

# **PIERCE COUNTY HIGH SCHOOL**



## **STUDENT HANDBOOK**

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# **PIERCE COUNTY HIGH SCHOOL STUDENT HANDBOOK 2020-2021**

Mr. Kelly Murray, Principal  
Mrs. Ericka McIntosh, Assistant Principal  
TBD, Assistant Principal  
Mrs. Melissa Thomas, Assistant Principal, Career/Technology

This handbook is provided to inform students and parents about the program of studies, procedures and regulations, extracurricular activities, scholarships, and financial aid at Pierce County High School. It is not possible to include all the information that exists for students and parents. Please read the handbook carefully and contact the school office for additional explanation or information.

Mrs. Dara Bennett, Superintendent  
Mr. LeVance Gay, Assistant Superintendent

*The Pierce County Board of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.*

## PARENT'S RIGHT TO KNOW

Dear Parents,

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

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

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Kelly Murray, Principal, at 912-449-2055.

Estimados padres,

Cumpliendo con los requisitos de la cada alumnos tiene éxito, el distrito escolar del Condado Pierce quisiera informarle que usted puede solicitar información sobre las calificaciones profesionales del maestro o paraprofesionales de su estudiante. La siguiente información puede ser solicitada:

1. Si el maestro del estudiante –
  - ha cumplido con requisitos estatales y licencias para los grados y materias en que el maestro proporciona la instrucción;
  - es enseñanza bajo emergencia u otro provisional a través de cual estado ha renunciado calificación o criterios de concesión de licencias;
  - es docente en el campo de la disciplina de la certificación del maestro.
  
2. Si al niño se le proporciona servicios de paraprofesionales y sus calificaciones.

Si desea solicitar información relativa a titulaciones de maestro o de ayudante de su hijo, por favor, póngase en contacto con Kelly Murray, -Principal, at 912-449-2055.

# Pierce County High School Alma Mater

In the midst of Pierce County  
Stands a noble school with pride  
Which we will love more dearly  
With the ebb of each tide.

To the halls of Pierce 'High School  
We will raise our voice in song  
Arid praise the blue and silver Bear  
To grasp all that's strong.

We've fought your battles well  
Your spirit leads us on  
We owe to you our might, our love, our all.

The friends made here are dear  
Our school is dearer still  
The love we have for you will always live.

Oh, we love you Pierce High School  
And the memories you have made  
Will linger through each coming year  
And n'er ever fade.

*Tune: "The Halls of Ivy"*  
*By: Henry Russell and Vick Knight*

# **Pierce County High School School Song**

Hail to thee Pierce County High School  
Silver, blue and true.  
We will love our alma mater  
Faithful always to you!

As we go through life's long journey,  
Remembering all we've learned.  
We will always love our high school.  
Faithful always to you!

*By: Bob Edwards*

# PIERCE COUNTY HIGH SCHOOL PERSONNEL

## ADMINISTRATION

Mr. Kelly Murray, Principal  
Mrs. Melanie Helms, Assistant Principal/Instructional Lead Teacher  
Mr. Brandon Jernigan, Assistant Principal/Athletic Director  
Mrs. Ericka McIntosh, Assistant Principal  
Mrs. Melissa Thomas, Assistant Principal/CTAE Director

## SPECIAL SERVICES

Tommy Doss, Counselor  
Candace Douglas, Gateway  
Andrew Evans, Gateway  
Chris Hackett, Resource Officer  
Lea McCarthy, ESOL  
Angie Milton, Counselor  
Robbie Spires, Grad. Coach  
Erik Thumann, Athletic Trainer

## SOCIAL STUDIES

Danna Pearce, Chairperson  
Brett Brooker  
Ed Flowers (Coastal Pines)  
Carmen Hood  
Chrissie Mooneyhan  
Debra Perkins  
Cynthia Reddish  
Russell Rothar

## LANGUAGE ARTS

Jennifer Boyett, Chairperson  
Jennifer Bennett  
Kristi Bennett  
Bridget Delaney  
Berry Henderson  
Courtney Morgan  
Heather Rios  
Melissa Smith  
Darby Stinnett  
TBD

## P.E./HEALTH

Lacie Evans  
Shan Garner  
Ryan Herring  
Swane Morris  
Randall Shoultz

## MATHEMATICS

Pamela Baker, Chairperson  
Tina Cason  
Emily Crosby  
Diane Griffis  
Kiley Hodges  
Barry King  
Becky King  
Breanna Martinez  
Elizabeth Slusher

## SCIENCE

Carrie Roneker, Chairperson  
Jamie Akin  
Mandy Beverly  
LeighAnne Hersey  
Virginia Tison  
George Todd (Coastal Pines)

## CTAE

Tim Carlson, Welding (C. Pines)  
Amy Day, Early Childhood  
John DuPont, A/V Film  
Clint Hodges, Computer Science  
Kelly Jacobs, Cons. Science  
Ellen Knowlton, Healthcare Sc.  
Michael Murray, Automotive  
Anne Phelps, Education  
Seth Prescott, Agriculture  
John Ratliff, Agriculture  
Mark Walker, Engineering  
Malayna Wetherington, WBL  
Lauren Whitaker, Business

## FINE ARTS

Kellie Justice, Chorus/ Theater  
Robert McCoy, Band  
Mandy Vinson, Art

## MEDIA

Amy Nimmer, Media Specialist

Madison Moore, Media Clerk

**SPECIAL EDUCATION**

Sarah McIntosh, Chairperson  
Rhonda Bennett  
Nina DuPont  
John Hilton  
Lori Marx  
John Phillips  
Tyler Rogers  
Jennifer Strickland  
TBD

**NURSE**

Cathleen Waters

**ADMINISTRATIVE**

**PROFESSIONALS**

May Douberly, Lead Secretary  
Jammie Boatright, Attendance  
Pam Harrell  
Dreama Leggett, Bookkeeper

**PARAPROFESSIONALS**

Ramona Hollis, Special Ed.  
Mary Lee, Special Ed.  
Dena West, Special Ed.  
Julie White, Special Ed

**CUSTODIAL**

Raymond Pate, Head Custodian

Shirlene Corbitt  
Carrie Jackson  
Jeffrey Moody  
Robbie Rozier  
James Wright

**FOOD SERVICE**

Dana Daniels, Manager  
April Hodgman  
Retta Rowe  
Janet Studstill  
Amanda Sweet  
Garilynn Williams

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## Part I Graduation Information

### Graduation Requirements - One Diploma Type for All Students - 28 Units Required

<b>Language Arts</b>	<b>4 Units</b>	<b>Must Include</b> 9th Lit 10 <sup>th</sup> Lit American Lit English Lit or approved Dual Enrollment or Equivalent
<b>Math</b>	<b>4 Units</b>	<b>May Include</b> CCGPS Coordinate Algebra CCGPS Analytical Geometry CCGPS Advanced Algebra PreCalculus or one additional Math Course chosen from a list Dual Enrollment or CCGPS Courses
<b>Science</b>	<b>4 Units</b>	<b>Must Include</b> Biology Physical Science or Physics Chemistry or Environmental Science Approved Dual Enrollment or elective science
<b>Social Studies</b>	<b>4 Units</b>	<b>Must Include</b> World History United States History American Government/Civics Economics
<b>PE</b>	<b>1 Unit</b>	<b>Must Include</b> Health/Personal Fitness
<b>Other</b>	<b>3 Units</b>	

**Requirements** 3 units of any CTAE and/or Fine Arts and/or Foreign Language

\*Students who enter University System of GA must take 2 units of the same foreign language.

**Electives** 8 Units

**Total** 28 Units

**Meet all state assessment requirements.**

*The graduation rule will be updated as needed based on the State Board of Education Graduation Rule.*

**Seals that may be earned and added to the Pierce County High School Diploma:**

<b>Seal</b>	<b>Additional Requirements</b>
College Prep Seal	2 Foreign Languages Chemistry
Honors Seal	College Prep Seal requirements 8 honors courses 2 Academic College Courses
CTAE Seal	3 courses in one pathway AND passing score on End-of-Pathway Exam
Biliteracy Seal	Recognizes fluency in English and another language Seniors may sign up (by February) to test with Mrs. Stinnett, Ms. McCarthy, or Mrs. Milton IF: <ul style="list-style-type: none"> <li>• The student should possess at least a 3.0 average in ELA classes and be projected to maintain a 3.0 after his/her fourth course</li> <li>• The student should complete the practice test at the testing site (may be taken during ESOL classes. If student is not in ESOL, he/she can schedule a time to take the test</li> <li>• The student should reach at least Intermediate Low in order to qualify to take the actual test</li> </ul> Additional Details: <ul style="list-style-type: none"> <li>• PCHS will pay the fee for a student to take the test during one school year</li> <li>• Test will be given in March</li> <li>• Four sections of the test: Reading, Writing, Listening, and Speaking</li> <li>• Students must score Intermediate High in each section to earn the seal</li> <li>• If a student does not pass one of the sections, he/she must pay \$5 per section to retake</li> <li>• To retake a section, student must have scored Intermediate Low</li> </ul>

**Career Pathways**

Students may obtain a Career, Technical, & Agricultural Education (CTAE) Seal by completing three courses in one pathway AND passing the corresponding End-of-Pathway Exam or by completing a technical college certificate in an area. The pathways offered by Pierce County High School include: A/V Film Production, Business & Technology, Food Science, Early Childhood Education, Engineering, Therapeutic Services-Nursing, Animal Science, Agricultural Mechanics, Computer Science, and Transportation Logistical Operations, & Teaching as a Profession. Additional CTAE pathways may also be offered through Coastal Pines Technical College. Pierce County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

**Requirements for graduation ceremony participation for students entering 9<sup>th</sup> grade 2008-2009 and after**

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma and all state assessment requirements. The Board does not allow students to graduate early. A student must be enrolled in high school a minimum of eight (8) semesters or have an alternative school contract during regular school terms to be considered a candidate for graduation.

### **Students with significant cognitive disabilities**

Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- (a) Completed an integrated curriculum based on the GSE/GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 28 units of instruction, and
- (b) Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
- (c) Reached the 22<sup>nd</sup> birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

### **A. PCHS Gateway Alternative School**

Students who have significant discipline problems may be placed in the PCHS Gateway Alternative School Program. Students who fall significantly behind academically or have a family hardship that prevents them from attending school on the regular schedule may also be placed in the PCHS Gateway Alternative School. Students at Gateway Alternative School are subject to drug screening. Students who refuse to submit to a drug test or who test positive for any illegal drug will be removed, at a minimum, for the remainder of the current semester and one additional full semester, and at a maximum may be permanently expelled.

### **B. Honor Graduates/ Graduation Recognitions**

#### **Honor Graduates**

The following criteria must be met in order to be an honor graduate: maintain in an overall academic average of 93.00 or above on all academic courses and meet and/ or exceed standards on all state administered tests. In addition, students must complete one of the following pathways: Academic Pathway, Fine Art Pathway, CTAE Pathway, and/or World Language. Students must also not be in violation of the attendance policy to be considered an honor graduate. Academic averages for honor graduate status, valedictorian, salutatorian, etc., will be calculated at the conclusion of Dual Enrollment final exams. Students who meet the above criteria and requirements of the academic gold seal will wear gold honor cords.

#### **Graduation Recognition Cords**

Students who pass a CTAE pathway exam will receive a silver cord. Academic Pathway completers will receive purple cords and Fine Art Pathway completers will receive orange cords. See below for pathway descriptions:

- **CTAE Pathway:** a series of 3 or 4 specified courses in a CTAE-approved pathway, culminating with an End-of-Pathway exam. PCHS pathways include A/V Film Production, Therapeutic Services-Nursing, Agricultural Mechanics, Animal Science, Transportation Logistical Support, Food Science, Early Childhood Education, Computer Science, Engineering, Teaching as a Profession, and Business and Technology. Completion of a technical college certificate also receives a CTAE Pathway Cord.
- **Advanced Academic Pathway:** may be followed in any of these four content areas: ELA, mathematics, science or social studies when the criteria described below have been met
  - Student completed 4 required credits in ELA, mathematics, science, or social studies
  - Student's course history includes at least one Dual Enrollment course in the area that fulfills a core graduation requirement
  - Student earned credits in 2 sequential courses in one world language.
- **World Language Pathway**

- Student has 3 high school courses in one world language. World Language pathway completers will receive a lavender cord.
- **Fine Arts Pathway:** may be followed in any of these areas of student: visual arts, theater, music, or journalism. A student completes a Fine Arts Pathway when three courses from one of the areas above have been completed. Fine Arts pathway completers will receive an orange cord.

**Valedictorian and Salutatorian Eligibility Requirements**

- A. Attendance at PCHS in 9-12 for at least two years
- B. Completion of all credits for the Georgia State College Preparatory Seal
- C. Completion of at least 8 honors classes
- D. Completion of at least 2 academic college courses
- Valedictorian will have the highest academic average and meet above requirements
- Salutatorian will have the 2<sup>nd</sup> highest academic average and meet above requirements

**C. Awarding Units of Credit**

A unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study. State guidelines will be followed for awarding units of credit as found in Georgia State Board of Education Rule 160-5-1-.15.

**Credit Recovery Programs - Summer School Program**

Students who fail a course are encouraged to attend summer school to recover credit. To be eligible for summer school, students must have a 60 or above in the course.

**Grade Placement and Promotion Criteria**

Grade placement is determined by the total number of Carnegie units earned at the beginning of each school year. The number of units required to be placed in each grade is as follows:

**Promotion Criteria:**

From 9 <sup>th</sup> to 10 <sup>th</sup> Grade	5 Units
From 10 <sup>th</sup> to 11 <sup>th</sup> Grade	13 Units (2 units of math and 2 units of LA)
From 11 <sup>th</sup> to 12 <sup>th</sup> Grade	20 Units
Graduation Requirements	28 Units

**Part II Academic Information**

**A. Honors Program**

For Honors Courses, three points will be added to the final grade if the student scores at the proficient or distinguished level on the EOC for the subject when applicable.

- For calculating Hope eligibility, all weighted points (3 honors) are removed.
- The final grade with the 3 points added for honors will be used to determine honor graduate ranking. This is also the grade that the colleges receive on transcripts.

**B. Dual Enrollment Courses**

Academic college courses completed on the PCHS campus will receive a 5 point bonus for honor graduate ranking. College transcripts will reflect the actual grade earned and no bonus points.

Students who are in Dual Enrollment college courses must abide by the college attendance policy. Students who do not follow the attendance policy of the college will be given a zero for the course and/or dropped from the course. The college requires a student miss no more than 10% of a course to meet attendance requirements.

**C. Grading Scale**

Students may earn grades of up to 100 on a report card but no higher. Honor’s classes may give a grade of up to 103 (3 points added for taking honors) for the final course grade if a student earned a grade of 100. Academic college classes can give up to 105 (5 points added) for the final course grade if a student earned a grade of 100.

A.....	90-100
B.....	80-89
C.....	70-79
F.....	Below 70

*All report card grades are numerical*

**D. Grade Reporting**

Progress Reports are issued every four and a half weeks. Parents are encouraged to schedule parent/teacher conferences if any grades are below passing in an effort to get the grade up to passing before the nine weeks report card. Report cards will be sent home at the end of the ninth week and eighteenth week of each term. Progress reports will be sent home one-fourth and three-fourths through each term. A total of four grade reports will be sent home each term.

**E. Honor Roll**

In order to be on the “A” honor roll, students must earn grades 90 or higher in all subjects. To be on the “A”-“B” honor roll a student must earn grades 80 or higher in all subjects. Students achieving high academic excellence are honored in two ways. Students’ names are printed in the county newspapers, and they are also recognized at school. Parents and students can view grades at any time online through the Infinite Campus Parent Portal.

**F. Post-Secondary Options (Dual Enrollment)**

Students in Dual Enrollment programs take approved courses at a Georgia public college, university or technical college where he or she has been accepted. Students receive post-secondary credit hours and high school unit credit. Interested students should contact the counseling office for more information.

To better prepare students for the job market and/or post-secondary studies, the Pierce County School System, Coastal Pines Technical College, and South Georgia State College work together to facilitate the continuous and efficient progress of students from grade to grade, from school to school, and from school to the working world. Applications to technical institutes and information on the placement test used as the admission test to all public technical colleges in Georgia may be obtained from the Counseling Office.

**G. Schedule Changes**

Students wishing to change their schedule must do so by filling out a course change request form and giving it to their advisor. Schedule changes will be made only when academically necessary for a student’s program of study. Changes in schedules will not be made to move a student from one teacher to another or from one

period to another unless the school must do so to balance class sizes. Parent permission is necessary before any student may change their program of study.

## **H. Scholarships and Financial Aid**

All seniors should visit the guidance department periodically to ask about scholarship opportunities and listen to morning and afternoon announcements as well as check local newspapers. These opportunities will also be placed on the school news program as well as advertised in the student column in the local newspapers. For specific questions, contact the PCHS guidance department at 449-2055. A few of the scholarship opportunities at PCHS are as follows:

**Marvin Powers Scholarship.** The purpose of the Marvin Powers Scholarship is to encourage academic excellence. The scholarship is given by Mr. Marvin Powers, a Pierce County resident who wishes to encourage all students to take academically challenging and rigorous coursework and improve their GPA during their senior year. The scholarship is given to a senior boy and senior girl who meet the following criteria: honor graduate, obtaining a college prep diploma, has increased his/her academic GPA (as figured in SASI) by the most points between the end of the junior year and the end of the senior year. The student must have been accepted by and plan to attend a college or technical school in the summer or fall immediately following graduation. The recipients must have been enrolled at Pierce County High School from the first day of school until the last day of school his/her senior year and have attended Pierce County High School for at least three years. Students receiving the Governor's Scholarship are not eligible.

**Satilla REMC Scholarship.** Satilla REMC offers several scholarships to a number of students in the Senior class. Applications for this are usually available in January of the student's senior year. Students should see the guidance office in January to inquire about applications.

**ADK Scholarship.** This is a scholarship presented by the local Alpha Delta Kappa teacher sorority to a student planning to pursue a degree in education. Applications for this scholarship are available in March or April of the student's senior year. Students should see the guidance office in March to inquire about applications.

**Early Childhood Education Scholarship.** This scholarship is for students who are planning a career in early childhood education. Students MUST have been enrolled in the Early Childhood Education class. Students will complete an essay to apply. Applications and information for this scholarship can be obtained from Mrs. Amy Day in the Family and Consumer Science Department.

**GPS Health Occupation Scholarship.** Georgia Physicians South offers a scholarship(s) to a graduating student(s) who plans to major in a health-related occupation field. Applications for this scholarship can be obtained from the guidance office during the month of March of the student's senior year.

**Exchange Club Youth of the Month Scholarship.** The Pierce County and the Blackshear Exchange Club offer a \$1000 and \$500 scholarship to two students who have been nominated as a student of the month during the school year. These students are eligible to compete for the scholarships during March of their senior year.

**Academic Booster Club Scholarships.** The Academic Booster Club is an organization promoting academic excellence among Pierce County's students. Each year the organization offers a variety of scholarships. Applications are available in February or March of the student's senior year. These should be obtained in the



school guidance office. In order for a student to receive a scholarship, the student's parents must be members of the Academic Booster Club.

**Theresa Mumford Memorial Scholarship.** This scholarship is awarded to a female student who has lost one or both parents. The scholarship award is from \$200 to \$5000. Students who qualify should see the guidance office for an application during their junior year. Girls must apply before their 18<sup>th</sup> birthday.

**Pierce County Foundation for Excellence in Education Scholarships.** The mission of the PCFEE is to support all students in their pursuit of excellence in Pierce County. The awarding of scholarship(s) to graduating seniors each year is a part of this support. Details such as scholarship availability, qualifications for consideration, and the application process can be obtained in the PCHS advisement office.

**South Georgia State College Foundation Scholarships.** The College offers a scholarship to our top two honor graduates who have applied and plan to attend South Georgia State College. In addition to the honor graduate scholarships, SGSC offers several foundation scholarships to students who apply. Applications for these scholarships can be obtained in the guidance office in the spring of the student's senior year.

**Coastal Pines Technical College Foundation Scholarship.** Coastal Pines Technical College offers several foundation scholarships each year. Any senior planning to attend CPTC should see the guidance office for applications in the spring.

**FAFSA (Free Application for Federal Student Aid).** This application requires the parent's W2 and income tax information. This should be completed as soon after October 1 of the student's senior year as possible. This can be completed at the following address: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application helps to determine if the student is eligible for any federal grants or loans. All students planning to attend college should complete this form.

#### **I. HOPE Grant/Scholarship**

HOPE is an achievement-based grant/scholarship program enacted by the State of Georgia in 1992 to provide financial assistance to students pursuing post-secondary education. Eligibility requirements and benefits are subject to change; students and parents are encouraged to visit the Georgia Student Finance Commission's website, found at <https://gsfc.georgia.gov/hope>.

#### **J. STAR Student**

The Professional Association of Georgia Educators (PAGE) and the Georgia Chamber of Commerce sponsor the STAR Student Program. This program recognizes the senior with the highest SAT score obtained in one test administration. STAR Students from each school compete with STAR Students on the district and state levels for scholarships. The November SAT test scores obtained each year are the last possible scores to be used for the STAR Student Program.

#### **K. State Testing**

##### **End of Course Assessments (EOC)**

Eight courses and their equivalents have been identified by the State Board of Education as courses having End Of Course Tests (EOCs): Ninth Grade Literature/Composition, American Literature/Composition, GSE Algebra, GSE Geometry, Physical Science, Biology, United States History and Economics. All students in these courses are required to take the EOC. EOCs will count 20% of the course grade.

## **L. Final Exams and Exemptions**

All students will be required to take the End of Course (EOC) exam, which will be given prior to the last week of each semester (year-long classes will take EOC prior to the last week of school). A final post-test for all courses will be given during the last week of each semester (year-long classes will take the midterm during the last week of first semester and the final post-test during the last week of school). The following criteria must be met for students to exempt the post-test for all courses:

- **have an average of 70 or above**
- **miss no more than 3 days each semester**
- **for EOC subjects only-- a student must have passed the EOC post-test for that subject**

## **M. Youth Apprenticeship and Work-Based Learning Programs**

The Youth Apprenticeship and Work-Based Learning programs provide an opportunity for 11<sup>th</sup> and 12<sup>th</sup> grade students to start preparing for a career while still in high school. A mentor guides on-the-job learning. Students develop skills based on competency standards designed by industry and labor. While learning, students earn wages from skilled professionals. Active experiences allow students to learn the connection between education and real-life work skills through this work experience. Students can make better choices concerning their career goals by experiencing potential careers in the workplace. Youth Apprenticeship is designed to employ and mentor students in their chosen career area. While these students are receiving work experience, they have also made the commitment to further their education in that career area. Through the Youth Apprenticeship Program, employers are able to increase skill levels of potential workers, work with educators to develop curriculum based on industry standards, recruit and screen potential employees, and reduce turnover of entry-level employees through the hiring of Youth Apprenticeship Program graduates. Please contact the Work-Based Learning Coordinator for further information and applications for admission to these programs.

## **Part III General Information**

### **A. Apparel and Grooming**

Pierce County High School's apparel and grooming policy is set up to instill discipline and order and to provide students the opportunity to practice dress and grooming requirements needed for future job employment.

Appropriate wearing of apparel and cleanliness of person is important as a matter of health and aesthetics, as well as being conducive to learning. With the rapidly changing styles of clothing, it is impossible to specify everything that is acceptable for student dress. A good rule to follow is that if there is doubt concerning the appropriateness of your clothes for school, DO NOT wear them until you check.

Dress code violations will be handled through the school discipline policy. Students who come to school dressed inappropriately must change clothes to meet the school dress code before returning to class. Repeated violations of dress code will result in discipline action. In order to preserve discipline and order in the school and create a proper and safe learning environment, the following dress code will be enforced:

## **Girls**

For girls, dresses, skirts, jeans, shorts, and slacks are appropriate for school wear. For attire regarding length: **Shorts, dresses, and skirts shall be no more than one business card (2") above the knee.** Sheer apparel, bare midriffs and /or backs, very low necklines (no cleavage), extremely tight garments, strapless tops, tank tops, and spaghetti straps are not permissible. Skin-tight pants, such as jeggings, leggings, yoga pants, etc., may only be worn when otherwise permissible clothing (no more than one business card above the knee) is worn over them. **Undergarments should not be visible at any time.**

## **Boys**

For boys, jeans, slacks, shorts, sport shirts, jerseys, and tee shirts are appropriate. **Tank tops or sleeveless shirts ARE NOT appropriate. Shorts shall be no more than one business card (2") above the knee.** Button type shirts should be properly closed, and belts must be buckled around the natural waistline. **Undergarments should not be visible at any time.**

## **Girls and Boys**

No pants and/or jeans may be worn that are ripped, torn or frayed where skin and/or undergarments may be exposed above the knee. No racerback tops of any type are permitted. No tinting, streaking, or dyeing of hair to unnatural hair colors is permitted without administrative approval. Unacceptable colors include, blues, greens, pinks, purples, etc. Hair must be worn appropriately so it does not interfere with students' vision or the teachers' and/or administrators' ability to maintain eye contact. Contact lenses that alter students' eyes to unnatural colors/designs are prohibited.

No hoods, hats, caps, sunglasses, chokers or bracelets that could be harmful, or any head covering will be worn on school campus unless for religious or medical purposes except when approved by the administration. Other prohibited items include: (1) large, long, and /or heavy chains, (2) studded or chained accessories, and (3) sleepwear, including bedroom slippers, blankets, pillows, stuffed animals, etc. Shoes must be worn at all times.

No clothing or other displays of suggestive, sexual or profane wording or symbols or advertising of alcohol or tobacco or illegal products will be permitted. Clothing that suggests gang affiliation, non-sanctioned clubs, or racially offensive subject matter will not be tolerated. Caps/hats/hoods/bandanas may not be worn in the school building.

No visible body piercing (other than ears) will be allowed. No tongue piercing is allowed. Gang related markings or tattoos or any other distraction that is detrimental to the educational environment will not be permitted. Visible drawings/markings are not permitted on student's skin (markers, etc.).

**Any other questionable attire will be handled on an individual basis at the discretion of the administration. The school administration may adjust this policy at any time during the school year.**

## **B. Areas Open to Students**

Students who are not under the direct supervision of a teacher should not be on the school campus before or after regular school hours. Students not under direct supervision of school personnel are required to be off school campus by 4:00 p.m. Failure to do so may result in disciplinary action. All students are required to enter and remain in the building after arriving at school. Certain areas of the school campus are off limits to students during certain times. **The following areas are off limits:**

**Before School:** Gym, Parking Lot, Certain hallways/areas prior to 7:50 AM

**After School:** All classrooms (unless accompanied by teacher); auditorium; gymnasium (unless participating in supervised athletic practice).

## **C. Pierce County Schools Attendance Policy**

### **Pierce County School System Attendance Goal**

Students should not miss more than ten (10) days of school each school year. Students not residing in the transportation district they are zoned for may be required to attend their zoned school following excessive absences and/or tardies.

In accordance with O.C.G.A. 20-2-690.2, the Pierce County Student Attendance Protocol Committee, under the direction of the Superior Court Chief Judge has developed the Pierce County Truancy Reduction Protocol 2018. The purpose of the Pierce County Student Attendance Protocol Committee is to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

### **ATTENDANCE POLICY**

Attendance is a basic requirement of student progress in schools. Pierce County schools shall encourage regular attendance. Each school shall intervene early when students begin to accumulate absences.

Pierce County Schools shall work to enforce the compulsory attendance laws by referring students with excessive absences to the school social worker.

The school social worker, as attendance officer for the system, will work with the family of the student having attendance problems. Efforts will be made to help the family resolve attendance problems.

### **Excused Absences**

Students are expected to be in attendance in Pierce County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed law. A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

Georgia Board of Education Policy states that student absences from school shall be counted as excused under the following circumstances, as a minimum:

1. Personal illness or attendance in school endangering the student's health or the health of others;
2. A serious illness or death in a student's immediate family necessitating absence from school;
3. The observance of religious holidays necessitating absence from school;
4. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
5. Conditions rendering school attendance impossible or hazardous to student health or safety; and/or
6. Registering to vote or voting in public election (not to exceed one day).
7. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting 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.

8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

### **Students Counted Present**

Students shall be counted present under the following circumstances;

1. When they are serving as pages of the Georgia General Assembly.
2. When a foster care student attends court proceedings relating to his or her foster care.
3. Student visiting prospective colleges if the student received approval from school administrators prior to the visitation.
4. When a school related activity not defined in this policy is deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

### **Policies and Procedures for Excused Absence**

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the dates and reasons for the absence. Schools will only accept 5 parent notes throughout the school year. Excuses must be submitted within 3 days of the date of absences. All excuses will be evaluated by the teacher or administrator to determine if the absence is excused or unexcused. Students shall be permitted to make up work when absences are excused. Absences due to out of school suspension shall be unexcused. Work missed due to unexcused absences may be made up at the discretion of the principal or his designee.

In cases where a student has many separate absences due to illness, the school or attendance officer may require written statements from the attending physician.

### **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

#### **1. After Five (5) Absences:**

- a. Excused absences: A school designee will contact the parent or guardian by telephone or parent conference regarding attendance when possible.

- b. Unexcused absences: The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as “parent”) when the student has missed five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first class mail or via certified mail, return receipt requested.

**2. After seven (7) absences:**

- a. Unexcused absences: A mandatory conference with the parent, the principal or the principal’s designee, which may include the school resource officer. A referral shall be made by the principal or his/her designee to the school social worker.

**3. After ten (10) absences:**

- a. Excused: A school administrator or his/her designee shall confer with the school social worker to determine if the excused absences are legitimate and/or if a conference is necessary.
- b. Unexcused/Excused: A mandatory conference with the parent and the principal or the principal’s designee. A referral shall be made by the principal or his/her designee to the school social worker and the school resource officer.

When a referral is made to the school social worker, the social worker will work with the student and family in order to address the attendance problem. If the social worker interventions are unsuccessful, a referral shall be made to the school resource officer who may begin a criminal investigation.

**According to Georgia Law, 20-2-690.1(b), effective July 1, 2004, any parent, guardian, or other person who has control/charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and home schooling. This law further states that 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 will be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine not less than \$25.00 or not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of the above 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.**

**Court referral will also be considered**

- in cases where students are not attending school at all and no resolution can be reached
- in cases where poor attendance is ongoing over a period of time and no sustained improvement is seen.

**D. Pierce County High School Attendance Procedures**

**Participation in Extracurricular Activities**

If a student participates in any extracurricular activities such as a football game, he or she must be present the day of the game. Out-of-school suspension shall be recorded as an unexcused absence. However, an OSS student can make up his work by making arrangements with his teacher within 3 days of his returning to school.

### **Dual Enrollment Attendance**

Students who are in Dual Enrollment college courses must abide by the college attendance policy. Students who do not follow the attendance policy of the college will be given a zero for the course and/or dropped from the course. The college requires a student miss no more than 10% of a course to meet attendance requirements.

### **Makeup Work**

The student has the responsibility to ask for make-up work. Once the student has returned to school from an absence, he/she has three (3) days in which to make up work missed. Unless previous arrangements have been made with the teacher, any assigned work given before an absence is due on the day the student returns to school. If a teacher assigns and grades homework, class work, labs, tests, etc., during a student's absence, the student will have 3 days upon his or her return to school in which to make up work missed.

### **Tardies to School**

Students who arrive to school after their first scheduled class has begun must enter the school through the main entrance and sign in with the attendance secretary as tardy. Students are allowed three tardies per nine-week grading period without consequence. Upon the fourth tardy to school in a nine-week grading period, the student will be required to serve one day of lunch detention. Students with five or more tardies in a nine-week grading period will be assigned one day of ISS for each new tardy.

### **Tardies to Class**

Pierce County High School takes attendance during each period of the school day. Students shall be recorded as tardy for any class in which they miss less than 15 minutes of class time, and absent from any class in which they miss more than 15 minutes of class time. Although a student who is more than fifteen minutes late will be recorded as absent for that class period rather than tardy, the student is in fact tardy to class and will be subject to the consequences outlined in the PCHS tardy policy.

### **Early Dismissal from School**

If a student desires early dismissal from school, he/she must bring a written request with the date, name of student, reason for dismissal, time of dismissal, home telephone number, parent's business number, and signature of parent or guardian. This excuse must be brought to the Attendance Secretary **before first period**. No student may be released without a note signed by the parent or before contact with a parent, guardian, or designated emergency contact person.

Students who are married or living independently need to bring a copy of their marriage license or have their parent or guardian bring a notarized letter stating that their student is an independent student and has the authority to check himself/herself out of school without parental or guardian permission. This letter will be kept on file in the student's permanent record.

Telephone requests for checking students out should be for emergency reasons only. The number displayed on the Caller I.D must match the numbers recorded on the student information card by the parents. It is the parents' responsibility to update these numbers as needed. Under no circumstances will students be allowed to leave early without prior approval.

Students who miss more than 15 minutes of any class will be considered absent for that class. *Any student who checks out of school early during 8<sup>th</sup> period (or his/her last class period of the day), regardless of the amount of class time missed, will be considered absent from that class period unless a doctor's note is provided within three days.* If a student checks out, he or she may not return to school or participate in extracurricular activities that day without a doctor's excuse (official documentation). NO PARENT NOTES WILL BE ACCEPTED FOR STUDENTS TO RETURN TO SCHOOL.

### **Student Check-In/Out /Parking Lot Pass Procedures**

Any student who arrives to school after his/her first class has begun MUST enter through the PCHS main entrance and sign in at the attendance office. Any student who leaves school building prior to the conclusion of his/her last class must sign out at the attendance office before leaving. Any student who needs to leave the school building for any reason must have administrative permission before doing so.

For security reasons, all students and visitors must enter and exit the building through the main entrance during instructional hours. Any student who exits the building through an unapproved door during school hours, as well as any student who opens an unapproved door to let a classmate into the building during school hours, will be subject to disciplinary action.

### **Hospital Homebound Program**

Students who are going to be out of school a minimum of ten consecutive days or more due to medical reasons should contact the office to request services through the Hospital/Homebound Program. Students who are on the Hospital/Homebound Program are not counted absent from school, but will not be exempt from the 2<sup>nd</sup> nine weeks exam of each term. When a student returns to school, he/she must complete work assigned while on the Hospital/ Homebound Program in a specified period of time, as determined by the classroom teacher. See the guidance department for Hospital Homebound forms.

### **College Visitation Days**

Seniors will be allowed one college visitation day per term and will be counted present with proper verification. Prior to taking a college visitation day, students must pick up a Pierce County High School Senior Post-Secondary School Visitation Form from the Attendance Secretary. In order for students to be counted present, the student must return this form to the Attendance Secretary prior to visiting the post-secondary school. The student must bring a verification form from the post-secondary institution stating that the visitation appointment was kept. Failure to do these steps will result in an unexcused absence from Pierce County High School. College visitation each semester must be to a different post-secondary institution.

### **Withdrawals**

Administrators in the Pierce County School System are authorized to withdraw a student who

- a) Has missed more than ten (10) consecutive days of unexcused absences,
- b) Is not subject to compulsory school attendance, and
- c) Is not receiving instructional services from the local school system through homebound instructional or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

## **E. Department of Driver's Services Requirements**

### **A. Certificate of Enrollment for Driver's License**

The Teenage and Adult Driver Responsibility Act requires that schools verify that students between the ages of 15-17 are currently enrolled in school to be eligible for a Georgia driver's permit or license. It is



required that students obtain a Certificate of School Enrollment when receiving a learner's permit, and obtain another Certificate of School Enrollment when receiving a driver's license.

The Teenage and Adult Driver Responsibility Act applies to all minors who are at least 15 years of age and under the age of 18. Schools are required to verify that a student is ENROLLED IN and NOT UNDER EXPULSION from a public school.

When a student ages 15-17 submits an application for a Georgia driver's license or instruction permit, the applicant must present proof that he or she satisfies one of the following conditions as specified in O.C.G.A. § 40-5-22 (a.1):

- a. Is enrolled in and not under expulsion from a public or private school
- b. Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program
- c. Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion
- d. Has terminated his or her secondary education and is enrolled in a post-secondary school or is pursuing a general educational development (GED) diploma.

Certificates of Enrollment may be obtained in the PCHS front office. There is a \$1.00 fee for each Certificate of Enrollment. Certificates of Enrollment are valid for up to 30 days.

- B. Alcohol and Drug Awareness Program (ADAP) – Students will complete the Alcohol and Drug Awareness program in Health and PE class. Students will be provided one free copy of their ADAP certificate at the completion of the course. Additional copies may be obtained in the PCHS front office for a fee of \$1.00.
- C. Driver's Education – Students completing the driver's education program through PCHS will be provided one free copy of their Driver's Education certificate at the completion of the course. Additional copies may be obtained in the PCHS front office for a fee of \$1.00.

## **F. Clubs and Organizations**

PCHS provides students opportunities to become involved in multiple clubs and organizations. These clubs and organizations usually begin holding meetings before the beginning of school. Only those clubs and organizations recognized, sponsored by, or sanctioned by Pierce County High School will be able to meet, function, have activities, or be represented in any manner on the school campus or during any school activity before, during, or after school. If you object to your son/daughter participating in one of the following clubs, please fill out the parental opt-out of club participation form in the back of the handbook and return it to the guidance office.

### **Beta Club**

The Beta Club is a part of the state and national organization. Its foremost purpose is public recognition of students' positive accomplishments, honors, and achievements. Membership in the Beta Club is based on honor and service for students in grades 9-12. Students are required to earn 75 service points per year of active membership and must maintain a qualifying academic average. Sponsors: Brianna Martinez, Emily Crosby

### **Fellowship of Christian Athletes (FCA)**

The PCHS FCA Campus Ministry is initiated and led by student-athletes and coaches on the high school campus. FCA meets weekly to focus on serving the local and school communities by equipping, empowering and encouraging people to make a difference for Christ. Previous activities include Weekly Huddles, pre-game meal for football and basketball teams. Sponsor: Tommy Doss

### **Future Business Leaders of America (FBLA)**

FBLA is the national organization composed of students interested in business and office education. It provides students the opportunity to bridge the gap between the classroom and the business world by giving them the opportunity to learn first-hand about the business community. Sponsor: Lauren Whitaker

### **Future Farmers of America (FFA)**

FFA is a national organization composed of students enrolled in classes of Career/Technical Agriculture. The primary aim of the FFA is the development of agriculture and improvement of skills essential to leadership, cooperation with others, and good citizenship. Previous activities include the Ag. Expo and the State FFA Convention in Macon. Sponsors: Seth Prescott and John Ratliff

### **Family, Career and Community Leaders of America (FCCLA)**

FCCLA is a national organization of high school students who have taken or are presently taking Family and Consumer Sciences. The overall goal of the FCCLA is to help individuals' personal, family, and community living. Previous activities include attending the Fall Leadership meeting in Perry, Georgia and preparing goodies for faculty and staff for Christmas and Teacher Appreciation Day. Sponsor: Amy Day, Kelly Jacobs

### **Health Occupations Students of America**

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Sponsor: Ellen Knowlton

### **Math Team**

The purpose of the Math Team is to allow students to compete with students from surrounding counties in the area of mathematics. Previous activities include a math competition at SGSC. Sponsors: Diane Griffis, Pamela Baker

### **Student Council**

A Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff, and parents for the benefit of the school and its students. Advisor: Pamela Baker

### **Skills USA**

SkillsUSA is a national organization of students, teachers, and industry working together to ensure that America has a skilled work force. Together, we help every individual student succeed in whatever career he or she may choose. Students get the chance to participate in competitions in leadership, health, trade, industrial and technical skills. SkillsUSA believes in the dignity of work, the American way of life, education, fair play, good work ethics and high moral and spiritual standards. SkillsUSA is open to students in grades 9-12. Advisor: Michael Murray

## **G. Enrollment Eligibility**

Students are eligible for enrollment in Georgia school systems unless they reach the age of 21 by September 1, or they have received a high school diploma or equivalent, or they have dropped out of school for one quarter or more. Students who have dropped out for one quarter or more remain eligible to enroll unless they reach the age of 20 by September 1. Special education students may continue to enroll through age 21 or until they receive a regular diploma.

### **Enrollment for Exchange Students**

Exchange Students are only allowed to enroll at the beginning of the year. They may not enroll mid-year. Exchange students are not enrolled in EOC courses. Students with discipline problems or failing grades will be asked to leave and the exchange organization will be contacted to remove the student to return to their home country. Exchange students will receive grades and credits. However, the transfer of credits to the home school of the exchange student is left to the policy of the student's home school in their home country. The student is with us for merely an enrichment experience. Exchange students are expected to follow all school rules and policies. Exchange students are not enrolled as seniors, regardless of age or grade in their home country, and are not allowed to walk or participate in graduation ceremonies. Participation in sports and competitions is decided by GHSA. Students are allowed to participate based on GHSA regulations.

## **H. Flowers and Food**

Due to loss of instructional time, commercial and personal deliveries to students (flowers, balloons, restaurant or fast foods, toys, etc.) will not be accepted at school.

## **I. Hall Passes**

In order for a student to leave a class, he or she must have the teacher's approval and possess an approved hall pass. The student may only go to locations the teacher approved. Any student found in an unapproved area will be subject to disciplinary action.

## **J. Healthcare/Medication**

It is important that the school be aware of any medical problems that require special consideration or treatment. A physician's statement for the student's file will help facilitate meeting the needs of that student. Students and parents are urged to inform the office of special health problems. If a student becomes ill at school, parents/guardians are called to pick him/her up. If accidents occur, the parent/guardian will be notified immediately, and the appropriate first aid measures will be taken. Students who become ill should report to the office to have parents called to pick them up. **On the student information card, parents must list an emergency contact person who can pick their child up at any given time.**

Students who are on prescribed medication must have it in the original container with the patient's name, physician, and pharmacy identified. For the student's protection, the prescription should be checked with the school nurse. Due to the potential high risk associated with the unsupervised possession, use, distribution, and possible mixing of such medicines, the Pierce County Board of Education has adopted the following policy:

Students will not be permitted to have in their possession any form of prescription or non-prescription (aspirins, Tylenol, etc.) drugs. Any parent who wishes his/her child to take any form of medication at Pierce County High School must adhere to the following procedures:

- The parent must send a note and the medication form to the school informing the school of the amount of medication to be taken and the time it is to be taken.

- The medication must be in the original prescription container or in bottle as purchased.
- The medication must have been prescribed for the student who is to take it.
- Immediately after the student arrives on campus, the medication and note must be taken to the school nurse.
- No student shall distribute prescription or non-prescription medicine to anyone.
- If the medication is prescribed for more than 20 days, a medication form must be filled out by the parent and/or physician. This form can be obtained from the school office. It is recommended that the pharmacist prepare two prescription bottles, one for home and one for school.
- A student for whom the school has on file supporting medical documentation may carry at all times with parent/guardian permission inhalers for asthma, auto-injectable epinephrine (epi-pens) for allergic reactions and glucagon for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with student code of conduct.
- In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.



## **Pierce County Schools Case Management of Head Lice**

Teachers and/or designated person (school nurse) routinely check for the presence of lice or nits. Mass screenings are no longer considered necessary.

If identified by a teacher, a student should be sent to school nurse who is trained in identifying lice.

If the infested student has nits, the student will return to class with a letter containing recommendations for treatment.

- In elementary school, a general information letter will be sent home with the remaining students in the classroom by the school nurse.
- In middle and high school, letters will be sent home only with the infested student by the school nurse.

If the infested student has live lice, the student's parent/guardian will be notified by the school nurse.

- The first time a student is documented to have lice, the student does not have to go home immediately. The school nurse will recheck the student in 7-10 days after the initial visit.

If live lice are found during the recheck the parents will be notified again by the school nurse and the nurse will recheck the student again in 7-10 days.

- If live lice are found during the second follow up visit, the parent will be notified and a meeting with the parent/guardian will be required. The child will be sent home for the remainder of the day. The nurse will also make a referral to the local Health Department to assist with treatment options.

The school nurse will recheck student in 7-10 days after the student has been seen at the Health Department.

- If live lice are found during the third follow up visit, the parent will be notified and the student will be sent home. The infested student may not return to school for 2 days giving parents time to focus on treatment.

## **K. Immunization records**

Georgia law requires that immunizations be current and updated records kept in each student's file. Failure to comply will result in the student not being allowed to attend school.

## **L. Insurance**

An accident insurance policy is made available through the school. Students are provided information concerning coverage and rates to take home to parents. Students enrolled in science lab courses, career/technology labs, and cooperative education or athletic programs are strongly encouraged to carry accident insurance.

## **M. PIERCE COUNTY SCHOOL DISTRICT ACCEPTABLE USE POLICY**

### **a. MISSION:**

The Pierce County Board of Education believes the use of technology is an important part of the teaching and learning process and a necessary tool for efficient school management. Technology tools possess great power and potential when used responsibly but can be harmful if used improperly. In general, the efficient, ethical and legal use of technology resources is required of all users. Technology resources are provided for educational purposes that are consistent with the instructional goals of the Pierce County School District. **Use of these resources outside of an educational purpose is generally prohibited.**

This Acceptable Use Policy (AUP) has been developed to provide procedures and guidelines concerning the online activities of students and employees. These procedures and guidelines are to be taught to students by the instructional staff using age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

### **b. RIGHTS AND PRIVILEGES:**

All users accessing technology resources provided by Pierce County Schools shall comply with the guidelines provided in the Pierce County Internet Safety and Acceptable Use Policy as well as all other Board of Education policies and procedures. In order to have access to school technology resources, student users (and their parents if the student is a minor) must read this acceptable use policy and student agreement and sign the acknowledgement page located in the student handbook. This document must be returned to the office of the student's school and serves as a contract between the family and the school district.

All employees of Pierce County Schools are required to read and comply with the acceptable use policy and sign an employee agreement annually. The signed acceptable use agreements for employees shall be kept on file in the office of the facility to which the employee is assigned.

The Pierce County Board of Education reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Additionally, access to the Internet and technology resources is a privilege, not a right. Therefore, users violating the guidelines of this policy shall be subject to revocation of these privileges and, when appropriate, disciplinary or legal action.

**c. SECURITY:**

Security is a high priority for any networked computer system. **Users should never divulge or allow others to use their accounts or passwords. Use of another individual's account is prohibited and may result in the loss of access privileges by both parties and disciplinary action.**

Users bringing any storage media from outside the school district's facilities must have them scanned for viruses. A user identifying a security problem must notify the supervising classroom teacher, media specialist, or technology specialist. The security problem is not to be demonstrated to any other user.

**d. INTERNET SAFETY AND TECHNOLOGY PROTECTION MEASURES:**

**In order to protect minors from inappropriate material, student access to and use of the Internet at school must be provided under staff direction and be monitored as is any other classroom activity.**

In addition, teachers should provide age appropriate guidance to students in the proper use of the Internet and school technology.

The Pierce County Board of Education provides an Internet screening system consistent with the Child Internet Protection Act (CIPA) which blocks access by adults and minors to inappropriate sites. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. It cannot be assumed, however, that users are completely prevented from accessing inappropriate material or from sending or receiving objectionable communications. For additional guidance on Internet safety please review the Pierce County School Board's Internet Safety Policy.

**e. GUIDELINES FOR SAFE INTERNET USE:**

Staff, and students under the direct supervision of a teacher, may use Internet for personal development through research and exploration that are consistent with the instructional goals of Pierce County Schools. **Students should not be permitted to "surf" the Internet without direct supervision of staff. All uses of the Internet must be in compliance with Pierce County School's Acceptable Use and Internet Safety Policies.** Guidelines for internet use include:

**GUIDELINES FOR STUDENTS:**

1. Never provide personal information such as last name, address, telephone number, a photo of yourself, or school name over the Internet.
2. Never respond to, and always report to a teacher or parent, any message that makes you feel uncomfortable or that is from an unknown origin.
3. Never arrange a face-to-face meeting with someone you meet on-line.
4. Do not use technology to bully or harm other people or their reputation.

**GUIDELINES FOR ALL USERS:**

1. Do not send or receive text, images, movies, or sound that contains pornography, profanity, obscenity or language that offends or tends to degrade others or is inappropriate in an educational setting.
2. Do not use or attempt to use the password or account of another person, or use a computer while logged in under another user's name.
3. Do not purposefully damage or interfere with computer or network operations, including (but not limited to) the introduction of malicious programming designed to damage, alter, or provide access to unauthorized resources.
4. Do not damage computers and/or network equipment (mice, cables, connectors, keyboards, etc.).

5. Do not attempt to read, alter, delete, or copy files or electronic messages belonging to other users.
6. Do not open attachments or files from unknown senders.
7. Do not use the Internet for any illegal purpose such as copying/downloading copyrighted software, music and movies or other copyright violations.
8. Do not alter computer software or load games, shareware, or any other unauthorized program on any school computer.
9. Do not send or forward personal communication without the original author's consent.
10. Do not use the Internet for financial gain or any commercial activity not directly related to the goals of the Pierce County School District.
11. Take great care in protecting your login password. The user name and password provide access to school computer resources and your files. If your password is compromised, change it immediately or contact the media specialist or network administrator immediately.
12. Users may not use the school's technology resources while access privileges have been revoked.

#### **N. STUDENT ACCEPTABLE USE AGREEMENT**

*Violations of the Internet Safety and Acceptable Use Policy may result in an individual's access privileges being revoked, disciplinary action and/or appropriate legal action.*

A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair required as result of a willful act of the student in violation of the acceptable use policy and/or other policies of the Pierce County Board of Education applicable to technology use.

Please read this document carefully. A parent/guardian or staff member may refuse to give permission for Internet access at any time with written notification to the Media Staff.

As the parent or guardian of this student, (or student if age 17), I have read and accept the terms and conditions of the Pierce County School System Internet Safety and Acceptable Use Policy. I understand that any violation of the above conditions, rules or regulations is unethical and may constitute a criminal offense. Should my student breach any of these conditions, I understand that the student may lose all computer privileges and may be liable to further disciplinary and/or legal action.

I understand that technology resources are designed for educational purposes and that the Pierce County School System has taken precautions to eliminate controversial material. However, I also recognize that it is impossible to restrict access to all controversial materials and I hereby release the Pierce County School System from any liability for my child's use of the Internet. By signing the acknowledgement page of the student handbook, I hereby give my permission to the Pierce County School System for my student to have access to and use of the Internet governed by the policies and procedures of Pierce County Schools.

#### **O. PIERCE COUNTY SCHOOL DISTRICT INTERNET SAFETY POLICY**

##### **Introduction**

It is the policy of the Pierce County Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].



## **Definitions**

Key terms are as defined in the Children's Internet Protection Act, which can be located at [http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc).

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information over the Internet.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Students must be supervised by staff when accessing the Internet for any purpose. The technology protection measures may be modified to assist with teaching and learning activities. Modifications will be made based on collaboration of the instructional and technology staff and will be handled on a case-by-case basis for any lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of Pierce County School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Supervision and Monitoring**

It shall be the responsibility of all members of the Pierce County School's staff to supervise and monitor the online activities of minors through direct observation and/or technological means in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling, or otherwise modifying, any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

## **Online Behavior Education**

In accordance with the Protecting Children in the 21st Century Act, it is the policy of the Pierce County Board of Education to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. These procedures and guidelines shall be taught to students by the instructional staff using age-appropriate school developed curriculum.

## **Adoption**

In the spring of 2001, a public hearing was held to present the proposed Internet Safety and Acceptable use policies to the public. The public hearing's purpose was to explain to interested parties the dangers on the Internet, the purpose for and content of the new policies, and what "technology protection measures" the district had in place to help protect children. The Pierce County Board of Education adopted these new policies May 2001. These policies were again revised, on the recommendation of the Georgia Department of

Education, and adopted by the Pierce County Board of Education at a public meeting, following normal public notice, on October 11, 2004.

**CIPA DEFINITION OF TERMS:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

**P. Lost and Found/Valuables**

Please turn in items that are found to the Attendance Secretary and check there for lost items. Students should avoid bringing items of high value or large sums of money to school. Items that are expensive or have sentimental value are better left at home. Students seldom have a need for more than \$5 - \$10 at school. Pierce County High School cannot take responsibility for items that are left unattended in classrooms, hallways, lockers, or locker rooms.

**Q. Lunches/ School Nutrition**

The general policies governing the lunchroom are as follows:

- Each student has a lunch ID number. The lunchroom student ID number is the same number that students use in the media center. Students must enter this number in the keypad and press enter so that each meal will be counted. Prepayments should be kept up to date so students do not pay by the individual meal. Prepayments should be made to the cashier in the cafeteria between 7:30 and 7:50 each morning.
- Lunch Price for students is \$2.25. A reduced lunch price meal is \$.30. There is no charge for student breakfast. Adult lunch prices are \$3.50 for staff and \$4.00 for visitors. Adult breakfast is \$1.50 for staff and \$2.00 for visitors. Federal Regulations allow one meal daily at the student price. Extra items must be purchased using the Student ID No. and funds that are in the student's account or by cash payment. No extra items may be charged.
- Change is given only to the nearest dollar value when a purchase is made. Large bills such as \$5, \$10, and \$20 bills will be added to the student's account.
- All students should complete a Free and Reduced Meal Application and return the completed application to the cashier.
- Food brought to the school must not be packaged in retail food establishment containers or packages.
- All students are required to eat in the lunchroom whether they bring their lunch or purchase it.
- No food, drinks or straws may be taken from the lunchroom.
- No food or drink is allowed on the carpeted area of the lunchroom.
- Students are not permitted to leave the commons area during their lunch without special permission.

- Each student is responsible for returning plates, silverware, trash, etc., to the proper place.

*We recommend that all meals be prepaid and that students do not charge; however, students may charge up to \$15.00. Students owing \$15.00 or more will be provided a modified meal. All charges must be paid in full before the last week of each semester. There will be no charging during the last week of each semester. All charges must be paid by the end of the school year. Parents may pre-pay for meals online @ [www.k12.payment.com](http://www.k12.payment.com). Please contact the School Nutrition bookkeeper at 912-449-2044 for the Student ID Number needed for setting up an account.*

#### **R. Mandatory Student Athlete Drug Testing (BOE Policy Adopted 9-14-09; Updated 4-8-19)**

Drug and alcohol abuse has grown to major proportions in our society, and the school setting is not exempt from this trend. Therefore, it is important that educators and parents continually explore ways to institute programs that encourage a drug-free and alcohol-free lifestyle for their students/children. One of the primary objectives of the Pierce County School Board is to provide a learning environment that is safe and drug free. The use of drugs by student athletes poses the risk of physical harm not only to the athlete but to his/her teammates as well. Also, the “role-model” effect of drug use by student athletes could have a detrimental effect on the general school population. Because of these concerns, the Pierce County School Board embraces the opportunity to provide the optimum health and safety for students involved in competitive athletic type, extracurricular activities through a mandatory random drug-testing program. The purpose of this policy is not to invade the privacy of the student/athlete but rather to bring to the surface a potential health and safety problem. This would include any controlled substance depending on usage that by its nature would be counterproductive to the health and safety of the student/athlete and their companions.

This policy is intended to support the comprehensive educational policies and programs of the Pierce County Schools in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of drugs and alcohol.

#### **GUIDELINES FOR MANDATORY STUDENT ATHLETE DRUG TESTING**

The Pierce County School System has established a drug-testing program for students involved in competitive athletic type, extracurricular activities based on the following rationale:

##### **Drug Testing for Student/Athletes**

###### **A. Statement of Need**

Pierce County School System recognizes that the unlawful use of drugs and alcohol seriously impairs the health, safety, education, and future success of high school students. It is our belief that athletes often incur a greater risk to their health by partaking in drug use because of their regular involvement in strenuous physical activity. This greater risk manifests itself in many ways, particularly in sports related injuries. Drug use has a deleterious effect on motivation, memory, judgment, reaction, coordination, and overall performance. These effects lead to omissions of safety procedures and general mis-executions that contribute to a much greater risk of serious injury or death to student athletes. Therefore, while all students are susceptible to and must be accountable for illegal use of drugs and alcohol, athletes at Pierce County High School will be held to a particularly high standard of drug and alcohol-free enforcement.

###### **B. Statement of Purpose**

This guideline establishes a program of education and counseling of student athletes to deter the unlawful use of drugs and provides for suspension and termination of participation on the high school athletic teams when deterrence is unsuccessful. To determine compliance with the guidelines, it provides a testing

program to identify student participants who are unlawfully using drugs and alcohol. For these students, this guideline provides incentives for rehabilitation through possible reinstatement to the specific athletic team involved.

### **C. Implementation, Review, and Evaluation**

In order to be eligible for participation on any Pierce County High School athletic team, the student athlete and his or her parents, custodian or legal guardian must sign the "Student and Parent(s), Custodian or Legal Guardian Consent to Perform Urine Analysis for Drug Testing".

### **D. Applicability**

This guideline applies to all students on any Pierce County High School athletic team, which are all voluntary extracurricular activities, and includes players at the varsity or sub varsity level for athletic participation at the high school in grades 9 -12.

### **E. Testing Program**

Testing shall be accomplished by the analysis of urine specimens obtained from the student athletes. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student athlete, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

### **F. Substances Tested**

Student athlete's urine specimens shall be tested for the following (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) Methadone, (i) methaqualone, (j) LSD, (k) alcohol, and/or (l) other drugs as deemed dangerous to student athletes.

### **G. Sanctions for Athletes**

#### **First Violation**

Any student testing positive for the first time will be required to attend a conference with school principal, the coach of the sport in which the student is participating, and the parents, custodian or legal guardian of the student. A student participant testing positive must submit to an evaluation for chemical dependency and participate in a counseling program that will be referred to them by Pierce County High School. Any student testing positive shall be deemed to have forfeited his or her right to random selection and may be tested at any time.

#### **Second Violation**

A. A student testing positive for a second violation will be suspended from participation in interscholastic events for the next 4 consecutive interscholastic events or the next 4 weeks of the season, whichever is greater. The student participant shall also participate in counseling that will be referred to them by Pierce County High School. The student may be allowed to remain a member of the team during the suspension and will be expected to participate in all practice and conditioning sessions and in other activities the coaches may choose to require of the athlete on his or her team. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team and/or to the following season. Prior to readmission to participation in inter-scholastic events, at the student's expense, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing.

- B. If a student is reinstated to full participation in inter-scholastic events following a second violation, the student's participation on another athletic team shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior athletic team. If the student elects not to seek reinstatement to an athletic team after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for inter-scholastic participation with any other athletic team. A student serving a suspension for one sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory that is under contract for that particular school year at the student's expense. If the student successfully makes the team, the student must serve the unexpired portion of the previous suspension prior to participation. The student must continue to participate in the random drug testing process.

### **Third Violation**

The student participant shall be excluded from any and all participation on any athletic team for one calendar year pending a negative drug test after the student's initial 4 event/4 week suspension.

Violations shall be deemed to accumulate throughout the student participant's involvement in all athletic teams, at the varsity and sub-varsity levels.

### **Fourth Violation**

The student athlete shall no longer have any opportunity to participate in any extracurricular competitive athletic activity.

Violations shall be deemed to accumulate throughout the student participant's involvement in all athletic teams, at the varsity and sub-varsity levels.

### **H. Responsibility for Costs**

Any costs incurred for the student/athlete's drug evaluation, drug therapy/counseling, and/or drug treatment program, as well as any cost for a hearing to contest of any positive results and any appeal of any contest decision, shall be the responsibility of the student athlete, his or her parents, custodian or legal guardian, the Pierce County School District, its Board members, officers, employees, agents and assigns shall be held harmless as to same.

### **I. Notice to Participants**

Prior to the tryouts for an athletic team, the head coach shall provide all students on the athletic team and their parents, custodian or legal guardian with a written copy of these guidelines. Each student athlete on an athletic team and a parent, custodian or legal guardian of that student athlete shall be required to sign a statement indicating that the athlete and the athlete's parents, custodian or legal guardian has received, read, and understand this guideline.

### **J. Amendment of Guidelines**

These guidelines may be amended at any time by the superintendent.

## **DRUG TESTING PROCEDURES**

1. Prior to attending tryouts for an athletic team, the student athlete and a parent, custodian or legal guardian of the student athlete must sign the "Student Athlete and Parent(s), Custodian or Legal Guardian Consent to Perform Urinalysis for Drug Testing" form which stipulates that the student and parents, custodian or legal guardian has received, read, and understand the Student Drug Testing Guidelines.

2. Prior to giving a urine specimen, each student participant shall complete a "Medical History Form" (which shall include disclosure of all prescription drugs currently taken). This form shall identify the student participant only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory along with the urine specimen. Confidentiality concerning the student's identification relating to the "Medical History Form" shall at all times be of foremost priority.
3. Testing shall be done at the following times: all student athletes participating in the testing shall be subject to random testing at any time during the school year. Student athletes eligible for testing will be determined by the previous year's roster as well as the current year's roster. If the athlete has chosen not to participate on an athletic team during the current school year, notification must be made to the coach as well as the athletic director.
4. The testing laboratory approved by the Pierce County Board of Education shall determine the student athletes to be tested by using a random selection procedure from among all student athletes involved in competitive extracurricular activities. The selection process shall be completed solely by the testing laboratory to ensure complete randomness and unbiased selections.
5. Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure that proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures are subject to the following requirements:
  - a.) The presence of a coach, the school principal, assistant principal or athletic director immediately prior to the collection process to ensure proper student identification;
  - b.) The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted to have reasonable privacy during the collection process;
  - c.) Immediately prior to entering the secured bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification;
  - d.) Prior to the student entering the secured bathroom facility utilized for the collection process, the testing laboratory shall treat the water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "bluing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
6. A portion of each urine specimen that tests positive for alcohol or drugs shall be preserved by the testing laboratory for at least six (6) months.
7. The testing laboratory shall forward to the school principal written confirmation of any student athlete's positive test results by such means necessary as to ensure confidentiality as to the test results.
8. In the event that a student athlete's urine specimen produces a positive result, the principal, athletic director and head coach shall meet with the student athlete and the student athlete's parent(s), custodian or legal guardians within three (3) business days to disclose and discuss the test results. At this meeting, the principal, athletic director and/or head coach shall advise the student athlete and the athlete's parent(s), custodian or legal guardian of further rights and consequences under this procedure.
9. Any student athlete who has tested positive, or the student's parents, custodian or legal guardian, may contest the test result by personally delivering to the principal written notice within five (5) business days of the meeting provided for in paragraph eight (8) of their wish to have a hearing with the principal to contest the test results. The student athlete, parent(s), custodian or legal guardian shall be entitled to present any evidence they desire to defend the charge of violation of this procedure prior to implementation of sanctions. The principal may require written documentation (such as doctor's statement) of any evidence the student may wish to present. Failure to present written documentation to support the athlete's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Any further laboratory analysis shall be conducted with the athlete's remaining urine specimen preserved by the testing laboratory and shall be conducted at the

athlete's expense. A final decision in writing shall be issued by the the principal within five (5) days of the hearing date. The determination of the athlete's eligibility shall be made at the school level by the principal. During the review process, the student shall remain ineligible for athletic participation as determined by the principal. The contesting party has the initial burden of bringing forth such evidence as the contesting party has with regard to the question of validity of the positive test results. The school Principal shall have the right, upon receipt of a Notice to contest the test results, to request that the student/athlete voluntarily submit to a hair follicle test, the results of said test to be available for consideration in the hearing on the contested test results. All costs of the hearing contest shall be the responsibility of the student, his or her parents, custodian or legal guardian, and the School District shall be held harmless for same.

10. If the student athlete chooses to appeal the decision of the principal, the student athlete may appeal it to the superintendent/designee within five (5) business days of the date of the principal's decision by personally delivering written notice to the superintendent's office. The superintendent/designee will render a final written decision within five (5) days of the receipt of the notice of appeal. During the review process, the student shall remain ineligible for athletic participation as determined by the principal.
11. If a student athlete is 18 years of age or will turn 18 years of age during the season of the sport for which the student was or will be tested for, the student athlete must agree to release all test results to the student's parents, custodian or legal guardian.
12. One (1) year after the student turns 18 years old or one (1) year after the athlete's graduation or one (1) year after leaving Pierce County High School, whichever is later, all records in regard to this procedure concerning each student athlete shall be destroyed. At no time shall these results or records be placed in the student athlete's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. However, the release of drug testing information will be submitted to law enforcement agencies as prescribed by law.

#### **Objectives of Athletic Drug Testing Program**

1. To protect student athletes from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect student athletes and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect student athletes from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student athletes are the primary concerns of the Pierce County Schools' athletic program. See consent form at the end of the handbook.

### **S. Media Center**

#### **Accessibility**

The Pierce County High School Media Center is accessible as a resource center to individuals and groups of students and staff members throughout each instructional day. Students are expected to make effective and efficient use of the materials in the Media Center. Consideration of other users is important. Media Center staff is available if assistance is needed to locate materials and/or information.

#### **Hours**

Monday through Friday 7:50-3:50. Teachers and students may request additional time.

#### **Circulation**

The general collection of materials is checked out for a period of two weeks. Students are responsible for all materials checked out. Students having overdue materials will not be allowed to check out additional

materials. Some materials are available for overnight checkout. These overnight materials must be returned before 8:00 A.M. Arrangements should be made with media staff for these materials.

**Renewals**

Materials not on reserve may be renewed when they are returned.

**Returning Materials**

Materials may be returned to the circulation desk any time during the school day.

**Lost or Damaged Materials**

Students are responsible for the cost of any materials which are lost or unduly damaged. Replacement charges will be made for lost items. If replacement cost cannot be determined, a \$10 charge will be assessed. If the materials are later found and returned, the cost paid will be refunded.

**Galileo**

Galileo is an on-line statewide library available to any faculty member or student in Georgia Schools. The Media Center will provide you with a password to access Galileo from your home computer.

**T. No Pass/ No Participation**

In accordance with the State Board of Education and the GHSA By-laws, a Pierce County High School student must earn or be on track to earn a minimum of 2.5 credits at the conclusion of the preceding semester and be “on track.” This and all other state and GHSA rules concerning eligibility and interscholastic competition are adhered to by PCHS.

**Eligibility Requirements:** To be eligible the student must be “on track” as follows:

End of First Year .....	5 Carnegie Units
End of Second Year.....	13 Carnegie Units
End of Third Year.....	20 Carnegie Units

*All report card grades are numerical*

**U. Parent and Family Involvement**

**Family Involvement in Education**

PCHS strongly encourages parent participation. Committees such as School Council, Academic Booster Club, PCHS Band Boosters, and Athletic Booster Club are a few opportunities parents can show their support for our school. If you would like more information on these committees, please contact the main office or check the school website.

**Parent Notification: Assurance to Equal Access to Gifted Programs**

Pierce County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment.



Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Pierce County's Program for Gifted Students, please contact the Gifted Program teacher at PCHS or the Gifted Program Coordinator at the Central Office.

#### **Notice of Rights of Students and Parents under Section 504**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

- (1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal or appropriate official a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.3t. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A

school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

**The School District has designated the following information as directory information:**

- (a) Student's name, address & telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school activities and sports;
- (e) Weight and height of members of an athletic team;
- (f) Dates of attendance at schools within the district;
- (g) Honors and awards received during the time enrolled in district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing

within 45 days after officially enrolling in school or within 45 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

(7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws.

Such complaints may be filed with:

**Pierce County Board of Education**  
**Attn: LeVance Gay**  
**P.O. Box 349**  
**834 East Main Street**  
**Blackshear, GA 31516**

#### **V. Parent Conferences**

Parent conferences are encouraged. Parent conferences may be scheduled through the PCHS Guidance Department. Conferences are not scheduled during a teacher's instructional teaching time.

#### **W. Infinite Campus**

Infinite Campus keeps you informed of your student's progress. View assignments, grades, attendance, and more. You can easily access real-time data via a standard web browser (Mac or PC) or on your cell phone or tablet via the Infinite Campus app.

#### **X. School Dances/Prom**

Attendance at PCHS dances is limited to PCHS students and their escorts. Any student who brings an escort who is not a student at PCHS must purchase tickets and receive prior approval by the principal. Middle School students are not allowed at high school dances. Sexually suggestive dancing will not be tolerated at any school events or dances. At all dances, students must meet the school dress code guidelines.

## **Y. School Safety Plan**

PCHS has a school Safety Committee that is constantly updating the school safety plan to address and help curb the growing incidents of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for our children, teachers, and other school personnel. The plan addresses preparedness for natural disasters, hazardous materials, acts of violence, and acts of terrorism. Parental and community input is welcome. The state of Georgia has a safety hotline number **(1-877-SAY-STOP)** that is available 24 hours a day.

## **Z. Security Cameras**

Security cameras are in place throughout Pierce County High School. Privacy rights of students or teachers are not violated. Neither student or teacher behaviors are beyond scrutiny, nor does viewing security photos infringe upon constitutional rights. Fourth Amendment rights are not violated by the use of security cameras. Security cameras are not searches. Security cameras simply observe that which may be observed if administrators were present. Information gained from security cameras may become evidence in disciplinary concerns and student hearings. Parents may request that an administrator review video but they are not permitted to view school or bus video footage.

## **AA. Student Records**

Student records are kept in accordance with the Family Educational Rights and Privacy Act. Included in this act is the provision that student records are not released without permission of parents until the student reaches eighteen years of age and assumes control of his/her records. All school records are required by law to have the student's legal name (as it appears on the birth certificate). Names should appear on diplomas the same as on birth certificates. Seniors will be given the opportunity to check their name for accuracy on the diploma list. In the event that the senior fails to do so or makes an error, he/she must pay the fee for a replacement. One copy of a student's transcript will be sent to another school at the request of the parent at no charge. Each additional request will cost \$1.00.

## **BB. Telephones**

School telephones are used for school business; no student is authorized to use the telephones for personal use. To prevent interruption of instruction, only emergency messages will be given to students. No student is to be released from class to use the telephone. If students are ill or for other reasons must check out, they are to be issued a pass by the classroom teacher to the school nurse or Attendance Secretary. A parent or guardian will then be contacted.

## **CC. Textbooks**

Textbooks are issued to students by teachers. The book number is recorded at the time the book is issued. The student assumes responsibility for the book at the time of issuance. The school is not responsible for lost, damaged, or stolen textbooks.

## **DD. Visitors**

All visitors must secure permission from the office to be on campus. A visitor badge will be issued. Students are not allowed to have visitors during the school day. Students who are parents are not permitted to bring their children to school during the school day. Parents are invited to visit the school at any time but are asked to make arrangements in advance with the teacher and principal if they would like to make a classroom visit.

### Student Behavior Policy

Our school is participating in Positive Behavior Interventions and Supports (PBIS).

### What is Positive Behavior Interventions & Supports?

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

What is PBIS at our school?

Pierce County High School has adopted a unified set of behavioral expectations/rules. These rules serve to define our expectations for behavior across multiple settings with across multiple settings within our schools.

When a student chooses to participate in behavior that is contrary to good order and discipline of the school, consequences will be implemented to correct the behavior. Consequences are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the expectations for behavior in our school. Depending on the severity of the behavior and the number of times the behavior has occurred, a continuum of consequences may be used to correct student behavior.

Students who choose to participate in behavior that benefits the order and discipline of the school will receive recognition in the form of ‘shout-out’ rewards, quarterly PBIS rewards activities, etc. Quarterly reward activity eligibility is based upon the student’s school attendance, behavior, grades, and financial obligation standing (students who owe a balance to PCHS are not eligible for reward activities).

### Pierce County Discipline Policies

It is the purpose of the Pierce County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend schools within the district. In accordance with that purpose, the Pierce County Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

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

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system;
- At school bus stops.

Also, students may be disciplined for conduct off campus that may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **Authority of the Principal**

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

### **Teacher Authority**

The school principal shall fully support the authority of every teacher at the school to remove a student from the classroom under Code section 20-2-738. The following procedures shall be followed:

\*The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day.

\*The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian's written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

### **Drug and Alcohol Testing**

With reasonable suspicion, the school administration may require a student to submit to a drug or alcohol test at the student's or parent's expense.

### **Progressive Discipline Process**

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with appropriate behaviors.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

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- Verbal Reprimand
- In-class Isolation
- Lunch Detention/Morning Detention
- Telephone Parent
- Parent Conference with Teacher, Student, Parent
- Writing Assignment
- Change Seating
- Change Dress Code
- Participation in Service Project which Allows Student to Engage in Desired Character Traits
- Restriction from School Programs/Assemblies
- Restriction from Extra-Curricular Activities
- Compensation-Cleaning/Repair
- Compensation-Financial
- Driving Suspension (5 to 90 Days)
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Suspension or Expulsion from the School Bus
- Assigned to Gateway
- Expulsion from School
- Referral to Law Enforcement or Juvenile Court Officials
- Confiscation of Electronic Devices

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. To facilitate these parent contacts, parents should notify the school of any address/phone changes as soon as possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Pierce County Board of Education policies.

In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases an agreement may be negotiated which would include the parents or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the tribunal facilitator from the superintendent's office.

### **Search and Seizure**

Students and parents are hereby notified that school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, motor vehicles, school lockers, desks, electronic devices, and other school property are subject to inspection and search by school administrators at any time without further notice to students and parents. Students are required to cooperate. Metal detectors and drug or weapon sniffing dogs may be utilized at school at any school function, including activities that occur outside normal school hours or off the school campus, at the discretion of administrators.

### **Violent Acts On or Off Campus**

Any student who has engaged in violent behavior involving injury or threat of injury of another person or a violent crime (felony) such as rape, aggravated assault, robbery, etc., shall be recommended for long term or permanent expulsion. If the student's actions were not on the school campus or at a school activity, the student will be recommended for long-term or permanent expulsion, if, in the opinion of the school administration, such student will and/or is reasonably certain to constitute a danger to others, or the presence

of such student on campus will and/or is reasonably certain to be detrimental to the ongoing program of the school.

**Tardiness**

Students will be considered tardy if they arrive to school or to class after the tardy bell rings and within 15 minutes of the start of a class period. Students who are 15 or more minutes late to a class will be counted absent. Habitual tardiness to class or to school will result in progressive disciplinary consequences.



# Code of Student Conduct and Discipline

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**Academic Dishonesty (32)****Disposition Level 1, 2, 3**

A student shall not cheat or otherwise violate teacher regulations and instructions on tests, examination, projects, homework, or reports.

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**Alcohol (1)****Disposition Level 4**

A student shall not manufacture, sell, purchase, transport, possess, or use intoxicating alcoholic beverages or substances represented as alcohol during the school year.

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**Arson (2)****Disposition Level 3, 4**

A student shall not participate in the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire.

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**Battery (3)****Disposition Level 3, 4**

A student shall not participate in the actual and intentional physical contact with students, teachers, and administrators, other school personnel and persons attending school related functions without their consent in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

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**Breaking/Entering, Burglary (4)****Disposition Level 4**

A student shall not participate in unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities relating to a school function.

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**Bullying (29)****Disposition Level 2, 3, 4**

Any willful attempt or threat to inflict injury on another person by action, word, or demeanor, when accompanied by an apparent present ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily ; or any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

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**Buying/Selling/Trading Items (L1)****Disposition Level 1, 2, 3, 4**

A student shall not buy, sell, or trade personal items at school or on the bus.

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**Classroom and/or School Disruption (L2)****Disposition Level 1, 2, 3, 4**

A student shall not behave in a manner that interferes with school, classroom, or outside of school activities.

A student shall not

- Refuse to identify him/her or give false identity upon the request of any authorized school personnel.
  - Participate in a riot or pull the fire alarm to disrupt the orderly learning environment.
  - Participate in verbal confrontations, tussles, or other minor confrontations.
  - Exhibit conduct outside of school time/away from school that poses a threat to the school.
  - Fail to comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized personnel in the classroom, on school grounds, at an event off school grounds, or while under school supervision.
  - Only one student is permitted to occupy a bathroom stall at any given time in order to prevent the exchange of unsupervised items (ex. tobacco products),
  - Make excessive noise in building.
  - Push or shove another student.
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- Participate in activity that resembles gambling such as playing cards, flipping coins, etc.

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**Computer Trespass (5)** **Disposition Level 1, 2, 3, 4**

A student shall not participate in the unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer, network, program(s), or data.

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**Destruction of School or Private Property (L3)** **Disposition Level 1, 2, 3, 4**

A student shall not destroy, damage, or deface school or private property.

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**Disorderly Conduct (6)** **Disposition Level 4**

A student shall not behave in a manner that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Also, students are not to incite, advise, or counsel others to engage in such prohibited acts.

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**Drugs, Except Alcohol/Tobacco (7)** **Disposition Level 3, 4**

A student shall not use, cultivate, manufacture, distribute, sell, purchase, possess, transport, or import any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. This includes being under the influence of drugs or substances represented as drugs. This includes over the counter medications if abused by the student.

\*\* All offenses involving narcotics, stimulant drugs, or other controlled drugs should be referred to the principal/designee for disposition.

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**False Notification (L4)** **Disposition Level 1,2,3,4**

A student shall not participate in falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

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**Falsifying Information (L5)** **Disposition Level 1, 2, 3, 4**

A student shall not alter school records or misrepresent information, either verbally or in writing, to any school board employee.

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**Fighting (8)** **Disposition Level 2, 3, 4**

A student shall not fight or cause a fight on school grounds or during a school function. This includes the mutual participation in a fight involving physical violence where there is no one main offender and no major injury. A fight does not include verbal confrontations, tussles, or other minor confrontations.

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**Gang Related (35)** **Disposition Level 2, 3, 4**

A student shall not be involved in gang related activities on school grounds or at school functions. This includes dressing in a way that depicts a gang. Examples include but are not limited to the following: tattoos, visible markings on clothing, notebooks, book bags, lockers, etc.

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**Homicide (9)** **Disposition Level 4**

A student shall not participate in the murder, non-negligent manslaughter, killing of one human being by another, or killing a person through negligence.

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**Insubordination (L6)** **Disposition Level 2, 3, 4**

A student shall not refuse to accept disciplinary action.

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**Kidnapping (10)** **Disposition Level 4**

A student shall not participate in the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian. **Notification of authorities**

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**Larceny/Theft (11)** **Disposition Level 4**

A student shall not participate in the unlawful taking, carrying, leading, or riding away with the property of another person without threat, violence, or bodily harm. Included are pocket picking, purse or backpack snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. This incident code will be used only when the theft is serious enough

to warrant calling the police or bringing in security.

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**Misbehavior on the Bus (L7)**

**Disposition Level 2, 3, 4**

The bus driver is responsible for each student while the student is on the bus. Therefore, each student is expected to cooperate with the bus driver.

The bus driver has complete charge of all students on the bus. The driver has the authority to enforce the student code of conduct and safety rules of the school system. These rules and regulations shall be posted in the buses and shall be included in the administrative regulation of this policy.

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

20-2-751. Students shall be prohibited from acts of physical violence as defined by Code Section 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, disrespectful conduct toward the school bus driver or other person 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 that 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.

**Video Camera Procedure for School Bus:**

The Pierce County School District approves the use of video cameras to record student behavior on buses. Such video tape shall not be available for viewing by the public in general, by employees in general, by the media, or other individuals or for any purpose other than those articulated in this policy. Parents may request that recorded video footage from a specific bus on a designated date be reviewed by a school administrator. However, recorded footage shall not be kept or viewed except where the educational interest articulated by this policy will be advanced. Only the transportation supervisor (or designee), bus driver, principal or district administrator are authorized to view video tapes for the purpose of documenting a disciplinary problem and determining which students may be involved.

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**Misuse of Equipment (L8)**

**Disposition Level 1, 2, 3, 4**

A student shall not misuse P. E. equipment, lab equipment, computers, or any other equipment belonging to the school.

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**Motor Vehicle Theft (12)**

**Disposition Level 4**

A student shall not participate in the theft or attempted theft of a motor vehicle. This includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.

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<b>Other (24)</b>	<b>Disposition Level 2, 3, 4</b>
Any other discipline incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request.	
<b>Other - Attendance Related (30)</b>	<b>Disposition Level 1, 2, 3, 4</b>
Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.	
<b>Other - Dress and Grooming (31)</b>	<b>Disposition Level 1, 2, 3</b>
Refer to Apparel and Grooming	
<b>Other - Firearms (28)</b>	<b>Disposition Level 3, 4</b>
Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921.	
<b>Other Misbehavior (L9)</b>	<b>Disposition Level 1, 2, 3, 4</b>
The administration of the school system and the local school reserves the right to discipline for any behavior that is subversive to good order and discipline in the Pierce County School System, even though such behavior is not specified in the other written discipline rules.	
<i>Display of Affection</i>	
An outward display of affection through physical contact is inappropriate at school. Violation will result in a disciplinary referral and possible parent notification.	
<b>Other - Possession of Unapproved Items (34)</b>	<b>Disposition Level 1, 2, 3</b>
<b>Cell Phones/ Electronic Devices</b>	
Students are not allowed to use (including charging electronic devices) any electronic devices during class time, including the time a class is moving to a lab or the media center, unless the device has been approved by the teacher for use for instruction. Electronic devices must be silenced at all times (no audible music, alarms, ringtones, etc. The use of external speakers is prohibited). During non-instructional times such as class changes and lunch, students are permitted to use phones for texting only. At no time are students permitted to talk on cell phones. Recording or photographing without teacher or administrative approval during the school day is forbidden. Any student found in violation of these rules must hand the device over to his/her teacher and may then select one of the following disciplinary options:	
<ul style="list-style-type: none"> <li>• Pay a \$10 fine at the end of the school day to have his or her phone returned.</li> <li>• Pick up the phone at the end of the school day after a three-day waiting period.</li> <li>• Have a parent or guardian pick up the phone from the office.</li> </ul>	
The school shall not assume responsibility for these items if they are damaged, lost, or stolen.	
Other unapproved items - Other prohibited items include any objects that the administration deems unsafe and/or unacceptable at school, such as knives less than two inches, toy guns, cigarette lighters, laser lights, wallet chains, stink or smoke bombs, noise makers, vapes/electronic cigarettes (including all accessories), remote controls or any other object which is potentially dangerous or disruptive.	
<b>Parking/Driving Violations (L10)</b>	<b>Disposition Level 3, 4</b>
A student shall not abuse school parking regulations or operate a motor vehicle in such a way as to endanger lives or limbs of persons utilizing school facilities, driveways, or parking areas or obstruct from the smooth operation of said areas. ALL VEHICLES must be registered to park in the students' parking area. To register a car, a student must be a licensed driver, show proof of insurance, and purchase a parking decal for \$15.00. Parking is allowed in designated areas only. <b><i>Students who park illegally (without permit or in any space other than his or her assigned space) will be assessed a \$10 fine.</i></b> Students who are excessively tardy or absent (4 per nine-week grading period) to school will lose driving privileges and/or be given Lunch Detention/ISS.	

<b>Physical Assault-Adults (L11)</b>	<b>Disposition Level 1,2,3,4</b>
Physical assault or battery of teachers, administrators, other school personnel, and towards persons attending school related functions.	
<b>Physical Assault-Students (L12)</b>	<b>Disposition Level 1,2,3,4</b>
Assault or battery of other students including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.	
<b>Profanity/Vulgarity (L13)</b>	<b>Disposition Level 1, 2, 3</b>
A student shall not use profane, vulgar, or obscene words, writings, gestures or other actions that convey an offensive or sexually suggestive message towards administrators, teachers, students, other school personnel or persons attending a school related function.	
<b>Racist Incidents (L14)</b>	<b>Disposition Level 2, 3, 4</b>
A student shall not participate in racist incidents. Incidents that are deemed to be of a racist nature will not be tolerated and will be dealt with severely by the administration.	
<b>Repeated Offenses (36)</b>	<b>Disposition Level 1, 2, 3, 4</b>
Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.	
<b>Robbery (13)</b>	<b>Disposition Level 4</b>
A student shall not take, or attempt to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Example: Extortion of lunch money.	
<b>Rude and Disrespectful (L15)</b>	<b>Disposition Level 1, 2, 3, 4</b>
A student shall not behave in a rude and/or disrespectful manner towards other students, teachers, administrators, other school personnel, or persons attending school related functions.	
<b>Serious Bodily Injury (27)</b>	<b>Disposition Level 4</b>
Bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.	
<b>Sex Offenses (16)</b>	<b>Disposition Level 3, 4</b>
A student shall not participate in sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers or possession of pornographic materials on school grounds.	
<b>Sexual Battery (14)</b>	<b>Disposition Level 4</b>
A student shall not sexually molest another person, indecently expose himself, rape or engage in any heterosexual or homosexual act on school property during school functions, or under school supervision. This includes the touching of private body parts of another person either through human contact or using an object.	
<b>Sexual Harassment (15)</b>	<b>Disposition Level 1, 2, 3, 4</b>
A student shall not participate in deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples: leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity. Sexual harassment consists of unwelcome sexual advances, inappropriate touching, requests for sexual favors, sexually motivated conduct, or other verbal or physical conduct or communication of a sexual nature.	
<b>Stealing (L16)</b>	<b>Disposition Level 1, 2, 3, 4</b>
A student shall not steal or attempt to steal school or private property.	

<b>Student Incivility (33)</b>	<b>Disposition Level 2, 3, 4</b>
Insubordination or disrespect of staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.	
<b>Threat/Intimidation (17)</b>	<b>Disposition Level 3, 4</b>
A student shall not, at any time, in any manner, use threats, fear, or intimidation to cause physical injury or behave in such a way as to cause physical injury or mental anguish to school employees or students.	
<b>Tobacco (18)</b>	<b>Disposition Level 2, 3, 4</b>
A student shall not possess, use, distribute, or sell tobacco products or smoking devices, including cigarettes, tobacco, and snuff, in any form on school grounds, at school-sponsored events, or on transportation to or from school. Possession of vapes, e-cigarettes, etc., will be treated as a tobacco violation.	
<b>Trespassing (19)</b>	<b>Disposition Level 3, 4</b>
A student shall not enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee	
<b>Truancy (L17)</b>	<b>Disposition Level 2, 3</b>
<ul style="list-style-type: none"> <li>(a) A student shall not skip classes or stay out of school without permission or valid excuse.</li> <li>(b) A student shall not leave campus without permission.</li> <li>(c) A student shall not chronically fail to be in a place of instruction at the assigned time without a valid excuse.</li> <li>(d) When a student enters the front gate on a school day, he/she is “on campus”. Once a student enters school grounds, he/she must sign-out before leaving.</li> </ul>	
<b>Unfinished Work (L18)</b>	<b>Disposition Level 1,2</b>
Students who habitually do not complete assignments in class and/or homework may be subject to this rule.	
<b>Vandalism (20)</b>	<b>Disposition Level 2, 3, 4</b>
A student shall not mark, destroy, or deface private property or school property, either on school grounds or during a school activity, function, or event off school grounds or while under school supervision. This includes the willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school.	
Examples: graffiti, destroying school computer records, carving initials or words in desktops, spray painting on walls.	
<b>Verbal Assault-adults (L19)</b>	<b>Disposition Level 1,2,3,4</b>
Disrespectful conduct such as the use of vulgar or profane language and including threatened violence toward teachers, administrators, other school personnel and toward persons attending school related functions.	
<b>Verbal Assault-Students (L20)</b>	<b>Disposition Level 1,2,3,4</b>
Disrespectful conduct toward other students such as the use of vulgar or profane language and threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.	
<b>Weapons - Handgun (25)</b>	<b>Disposition Level 3, 4</b>
A student should not possess, use, or intend to use any type of handgun to inflict harm on another person, or to intimidate any person. Possession includes the presence of such objects in lockers, book bags, vehicles, etc.	
<b>Weapons – Knife (22)</b>	<b>Disposition Level 3, 4</b>
A student shall not possess, use, or intend to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.	

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**Weapons – Other (23)****Disposition Level 3, 4**

A student shall not possess, use, or intend to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, Billy clubs, tear gas guns, electrical weapons or devices, explosives, propellants. Firecrackers and other fireworks are also included if fire is not involved.

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**Weapons - Rifle/Shotgun (26)****Disposition Level 3, 4**

A student should not possess, use, or intend to use any type of rifle to inflict harm on another person, or to intimidate any person. Possession includes the presence of such objects in lockers, book bags, vehicles, etc. All offenses involving weapons shall be referred to the principal/designee for disposition.

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**Definition of Terms**

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

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

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (B) Has the effect of substantially interfering with a student's education;
  - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (D) Has the effect of substantially disrupting the orderly operation of the school.

**Corporal Punishment:** Physical punishment of a student by a school official in the presence of another certified school employee.

**Dangerous Object:** Any object listed in the OCGA 6-11-127.1 that is not used in a threatening or aggressive manner.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Disciplinary Tribunal:** A panel of three school officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin, or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs. All medications that are to be taken at school must be brought to the appropriate staff person responsible for administering them in containers clearly labeled as to the name of the student, the name of the medication, and the appropriate dosage.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by disciplinary tribunal.

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

**Fireworks:** The term fireworks means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**In-School Suspension:** The removal of a student from class(es) or regular school program.

While in ISS, the student shall abide by the following rules:

- The In-School Suspension (ISS) program school day is the same as the regular PCHS school day.
- Report to the ISS designated area immediately upon arriving on the high school campus before 8:10 am.
- Bring all textbooks, paper, and pencils needed to complete assigned tasks.
- Follow all directions from the ISS Instructor.
- Students are required to turn in their cell phones to the teacher while in the ISS room.
- Remain in your seat at all times unless specifically given permission from the ISS Instructor.
- Remain busy with assignments sent by subject teachers or given by the ISS Instructor.
- Complete all assignments sent by teachers.
- No gum chewing, sleeping, or talking.
- All students are required to remain in ISS all day. Work-Study and Early-Release students will be required to make up that time.
- Students will not be released from ISS until they have satisfactorily completed all assigned work.

**Failure to comply will result in additional days in the ISS Program or immediate Out-Of-School Suspension.**

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

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapon: Any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.**

**Code Section 16-11-127.1:** 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 taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

### **Parental Involvement**

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code that may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **Pierce County High School Progressive Discipline Policy**

The 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.

#### **Level I**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

1. Classroom detention after school.
2. Isolation during lunch.
3. Classroom isolation from peers.
4. Student participation in conference with parent/guardian and teacher.
5. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
7. Assignment to morning or after-school detention hall.
8. Financial restitution with a minimum of \$10.00 for any destruction to the school related-environment.
9. Confiscation of prohibited items and/or monetary fines.

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

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Assignment to after-school detention hall.
4. Partial and full day in-school suspension (ISS) for up to three school days.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Driving suspension for 5 days.
7. Assignment to lunchtime detention hall.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

## **Level II**

Level II discipline offenses are intermediate acts of misconduct that requires administrative intervention. These acts include, but are not limited to, repeated but 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 should be given, if not already provided. Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to, the following:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to morning or after-school detention hall.
4. Assignment to lunchtime detention hall.
5. Partial and full day in-school suspension (ISS) for up to five school days.
6. Driving suspension for 30 days.
7. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Financial restitution for the repair of any damage caused to the school-related environment.
10. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
11. Bus suspension from 1 to 10 days.
12. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).

13. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
14. Confiscation of prohibited items. Item must be picked up by a parent/guardian after 10 days.

### **Level III**

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/designee. 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 ten school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal/designee 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.

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

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to 15 school days.
3. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Driving suspension for 90 days.
5. Placement in an alternative education program for up to one semester and until such a time as the student meets the exit requirements for the Gateway Program.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.
7. Financial restitution for the repair of any damage caused to the school-related environment.
8. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
9. Bus suspension from 10 to 30 days.
10. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
11. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
12. Confiscation of prohibited items. Item must be picked up by a parent/guardian after 20 days.

### **Level IV**

Level IV discipline offenses are the most serious acts of misconduct. The offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is 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.

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

1. In-school suspension (ISS) for up to 30 school days.
2. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Placement in an alternative education program for up to two semesters and until such a time as the student meets the exit requirements for the Gateway Program.
4. Permanent expulsion from the regular school program.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
8. Participation in a school-service project that enables the student to be engaged in the desired character trait.
9. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
10. More than 30 days bus suspension or permanent expulsion from riding the bus.
11. Confiscation of prohibited items. Item must be picked up by a parent/guardian at the end of the school year.

**Public Notice: Non-Discriminatory Policy**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act). Students are hereby notified that the Pierce County local school system does not discriminate on the basis of gender in its athletic programs.

Students, parents, employees and the general public are hereby notified that the Pierce County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individual has been designated as the employee responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

LeVance Gay  
Pierce County Board of Education  
P.O. Box 349  
Blackshear, GA 31516  
(912) 449-2042

# Parental Opt-Out of Club Participation Form

Pierce County High School provides clubs and organizations in many different areas, which will be of interest to students and offer opportunity for involvement. Only those clubs and organizations recognized, sponsored by, or sanctioned by Pierce County High School will be able to meet, function, have activities, or be represented in any manner on the school campus or during any school activity before, during, or after school. If you object to your son/daughter participating in one of the PCHS clubs described on page 24, fill out the information requested below and return this form to the guidance office.

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the upcoming school year. I understand that if a club for which information has not been provided is started during the school year, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the following student clubs (please list):

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\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent / Guardian Signature:

\_\_\_\_\_  
Student Signature:

**Please sign and return the Parental Opt-Out of Club Participation Form to the guidance office.**

# Opt-Out parental de la forma de participación del Club

Pierce County High School ofrece clubes y organizaciones en muchas áreas diferentes, que serán de interés para los estudiantes y ofrecer oportunidad de participación. Sólo los clubes y organizaciones reconocidas, patrocinado por o sancionado por la High School secundaria del Condado de Pierce serán capaces de cumplir, la función, actividades o estar representados en cualquier forma en la escuela o durante cualquier actividad escolar antes, durante o después de la escuela. Si usted se opone a su hijo participando en uno de los clubes PCHS descritos en la página 24, llene la información solicitada a continuación y devuelva este formulario a la oficina de orientación. Por la presente acuso recibo de información sobre clubes de estudiantes que están programados para funcionar en la escuela durante el próximo año escolar. Entiendo que si un club para que no se ha facilitado información se inició durante el año escolar, se prestará la información del club en aquel momento y mi permiso será requerido antes de la participación de mis estudiantes.

Deseo suspender permiso a mi hijo a participar en los siguientes clubes de estudiante (por favor, lista):

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\_\_\_\_\_  
Nombre del estudiante (letra de molde)

\_\_\_\_\_  
Firma del padre:

\_\_\_\_\_  
Firma del estudiante:

**Por favor firme y entregue este papel en la oficina.**

**PIERCE COUNTY STUDENT ATHLETE DRUG TESTING PROGRAM**

**CONSENT TO PERFORM URINALYSIS**

I have read and understand the guidelines and procedures for the Pierce County Student Athlete Drug Testing Program for athletes and hereby give my consent for my son/daughter to participate in the appropriate urinalysis-testing program conducted by the contracted agency.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent(s)/Custodian/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EL CONDADO DE PIERCE PROGRAMA DEL EXAMINACION DE DRUGAS  
PERMISO PARTICIPAR EN EL PROGRAMA ANALISIS**

Yo he leído y comprendí la guía y direcciones del programa de examinación de drogas del condado de Pierce para los atletas y le doy permiso a mi hijo/hija de participar en el programa de análisis de orina administrado por agencias contractadas.

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Firma de Padre(s)/Custodio/Guardiar Legal

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Fecha