

Pulaski County Middle School

A Title I School-wide School

A Handbook for Students & Parents
And
Code of Conduct and Discipline

2022-2023

8 Red Devil Drive
Hawkinsville, Georgia 31036
Phone 478-783-7215
Fax 478-783-7297

**PULASKI COUNTY SCHOOLS
2022-2023 CALENDAR**

<u>DATE</u>	<u>EVENTS</u>
July 26 - July 29	Pre-Planning
July 28	Open House: All Schools 3:00 - 6:00 P.M.
August 1	First Day of School
September 5	Labor Day Holiday
October 3	End of 1 st Quarter
October 7	Student Holiday: Parent/Teacher Conferences
October 10	Holiday
November 21-25	Thanksgiving Holidays
December 14	End of 1 st Semester/ Students ½ day
December 15 & 16	Student Holidays/Teacher Workdays
December 19-January 1	Christmas & New Year's Day Holidays
January 2	Teacher Work Day
January 3	Students Return to School
January 16	Martin Luther King Holiday
February 17 & 20	President's Day Holidays
March 9	End of 3 rd Quarter
March 10	Holiday
April 3-7	Spring Holidays
May 19	Last Day of School – Students ½ day
May 19	Graduation 7:00 P.M.
May 20	Alternate Graduation
May 22-23	Post-Planning

PULASKI COUNTY BOARD OF EDUCATION

VISION

Pulaski County Board of Education is the catalyst dedicated to reaching the full potential of our schools, businesses, and families.

MISSION

Pulaski County Board of Education will manage the capital and the human resources of the community to create a safe learning environment, recruit and retain the best staff, and achieve excellence in education, preparing our students to meet the challenges of an ever-changing world.

PULASKI COUNTY MIDDLE SCHOOL

VISION

“Learning for a Lifetime”

MISSION

To provide quality educational experiences that are meaningful, challenging, and engaging in a safe and supportive environment for all students.

BELIEFS

- Education is a shared responsibility among students, parents, school personnel and community members.
- Quality instruction should be provided through a rigorous and relevant curriculum.
- The school environment should be safe, orderly, and conducive to learning.
- Academic success can be achieved through active engagement in a variety of learning experiences.

WELCOME

Welcome to PCMS. We encourage you to become an active participant in our school and **its** activities. Our success as a group and your personal success depend on your efforts. The information presented here is designed to help you achieve success this year. Let us always display school spirit to ensure an outstanding school and an excellent school year.

OUR FACULTY AND STAFF

TEACHERS

Averett, Amy
Barnett, Elizabeth
Brown, Chasity
Bond, Megan
Cathcart, Theresa
Collins, Marie
Cooley, Joshua
Curtis, Mindy
Davis, Colby
Delph, Amber
Honeycutt, Cole
Porter, Ashley
Smith, Lance
Thompson, Nathan
Wallace, Ashanta
Wilson, Rebecca

ACADEMIC COACH

Greenough, Karen

CONNECTIONS

Ross, Luke – Band/Music Appreciation
Coley, Todd – Physical Education/Health
Thompson, Tony—Careers/Engineering/**Computer Science**
Burnham, Carrie—Reading Intervention

Title I Parent Involvement Coordinator/Social Worker/Homeless Liaison

Carr, Delilah

ADMINSTRATORS

Kilgore, Natasha - Principal
Carrie Burnham— Assistant Principal

SECRETARY

Victoria Octil

BOOKKEEPER

Lawley, Tonya

CUSTODIANS

Gordon, Johnny
Love, Theaddeus

COUNSELOR

White, Anna

LUNCHROOM MGR

Mrs. Ann Brown

MEDIA SPECIALIST

Sinyard, Sherry

SCHOOL CLINIC

Vickers, Christy

PARAPROFESSIONALS

Dowdy, Michelle
Jelks, Darreon
Sanders, Tabitha

ACCREDITATION

The Georgia Accrediting Commission and **Cognia** accredit Pulaski County Middle School with quality. These agencies approve only those schools whose teaching staff and standards of scholarship, equipment, and organization are of such caliber that students will be prepared for secondary schools of the highest quality.

WHAT IS MIDDLE SCHOOL?

Children from the ages of 11 - 15 grow very rapidly. Over the next ten months, you will see that you have developed in many ways --physically, socially, emotionally and academically. By May, you will become more independent, more skilled in your classes and more aware of the world around you.

Our middle school is designed to help students grow. Your education is a very serious concern, and we try to provide you with challenging work, new experiences to explore and increasing amounts of responsibility for your own progress.

The beginning of a new year is always an exciting time. You can make the most out of the year by working with your parents and teachers, by reviewing the contents of this handbook and by using an agenda to record homework, grades, and other assignments.

ATTENDANCE

(Please see also PCSS Attendance Protocol, beginning on p. 11)

Arrival Time

The school day begins at 7:35 a.m. The tardy bell rings at 7:40. Students are to be dropped off at the HHS entrance between 7:15 and 7:35. **Parents should not drop off their students before 7:15 a.m.** When students arrive on campus they should report immediately to the lunchroom or the gym. Breakfast will be served in the lunchroom and the gym from 7:15 a.m. to 7:35 a.m. **STUDENTS WILL NOT BE ALLOWED IN THE HALLS UNTIL 7:30 a.m.**

Dismissal Time

Students at PCMS are expected to go to the correct area for pickup or walk home immediately after school is dismissed at 3:05. They are not allowed to stand in the walkways or other unsupervised areas on campus. Students who ride the bus must wait in the appropriate bus area. Students who are picked up must remain in the designated pickup area located behind the Academic Building.

Tardiness/Early Dismissal

All students who arrive at school after 7:40 a.m. should report to the office to receive an admittance slip. When changing classes students should go directly to their next class. If a student is tardy for a class, he/she must have a note from the previous teacher to be excused or a tardy slip from the front office. Excessive tardiness and early dismissals (5 or more within the same 9-week grading period) will result in disciplinary action.

Should a student find it necessary to leave school before 3:05 p.m., he/she must be signed out and be picked up at the front office. A student will be released only to the parents unless the parent has notified the school that permission has been granted for someone else to pick up their child.

Students should not leave the school campus at any time during the school day without permission from the office. Students who leave campus without permission will be considered truant and will be disciplined accordingly.

Make-Up Work

Students shall be permitted to make up work when documentation of the excused absence is provided in the time and manner described in the Attendance Protocol. All make-up work must be completed within five (5) days of the student's return to school, unless the school principal or his or her designee allows the student additional time to complete such make-up work. Extended illness will be dealt with on an individual basis. Make-up work **may** be allowed for absences due to out of school suspension.

It is the student's responsibility to make arrangements with teachers for make-up work. If arrangements are not made within **3** school days following the absence, a zero may be recorded for the missed assignment. Except in case of extended illness, work must be made up within 5 school days of the student's return to school. Extended illness will be dealt with on an individual basis. **Parents may request homework assignments by**

contacting the School Office by 8:30 a.m. for lessons given that day. If called after 8:30 assignments will not be ready until the next school day. According to the Pulaski County School Board Policy Manual, students with unexcused absences do not have the right to make up missed work.

Perfect Attendance Awards

Students who have been present at school every day of the school year and have five or less early dismissals/late arrivals for the year, will receive recognition at the end of the school year.

HOSPITAL/HOMEBOUND SERVICES

State regulations state that children who meet the following requirements are eligible for hospital/homebound services. The child must have: (1) a medically diagnosed physical condition, which is non-communicable and restricts the student to his home or a hospital for a period of time (a minimum of 10 days) which will significantly interfere with his/her education. (2) A licensed physician declares that the child is physically able to profit from educational instruction. Counselors are responsible for coordinating homebound services in each school.

GENERAL INFORMATION

Personal Property at School

Students are responsible for their own property, including textbooks, coats, electronic devices, book bags, band instruments and other articles of value. **The student to whom the textbooks were issued is liable if there is damage or loss.** It is recommended that all property be labeled and locked in students' lockers or kept with students at all times. The school is not responsible for lost or stolen items or money. Unclaimed clothing and unclaimed electronic devices are donated to charity at the end of the school year.

Hall Passes

When a student finds it necessary to leave a classroom, he/she must obtain a pass from the teacher establishing permission to be out of the classroom. No student should be out of class without permission and without a hall pass.

Lockers and Bookbags

Lockers are issued to students following receipt of payment of the annual locker fee. There is a locker rental fee of \$3. ~~Students enrolling after the beginning of second semester will be charged a locker fee of \$2.50.~~ There is an additional fee of \$5.00 for any school issued lock not returned at the end of the school year. Only school issued locks may be used on school lockers. Lockers and bookbags are a privilege that can be taken away if not used properly. Lockers should not be shared by students. Lockers and bookbags are subject to inspection and search as may be considered necessary or appropriate by school officials or law enforcement officers. ~~All school bookbags must be clear or mesh material.~~

Telephone

The telephone in the school office is for **emergency use only**. Students will not be allowed to call home for reasons other than sickness, unless approved by an administrator.

Physical Education

All students are subject to enrollment in Physical Education classes, unless a note from the doctor has been provided to establish a student's inability to participate due to health reasons. Once enrolled in a physical education class, students are expected to participate to the fullest of their ability on a daily basis. The physical education teacher may waive a student's expected participation for one class period if a note is provided from the parent. Non-participation of 2 or more days will require an excuse from a physician. Students are required to dress accordingly for physical education classes.

School Clinic Guidelines

The school clinic is available to students and staff for illnesses and injuries which occur during school hours, for the disbursement of prescribed medications and for the promotion of good health and well-being.

Students may only be treated in the clinic after they bring in a **School Clinic Permission Form** and a **Guidelines for Administration of Medication** form, completed and signed by a parent/guardian. These forms give the school clinic parental permission to treat their child in the school clinic. They also provide parental contact numbers for the school clinic and provide the parent with clinic guidelines on the disbursement of medications at school.

Medicine

Any student who has to bring medicine to school, whether nonprescription or prescription must leave it in the school clinic's office where it will be held and issued as prescribed.

One of the school clinic's many goals is to treat and return students to class. Students who come to the clinic are missing class time. But, if the student is too sick to attend class, he/she must go home.

It is very important that the school has alternate contacts to call if a parent cannot be reached when a student needs to go home because of an illness or in case of an emergency. These contacts also need to be on a student's sign out list.

The school clinic will send a form home to parents notifying them of their child's clinic activity.

Grading System

Grades earned are based on the work you complete during four 9-week grading periods. Report cards are sent home after each nine weeks grading period. Dates of report cards will be on the school calendar. Parents should sign report cards and promptly return them to the PRIDE teacher.

The following grading scale and calculation will be used for each grading period:

A = 90 - 100	Daily Grades—40%
B = 80 - 89	Projects/Test Grades—40%
C = 70 - 79	9 Weeks Exam—20%
F = Below 70	
I = Incomplete	

Progress reports are sent home at mid-nine weeks. These reports should also be signed and returned to the student's PRIDE teacher.

Students with a grade of 90 or above in all subjects will be named to the "A" Honor Roll, and students making 80 or above in all subjects will be named to the "A/B" Honor Roll.

Exemptions for 4th 9 Weeks Exams

In order to encourage attendance and academic achievement, students may exempt their 2nd and 4th 9 weeks tests if they meet the following criteria during the school year for the corresponding semester:

90+ semester average and 7.5 or fewer absences

80+ semester average and 5.3 or fewer absences

In addition, students may exempt their 4th 9 weeks test if they meet the following criteria for the school year

70+ overall yearly average and 3 or fewer absences for the school year

Nine weeks exams have to be given at scheduled times; exemptions to the exam schedule can only be granted by the Principal.

CHALLENGE PROGRAM FOR GIFTED STUDENTS

Pulaski County Middle School provides services to those students who qualify for the gifted program. Someone who has knowledge of the student's abilities and talents may also refer students.

Students are evaluated in the four areas of mental ability, achievement, creativity, and motivation, and must meet the required criteria in three out of the four areas. Information pertaining to the Pulaski County Gifted Program, such as eligibility requirements and the referral process, can be found on the school district website at the following link: <https://www.pulaski.k12.ga.us/gifted-education/>. Questions can be directed to the Pulaski County Schools Gifted Director listed on the website.

Gifted/Accelerated students will receive 2 points to their average at the end of each 9 weeks grading period.

GUIDANCE AND COUNSELING

Guidance is a big part of our school program. Services are provided to all students. Our Professional School Counselor will provide classroom guidance for all students on topics selected as areas of interest or need. She may also conduct small group counseling sessions on a variety of topics and counsel with individuals who need additional support services. You should feel free to request appointments when you feel a need to discuss concerns. She is also available to converse with parents about student's progress and other issues of concern.

MEDIA CENTER

A well-equipped media center is available for supplementary reference and recreational reading. Students are urged to become familiar with the library and to use it. Reading teachers will take their classes to the Media Center on a regular basis.

Both middle and high school students share the library facilities; appropriate dates and times will be designated for each.

Reserved books are to be used in the library during the school day but may be checked out for overnight use only. These books must be returned before school the following day. Current periodicals are not to be checked out. Library fines and lost books must be paid before report cards are issued.

BUS REGULATIONS

Riding the school bus is a privilege, not a right, which will be revoked if rules are not observed.

A student shall not exhibit any behavior that will distract a bus driver's attention or disrupt or interfere with the safe operation of a school bus. Not following the rules posted on the bus will result in suspension from riding the bus.

A student will not be permitted to ride a bus other than the assigned bus or to get off the assigned bus at a location other than the designated one without parental and school permission. If a last-minute bus change is necessary, please call the school office by 2:15 so the office will have sufficient time to notify your child's teacher.

Parents should not enter the bus loading/unloading area between 7:00 a.m. and 7:35 a.m. or between 3:00 p.m. and 3:30 p.m.

EXTRACURRICULAR ACTIVITIES

During the school year, students will have the opportunity to participate in a number of special activities. The majority of the extracurricular meetings will occur either before or after school. All students are encouraged to become involved in an extracurricular activity.

Clubs

The Junior Beta Club is an organization that recognizes academic achievement and citizenship. Its goal is to help PCMS to be a better school by supporting school projects, the athletic program, and the community. Each member tries to lead by setting a good example. Fifth, sixth and seventh grade students will be invited to join the Junior Beta Club in the spring of the year using grades from the previous three 9-weeks. Students must have a "true" 90 (not rounded) academic average with all work on grade level and be approved by their classroom teachers to be invited to join.

The purpose of FCA is "to create, maintain and extend, throughout the home, school and community, high standards of Christian character". Sponsored by the State YMCA, members of this club are committed to a Christian purpose. This is an interdenominational club for students of all faiths who are interested in moral and spiritual values. All students are eligible to join.

The 4-H Club offers hands-on learning through club meetings, competitions, and fun activities. If a student is interested in anything from computers to pets to plants, 4-H has something to offer. Clubs meet once per month. There is no membership fee and all students are eligible to join.

Future Business Leaders of America – Middle Level helps students learn about leadership, teamwork, and business careers. Members are expected to participate in the Middle Level Achievement Program (MAP), community service and various other club related activities and projects.

Additional clubs may include the **Ag Club, Student Council, Quiz Bowl, Odyssey of the Mind, School Pride, Life League, Peer Mentors, Devil Dish Newsletter, and Yearbook as well as possible Enrichment groups such as STEM, Book Club, Guitar, Yoga, Art, etc.**

Athletics

- Football
- Cheerleading
- Basketball Baseball

- Girls' Softball
- Cross Country
- Golf
- Soccer
- Tennis

A current health physical must be on file in the school office before a student can try out for an athletic activity. Tryouts are held when necessary.

Eligibility

Students must have passed all but one of their classes in the previous semester to be eligible to tryout. To remain eligible for participation in extracurricular activities, students must be in good academic standing (passing all current classes as evidenced by the most recent progress/report card) and demonstrate responsible school behavior (no more than 2 office referrals for the nine weeks) and attendance habits (no more than 2 unexcused absences). Specific guidelines to remain in each club or sport will be determined by the sponsors, coaches, and administrators. For competitive interscholastic activities, Georgia School Board Rule 160-5-1-.19 will be followed. Available: (<http://www.doe.k12.ga.us/legalservices/160-5-1-.19.pdf>)

CODE OF STUDENT CONDUCT

The Pulaski County Board of Education has published and adopted a uniform Code of Student Conduct and Discipline. Students and parents are encouraged to read this Code carefully. This Code can be found in the back of the handbook.

PBIS

PBIS, (Positive Behavior Intervention and Supports), is a systems change method that promotes positive behaviors in students. Strategies are developed that manage student behavior in classroom settings and outside of classroom settings. It is an all-encompassing system of behavior management where all parties involved are on board, so that behavior management is not produced in a piecemeal way. Instead, all students in a school are accountable with support to behave in ways that positively affect them personally, academically, socially, and from a health perspective. PBIS is designed to positively affect not only the student behavior, but student quality of life.

The school staff will give *tickets* to students when appropriate to promote positive behavior. Students have the opportunity to use their tickets to purchase a reward. PBIS events will also be scheduled to promote positive behavior and perfect attendance at school.

PROGRESSIVE DISCIPLINE PROCEDURES at PCMS

ALSO SEE CODE OF CONDUCT SECTION IN BACK OF HANDBOOK

While student discipline is a concern of everyone, an orderly and safe learning environment for all students and faculty members is a must to ensure academic success. At Pulaski County Middle School, our objective is to teach students that accountability and logical consequences for their actions are real-life lessons. Students who understand how their actions affect their standings in the school and community are well on their way to becoming productive members of society.

A constructive discipline program involves a cooperative relationship between parents, teachers and school administrators. When discipline problems occur, every attempt will be made to notify parents or guardians of the problem in a timely manner. When students are referred to the office for discipline, a copy of the referral is sent home to parents. **This referral should be signed by the parent and be returned to the office the next school day.** Please contact the school office if you have questions regarding disciplinary action or the procedures that will be followed.

Teachers will utilize a progressive school-wide discipline plan for student misbehavior in and out of the classroom at Pulaski County Middle School during the school year. The plan may include:

- A meeting with the student may be called and the parent/guardian will be notified.
- The parent/guardian may be asked to come in for a meeting with the teachers to discuss measures taken to correct student's misbehavior.
- Student may be assigned detention and a Detention Record Form will be sent home for parent signature.
- Student may be given an Office Referral. This could result in Corporal Punishment, Detention, In-School Suspension, Out-of-School Suspension, etc., at the discretion of the Administration.

Severe Disruptions, including fighting, will result in automatic referral to the Administration and local law enforcement.

*The school social worker or resource officer will be contacted if the school is unable to contact the parent/guardian.

School Special Events/Field Trips

In an effort to focus on academics and encourage students' success, all students at PCMS who wish to participate in Special School Events and/or Field Trips must be passing all but two classes, including Connections, for the most recent grading period (progress report/report card). Sack lunches will be provided by the lunchroom for all field trips.

Students also must meet the following behavior criteria in order to participate in Special Events and/or Field Trips:

- No more than 2 unexcused absences for the eight weeks prior to the date of the event
- No office referrals for eight weeks prior to the date of the event

Any student who receives an assignment of In School Suspension or Out of School Suspension loses the privilege to participate or attend any extracurricular activity during the suspension period.

Bullying

A student shall not bully another student by: willfully attempting or threatening to inflict injury when accompanied by an apparent present ability to do so, or intentionally display any force such as would give the victim reason to fear or expect immediate bodily harm. A "bully" is someone who tries to hurt, embarrass, or threaten you physically or verbally; a bully is someone who makes you fear for your safety. **Additional information on bullying can be found in the Code of Conduct.**

OTHER STUDENT RESPONSIBILITIES at PCMS

Dress

All students should dress in a manner that shows good taste. School is a public place demanding that public standards of decency prevail.

1. *No hats, caps, bandanas, hair rollers, picks, combs, visors, or **any head covering** should be worn in the building.*
2. *Shoes must be worn. **Bedroom shoes are not allowed.***
3. *Students are not to wear clothing that has **holes larger than a credit card above the knee (unless patched or leggings are underneath)**. Excessively large holes or holes in inappropriate places are not permitted, even with leggings.*
4. *No Obscene or controversial writing, patches, pictures, advertisements, etc. No advertisement of drugs, alcohol, or tobacco products is allowed on any clothing, including face coverings. Logos and illustrations may not create a hostile or disruptive environment.*
5. ~~*Students are not to wear gym shorts, sweat pants, wind suits, or joggers, other than in PE class.*~~
6. *Dark glasses are not to be worn unless prescribed by a physician.*
7. *Students should not wear strapless dresses, bare midriffs, backless blouses, halter-tops, or tank tops. **Straps on blouses should be at least 3 inches in width.** No underclothing should be visible. **Students cannot show any cleavage; there should be no more than 4 inches between base of neck and top of shirt.***
8. *Shorts, skirts, and dresses must be no shorter than ~~3 inches~~ 4 inches above the top of the knee, front and back, when standing or walking.*
9. ~~*Leggings, jeggings, or any types of clothing that are excessively tight, are not allowed, regardless of buttons or pockets unless they are worn with a top that meets the 4 inch rule stated above. Palazzo pants must be worn with a blouse no shorter than 3 inches above the top of the knee.*~~
10. *Boys and girls must wear their pants or shorts in a manner which promotes good taste. No "sagging" or "drooping" will be allowed. All pants are to be worn at the waist above the hipbone. Belts must be worn and buckled, zippers zipped, and fasteners fastened (this includes overalls). **Under pants are not to be visible. No sleeveless t-shirts are allowed.***
11. *Any clothing with gang insignias or clothes that indicate gang affiliation will not be allowed.*
12. *No detachable belt buckles are allowed.*
13. ~~*Earrings may only be worn in the ears. **No other piercings are acceptable for males or females including tongue, nose, and eyebrows.***~~
14. *All students' hair should be neat and clean. Mustaches and goatees can be worn but must be neatly trimmed. No beards.*
15. *Pajamas or lounging clothes are not permitted.*
16. *No blankets or bandanas allowed at school.*

17. *Headphones and/or air pods should be kept in bookbag or locker unless approved by a teacher for use in classroom activity.*
18. *Purses and book bags, which are over 12" in length, must be kept in the locker.*

All guidelines related to dress and grooming apply at all school functions or activities. Garments should be appropriate and not be an embarrassment to the student or the school. Clothing should not in any way provide a distraction to other students or inhibit the learning process. Students are responsible for their dress. The principal, or their designee, shall have the authority to address and make decisions on issues not covered in this dress code policy. **IF YOU ARE IN DOUBT, DON'T WEAR IT!**

CD Players, Cell Phones, Electronic Devices, etc.

Use of sound producing and communicative devices such as cellular phones by students at school is prohibited. Devices will be confiscated. Refusal by students to cooperate will result in disciplinary action in accordance with the PCSS Code of Conduct. Electronic devices are not to be used by students in the cafeteria or outside. PCMS Students are not allowed to take cell phones into the restrooms. **There will be a \$25 storage fee imposed for violations. Pulaski County Middle School reserves the right to search personal electronic devices if deemed necessary by the administration.** Cell phones and other electronic devices of CD players, and/or iPod/MP3 players **may not be visible** during the school day or at **team practices or ballgames**. Cell phones may be allowed on field trips. This will be left to the discretion of the teachers in charge of the trip. Smart watches or the use thereof should not interfere with or disrupt teaching and learning. Smart watches used as cell phones (for calling, texting, etc.) will be confiscated and subject to the \$25 storage fee.

Chewing Gum - Food and Drink

The use of chewing gum **will not be allowed**. ~~Inappropriate use of gum (blowing bubbles, smacking, or not discarding correctly) will cause gum to be prohibited.~~ Food and drinks are not to be consumed in the building except in the cafeteria. Snacks can only be purchased after school. Vending machines are a privilege - failure to keep grounds clean and free of litter will result in the loss of this privilege. **Clear water bottles containing only water are allowed in the classroom for student use.**

Withdrawal Procedures

Please notify your child's school counselor or the school secretary immediately if your child transfers to another school during the school year. All school records will be transferred upon request. The student's GA Career Information System account will be released to the new school.

PULASKI COUNTY MIDDLE SCHOOL POLICY HANDBOOK

INTERNET USE POLICY

It is the belief of the Pulaski County School System that the integration of technology into daily academic activities is integral to the success of the school's instructional programs. It is, therefore, important that the integrity of the equipment, software and data be maintained for maximum use by every student. **In this regard, the Pulaski County School System requires that all students who use technology in any form sign the Technology and Internet Use Acceptable Use contract, acknowledging the guidelines as necessary in order for the school to maintain productive classrooms and equipment.**

Student use of the computers, printers, peripherals and other electronic devices are for educational use only. Each student is assigned a lesson with specific objectives. The teacher will give instructions as to what and how the software is to be used. The violations of the provisions of this policy may result in the cancellation of privileges in the computer lab and in the some cases, disciplinary action. Before use, all students will be briefed on the aspects of security and ethics involved in using technology.

PCSS ATTENDANCE PROTOCOL

As mandated by OCGA 20-2-690.0, a county-wide Attendance Protocol Committee is established and charged with ensuring the coordination and cooperation among officials, agencies, and programs involved in compulsory education issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to takes tests that are required to be administered under the laws of the state. It is important for credibility within the community that all local schools operate under the same, consistent student attendance expectations and protocols. All mandated reporters shall assure that students suspected of being truant and reported to designated school officials, law enforcement, or the Department of Family and Children's Services. With these expectations, the following protocol is adopted.

I. Definitions:

A. Compulsory Education:

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6th) and sixteenth (16th) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.1). Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

B. Truant:

Per the Georgia State Board of Education Attendance Rules, "Truant" is defined as "any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences".

C. Monitoring:

Each school system shall assure compliance with compulsory education and attendance policies in assigned schools. Individual schools will monitor attendance and follow the protocol for reporting.

II. Identifying Truant Students:

A. Excused Absences

Excused absences shall include:

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

Personal illness or when attendance in school endangers the student's health or the health of others.

- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
- The observation of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Page for Georgia General Assembly (counted as present in school).
- A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.
- A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the

STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.

- Any other absence not explicitly defined herein but deemed by the principal to have merit based on circumstances.

Three (3) Days to Submit Excuse for Absence

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an unexcused absence. Phone calls will not be accepted in place of a written notice.

Excuse must include:

1. The date(s) of the absence
2. Student name
3. Reason for absence
4. Parent or guardian signature

Five (5) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for five (5) days during the school year. After a parent's note has been used for five (5) days at any time during the school year, a doctor's excuse is **required** for ALL future absences due to illness unless otherwise determined by the principal or the principal's designee. If an athlete is absent from school for a half-day or longer, he/she will not be allowed to practice during that time and will not play in any games during the time of the absence.

B. Unexcused Absences

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to Section II C Tardies and Early Dismissals. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

C. Tardies/Early Dismissals

As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between the school systems, the following policy is recommended:

- Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.
- The conditions for excusing a tardy or early dismissal will be the same as an absence.
- Tardies and early dismissals must be traced separately and the data will be used to identify truant students. Information concerning students, who meet these thresholds, will be monitored by the school.

B. Student Withdrawals

Local school systems are authorized to withdraw a student who:

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

Local school systems shall notify the parent or guardian of the intention to withdraw a student younger than 18 years of age who is not subject to compulsory attendance.

III. Notification of Parent/Guardians

Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification.

IV. Violations of Attendance Policy

Unexcused Absences

• Three (3) or More Unexcused

- By the time a student has acquired an equivalent of three or more unexcused absences, the school will notify the parent or guardian in writing. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented

action will serve as a good faith effort required of the school before taking further action. Failure to receive this reminder does not prevent further action taken to attempt to improve attendance.

- **Five (5) or More Unexcused**

- The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of five (5) unexcused absences in conjunction with a Truancy Meeting, which the parent/guardian will attend. The objective of the meeting will be to explore barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

- **Five (5) Days of Parent Notes for Illness**

A parent's note will be accepted to excuse personal illness for five (5) days during the school year. After a parent's note has been used for five (5) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness unless otherwise determined by the principal or principal's designee.

- **Ten (10) or More Unexcused Absences**

- Ten or more unexcused absences will result in a petition for educational neglect or truancy to be filed with the Department of Family and Children's Services or the Juvenile Court System.
- In the event of a referral, each additional unexcused absences following notification of the parent/guardian of 10 unexcused days of absences for a child shall constitute a separate violation of the Compulsory Education Law (OCGA 20-2-690.1). The violation will be reported to the court.
- Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (OCGA 20-2-690.1).

III. Make-Up Work (Pulaski County Middle & Hawkinsville High School Policy)

According to the Pulaski County School Board Policy Manual, students with unexcused absences do not have the right to make up missed work. Unexcused absences shall be a violation of the student code of conduct, and students with unexcused absences shall be disciplined as appropriate, including assignment to in-school suspension or alternative school.

- Arrangements to make up work for excused absences are the responsibility of the student in consultation with the teacher. Students who miss three (3) consecutive days, or know they will be missing three (3) or more days must contact the front office before 8:30 a.m. in order to have work available for the following day.
- Excuses for all absences, including any documentation required by the school principal, shall be furnished to the school in writing by the student's parent or guardian with three (3) days of the student's return to school and shall specifically state the reasons for the absence. Students shall be permitted to make up work when documentation of the absence is provided in the time and manner specified in this policy and by the school principal. All makeup work should be completed within five (5) days of the student's return to school, unless the school principal or his/her designee allows the student additional time to complete such makeup work. If the student fails to make up work within the prescribed time, the student will be denied credit for all work not completed.
- While five (5) days are allowed for make-up work, the student does not have a five-day window of opportunity for such work. Once arrangements with the teacher are made, failure of the student to make up work can result in credit being denied for that assignment. If an assignment was given before the student was absent, it is due on the day that the student returns to class. See attendance policy.

IMMUNIZATION POLICY

All students attending Georgia schools must prove that they have been immunized against measles, rubella, diphtheria, tetanus, whooping cough, polio, chicken pox and mumps. The only acceptable proof of immunization is a Certificate of Immunization, form 3231, which must be issued by a private physician or an appropriate official of a local board of health.

It can take 60 to 90 days for a student to complete all the shots. A school system may allow only a 30-day extension period for shots to be completed. After the extension period, a student may **not** attend school unless he/she is fully immunized.

SCHOOL CLINIC POLICY

Students may not carry over the counter or prescription medication on their person, purse or bag. All medication brought to school must be taken to the front office at the beginning of the school day. An exception will be made for cough drops and throat lozenges.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions, and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, 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.

All medication should be brought to school in its original container. Medications brought in baggies or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date, name of medication, name of the prescribing physician, time(s) the medication is to be given, and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two-labeled prescription bottles so that one bottle may be kept at home and one at school.

Medication that needs to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic which is to be given three times daily may be given before the child leaves for school, when he/she gets home, and at bedtime. Two types of medications will be administered at school. They are defined below.

"Short term medications" – medications that are prescribed by the doctor and do not have to be given continuously throughout the year or over the counter medications for a short time only and are per parent request. Parental permission and administration information is required. This will be presented on a form entitled, **Short Term Medication Form**. These medications should be brought to the clinic or office by a parent or guardian and must be in the original container. The parent or guardian must provide the dosage and times to be given. Over the counter medications will not be given without a physician's order if the amount exceeds the standard dose per the directions on the bottle. If medication is to be given continuously throughout the year, i.e., seizure medications or medications for an occasional migraine, an **Authorization of Medication Administration** form must then be completed and signed by a parent.

"Long term medications" – medications that will be administered every day or as needed throughout the school year and must have an order from the prescribing physician. These medications must also be delivered to the school clinic and an **Authorization for Administration of Medication** form must be completed and signed by a parent/guardian.

The school system does not provide over the counter (OTC) medication. It is against school policy for the school nurse to dispense (OTC) medication, on a regular basis, without a physician's order.

PROMOTION/RETENTION POLICY

1. DEFINITIONS

a. Remedial instruction: challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in the shortest possible time.

- b. Additional instruction: academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Student Achievement to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- c. Differentiated instruction: instructional strategies designed to meet individual student learning needs.
- d. Grade level: standard of performance, as defined by the Office of Student Achievement on a Criterion-Referenced Competency Test.
- e. Placement: the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- f. Placement committee: the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestones End of Grade Assessment. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the *Georgia Milestones End of Grade Assessment*.
- g. Promotion: the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- h. Retention: the re-assignment of a student to the current grade level during the next school year.

II. PROMOTION STANDARDS AND CRITERIA

Student progress in the elementary schools of Pulaski County will be based upon a careful and continuous evaluation of each student's achievement of appropriate instructional and developmental goals. These goals include competency in basic skills, regular attendance and acceptable work habits and attitudes.

The primary responsibility for determining the levels of performance of the student and his/her ability to function successfully at the next higher grade level is that of the classroom teacher. Although the school will try to involve parents to the maximum degree possible in an understanding of the student's progress and reasons for promotion, retention, or placement, the final decision for grades K-8 will be made by a team composed of the principal and other school professionals who are directly involved with the student, such as the teacher, the counselor and/or the Student Support Team/Student Assistance Program Committee.

GRADE GUIDELINES

Promotion is based on satisfactorily passing the required academic subjects with a yearly average of 70, as reflected on the report card/pupil progress report. Required subjects are English Language Arts, Math, Science, Social Studies and Connections. Students failing one of the combinations below will not be promoted to the next higher grade:

- A. Any two of the required subjects (Connection class grades will be averaged into one grade at year-end);
- B. ELA for two consecutive years;
- C. Math for two consecutive years; or
- D. Science for two consecutive years.

In addition to A-D, no eighth grade student shall be promoted to the ninth grade if the student does not achieve satisfactory performance on the Georgia Milestone Assessment in ELA and the Georgia Milestone Assessment in mathematics as established by the Georgia Department of Education.

NOTE: *Successful completion of an available summer school or virtual school may be used for possible placement into the next grade.

ADMINISTRATIVE PLACEMENT

Administrative placement shall be defined as being placed in the next higher grade when the minimum standards required for promotion have not been met. The SST/SAP Committee of each school shall make recommendations to the principal regarding those students who may not benefit from assignment in the same grade.

SCHOOL LUNCHROOM POLICY

The Pulaski County School Nutrition Program participates in the National School Lunch program and the school Breakfast Program. These programs provide nutritious, well-balanced meals daily. Thanks to the USDA Community Eligibility Provision (CEP), all students enrolled in Pulaski County Schools are eligible to receive a healthy breakfast and lunch at no charge. Under the program, students, regardless of income status, receive one breakfast and one lunch meal at no charge. Additional student meals, however, as well as faculty and guest meals, will be charged at the normal price, and students continue to have the option to purchase a la carte items, as well. Students are encouraged to participate in the programs. However, students may bring ready-to-eat lunches from home.

Please note the following:

- Soft drinks are prohibited.
- Drinks must not be in glass bottles.
- Fast-food meals and drinks, which are dropped off to students, are also prohibited.
- Half-pint cartons of milk are available for purchase by students.
- Food or other materials are not to be removed from the lunchroom.
- Special diets are prepared for students with disabilities upon receipt of a doctor's note.
- All students may have a school prepared lunch available to them wherever they are attending school, that is, during regular class attendance, in-school suspension, field trips, etc.
- Meal count is automated with computers at point-of-service.
- Make checks payable to Hawkinsville High School Lunchroom. Change cannot be given back from checks.

Meal Prices

Adult Lunch	\$3.75
Adult Breakfast	\$2.00
Milk	\$0.40

PARENTAL INVOLVEMENT POLICY

Pulaski County Middle School supports and encourages parental involvement within our school. Parents are welcome guests in our building. We value their input and insight into their child's academic and social endeavors. The faculty and staff at PCMS are constantly revising, brainstorming, and implementing new ways to involve parents in their child's education. We believe by working together, we will produce a brighter tomorrow for all of us.

Parents receive progress reports concerning their child's educational status every four and one half weeks and report cards every nine weeks. Another way for parents to stay updated on their child's progress is through the use of the parent portal in Infinite Campus. This program provides each parent with a password. The password allows each parent to view their child's grades from each class. Teachers can write notes concerning each assignment in which the parents can view these notes to better understand their child's grades. Assignments are sometimes submitted early so parents may know a specific assignment will be assigned in the near future. Students also have access to their grades.

The Pulaski County School System has a website in which each school within the system has a separate link. The website provides a link to compare assessment scores. The website also provides the email addresses of the staff at each school so parents and other community members may contact staff members as needed.

Parent conferences are scheduled two times per school year. Of course a parent is welcome to meet with their child's teacher at any time during the school year, but parent conferences are scheduled each year at the end of the first and third nine weeks. The parent conference days are scheduled for the evening hours to accommodate parents who are not able to leave their job during the day. These conferences allow the parent to meet with all their child's teachers at one designated time. **Parents must schedule an appointment with the front office.**

Our parents are notified often about programs that may help their child academically now and in the future. ~~Eligible students are invited to attend our AfterSchool program. Parents will receive information concerning the AfterSchool Program.~~

One way we involve the community as a whole is by providing articles for the local paper. The articles consist of information about the school such as options for extra help for students, general explanations of test scores, and extracurricular activities in which the students are involved.

One of our main community resources is Family Connections. This group consists of teachers, administrators, parents, community members, and business owners within our community. The Family Connections meetings are held four times per year. They are big supporters of the school system and help with finding grants and other items of assistance the school may need.

At PCMS, we have an open-door policy where parents are concerned. Teachers are encouraged to contact parents about positive aspects of their child's education and areas that may need improvement,

behaviorally and academically. We embrace help and support from parents. By working together, we realize our students stand a greater chance of being successful adults.

Parent Notification—Right to Know about Teacher Qualifications

Parent Notification-Right to Know about Teacher Qualifications

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

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 qualifications, please contact:

Hawkinsville High School, Shane Williamson 478-783-7210
Pulaski County Middle School, Natasha Kilgore 478-783-7215
Pulaski County Elementary School, Monica Bass 478-783-7275
District Office, Debbie Puckett 478-783-7200

CODE OF CONDUCT

It is the purpose of the Pulaski 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 the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy (a Student Code of Conduct) which requires students to conduct themselves at all times in order to facilitate 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 times 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 school events;
- On vehicles provided for student transportation by the school system.

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

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children 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 which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

A student who attempts to enroll or who is enrolled in a school in the school system during the time in which that student is subject to a disciplinary order will be refused enrollment or subjected to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system's or school's disciplinary order.

AUTHORITY OF THE TEACHER

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee.

The teacher shall have the authority to remove a student from the class consistent with O.C.C.A. 20-2-738, board policy and procedures set forth by the district.

AUTHORITY OF THE BUS DRIVER

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 rules and regulations of the school system. Disrespect to any school personnel, including the bus driver, is a major offense. Any student in violation of bus rules who has been reported to the principal's office risks losing their bus riding privileges.

PROGRESSIVE DISCIPLINE PROCEDURES

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 those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Loss of Student Driving Privileges
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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 hearing tribunal as outlined in the Pulaski County Board policy JCEB.

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

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.** 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.

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

EXPECTED BEHAVIOR STANDARDS

Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals. Students SHOULD:

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

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

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

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

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Pulaski County School System will make every reasonable effort to administer the discipline code of conduct consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

STUDENT SUPPORT PROCESSES

The Pulaski County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem students, and Attendance Protocol Committee.

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 communication through personal contacts is 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 which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a 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 his law. O.C.G.A. §20-2-766.1

The Pulaski County School System encourages parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

SEXUAL HARASSMENT

It is the policy of the Pulaski County School System to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass any other student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by an employee or when made by any student to another student constitutes sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.

Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as:

- Sexually-orientated verbal "kidding", "teasing" or jokes;
- Repeated offensive sexual flirtations, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or his or her appearance;
- The display of sexually suggestive objects or pictures;
- Subtle pressure for sexual activity; and physical contact or blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships between students. It also does not apply to age appropriate behavior between very young students. Rather, it is behavior which is *not welcome* and which is *personally intimidating, hostile or offensive*.

Sexual advances, requests for sexual favors, and other conduct of a sexual nature by employees or volunteers toward students is *unwelcome* by definition, and will not be tolerated under any circumstances.

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

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school system's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. *20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.*

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

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

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

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

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

Listed below are definitions for "sexual abuse" and "sexual misconduct."

"**Sexual abuse**" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"**Sexual misconduct**" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, *etc.*
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

DEFINITIONS

1. Alternative Education Program: The Alternative Learning Center is a non-traditional education program located in the Old Hawkinsville High School. Students may be placed in the Alternative Learning Center by tribunal referral or by the recommendation of the Student Support Team. Students served include the chronically disruptive students adjudicated by the courts, drop-outs, or potential drops-outs and others deemed appropriate. The Alternative School serves students in grades 6 through 12.
2. 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)
3. 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. (Example: fighting)
4. Bullying/Cyberbullying: In accordance with Georgia law, bullying is defined as follows:
 - Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
 - Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
 - Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - 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;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo electronic, or photo optical system.
5. Bus Suspension or Expulsion: Removal of a student from all Pulaski County System transportation for a designated period of time.
6. Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
7. Corporal Punishment: Physical punishment administered by the principal or his/her designee. It must be administered in good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Pulaski County Board of Education and state law.
8. Counseling: A formal process of counseling by a certified school counselor or other appropriate school personnel, government agency, or private agency personnel.
9. Detention/Saturday School: A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturday, or during scheduled class or school activity time if school officials deem removal of the student from his or her regular school schedule essential to the well-being of the student or school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.
10. Disciplinary Hearing Tribunal: The Disciplinary Hearing Tribunal is a panel of certified school officials appointed by the Board of Education to hear student disciplinary matters in which the offense may warrant long-term suspension or expulsion. When referred, the student will be suspended until the hearing, but not to exceed 10 days.
11. Drug Free Zone: A Drug Free Zone is an area which must be drug free from school property or at school functions. The zone is defined to be an area within 1000 feet of any real property owned by or leased by the school system. "The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful."
12. Expulsion: The denial to a student of continuing in school beyond the current school year. Only the Disciplinary Hearing Tribunal may impose expulsion.
13. Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

14. 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.
15. Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.
16. In-school Suspension: The temporary removal of a student from all or some classes and school sponsored activities by the administration. Students are placed in the In-school Suspension Program.
17. Notification of Parents: A formal contact from a teacher, administrator and/or other school personnel to a parent or guardian. Parent notification may take several forms. Examples include, but are not limited to, the following: (1) a copy of a disciplinary referral given to the student with instructions to give it to his/her parent; (2) a letter mailed or emailed to the parent; (3) a face-to-face conversation; (4) a telephone conversation with the parent.
18. Parent Conference: A formal meeting between the parent, teacher, and/or administrator or other school personnel. The conference will provide to the parent the rule violation, disciplinary action taken, and consequences for future violations. In addition, the conference may include the student’s academic standing and progress, means of behavior modification, other support agencies or individuals who may be of assistance and other topics relevant to the student’s improving behavior.
19. Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes harm to another unless such physical contacts or physical harms were in defense of himself or herself.
20. Restriction of Driving Privileges: The denial of a student to operate an automobile or other motorized vehicle on school property. The operation of an automobile or other motorized vehicle on school property is a privilege extended to all students who have the appropriate state issued license and state required insurance. Driving on school grounds is not a right.
21. School Safety Zone: A school safety zone is an area which must be weapons-free from school property or at school functions. The zone is defined to be an area within 1000 feet of a school or the boundaries of the school campus.
22. Student Probation: A student has been informed that future occurrences of rule violations will result in further punishment for past conduct. Probation may include action to isolate the student from the extra-curricular activities of the school.
23. Student Support Team: The primary function is to identify, plan, and recommend alternative instructional strategies for a given student. The S.S.T./S.A.P.’s team members may include teachers, administrators, counselors and/or a school psychologist.
24. Suspension:
 - A. Short-term suspension is the denial to a student to attend school and to take part in any school function for a period not exceeding ten (10) school days.
 - B. Long-term suspension is the denial to a student to attend school and to take part in any school function for a period of more than ten (10) school days but not beyond the current school year. Only the Hearing Tribunal may impose long-term suspension.
 - C. Suspension with academic limitations: No make-up work or make-up tests shall be allowed with the exception of finals. Finals may be scheduled with the principal and upon good behavior at the testing station.
 - D. Suspension of special education students: Where the safety and/or welfare of other students, teachers, staff or property is not unduly threatened, special education students shall continue to receive special education services during suspension/ expulsion as per the Turlinton Case.
25. 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.
26. Truancy: Any child subject to compulsory attendance having more than five unexcused absences during the school calendar year.
27. 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES WHEN A CHANGE IN PLACEMENT IS PROPOSED

When a school official is considering a disciplinary action with a special education student which may constitute a “significant change in placement,” the IEP Placement Committee will convene prior to the time that the proposed exclusion becomes a “significant change in placement.” The IEP Committee will determine whether the student’s misconduct is a manifestation of the student’s disability. The purpose of the IEP Committee is not to decide whether the student knew right from wrong, but whether the behavior was a manifestation of the disability.

- A. If it is determined that the misconduct of the student is a manifestation of the student’s disability, the IEP Committee will continue the review to determine whether the student’s current educational placement is appropriate.
- B. If it is determined that the misconduct of the student is not a manifestation of the student’s disability, the IEP Committee will refer the student to the school administration for appropriate action.

When the IEP Committee proposes a change of placement for disciplinary reasons, the committee will provide notice to the student and his/her parent or guardian of the right to request a due process hearing if they disagree with the determination.

When a student with a disability presents an immediate threat to the safety of himself/herself or others, the student will be removed or excluded immediately. A meeting to determine whether the misconduct is a manifestation of the student’s disability will be convened as soon thereafter as is practical.

A student with a disability who is charged with using illegal drugs or alcohol is subject to the same disciplinary action as is applicable to other students for the same offense. The due process safeguards described above do not apply to illegal drugs or alcohol use offenses.

DEFINITIONS OF TERMS

Individual Education Program (IEP)-a written statement developed and implemented in accordance with all provisions of the law for each student with disabilities who is receiving or will receive special education. The IEP is an education and related services plan and a binding contract.

IEP Placement Committee-a committee to include a representative of the public agency, other than the student’s teacher, who is qualified to provide or supervise the provision of special education, the student’s teacher, one or both of the student’s parents/guardians, special education teacher, the student as appropriate; and other teachers/individuals at the discretion of the parent or agency.

Exclusion-the student is removed for disciplinary reasons from his current setting and offered instruction in a different setting (e.g., most in-school suspensions, home instruction, etc.) or is not offered instruction (e.g., out-of-school suspension or expulsion) or is denied a service provided others (e.g., exclusion from the school bus).

Significant change in placement-a proposed exclusion of the student with a disability is expelled or suspended for an indefinite period or for more than 10 school days.

CODE OF STUDENT CONDUCT AND DISCIPLINE

Rule 1	Disruption and interference with schools
Rule 2	Damage, destruction, or theft of school property
Rule 3	Damage, destruction, theft, or extortion of private property
Rule 4	Assault on a person employed by the school
Rule 5	Physical Violence against a teacher, school bus driver, or other school official or employee
Rule 6	Assault and/or battery on a person not employed by the school
Rule 7	Weapons and dangerous instruments
Rule 8	Possession of potentially dangerous objects or replicas
Rule 9	Narcotics, alcoholic beverages, and stimulant drugs or any other controlled substance
Rule 10	Use or possession of tobacco
Rule 11	Disregard of directions or commands
Rule 12	Truancy and tardiness
Rule 13	Dress and grooming
Rule 14	Parking and traffic violations on campus
Rule 15	Use of profane, vulgar, or obscene words, gestures, or other actions which disrupt school system operations
Rule 16	Gambling
Rule 17	Misbehavior on bus
Rule 18	Criminal law violations
Rule 19	Sexual misconduct or offense
Rule 20	Rude and disrespectful behavior
Rule 21	Cheating
Rule 22	Possession Electronic Communication Devices
Rule 23	Harassment
Rule 24	Chronic disciplinary problem students
Rule 25	Cumulative offenses
Rule 26	Violation of probation
Rule 27	Violation of rules and regulations of extra-curricular activities
Rule 28	Secret societies/gang activities
Rule 29	Bullying
Rule 30	Falsifying, Misrepresenting, Omitting, or Erroneously reporting information of alleged inappropriate behavior by a school employee toward a student

CODE OF STUDENT CONDUCT AND DISCIPLINE

The principal may refer a student to the Hearing Tribunal for disciplinary action arising out of the violation of any of these rules. Upon such referral, the Hearing Tribunal may take such action, after proper notice and hearing, as it shall deem appropriate, including suspension and/or expulsion.

This Code of Student Conduct and Discipline and its rules and regulations are effective during the following times and in the following places:

1. on school grounds at any time.
2. off the school grounds during a school activity, function, or event.
3. en-route to and from school.
4. en-route to and from school functions, activities, or events.
5. off school grounds when the misconduct by the alleged perpetrator is relative to the school employee’s performance of his/her official duties.

*Please refer to the Progressive Discipline Procedures at the beginning of the Code of Conduct. These will be used whenever feasible to address student discipline issues. Mandatory Dispositions are necessary for certain offenses and are addressed below.

Rule 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL. No Student will:	
OFFENSE	DISPOSITION

a. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program or activity associated with the Pulaski County Schools.	Suspension Referral to Sheriff's Department.
b. Set fire to or in any school buildings or property.	<ul style="list-style-type: none"> • <u>Mandatory</u> short-term suspension. • Restitution for damages. • Referral to Hearing Tribunal. • Referral to Sheriff's Department.
c. Cause false fire alarm or make a bomb threat.	<ul style="list-style-type: none"> • <u>Mandatory</u> short-term suspension • Referral to Hearing Tribunal. • Referral to Sheriff's Department.
d. Discharge or otherwise threatening use of fireworks or other explosives.	<ul style="list-style-type: none"> • <u>Mandatory</u> short-term suspension • <u>Mandatory</u> referral to Hearing Tribunal • <u>Mandatory</u> referral to Sheriff's Department
e. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct class.	<u>Mandatory</u> Parent Conference Disposition may include: <ul style="list-style-type: none"> • Detention • Student Probation • Referral to Counselor and/or Social Worker • In-School Suspension • Suspension • Referral to Hearing Tribunal
f. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.	Refer to Progressive Discipline Procedures
g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.	Refer to Progressive Discipline Procedures
h. Refuse to identify oneself or give false information to any teacher, student teacher, substitute teacher, principal, superintendent, school bus driver, or other authorized school personnel.	Refer to Progressive Discipline Procedures

Rule 2 - DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY	
<u>OFFENSE</u> A student shall not cause willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school; mark, deface, or destroy school property during school hours and off school hours. A student shall not possess, sell, use, or transmit stolen property.	<u>DISPOSITION</u> <ul style="list-style-type: none"> • Suspension • Restitution for damages • Referral to the Sheriff's Department and/or Hearing Tribunal

Rule 3 - DAMAGE, DESTRUCTION, THEFT, OR EXTORTION OF PRIVATE PROPERTY	
<u>OFFENSE</u> A student shall not mark, deface, or destroy private property, shall not steal, or extort or attempt to steal or extort private property of another student or of any person legitimately at the school. A student shall not possess, sell, use, or transmit stolen property. A student shall not use an electronic device to steal private information from another student or staff.	<u>DISPOSITION</u> <ul style="list-style-type: none"> • Suspension • Restitution for damages. • Referral to Sheriff's Department and/or Hearing Tribunal.

Rule 4 - ASSAULT ON A PERSON EMPLOYED BY THE SCHOOL	
<u>OFFENSE</u> A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee	<u>DISPOSITION</u> <ul style="list-style-type: none"> • <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion. • The student will be suspended until the Hearing, but not to exceed <u>10</u> days. • Mandatory referral to Sheriff's Department

Rule 5 – PHYSICAL VIOLENCE AGAINST A TEACHER, SCHOOL BUS DRIVER, OR OTHER SCHOOL OFFICIAL OR EMPLOYEE
--

<p><u>OFFENSE</u> A student shall not intentionally make physical contact of an insulting or provoking nature with the person of an employee or intentionally make physical contact which causes physical harm to an employee.</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • <u>Mandatory</u> referral to Hearing Tribunal • <u>Mandatory</u> referral to Sheriff's Department.
--	--

Student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system.

Rule 6 - ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL	
<p><u>OFFENSE</u> A student shall not cause or threaten to cause bodily harm or mental anguish to any person, students, or guests.</p>	<p><u>DISPOSITION</u> In the case of a threat, discipline can range from ISS to referral to tribunal or report to Sheriff's Department. Physical altercations will be reported to the Sherriff's office. If serious injury is involved or if safety of another student or another person is seriously affected, mandatory 10 day suspension, referral to Hearing Tribunal, and referral to Sheriff's Department.</p>

Rule 7- POSSESSION OF WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS	
<p><u>OFFENSE</u> A student shall not carry, possess, or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the hearing, but not to exceed <u>10 days</u>. • Mandatory referral to Sheriff's Department • Weapon will be confiscated. • Subject to a minimum of one-year expulsion for bringing a firearm to school.

The term "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife, especially those knives having a blade of three or more inches, straight-edged razor or razor blade, spring stick, metal knuckles, blackjack or any failing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser.

In addition, an article which is designed for other purposes, but which easily could be used to inflict (for example, a pencil, comb, or compass) shall be considered a "weapon" if used in an aggressive or belligerent manner.

Rule 8- POSSESSION OF POTENTIALLY DANGEROUS OBJECTS OR REPLICAS OF OBJECTS	
<p><u>OFFENSE</u> A student shall not carry, possess, or have under control any object or replica of object such as, but not limited to, mortar shell, firearm, cartridge, explosion device, any suspicious looking object, or any potentially dangerous object.</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • Suspension • Referral to Hearing Tribunal • Referral to Sheriff's Department.

Rule 9 - NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE	
<p><u>OFFENSE</u> A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Georgia State Board of Pharmacy (unless lawfully prescribed for the use by such student), alcoholic beverage or intoxicant of any kind. Nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances. Nor shall any student possess, sell, or transmit any drug paraphernalia.</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the Hearing, but not to exceed <u>10</u> days. Parents may be allowed to sign a waiver. • Referral to Sheriff's Department. • Referral for Counseling

<p>A student shall deposit in the principal's office (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription, to another student.</p>	
--	--

<p>Rule 10 - USE OR POSSESSION OF TOBACCO</p>	
<p><u>OFFENSE</u> The use or possession of tobacco in any form by students is prohibited. Possession of smoking paraphernalia is also prohibited.</p> <p><u>OFFENSE</u> The use or possession of a vaping device in any form by students is prohibited.</p>	<p>Refer to Progressive Discipline Procedures.</p> <ul style="list-style-type: none"> • <u>1st offense – 3 days ISS</u> • <u>2nd offense – 5 days ISS (behavior contract)</u> • <u>3rd offense – Referral to tribunal hearing</u>

<p>Rule 11 - DISREGARD OF DIRECTIONS OR COMMANDS</p>	
<p>A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, student teachers, substitutes, or other authorized personnel.</p>	
<p><u>OFFENSE</u> Refusal to carry out instructions</p>	<p><u>DISPOSITION</u> Refer to Progressive Discipline Procedures</p>
<p>Failure to accept disciplinary action.</p>	<p>Refer to Progressive Discipline Procedures</p>
<p>Failure to comply with safety rules or procedures including the failure to safely operate a motor vehicle.</p>	<p>Refer to Progressive Discipline Procedures</p>
<p>Failure to comply with decision of the Hearing Tribunal</p>	<ul style="list-style-type: none"> • Referral to Sheriff's Department

<p>Rule 12 - TRUANCY AND TARDINESS</p>	
<p><u>OFFENSE</u> Chronic tardiness, unexcused absences, arriving to school or class late, skipping class, skipping school, leaving campus without authorization, or urging others to violate these rules.</p>	<p>Refer to Progressive Discipline Procedures</p>

Rule 13 - DRESS AND GROOMING	
OFFENSE Students shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract the attention of other students or otherwise to cause disruption or interference with the operation of the school. Apparel which advertises illegal, and/or controlled substances is considered distracting.	Refer to Progressive Discipline Procedures
<p>The principal or his/her designee shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or distraction as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement, posting at the school, or in the student handbook.</p> <p>Obscene pictures or symbols or lewd, profane, or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, picks and combs, and visors are not considered appropriate attire inside the building.</p>	
Rule 14 - PARKING AND TRAFFIC VIOLATION ON CAMPUS	
OFFENSE Students shall not abuse school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas.	Refer to Progressive Discipline Procedures
Rule 15 - USE OF PROFANE, VULGAR, OR OBSCENE WORDS; POSSESSION OF PORNOGRAPHIC MATERIALS; OR OTHER ACTIONS WHICH DISRUPT SCHOOL	
OFFENSE a. A student shall not use profane, vulgar, or obscene words, gestures, or performs other similar actions. b. A student shall not carry, possess, or have under control any pornographic materials.	Refer to Progressive Discipline Procedures
Rule 16 - GAMBLING OR GAMES OF CHANCE	
OFFENSE A student shall not gamble or participate in games of chance or urge, encourage, or counsel other students to gamble or participate in games of chance. A student may not be in possession of gambling devices.	DISPOSITION <ul style="list-style-type: none"> • Suspension • All monies of participants will be confiscated • Referral to Sheriff's Department.
Rule 17 - MISBEHAVIOR ON BUS	
OFFENSE A student shall not exhibit any behavior, which will distract a bus driver's attention or disrupt or interfere with the safe operation of a school bus. The following bus rules must be adhered to without hesitation: <ol style="list-style-type: none"> 1. Remain seated at all times. 2. The bus driver or monitor has the right to make reasonable request, including the assigning of students seats. 3. Talk in a normal tone of voice. 4. Keep hands, arms, and objects inside the bus. 5. Do not play radios, tape players, CD players, or other sound producing devices without headphones. 6. No food, drink, or gum is permitted on the bus. 7. No item that obstructs the driver's view is allowed on the bus. 8. Do not use profane, vulgar, or obscene words; possess pornographic materials; or create other actions that could disrupt safe operation of the bus. 9. Do not possess a weapon, potentially dangerous object, or replicas of objects that could disrupt safe operation of the bus. 10. Do not possess tobacco, narcotics, alcohol, stimulant drugs, or any other controlled substance on the bus. (Unless lawfully prescribed for use by the student and has been reported to the driver.) 11. Cell phones, pagers or any other electronic communication devices are not allowed on the bus without headphones. 	DISPOSITION <ul style="list-style-type: none"> • Parent Contact • Bus suspension • Suspension • Referral to the Hearing Tribunal. • School bus behavior contract <p>O.C.G.A. 20-2-751.5 states that: "If a student is found to have engaged in bullying as defined by subsection 20-2-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and the appropriate school district officials to form a school bus behavior contract for the student."</p>

<p>12. Students shall not use mirrors, lasers, flash cameras or other lights or reflective devices in a manner that might interfere with the bus driver's operation of the school bus.</p> <p>13. Students shall not engage in bullying, physical assault or battery of other persons.</p> <p>14. Students shall not engage in disrespectful conduct toward the school bus driver or other persons.</p> <p>15. Students shall not engage in a verbal assault of other persons or engage in other unruly behavior.</p>	
<p>A student who violates rules of the Code of Student Conduct while on a school bus is subject to the discipline of the rule violated and Rule 17. Riding the school bus is a privilege, not a right, extended to all eligible students. Students living more than 1 1/2 miles from school are eligible. Students living closer than 1 1/2 miles may ride on a space available basis.</p>	

<p>Rule 18 – CRIMINAL LAW VIOLATIONS</p>	
<p>OFFENSE A student who has been formally charged with violation of the criminal law, and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations.</p>	<p>DISPOSITION</p> <ul style="list-style-type: none"> • Mandatory Suspension • Referral to Hearing Tribunal

<p>Rule 19- SEXUAL MISCONDUCT OR OFFENSE</p>	
<p>OFFENSE No student shall be guilty of molesting another student, indecent exposure, rape, or any other overt heterosexual or homosexual act.</p>	<p>DISPOSITION</p> <ul style="list-style-type: none"> • Mandatory Suspension • Referral to Hearing Tribunal • Referral to Sheriff's Department

<p>Rule 20 - RUDE AND DISRESPECTFUL BEHAVIOR</p>	
<p>OFFENSE A student shall not use vulgar or profane language or intentionally argue in a demanding or disruptive manner or otherwise exhibit disrespectful conduct towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.</p>	<p>Refer to Progressive Discipline Procedures</p>

<p>Rule 21 – CHEATING</p>	
<p>OFFENSE A student shall not cheat on any exam, project, homework, or report.</p>	<p>DISPOSITION Mandatory Parent Conference</p> <ul style="list-style-type: none"> • 1st offense—"0" grade and parent conference • 2nd offense—referral to administration

<p>Rule 22 - POSSESSION OF POCKET PAGERS OR ELECTRONIC PAGING DEVICE.</p>	
<p>A student shall not have visible a pocket pager, telephone, or electronic communication device in school except for health or other reasons approved by the principal.</p>	<p>DISPOSITION Device will be confiscated.</p> <ul style="list-style-type: none"> • Parent Conference • In-School Suspension or Suspension • Referral to Hearing Tribunal • School May Impose a Fine

<p>Rule 23 - HARASSMENT</p>	
<p>OFFENSE Any behavior based on student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favor, and other verbal or physical contact of a sexual nature</p>	<p>DISPOSITION Parent Conference</p>

<p>Rule 24 - CHRONIC DISCIPLINARY PROBLEM STUDENT</p>	
--	--

<p><u>OFFENSE</u> A student who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him or her which are likely to reoccur will be considered a chronic disciplinary problem.</p>	<p><u>MANDATORY</u></p> <ul style="list-style-type: none"> • Notification of parent to observe child in classroom. Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan. Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan. • Suspension • Referral to the Hearing Tribunal
---	--

Rule 25 - CUMULATIVE OFFENSES	
<p><u>OFFENSE</u> Students who have repeatedly violated the rules of the <u>Student Code of Conduct and Discipline</u> over a period of time will be considered cumulative offenders.</p>	<p>Refer to Progressive Discipline Procedures</p>

Rule 26 - VIOLATION OF PROBATION	
<p><u>OFFENSE</u> A student shall not fail to comply with the conditions of probation imposed by the principal or Hearing Tribunal</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • Mandatory referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the Hearing, but not to exceed 10 days.

Rule 27 - VIOLATION OF RULES AND REGULATIONS OF EXTRA-CURRICULAR ACTIVITIES.	
<p><u>OFFENSE</u> A student shall not violate any rule and/or regulation set by the sponsor of the activity, the school, the Pulaski County School System, the Georgia Department Of Education, the Georgia High School Association, and/or any other governing agency.</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • Suspension from participation for a definite period of time • Expulsion from participation • Mandatory compliance with disposition of rule violation as set by this Code of Conduct or any other governing agency such as the Georgia High School Association.

Student participation in extra-curricular activities is a privilege extended to all students who meet the eligibility requirements for participation. Student participation in extra-curricular activities is not a right. Extra-curricular activities include, but are not limited to, sports, marching band, clubs, literary events, and other identified school sponsored activities.

Rule 28 - SECRET SOCIETIES/GANG ACTIVITIES	
<p><u>OFFENSE</u> A student shall not:</p> <p>A. wear, carry, or display gang paraphernalia that symbolize gang membership</p> <p>B. exhibit behavior or gestures that symbolize gang membership.</p> <p>C. cause and/or participate in activities that intimidate or affect the attendance of another student.</p>	<p><u>MANDATORY</u> Parent Conference</p>

Gang activities include the use of hand signals, graffiti, or the presence of any apparel, jewelry; accessory or manner of grooming that, by virtue its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group. In addition, incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm are considered gang activities.

Rule 29 – BULLYING / CYBER BULLYING	
<p><u>OFFENSE</u> A student shall not bully another student by:</p> <p>a. Willfully attempting or threatening to inflict injury when accompanied by an apparent present ability to do so.</p> <p>b. Intentionally display any force such as would give the victim reason to fear or expect immediate bodily harm.</p> <p>c. Committing any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended, to threaten, harass, or intimidate, that:</p> <ul style="list-style-type: none"> • Causes another person substantial physical harm or visible bodily harm (Code Section 16-5-23.1); • Has the effect of substantially interfering with a student’s education; • Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or 	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • Counseling • Suspension • Mandatory referral to Hearing Tribunal upon the third offense in school year for placement in alternative school.

<ul style="list-style-type: none"> • Has the effect of substantially disrupting the orderly operation of the school. <p>This includes any act of cyberbullying which occurs through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo electronic or photo optical system.</p>	
--	--

Students found in violation of this rule may also be in violation of Rule 5: ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL

Rule 30 <u>FALSIFYING, MISREPRESENTING, OMITTING, OR ERRONEOUSLY REPORTING INFORMATION OF ALLEGED INAPPROPRIATE BEHAVIOR BY A SCHOOL EMPLOYEE TOWARD A STUDENT.</u>	
<p><u>OFFENSE</u></p> <p>A student shall not falsify, misrepresent, omit, or erroneously report any information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such prohibition applies both during school hours and activities and to off-school hours.</p>	<p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> • Mandatory parent notification • Suspension • Referral to Hearing Tribunal

NOTE: STUDENTS ATTENDING THE ALTERNATIVE LEARNING CENTER WILL NOT BE ALLOWED TO RETURN TO THEIR REGULAR SCHOOL IN THE MIDDLE OF A SEMESTER.

The Pulaski County Board of Education does not discriminate on the basis of race, color, national origin, sex, age or handicap in educational programs, activities or employment.

APPENDIX A

Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, The Family Educational Rights and Privacy Act, the Hatch Amendment, the Vocational Education Guidelines, and the Gender Equity in Sports Act, and other state and federal requirements.

It is the intent of the Pulaski County School District to comply with the above referenced federal and state statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents, and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage

The final regulations cover all operations of the Pulaski County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

Treatment

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services.

Use of facilities

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, YWCA, YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussions deal exclusively with human sexuality.

Physical Education

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity-comparable facilities, equipment; etc.-but equal aggregate expenditures are not required.

Gender Equity in Sports

State law prohibits discrimination based on gender in athletic programs of school districts (Equity in Sports Act, O.C.G.A. § 20-2-325). Students are hereby notified that the Pulaski County School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for the Pulaski County School District is the Assistant Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036, (478) 783-7200. Inquires or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

Organizations

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

Counseling Materials

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion, or disability.

Employment

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically the regulations cover:

- Employment criteria;
- Recruitment;
- Compensation;
- Job classification and structure;
- Fringe benefits;
- Marital or parental status;
- Effect of state or local law or other requirements;

Advertising;
Pre-employment inquires.

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

Student Records

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

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Pulaski County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as “Directory Information.” Directory information may be released by the school district without consent of a parent or student.

- Student’s name, address, and telephone listing;
- Date and place of birth
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photographs;
- Video and audio images and records;
- Diplomas and awards received;
- Major field of study;
- The name of the most recent previous educational agency, institution, or school attended by the student.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to the Pulaski County School District, Attention: Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036 by no later than September 1, 2011.

Research and Student Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school’s conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1) Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a) Political affiliations or beliefs of the student or student’s parent;
 - b) Mental or psychological problems of the student or student’s family;
 - c) Sex behavior or attitudes;
 - d) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e) Critical appraisals of others with whom respondents have close family relationships;
 - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g) Religious practices, affiliations, or beliefs of the student nor parents; or
 - h) Income, other than as required by law to determine program eligibility.
- 2) Receive notice and an opportunity to opt a student out of:
 - a) Any other protected information survey, regardless of funding;
 - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information
 - c) Obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3) Inspect, upon request and before administration or use:
 - a) Protected information surveys of students;
 - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c) Instructional material used as a part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated with respect to the Protection of Pupil Rights Amendment may file a complaint with:

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

Employees, students or other persons who believe that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, or have been subjected to sexual harassment should contact the Title VI, VII, IX, Section 504 and Gender Equity in Sports Coordinator.

Assistant Superintendent
 Pulaski County School District
 72 Warren Street
 Hawkinsville, Georgia 31036
 (478) 783-7200

OR

The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street, S.W., Suite 19T70
Atlanta, Georgia 30303
(404) 562-6350

Contact should be made in writing stating the nature of the complaint and indicating how you may be reached in order to schedule a conference. After an initial contact to the School District, complaints will be handled according to the following procedure:

Equal Opportunity Complaint Procedure

Complaints made to the Pulaski County School District regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or

Section 504/ADA, will be processed in accordance with the following procedures:

- a. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated above for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
- b. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, and determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
- c. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
- d. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
- e. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response that the complaint be referred to the Board of Education.
- f. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- g. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- h. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy or the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.
- i. This procedure is available to students, employees and the general public. The School District Policy Manuals are available in all media centers and central office facilities at 72 Warren Street, Hawkinsville, Georgia 31036.

Sexual Offender Registry

Georgia law requires individuals convicted of certain crimes against minors and/or sexually violent offenses to register with the Pulaski County Sheriff's Office when they are convicted or released and move into Pulaski County. Information concerning registered sex offenders is located on the Georgia Bureau of Investigation (GBI) website at www.ganet.org/gib/. Click on the link entitled "Sex Offenders" and follow the instructions to obtain information concerning any sex offenders who have registered in Pulaski County.

Note: This Appendix is a review of federal and state laws and regulations cited above. Only those areas related to the Pulaski County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Pulaski County School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

Notice of Parent/Student Educational Rights under Section 504

If it is determined that a student has a physical or mental impairment that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, that student is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if a student does not have a disability but has a record of a disability or is considered disabled by school personnel, that student is protected from discrimination under Section 504. If a child is disabled or a parent believes that his or her child is disabled or has been discriminated against because of a disability, that parent is entitled to certain rights. This notice is designed to provide Pulaski County School District's parents and students with information about those rights.

While services provided to qualified students are not required to produce identical results or levels of achievement with non-disabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate.

Under Section 504, a student has the right to:

1. Participate in all school activities without discrimination solely on the basis of disability;
2. Be educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Receive an education designed to meet the student's individual educational needs as adequately as the needs of non-disabled students;
4. Receive free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the School District are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student;
5. To participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to the student's needs;
6. To an evaluation prior to a Section 504 determination of eligibility;
7. If the student is eligible for services under Section 504, the right to periodic reevaluations, including prior to any subsequent significant change of placement; and
8. A student with a disability may not be discriminated against based solely on the basis of disability with regard to the opportunity to compete for participation in nonacademic and extracurricular activities offered by the District.

With respect to the provision of educational services under Section 504, a parent has the right to:

1. Notice with respect to actions regarding the identification/eligibility, evaluation or educational placement for your child;
2. Access all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
3. Have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options;
4. To ensure that the School District will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations;
5. Challenge any action regarding the identification/eligibility, evaluation or educational placement of your child by requesting mediation and/or an impartial hearing;
 - The procedures and forms for the initiation of an impartial hearing regarding the identification, eligibility, evaluation or educational placement of your child may be obtained from the District's Section 504 Coordinator or your child's principal.

6. To receive a copy of this notice and a copy of the School District's impartial hearing procedures upon request.
7. Participate in any hearing requested;
8. Be represented at your expense by counsel at the requested hearing; and
9. Appeal any decision by the impartial hearing officer to the State Board of Education.
10. With regard to disability discrimination or any other disability issue unrelated to the identification/eligibility, evaluation or placement of the student, a parent has the right to file a local grievance with the District in accordance with Board Policy JCE-R. Board Policy JCE-R may be obtained from the School District's website, from the District's Section 504 Coordinator or your child's principal.
11. The District may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under Section 504 of the Rehabilitation Act of 1973. If a parent contends that he or she is or has been retaliated against because of his or her child's disability or because of asserting any rights under Section 504, that parent should notify the District's Section 504 Coordinator listed below.
12. If a parent believes the School District has not acted in compliance with the law, that parent has the right to file a complaint with the Office of Civil Rights at U.S. Department of Education, 61 Forsyth Street SW, Suite 3B70, Atlanta, GA 30303-8927.

If you think your rights or the rights of your child have been violated, you may contact the Section 504 Coordinator for the Pulaski County School District, Debra Puckett, at 72 Warren Street, Hawkinsville, Georgia 31036, for all complaint procedures and forms or at (478) 783-7200 if you have any questions or concerns.

Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian (the "Complainant") may request an impartial hearing due to the School District's actions or inactions regarding the student's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the School District's Section 504 Coordinator; however, a Complainant's failure to request a hearing in writing does not alleviate the School District's obligation to provide an impartial hearing if the Complainant orally requests an impartial hearing through the School District's Section 504 Coordinator. The School District's Section 504 Coordinator will assist the Complainant in completing the written Request for Hearing.

2. Hearing Request: The written Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision of the School District that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the Complainant.
- g. The name and contact information of the Complainant.

Within 10 business days from receiving the Complainant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the Complainant of the specific information needed and assist in the completion of the Request for Hearing. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The School District may offer mediation to resolve the issues detailed by the Complainant in his or her Request for Hearing. Mediation is voluntary and both the Complainant and School District must agree to participate. The Complainant may terminate the mediation at any time. If the mediation is terminated without an agreement, the School District will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

The Section 504 Coordinator, with the assistance of the Superintendent, will identify and obtain a Hearing Officer who will conduct a hearing within 45 calendar days from the receipt of the Complainant's Request for Hearing unless agreed to otherwise by the Complainant or a continuance is granted by the Hearing Officer. The Hearing Officer must (i) have knowledge or training in Section 504, (ii) not be an employee of the School District, and (iii) not have a personal or

professional interest that would conflict with his/her objectivity in the hearing. It is not required that the Complainant consent to the Hearing Officer who is selected.

Upon a showing of good cause by the Complainant or School District, the Hearing Officer, in his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

The Complainant will have an opportunity to examine the child's educational records prior to the hearing.

The Complainant will have the opportunity to be represented by legal counsel at his or her own expense and participate, speak, examine witnesses, and present information at the hearing. If the Complainant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

The Complainant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the Hearing Officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the School District, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the Complainant's testimony and answer questions posed by the Hearing Officer.

The Hearing Officer shall not have the power to subpoena witnesses or require the parties to conduct any discovery. The strict rules of evidence shall not apply to hearings. The Hearing Officer shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present and testify.

The Hearing Officer shall determine the weight to be given any evidence based on its reliability and probative value.

The hearing shall be closed to the public.

The issues of the hearing will be limited to those raised in the written Request for Hearing.

Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The Hearing Officer, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses. The Hearing Officer retains the right to set time parameters and restrictions on the hearing and the examination of witnesses and presentation of evidence. Either party may request that the witnesses be sequestered.

Testimony shall be recorded by court reporting or audio recording at the expense of the School District. All documentation related to the hearing shall be retained by the School District.

Unless otherwise required by law, the Hearing Officer shall uphold the action of School District unless the Complainant can prove that a preponderance of the evidence supports his or her claim(s).

Failure of the Complainant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the Hearing Officer or just cause is shown shall constitute a waiver of the right to a personal appearance before the Hearing Officer.

5. Decision: The Hearing Officer shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the Hearing Officer shall not include any monetary damages or the award of any attorney's fees. The decision of the Hearing Officer is final and binding unless appealed.

6. Review: If not satisfied with the decision of the Hearing Officer, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Please NOTE the following:

The School District is responsible for costs directly related to providing impartial hearings described in these procedures, including compensation of the Hearing Officer, transcripts, or recordings of the hearing and other related costs.

The School District is not responsible for costs of legal counsel or other representatives of the Complainant, or for the costs of producing or reproducing the evidence presented by the Complainant.

Any timelines specified herein may be extended by agreement between the School District and the Complainant, or by order of the Hearing Officer.

Complaints and Grievances

It is the policy of the Pulaski County Board of Education not to discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and activities of/or admissions to facilities operated by the Board or in the employment practices of the Pulaski County Education Agency.

Any individual, organization, or agency (“complainant”) may file a complaint with the Pulaski County School District Board of Education if that individual, organization, or agency believes and alleges that a violation of a Federal statute or regulation that applies to a federal program has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for which complaints can be filed are Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title V; Title IX, Part A—McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.

Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. The complaint procedure is available to students, employees, and the general public through EBOARD policies on the website at www.pulaski.k12.ga.us.

Coordinators:

TITLE I, PART A; TITLE II, PART A; TITLE IV, PART A; IDEA:

Director of Federal Programs, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

TITLE I, PART C; TITLE III, PART A; TITLE IX, PART A; TITLE X PART C:

Programs Coordinator, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

ESSA:

Superintendent, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

GRIEVANCES

Students’ complaints and grievances shall be resolved through orderly processes and at the lowest possible level. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided for any student or his/her parent to discuss with his/her teacher a decision or situation that he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal’s attention for his/her consideration.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board’s decision, if it chooses to make one, shall be final.

**PCMS School Supply List
2022-2023**

I have received the Pulaski County Middle School Handbook and Code of Conduct and Discipline. I understand both documents and will cooperate fully with the school system and my child's teacher. My signature also acknowledges the Pulaski County Board of Education may make changes during the year superseding information contained in this handbook.

Student's Name: _____

Grade: _____

Parent's Signature: _____

Date: _____

Students at PCMS have the opportunity to participate in clubs and organizations, such as BETA Club. IF YOU **DO NOT WISH** FOR YOUR CHILD TO PARTICIPATE IN ANY OF THESE, PLEASE SIGN BELOW.

Signature

Date

Pulaski County Schools Responsible Use Policy 6th- 12th Grade

WHAT IS THE RESPONSIBLE USE POLICY (RUP)?

The Responsible Use Policy (RUP) is a list of **rules** we follow when we use the school internet and computers. This policy is a contract. **When you sign the RUP, you agree to follow the rules of Pulaski County Schools for internet and computer use. You will not be allowed to use the internet or any computers in the Pulaski County School district until you and your parents sign the RUP.**

WHY DOES PULASKI COUNTY HAVE AN RUP?

Many people use the internet and computers in the Pulaski County School District. The district is required by law to keep everyone as safe and secure as possible while they use the school internet and computers. We also need to make sure our internet and computers are working so that everyone can use them. Pulaski County is working to teach students to be responsible users of technology, and the RUP helps the schools do that.

WHY AM I RESPONSIBLE FOR MY ACTIONS ON THE PULASKI COUNTY SCHOOLS INTERNET AND COMPUTERS?

Just like you are responsible for your actions in the classroom, cafeteria, athletics fields, and break areas, you are responsible for your actions online. Our schools trust you to make good choices while using the internet and computers. Your Google account, student network drive, web history, and other computer activity while on the school network can be shared with your teachers and parents/guardians. The Pulaski County Technology department monitors everything you do on the network. You are always responsible for your own actions on the school network.

WHAT HAPPENS IF I DO NOT FOLLOW THE RULES OF THE RUP?

There are consequences for not following the rules of the RUP. Using the school computers and internet is a privilege. If you break the rules of the RUP, the technology department may have to talk to your principal, teacher, and parents/guardians. You may not be allowed to use school computers and internet, or your use of websites may be reduced. The Code of Conduct for your school may be used to choose your consequence. If laws are broken, the Pulaski County Sheriff's department will become involved. If you see anything on your computer that does not follow the RUP, tell your teacher immediately.

Pulaski County Schools Responsible Use Policy

- 1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNTS.** I will keep my password private and secure. I understand that I am responsible for activity conducted by my account. I will log off when I am finished using my account. I understand that it is unlawful to attempt to electronically capture the account credentials of others.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will only use language on the computer and internet that is acceptable for classroom use.
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHERS.** I will use online communication tools responsibly. I will not bully, harass, make discriminatory or derogatory statements about others. I will not stalk others online or by messaging them. I will alert school officials if I see any such posts online about myself or other students on the computers or internet.
- 4. I AM RESPONSIBLE FOR MY USE OF THE PULASKI COUNTY SCHOOLS NETWORK.** I will only use the computers and internet for classroom assignments and school-related extracurricular activities when appropriate and required. Other use of the school network will be a violation of the RUP.
- 5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL ONLINE.** I will not write or post anything embarrassing or hurtful about anyone online (including social media).
- 6. I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** I will not pretend to be anyone else online. I will not use anyone else's accounts or passwords of any kind.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE PULASKI COUNTY SCHOOLS NETWORK.** I will not try to change any settings or install any software on school computers or the network without permission. I will not use a personal device without my teacher's permission.
- 8. I AM RESPONSIBLE FOR PROTECTING THE PHYSICAL AND VIRTUAL PROPERTY OF PULASKI COUNTY SCHOOLS.** I will not break or destroy any equipment on purpose. I will not move any computers, keyboards, mice, monitors, or other equipment, without permission. I will not attempt to bypass PCS internet filters or install illegal software on school computers (including file sharing, shareware, freeware, and malware).
- 9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will not plagiarize. When I use other people's work, I will cite my sources. I will obey copyright laws and refrain from downloading copyrighted materials without permission.
- 10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will not publish any material on the school web spaces (website, wikis, blogs, FaceBook groups or pages, discussion groups, etc.) without permission. I will not publish pictures online with personal information (including names).

Acceptable Use Policy for Networks, Including the Internet

Students and Parents/Guardians: Please review the PCS Responsible Use Policy on pages 43 & 44 and sign the form below to indicate your agreement to use PCS technology resources responsibly.

Parent or Guardian:

As the parent or guardian, I have read and understand the PCS Responsible Use Policy. I have discussed it with my child. I recognize that the PCS technology resources are for educational use only, and any other use by my child is in violation of the PCS Responsible Use Policy. I know that it is impossible to comprehensively restrict access to inappropriate materials on the PCS network, and I will not hold Pulaski County Schools responsible for materials acquired on the network. **I hereby give permission for my child to use technology resources at Pulaski County Schools.**

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ **Date** _____

Student:

I understand and will obey the rules of the PCS Responsible Use Policy. I will use PCS technology resources for school-related purposes only. I understand that the consequences of disobeying the PCS Responsible Use Policy may include loss of computer and network privileges and/or school disciplinary action as outlined in the Student Code of Conduct and/or prosecution under state and federal law.

Student Name (please print) _____

Student Signature _____ **Date** _____