
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