

Ridge Road Elementary School Student Handbook 2020-2021



Mrs. Christine C. McPherson, Principal

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RIDGE ROAD ELEMENTARY SCHOOL

285 RIDGE ROAD ● SANDERSVILLE, GA 31082 ● PHONE 478.552.2245 ● FAX 478.552.0870

Mrs. Christine McPherson, Principal

Mrs. Beth Nobles
Assistant Principal

Mr. Jamaal Wilcher
Teacher Administrator

Ms. Sheanna Chappell
School Counselor

Mrs. Nicki Coneway
Instructional Facilitator

Ms. Teresa McPherson
Instructional Facilitator

Mission: Ridge Road Elementary School strives to be a nurturing environment where children are accountable for their learning in order to be an asset to the 21st century society.

Vision: A community of HAWKS where students are honest, awesome, wise, kind, and show self-control.

Principal Letter to Students & Parents

Dear RRES Students and Parents:

On behalf of the staff at Ridge Road Elementary School, I am happy to welcome you to the 2020-21 school year! We are looking forward to a productive partnership with you to ensure that our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know we will do our very best to carry out our responsibilities.

I am very excited to have the honor of serving as your principal this school year. Along with the teachers and staff, I will work hard to continue the legacy of success established by our Superintendent Dr. Rickey Edmond and our Washington County Board of Education. It is the mission of Washington County Schools for all children to Excel in the areas Academics, Arts, and Athletics. At RRES we will focus on the "BIG 6" initiatives to ensure success in these areas. Instructionally, we will focus on the Georgia Standards of Excellence, engaging all students using performance tasks, the use of data to drive instruction, and providing consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all of the students' achievement.

As your principal, it is important to me that everyone who steps through our doors-teachers, students, and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

I look forward to working with you as a team to help each student at Ridge Road Elementary School meet their goals and have a successful school year!

Best Regards,

Mrs. Christine C. McPherson

RRES Principal

cmcpherson@washington.k12.ga.us

478-552-2245 ext. 4802

WASHINGTON COUNTY PUBLIC SCHOOL DISTRICT



Dr. Rickey L. Edmond, Superintendent of Schools

Board of Education Members:

Mr. Chris Hutchings, Chairman of Board of Education

Mr. Sammie L. Knight, Vice Chairman

Mr. Tracy Giddens

Mrs. Gladine Thompson

Mr. Paul Turner

District Personnel Leaders:

Mr. Willie Coneway, Director of Facilities & Transportation

Mrs. Audra Gilbert, Director of Learning and Teaching

Mrs. Emily Johnson, Director of Special Programs

Mrs. Sandra McMaster, Director of Finance

Mrs. Jennifer Tatum, Director of Technology

Mrs. Amy Vickers, Director of Federal Programs

Mrs. Karen Wright, Registrar

Mrs. Karen Yonchak, Director of Food Services

WCBOE Strategic Plan Information

Beliefs

1. All children can learn.
2. All students are unique and valued individuals and learn in different ways.
3. Students learn best in an orderly, safe, and caring environment.
4. A highly qualified staff will promote higher student achievement which leads to a productive citizenry.
5. Collaboration between industry and the Career Technical Agricultural Education program will lead to a well-trained workforce.
6. Investing in the future of technology facilitates enhanced learning.
7. Prompt and regular attendance by students and teachers lead to improved performance.
8. Honest, effective communication, both internally and externally, is vital.
9. Professional dress for both student and teacher leads to improved performance.
10. Learning is maximized when students' physical, emotional, social, and intellectual needs are met through extracurricular activities.
11. On-going professional development is essential for the enhancement of the learning process.
12. Providing a financially sound school system is essential to success.
13. Students should attend well-maintained facilities.
14. The future of our community depends on the success of our public schools.

Mission

Our Mission Statement – Inspiring all children to excel in academics, arts, and athletics.

Vision Statement

Washington County Public Schools – Building the foundation for a thriving community of self-supporting citizens through diverse educational opportunities. Enter our doors as a child; exit our doors as a well-rounded and productive citizen.

Goals

INTERNAL PROCESSES

- Ensure systematic process for school/system continuous improvement planning.
- Ensure the school/system has the resources needed for improvement.
- Manage effective facilities and an excellent bus fleet.
- Develop and retain an exceptional workforce.

TEACHING AND ASSESSING FOR GROWTH

- Improve classroom instruction with technology immersion.
- Improve a systems approach to assessing students K-123.

- Improve a process/programs for students who need additional support services.
- Improve the number of students pursuing post-secondary options.

STUDENT AND STAKEHOLDER ENGAGEMENT

- Improve parent services.
- Improve student/parent community relations.
- Improve staff’s professional image.

The Big 6

Below is a picture that represents “The Big 6” initiative for the Washington County School District.

Washington County School District
 Our Systemic Process:
 Product, People, and Processes -
 Communication, Collaboration, and Collecting & Leveraging Data

Mission:
 EXPECTING
 all children to
 EXCEL in
 Academics,
 Arts,
 & Athletics

Vision:
 Building the foundation
 for a thriving
 community of
 self-supporting citizens
 through diverse
 educational
 opportunities. Enter
 our doors as a child;
 exit our doors as a
 well-rounded and
 productive citizen.

GOALS

Public Relations & Marketing
 “Telling Our Story”

STEAM
 STEAM Certification;
 Cyber Ready Seal; Robotics;
 Specialized Programming

Work Force Development
 21st Century Career & College Readiness

GOALS

Leadership
 Systems Thinking; Build Capacity

RTI/MTSS & SEL
 Student Services & Parent Engagement

Literacy
 Improve Literacy;
 Bridge Home & School

WC **WE WILL RISE HIGHER!** **WC**

Faculty and Staff
Ridge Road Elementary School

Staff	Position	Staff	Position
Christine McPherson	Principal	Mary Julia Thomas	Paraprofessional
Beth Nobles	Asst. Principal	Jennifer Smith	Paraprofessional
Jamaal Wilcher	Teacher/Administrator		Paraprofessional
JoAnn Thigpen	Front Office Clerk	April Swint	Paraprofessional
Mary Taylor	Bookkeeper	Shaquonta Johnson	Paraprofessional
Kim Walker	Data Clerk	Crystal Swint	Paraprofessional
	Resource Officer	Letitia Hamilton	Paraprofessional
Ricky Pinkston	Custodian	Leigh Holtapp	Media Specialist
Dorothy Kemp	Nurse	Pamela Sterling	Math Support Specialist
Lindsey Macy	Nurse Asst.	Ary Edmond	Reading Support Specialist
Sheanna Chappell	Counselor	Adam Price	Special Ed.
Angela Lamb	Art	Kim Garrett	Special Ed.
Hope Hope	Dance	Sherry Monroe	Special Ed.
Pamela Mathis	Gifted Coordinator	Katie Cullens	Special Ed.
Sharon Dawson	Music	Laura Woodard	Special Ed.
Paige Connor	PE	Nicki Coneway	Instructional Facilitator
Kathleen Fox	Health	Teresa McPherson	Instructional Facilitator
Ashley Andrews	Technology	Sug Parker	Mentor/Teacher Admin Trainee

Homeroom Teachers

Teacher	Grade/Subject	Partner Teacher	Grade/Subject
Brittany Roberson	3rd ELA/SS Grade Chair	Tricia Archer	3rd M/SC Grade Chair
Kiahna Wright	3rd grade ELA/SS Teacher	Montana Josey	3rd grade M/SC teacher
Michelle Amerson	3rd grade ELA/SS Teacher	Laura Prince	3rd grade M/SC teacher
Lyndsey Sanders	3rd grade ELA/SS Teacher	Rebecca Willis	3rd grade M/SC teacher
Glisa Turner	3rd grade ELA/SS Teacher	Paige Lacey	3rd grade M/SC teacher
Teacher	Grade/Subject	Partner Teacher	Grade/Subject
Natasha Parker	4th ELA/SS Grade Chair	Amanda Collins	4th M/SC Grade Chair
Christina Andrews	4th grade ELA/SS Teacher	Christina Haynes	4th grade M/SC Teacher
Christy Mobley	4th grade ELA/SS Teacher	Amanda Jackson	4th grade M/SC Teacher
Niki Brantley	4th grade ELA/SS Teacher	Shenika Woodard	4th grade M/SC Teacher
Brittany Jordan	4th grade ELA/SS Teacher	Tiffany Prince	4th grade M/SC Teacher
Teacher	Grade/Subject	Partner Teacher	Grade/Subject
Robin Trussell	5th ELA/SS Grade Chair	Sabrina Goetzka	5th grade M/SC Teacher
Natasha Womble	5th grade ELA/SS Teacher	Rose Brett	5th M/SC Grade Chair
Jane Mapstone	5th grade ELA/SS Teacher	Cheryl Talbott	5th grade M/SC Teacher
Heather Black	5th grade ELA/SS Teacher	Corian Roberson	5th grade M/SC Teacher
Shannon Knowles	5th grade ELA/SS Teacher	Marquita Little	5th grade M/SC Teacher

Mission, Vision, & Belief Statement Ridge Road Elementary School

Mission

Ridge Road Elementary School strives to be a nurturing environment where children are accountable for their learning in order to be an asset to the 21st century society.

Vision

Ridge Road Elementary School is a community of HAWKS where students are honest, awesome, wise, kind and show self-control.



Belief Statement

We believe all students can achieve when given a supportive and challenging environment provided by a highly qualified staff. We believe the achievement of all students is essential for community success.

General Information

1. Ridge Road Elementary School's instructional day begins at 8:00 a.m. and ends at 3:00 p.m. Breakfast service, which is free for students, begins at 7:15 a.m.
2. Students should not arrive on campus prior to 7:15 a.m.
3. The school day ends at 3:00 p.m. All students should be picked up by 3:15 p.m. if not riding a school bus.
4. RRE will use information from the student information sheet, which is completed by a student's parent/guardian, to allow approved adult(s) to sign out a student from school. Photo/picture identification is required when signing out a student. Changes to the information sheet must be made by the parent/guardian in person.
5. Please notify the school immediately if there is a change in a student's address, telephone number, emergency contact person, or custody. If a change of custody occurs, a copy of the court order that specifies the custodial parent/guardian must be provided to the school.
6. If a child's transportation has to be changed for any reason, the school must be notified in writing of any change. The notice should contain a telephone number where the parent/guardian can be contacted to verify the information. Phone calls, emails, text or faxed notes will not be accepted.

7. If a parent/guardian needs to make a transportation change during the day, the parent or guardian must come to the school and complete documentation of the change by 2:00 p.m. This will help us ensure your child follows the directions given on how they are to get home.
8. If you are interested in volunteering at Ridge Road Elementary School, contact the RRE front office staff about the process of being approved to volunteer.
9. Teachers will plan celebrations for students frequently through the school year. These school celebrations will include recognition of student birthdays, rewards for showing awesome HAWK behavior, and recognizing academic growth. No outside food or drink (including pre-packaged items) may be brought in by parents and served to students. This is to ensure the safety of students who may have food allergies.
10. Confiscated items will be returned to the parent/legal guardian of the student from whom the item was taken.
11. Items such as matches, laser lights, lighters, knives, toys (toy guns), or other items which may cause a distraction at school are not allowed and could be considered a discipline offense.

Parent Phone Calls Regarding Changes in Transportation

In regards to concerns of student safety, RRE personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed. Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes a request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.

If the above arrangements have not been made, the child will be sent home according to their usual mode of transportation.

Afternoon Student Pick-Up Procedure:

For the safety of your child, please follow these rules:

1. You must have a tag with the student's name on it in order to pick up a student.
2. Please remain in your vehicle and your tag will be collected. Please do not enter the building.
3. If you do not have a tag, please park and go to the office to sign out your child. Vehicle tags may be picked up in the front office.

Students need to be picked up by 3:15 p.m. We understand that emergency situations arise, but late pickups should not occur on a regular basis.

Safety Protocols and Response to a Pandemic Situation Statement

In the matter of a pandemic situation, the Washington County School District and superintendent will work in collaboration with the Department of Public Health, our Local Health Department, Community Task Force Team, our Emergency Management Agency, CDC, Georgia Department of Education, and Governor’s Office for State of Georgia on responding and coordinating with Districtwide Leadership SMART Team to activate the County-wide Pandemic Plan. This plan will include the options of periodic short- and long-term closures, activating remote blending learning for students as needed, modified lunch program, summer feeding program, providing remote and school-based social emotional & mental health support for students, consideration for modified transportation options, and implementing intensive safety protocols for the safety of all students and staff members.

Faculty Qualifications

All RRES faculty meet the criteria for being professionally qualified. For information about your child’s teacher’s qualifications, please contact the school principal.

Grading Policy

Georgia Standards of Excellence (GSE) in Language Arts, Math, Science and Social Studies are taught at RRES. The GSE curriculum determines the content taught in each grade with specific standards and skills. Students take standardized tests to determine mastery of the curriculum. Parents receive copies of individual testing reports when these are available. The school term is divided into two semesters, each about 18 weeks in length. Progress reports are given during the midpoint of each nine weeks. Report cards are given every nine weeks. Semester grades are averaged to determine yearly averages.

Grades may include: projects, quizzes, homework (See homework policy), Interactive Notebook/ Sum it Up, unit tests, performance tasks/projects, standard checks, daily grades. All students will receive a numeric grade each nine weeks in Reading, Language Arts, Math, Science, and Social Studies.

*If a student has to retake a unit test due to a failing grade, the retest grade can be no higher than 80.

Grading Scale

A	90-100	ADVANCED
B	80-89	PROFICIENT
C	70-79	BASIC
D	69 & BELOW	BELOW BASIC

Homework Policy

Homework is work that is assigned to be completed at home. No new concepts will be included in homework.

- Students should be expected to complete all homework assignments.
- Homework should include 20 minutes of reading and timed math fact practice every night.
- Homework will be checked for completion, not accuracy.

Missing Work Policy

Missing work due to an absence or not being turned in to the teacher will be recorded as a zero (0) until work is made up. Students have 5 days upon return to school from an absence to make up the work missed.

Promotion and Retention Policy

A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be considered when determining assignment to the next grade. Data gathered from performance on the following assessments may be used to determine grade assignment:

- Math and Reading Screeners
- Tests over units of study on the Georgia Standards of Excellence
- Georgia Milestones End of Grade Assessments
- Classroom performance
- Report Card grades

Those students who have mastered the appropriate skills will be promoted and those who have not may be promoted with exception(s) or retained. Guidelines for implementing the promotion retention policy are on file in the Superintendent's office. The school system shall keep the student and his parents informed of the student's progress through grades and other reports which reflect the student's achievement.

Academic Probation

Students who fail 2 or more courses during the first semester will be placed on academic probation. These students may be required to attend the Academic-Behavior Student Center (ABS Center) during the school day or after school. This will occur during the 3rd 9-week period. If a student is on academic probation, he or she can't participate in athletics (consideration of GHSA eligibility requirements for WCHS), field trips, and other school-based activities unless the student support team (SST) with the principal's approval is given.

Academic Awards

Nine Week Awards for students

- Honor Roll: Students with 90 in each subject
- Merit List: Students with an overall average of 90

Honors Night Awards (based on 1st, 2nd and 3rd nine weeks)

- Merit List: Students who earned a final overall average of 90
- Honor Roll: Students who earned a final grade average of 90 or above in each subject area for the current school year
- Principal's Honor Roll: Students who have been on Honor Roll each 9 weeks for the current school year

Gifted Education

The Washington County School System provides gifted education services for all students who are eligible according to Georgia Rule 160-4-2-.38. Students who receive gifted services will earn a numeric grade for their gifted class.

Advanced Content Classes

When space is available, some students may be offered placement in advanced classes. These placements are considered on an annual basis and are not guaranteed year-to-year. This year RRE will be offering an accelerated math and reading class for 5th grade students. Students in this class will be exposed to more rigorous project-based learning. These students will work at a faster pace, and be introduced to 6th grade standards by the end of the year. It is our goal to prepare these students for advanced middle school classes.

Placement in 5th Grade Advanced Math and/or Reading Class

1. The 4th grade teachers will recommend students. Recommendations will be based on classroom performance, diagnostic data, benchmark scores, and Georgia Milestone Assessment Scores (when available).
2. While any student can be recommended for advanced math or reading, first priority will be given to students identified as gifted that meet the recommendation requirements.

Gifted Identified	Teacher Recommendation	RI / i-Ready	MI / i-Ready	Points for Math Average	Points for Reading Average
Yes = 5 Points	Yes = 5 Points	Advanced = 5 Points	Advanced = 5 Points	A = 5 Points	A = 5 Points
No = 0 Points	No = 0 Points	Proficient = 4 Points	Proficient = 4 Points	B = 4 Points	B = 4 Points
		Basic = 3 Points	Basic = 3 Points	Below B = 0 Points	Below B = 0 Points
		Below Basic = 2 Points	Below Basic = 2 Points		

Health and Medication

Immunizations must be complete and up to date. If a student needs to take any medication at school, a signed note from the parent is required. Medicine is kept in the nurse's office. Prescription medicine should be in the original container with the dosage on the container. Student injury or illness at school will be referred to the school nurse. Injury or illness at home should be handled by your family doctor, not brought to the school nurse for treatment.

Visitors

The Washington County School District has student and staff safety at the forefront and is fully committed to providing and maintaining safe and orderly operating schools in the district. We have a strong partnership with local agencies, state agencies, and maintain our own certified law enforcement department (SRO). We maintain a full camera monitoring system, Control Access System for visitors, daily patrolling of our campuses, additional support and walk-throughs by our local law and state law enforcement agencies as needed, conduct periodic dog searches each year, use of metal detectors for students and school sponsored events, cameras on our buses, and required background checks for all staff, substitutes, and volunteers before working with our students.

Parents/guardians/visitors will be asked for photo identification to visit a classroom and when signing out a student. Please report to the office, sign in and get a pass before going to a classroom on special event days. Parents are reminded that when visiting their child's classroom, observations of other students will occur; however, each student at Ridge Road Elementary has a right to privacy. Inappropriate comments to another student or about another student by parents/visitors will not be tolerated. We also ask that visits to the classroom are not seen as a conference time as this takes away from the instructional time between students and the teacher.

Breakfast and Lunch

Breakfast and lunch are free for all students. Students who eat breakfast at school should plan to arrive at school no later than 7:40. Any student who needs modifications to his/her breakfast or lunch menu must bring a doctor's note to the cafeteria manager.

Transportation and Traffic Safety

The school bus is considered an extension of the school. Behavior appropriate for the school setting is expected. For the safety and well-being of your child or children, students should not be brought to school before 7:15 a.m. and should be picked up between 3:00 and 3:15 p.m. No student will be allowed to leave school unless a parent or guardian comes to check out the student from the front office or has given permission for someone else to check a child out. It is very important for the school to be informed immediately of any change in address, phone number, or emergency contact information. Please send this in writing to your child's homeroom teacher when a change occurs.

School Insurance

As a service to the student, optional accident insurance is available. The school accepts no responsibility as to the coverage of the insurance and is in no way connected with the insurance provider.

Telephone

School phones are not to be used by students to make or receive personal phone calls.

Field Trip Procedures

Field trip information will be sent to parents 1 month prior to the trip date (exception for trips in August). **A student's misbehavior at school prior to a field trip may result in the loss of attending the field trip.** Parents will be notified of the discipline incident and loss of the field trip. Refunds for non-attendance of field trips will be given for students who are hospitalized within two days of the trip or who receive an office discipline referral. Reimbursements for a missed trip are not promised when the missed trip is the result of a home issue. RRES siblings in the same grade will be charged for only one child. Students must wear a school uniform on all

field trips. Students are not allowed to bring any electronic devices such as, but not limited to, iPads, cell phones. Students are responsible for personal items brought on the trip. Parents/family members who follow the bus will have to pay for their own tickets, parking, etc. and will not be given the responsibility of monitoring students.

Chaperone Guidelines

Chaperones must be a parent or legal guardian of the child attending the trip and must ride the bus as a chaperone with the students. All chaperones must refrain from smoking, using profanity, and taking pictures or videos of RRES students, except their own child. Chaperones must understand that they are going on the trip to help supervise students. Chaperones that pay but are not selected through the selection procedure will be reimbursed for the cost of the trip. Chaperones that pay then decide not to chaperone will not be reimbursed. **All chaperones must go through the process of being approved to be a volunteer.**

Washington County Schools Code of Conduct

Students spend the majority of their time in classroom environments where behavior is expected to meet the high standards set by the Washington County Board of Education. While most discipline matters are managed in the classroom, some student behavior is managed by the office through an office referral that may result in interventions or consequences based on the nature of the violation of Washington County Board policy or the Code of Student Conduct.

Purpose

The Washington County School System has adopted a code of conduct that requires all students to conduct themselves at all times in a manner that facilitates a learning environment for them and other students. These standards for behavior require students to respect each other and school system employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established by the Washington County School System.

In our efforts to nurture such a positive learning environment, we will embed our various expectations of our student code of conduct into our overall goals. Students, parents, and teachers are expected to become familiar with the code of conduct so they can understand and be knowledgeable of the behaviors that contribute to a safe school and a productive learning environment. Students will help to define what these rules look like in the various settings. We will then be able to support students as they make connections to the common expectations and learn to model appropriate behaviors and take responsibility for their choices in a meaningful way. Our school rules were developed based on the following four goals:

- **Be Safe. Avoid behaviors that impair their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- **Be Responsible. Students are expected to show a high level of self-responsibility by participating 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. In addition, students should display a high level of responsibility at school as well as all school related events and activities.
- **Be Respectful. Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and avoid being rude, and follow school rules and procedures. **Students should also recognize and respect the rights of other students.**
- **Be Kind.** We believe kindness creates conditions which lead to a caring environment for students, teachers, and community members. **Everyone benefits when individuals embrace acts of kindness.**

Beliefs and Attitudes

In order to successfully manage student behavior and build self-discipline, Washington County School System holds the following beliefs and attitudes:

- Discipline should be viewed as a set of behaviors to be learned.
- Positive school discipline combines prevention and response strategies in a well-balanced manner.
- Prevention of inappropriate behavior is emphasized.
- Schools that value and integrate belonging, independence, cooperation, and mastery of academic and social skills provide a strong foundation for discipline.
- The use of prevention / intervention strategies must respect individual differences.
- Well-disciplined schools have a high level of communication and partnership with the parents and communities they serve.
- Everyone must be part of the solution.

The System's primary goal is to educate, not 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 the policies, regulations, and rules set forth in this Code of Conduct.

The Code of Conduct is in effect 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 such events
- On vehicles provided for student transportation by the school system and at school bus stops

Also, students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses, including, but not limited to drugs and weapon offenses can lead to schools being named an "Unsafe School" according to the provision of State Board Rule 160-4-8-16, Unsafe School Choice Options.

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

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their child 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/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.

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. & 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

Progressive Discipline Procedures

A progressive discipline process is an integral part of an effective school system. It helps correct student behavior and brings it within acceptable standards, ensuring a safe and productive school. The goal of progressive discipline is to reform students and bring their conduct within acceptable standards

1. To deter other students from engaging in similar conduct
2. To maintain control over the school as a whole and maintain school standards

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.

Students who are subject to disciplinary action will be afforded due process. The administration of each school will make every effort to administer the discipline code in compliance with all

state and local board of education rules and policies and will take in consideration individual plans (i.e. IEP, 504, and MTSS) to ensure appropriate consequences for all students' behaviors.

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

- Warning
- Counseling with an Administrator or Counselor
- Referral to the Student Academic/Behavioral Support Center
- Loss of Privileges
- Isolation or Time out
- Administration of Corporal Punishment
- Assignment of Special Tasks
- Temporary Removal from Class or Activity
- Notification of parents
- Parent Conference
- One Hour Intervention
- Engagement In-School Suspension
- In-School Suspension
- Temporary Placement in an Alternative Education Program
- Short Term Suspension
- Disciplinary Probation
- Suspension or Expulsion
- 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.

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. A district administrator must also approve such an agreement and waiver.

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 as soon as possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks, and other school properties are subject to inspection and search by school authorities at any time without notice to students or parents. Students are required to cooperate if asked to open book bags and lockers. 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.

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

Level I

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

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

1. Loss of recess or other free choice time.
2. Alternate placement during lunch.
3. Alternate temporary placement in different classrooms from peers.
4. Student participation in conferences with parents/guardian and teacher.
5. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).

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

1. Student participation in conferences with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Assignment to Academic/Behavior Support Center for a designated period of time.
4. Partial day suspension.
5. Full day suspension for one day.
6. Participation in the disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s).

Level II

Level II discipline offenses are intermediate acts of misconduct that require administrative interventions. Consideration of necessary behavior support services should be given, if not already provided. Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following.

1. Student participation in conferences with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to lunchtime detention.
4. Assignment to Academic/Behavior Support Center for a designated period of time.
5. Partial day suspension.
6. Full day suspension.

7. Suspension from school for up to three school days, pending investigation.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Payment for the repair of any damage caused to the school-related environment.
10. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
11. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Level III

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety or property, and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension. Student and parent/guardian participation in a conference has previously occurred. Initiation of necessary behavior support services should be given. Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following.

1. Restriction from programs and special assemblies.
2. Suspension from school for five school days or more, which shall include any time during which the student was subject to suspension pending investigation.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Payment for the repair of any damage caused to the school-related environment.
5. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
6. Assignment to Academic/Behavior Support Center for a designated period of time.
7. Placement in a separate alternative educational program for no less than ten days.
8. Any other disciplinary technique that positively promotes the Student Code of Conduct and desired character trait(s).

Students in this discipline level have the benefit of due process, such as the process provided by the school Discipline Tribunal or the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act.

Any student who is suspended from school will not be allowed to participate in functions or extra-curricular activities sponsored by any school in Washington County Public School System before, during, or after the regular school day (ex: field trips, assemblies, programs, club meetings, athletic events, contests, recognition or award ceremonies, etc.) Any student that comes on the campus of any school while suspended, is subject to a criminal charge of Trespassing.

Definition of Disciplinary Actions

Expulsion: removal of a student from the school system for an extended period of time or permanently by the Disciplinary Tribunal.

Out of School Suspension (OSS): removal of a student from school for a designated period of time not to exceed ten (10) days per suspension.

1. Parents will be notified of the suspension in writing, stating the duration and reasons for the suspensions.
2. The principal will advise parents of their rights to a conference and discussion of said suspension.
3. Students suspended at home must make up all work missed during the suspension in order to get credit. Upon returning to school, the student is responsible for making arrangements with the teacher for make-up work. The work will be submitted according to a schedule arranged by the teacher.
4. Any student that is suspended from school will not be allowed to participate in functions or extra-curricular activities sponsored by any school in Washington County Public School System before, during, or after the regular school day (ex: field trips, assemblies, programs, club meetings, athletic events, contests, recognition or award ceremonies, etc.) Any student that comes on the campus of any school while suspended, is subject to a criminal charge of Trespassing.

Engagement In-School Suspension (EISS): removal of a student from a regular assigned schedule and assignment to a special self-contained setting for a period of time of 1-5 days. The student will be permitted to continue their regular daily schedule after the student, parent or guardian and administrator meet in an effort to determine the root cause of the behavior.

1. Students placed in EISS will be counted present for school.
2. Students placed in EISS must report directly to EISS after breakfast if they do not return to school with a parent or guardian. Failing to do so will result in additional consequences.
3. Once a student's parent/guardian has met with the administrator their engagement will be cleared and the student will return to the regular daily schedule.

In School Suspension (ISS): removal of a student from a regularly assigned schedule and assignment to a special self-contained setting for a period of one (1) or more days.

1. Students placed in ISS will be counted present for school.
2. Students placed in ISS must:
 - a. Students will report directly to the ISS room after breakfast. Students who fail to report will be assigned an additional consequence. Warnings will not be issued.
 - b. Students will stay the entire day (8:00 a.m. - 3:00 p.m.) or assigned time. A student signing out must make up the time missed. After a student is assigned to ISS, parents will be notified in writing of the offense and the punishment.
3. Students will obey all rules of the class.
4. Students will not be allowed to participate in any extracurricular activities during that time.
5. Failure to report or serve ISS will result in OSS. Also, ISS days will be made up upon

returning to school.

Academic-Behavior Student Center (ABS Center): a proactive response strategy to an intervention approach via the use of Academic-Behavior Student Center (ABS Center) to provide such needed interventions. This intervention option will be used to help students that are experiencing academic, behavioral, and social emotional concerns by providing specific interventions via Tier 2 or Tier 3 evidence-based and “best practice” options while attending the ABS Center.

Behavior Contract: placement of a student on a behavior contract for a probationary period as mandated by administration with confirmation by his teachers and the parent(s)/guardian(s). The contract emphasizes the following rules:

1. Students cannot have any major or additional dispositions for the remaining school year or the determined time period.
2. Students must conduct themselves correctly at any athletic event either as a participant or spectator.
3. Students must attend school as required by state law and local board of education policies.
4. Student must be successful in his/her academics as well as social and interpersonal relationships with other students, teachers, and administrators.
5. Students must follow all required school bus rules and follow all appropriate directions given by the bus driver.

Parental Involvement

The Washington County School System Code of Conduct is based on the expectation that parents, guardians, teachers, and administrators will work together to improve and enhance student behavior and academic performance. They will communicate freely their concerns and actions in response to student behavior that detracts from the learning environment. School administrators recognize that two – way communication through personal contact 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 staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote 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 classroom situations, 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.

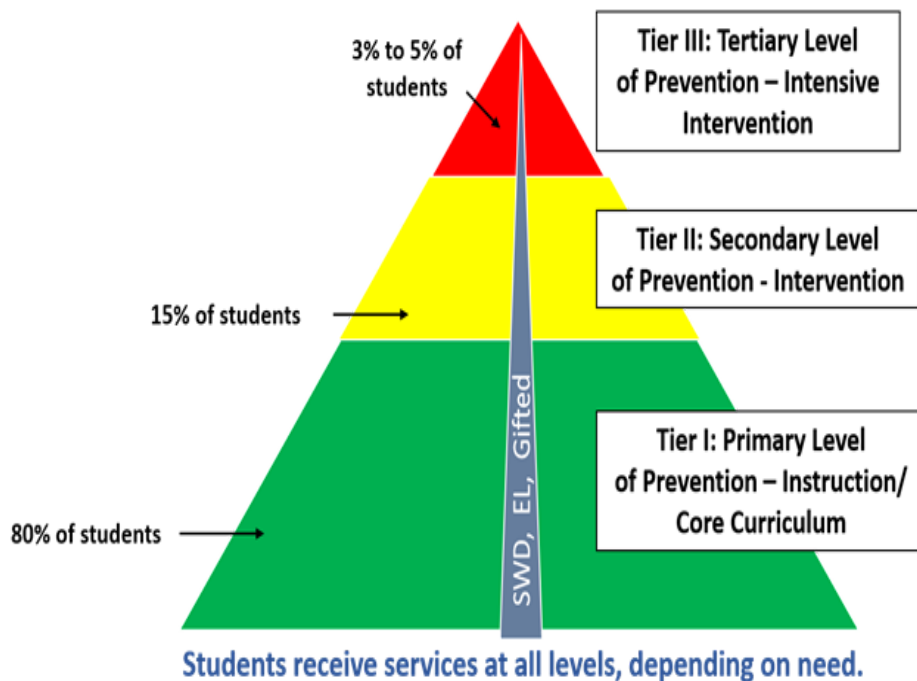
The law allows the Board of Education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may 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 a hearing, the court may impose a fine, not to exceed \$500,000, on a parent or guardian who willfully disobeys an order of the court under law.

Child Find

RRES has in effect policies and procedures to ensure that all children, who are in need of special education and related services are identified, located, and evaluated. The implementation of a multi-tiered system of supports, including the use of scientific, research, or evidence-based interventions are required at RRES before referring a child for an initial evaluation for special education.

Multi-Tiered System of Supports (MTSS)

RRES utilizes MTSS, which provides a framework to align instructional, behavioral, and learning practices with the mission of learning for everyone. The MTSS process is committed to providing support to all students based on individual needs. Response to Intervention (RTI) is embedded throughout Georgia's MTSS framework to provide support matched to students' needs to maximize student achievement and to improve behavioral outcomes. Georgia's MTSS includes school wide implementation that focuses on the "what and how of instruction" and the provision of services and support to students that meet their unique, whole child needs.



A multi-level prevention system is an essential component of Georgia's MTSS. The component includes three levels of intensity or prevention that is designed to improve high-quality core instruction, evidence-based interventions, and supports when used effectively within the framework.

- The triangle graphic depicts the progression of support across the multi-level prevention system. The triangle represents three levels of prevention and the percentage of students that are expected to benefit from the levels of prevention in an effective system.
- The levels are Tier I: Primary Level – Instruction/Core Curriculum, Tier II: Secondary Level – Intervention and Tier III: Tertiary Level - Intensive Intervention.

For more information, visit www.gadoe.org/TieredSystemofSupports or www.gadoe.org/PBIS or contact Mrs. Beth Nobles, one of our school administrators that coordinates this process. She may be reached at 478-552-2245, Ext. 4207.

Washington County Board of Education Expulsion Offense

Rule 1: Disruption and Interference with School

1. No student shall occupy any school building, gymnasium, school grounds, properties, or part thereof with intent to deprive others of its use.
2. No student shall block the entrance or exit of any school building or property of corridor or room so as to deprive others access thereof.
3. No student shall set fire to or otherwise damage any school building or property.
4. No student shall prevent or attempt to prevent the convening or continued functioning of any school / class activity or lawful meeting or assembly on school campus.
5. No student shall discharge, display, or otherwise threateningly use any firearm, explosive or other weapon defined in O.C.G.A & 16-11-127.1 or facsimile thereof on school

premises.

6. No student shall prevent other students from attending any class or school activity.
7. No student shall, except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on the school campus or adjacent grounds.
8. No student shall continually and intentionally make noise or act in any manner as to interfere with the teacher's ability to conduct a class.
9. No student shall in any other manner, by use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance or any other conduct intentionally cause the disruption of any lawful mission process or function.
10. No student shall refuse to identify himself or herself upon request of teachers, principal, superintendent, school bus driver or other personnel.
11. No student shall urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.
12. No student shall be involved with playing cards or gambling (flipping, throwing dice, etc.)

Rule 2: Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to school property, steal or attempt to steal school property.

Rule 3: Damage or Destruction of Private Property

A student shall not cause or attempt to cause physical damage to private property or steal or attempt to steal private property, including property of another student or person legitimately at the school.

Rule 4: Assault of a School Employee, Including Verbal Assault

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee.

Rule 5: Assault of Non-Employee, Including Verbal Assault

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a person.

Rule 6: Possession or Use of Weapons

A student shall not possess, use, handle, or transmit any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16 -11 – 121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. Students who possess firearms on campus will be subject to a minimum of a calendar year suspension and will be referred to law enforcement officials.

Rule 7: Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, sell, transmit, or be under the influence of any illegal drugs or alcoholic beverage or intoxicant of any kind. This includes drug look-alikes.

Rule 8: Disregard of Direction or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, substitute teachers, paraprofessionals, principals, school bus drivers or any other authorized school personnel.

Rule 9: Unexcused Absences

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission from a duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule.

Rule 10: Habitual Offender

Any student sent to the office ten (10) times will be considered a chronic behavior problem and will be placed on disciplinary probation. Disciplinary probation means that a student may be expelled by the Washington County Disciplinary Tribunal for any further misbehavior.

Rule 11: Bullying

A student shall not engage in any bullying behavior on the school grounds during and immediately before or after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or in route to and from school. **Bullying behavior is defined as repetitive action targeted at a specific victim or group when the intent is to intimidate or otherwise be physically, verbally, or non-verbally aggressive.**

Rule 12: Dress and Grooming

A student shall not dress, groom, or wear or use emblems, insignia, badges or other symbols where the effect thereof is to distract unreasonable attention of the other students or otherwise cause disruption or interference with the operation of the school. The principal or other duly authorized school officials shall determine whether any particular mode of dress, apparel, grooming or use of emblems, badges or other symbols result in such interference or disruption and its cause to all students by announcement or posting at the school.

Rule 13: Solicitation

A student shall not sell merchandise of any type without prior approval of the principal. All merchandise and/or monies will be confiscated items. **Administrators may or may not return confiscated items to parents.**

Rule14: Medications

Students are not allowed to carry medications of any type on their person. **ALL** medications must be turned in to the school nurse's office or the front office if a school nurse is not available.

Rule 15: Cell phones and Electronic Devices

Students **are not** allowed to have cell phones at school. Cell phones and all other electronic devices will be confiscated.

Rule 16: Inappropriate Contact

Rule 17: Disrespecting a Teacher or Any Adult

Rule 18: Possession or Use of Any Hazardous Instrument/Object

A student shall not possess or use any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun charka, nun chuck, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Bullying

The Washington County School District believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of any student will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

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

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

Acts of bullying shall be punished by a range of consequence through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Student and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Weapons

It is the policy of the Washington County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; or, any other dangerous weapon as defined in O.C.G.A section 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing

instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the Superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Ridge Road Elementary School Code of Conduct

Student Code of Conduct

It is the purpose of the Washington County Board of Education 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 which requires all schools to adopt codes of conduct which require 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 the 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 such events;
- On vehicles provided for student transportation by the school system and at school bus stops.
- During digital learning sessions and/or on school devices.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

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.

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such a report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

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
- In School Suspension
- Student Academic/Behavior Center
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention
- Placement in an Alternative Education Program
- Out of School Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion

- Suspension or Expulsion from the School Bus
- 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 tribunal as outlined in the Washington County Board of Education policies.

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.

Discipline

An attempt has been made to identify types of students' misbehavior and the punishment(s) that apply to misconduct. However, the Washington County School System reserves the right to punish behavior which endangers the welfare and/or safety of other students, faculty or staff or causes disruption to good discipline in the schools, even though such behavior is not specified in the written student discipline offenses.

Disciplinary action will include appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected. Disciplinary actions, including detention, corporal punishment, short-and-long term suspensions, assignment to the In-School Suspension Program, Alternative School and expulsion, will be administered consistently throughout the Washington County School System.

Parents/guardians are ultimately responsible for the behavior of their children while at school, traveling to and from school, at school sponsored activities and on school buses. If any of these rules indicate that parents/guardians need to be contacted about their child's behavior, such contact will be made by telephone with said parent/guardian, by letter or by hand-delivery to the child's parents or guardian. It is the responsibility of the parents or guardian to keep the child's school notified of the child's current home address.

All rules and regulations of the Washington County School System pertaining to student discipline shall apply at all activities on school premises and to and from all school sponsored and supervised activities during the regular school year, summer vacation and holidays.

A student who has been assigned to In-School Suspension for more than three times shall be referred to the Student Support Team in his/her school.

Referrals to the Disciplinary Hearing Tribunal are for consideration which includes but not limited to, the Alternative School placement, long term suspension and/or expulsion from the Washington County School System. Students and parents must be aware that teachers, secretaries and, school system administrators have authority over the students. Students are to follow the instructions of any school employee.

Students assigned to the Alternative School, ISS or suspended from school shall not participate in any school activities until their assignment is completed.

Students assigned to the Alternative School will not return to regular school until positive behavior changes occur and they have completed their assignment time.

Articles Not Allowed at School or Bus

The principal reserves the right to amend the use of certain articles typically not allowed as it pertains to classroom instruction, school function or school athletic events projects. Example – cameras used for school projects, school activities or athletic events.

The principal or designee will confiscate items not allowed at school or bus and retain them until the end of the school term. Some of the items not allowed at school will be confiscated and retained by law enforcement as evidence.

Alcohol	Toys
Tape Players/Radios/CD Players/MP3/iPods	Chemical irritants
Drugs	Matches
Noise Making Devices	Lighters
Tobacco Product / Vape Products	Weapons
Fireworks	Cameras
Look Alike Drugs, etc.	Video Games
Toy Weapons	Cell Phones
Laser Pointers	Smart Watches
Cards or Dice	
Knives	

**Any other item that will create harm or create a class or school disruption will be confiscated.

Student Offenses and Discipline Procedures

THE FOLLOWING LIST OF DISCIPLINARY OFFENSES AND POSSIBLE DISPOSITION ARE IN ACCORDANCE WITH THE POLICIES AND PROCEDURES OF THE WASHINGTON COUNTY BOARD OF EDUCATION; THEY ARE SUBMITTED AS INFORMATION TO SCHOOL PERSONNEL, STUDENTS AND PARENTS. THE SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL WILL TAKE INITIAL DISCIPLINARY ACTION; THE DISCIPLINARY MEASURES WILL BE IMPOSED IN A PROGRESSIVE MANNER DEPENDING ON THE SEVERITY OF THE OFFENSES AND THE NUMBER OF OCCURRENCES. A CITATION MAY ALSO BE ISSUED FOR INFRACTIONS OF THE RULES.

The Principal's discretion may be used to address severe citations or duration and /or intensity.

RULE 1 - WEAPONS AND DANGEROUS INSTRUMENTS (LEVEL 3)

Students may not possess, handle, use or transmit a weapon within a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school system. For the purposes of this code of conduct, a weapon means any object specified in O.C.G.A. § 16-11-127.1 or any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being and includes the following:

1. Pistol, revolver, or any weapon designated or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straightedge razor, spring stick, metal knucks, blackjack, or any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahak, nun chuck, nun chaku, schuriken, or fighting chain or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or original dart, or any weapon of like kind and any stun gun or taser;
2. A knife of any size or blade length, a firearm, explosive, firecracker, razor blade, a club or any instrument or article designed to be used as a weapon.

Disposition

A student who brings a firearm to school in violation of federal law shall be suspended for not less than one year. All such suspensions shall be made by a Disciplinary Hearing Tribunal in accordance with the procedures outlined in policy JCEB, and the Tribunal may, in its discretion, permanently expel or suspend a student for more than one year. The Superintendent may, in his discretion, modify the mandatory minimum 1-year suspension.

Disciplinary options available for other violations of this policy may include suspension or expulsion or other appropriate discipline; if the violation of this policy is also a violation of state law, the student will be referred to the Washington County Sheriff Department and the District Attorney. A violation of this policy and state law shall be reported to the Superintendent. Each principal shall ensure that at the beginning of each school year all students and parents are informed of this policy.

RULE 2 – ILLEGAL DRUGS AND ALCOHOL (LEVEL 3)

A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicant of any kind. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. The possession, use, sale or transmission of alcoholic beverages, any drug, whether legal or illegal, or any substance which is represented to be or which reasonably appears to be alcoholic beverages or any drug is prohibited. Any student bringing prescription or over-the-counter medication to school must follow the procedures required by school policy. Failure to follow these procedures will result in

the student being in violation of this rule and subject to punishment. **Illegal drugs and alcohol in vehicles that are driven by the student, that student will be held accountable for possession.**

This rule applies for all students:

- On the school grounds before, during and after school hours, or at any other time when the school is being used by any school group;
- Off the school grounds while in attendance at a school activity, function or any other school related event;
- Engaged in travel to and from school and at school bus stops.

Disposition

- 1st Offense - 3 days OSS
- 2nd Offense - 5 days OSS
- 3rd Offense - 10 days OSS and referral to Disciplinary Hearing Tribunal

RULE 3 – ASSAULT ON A SCHOOL EMPLOYEE (LEVEL 3)

A student will not assault or attempt to assault a school employee:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds or any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function, or event, or in route to and from school or at school bus stops.

Disposition

- 1st Offense - 1-3 days OSS return with a parent
- 2nd Offense - 3-5 days OSS
- 3rd Offense - 5-10 days OSS notification of law enforcement and referral to Disciplinary Hearing Tribunal

RULE 4 – THREATENING OR INTIMIDATING A FACULTY/STAFF MEMBER (LEVEL 3)

Disposition

- 1st Offense - 1-3 days Detention and Parent Conference
- 2nd Offense - 1-3 days OSS

- 3rd Offense 5-10 days OSS notification of law enforcement and referral to Disciplinary Hearing Tribunal

RULE 5 – ASSAULT ON A STUDENT/FIGHTING OR SUPPORTING A FIGHT (LEVEL 3)

A student shall not do bodily harm to any person:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function, or event or, in route to and from school or at school bus stops.

Disposition

Each offense – suspension home (OSS) for the remainder of the day of the fight, possible notification of law enforcement and citation.

- 1st Offense - 1-3 days OSS depending on degree of involvement
- 2nd Offense - 3-5 days OSS depending on degree of involvement
- 3rd Offense - 5-10 days OSS depending on degree of involvement

Note: Any form of group fighting will be treated as a 3rd offense position automatically.

RULE 6: FIGHTING WORDS/VERBAL CONFRONTATION (LEVEL 2-3) Degree of Disruption and Interference with School Operations (Administrator's Discretion)

**No physical contact with another person.

Disposition

- 1st Offense - Time Out and/or Referral to Counselor
- 2nd Offense - Parent Conference & 1-3 Days Detention
- 3rd Offense - 3 Days ISS
- 4th Offense - 1-3 Days OSS

RULE 7 – THREATENING OR INTIMIDATING ANOTHER STUDENT (BULLYING) (LEVEL 3)

It shall be the policy of the Washington County Board of Education that the bullying of a student by another is prohibited. In accordance with Georgia law, bullying is defined as:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to the alternative education program.

Disposition

- ☐ 1st Offense - 1-3 days Detention and Parent Conference
- ☐ 2nd Offense -1-3 days OSS
- ☐ 3rd Offense - 5-10 days OSS notification of law enforcement and referral to Disciplinary Hearing Tribunal

RULE 8 –DISRUPTION AND INTERFERENCE WITH SCHOOL (LEVEL 1-3)

No Student Will:

- Block the entrance or exit of any school building or property or room thereof so as to deprive others of access thereof;
- Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus;
- Prevent students from attending a class or school activity;
- Continuously and intentionally make noise or act in any manner as to interfere seriously with the teacher’s ability to conduct the class;
- Misuse computers (including piracy)
- Misbehave at an assembly or pep rally;
- Speak loudly and boisterously in the halls, lunchroom, or classrooms; loud outbursts;
- Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.
- Possess, sale, or use fireworks on school property or at school functions.
- Chewing gum, excessive talking, sleeping in class and other off-task behavior.

Disposition

Minor Offense (Level 1-2) Degree of Disruption and Interference with School Operations. (Administrator’s Discretion)

After teacher intervention:

- ☐ 1st Offense - Warning or 3 days Detention
- ☐ 2nd Offense - 5 days Detention and Parent Conference
- ☐ 3rd Offense - 2 days ISS or Corporal Punishment
- ☐ 4th Offense - 5 days ISS

Major Offense (Level 3)

- 1st Offense - 1-3 Days ISS / Parent Conference
- 2nd Offense - 3 Days OSS
- 3rd Offense - 3-5 Days OSS and Behavior Contract

RULE 9 – DISRESPECT, INCLUDING FAILURE TO FOLLOW COMMANDS (LEVEL 1-3)

Degree of Disruption and Interference with School Operations (Administrator’s Discretion)

- Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel;
- Rude and disrespectful behavior;
- Refusal or failure to carry out instructions of staff member; (includes failure to report to the office or to the Academic Center during Academic Probation).
- Major Disruption of classroom instruction.

A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessional, principals, school bus driver, or other authorized personnel when:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function, or event, or in route to and from school or at school bus stops.

Disposition

- 1st Offense - 1-3 Days Detention
- 2nd Offense - Parent Conference and 1-3 Days ISS
- 3rd Offense - 3 Days ISS

RULE 10 – THEFT, DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY OF PRIVATE PROPERTY (LEVEL 3)

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. This shall include:

- Willful and malicious destruction of and/or threat to destroy school property including such action as the use of threats or bombs, explosives, setting fires, and the deliberate and serious destruction of school property;

- Willful and malicious vandalism of public or private property while student is under school supervision;
- Theft of school property while student is under school supervision.

Disposition

- ☐ 1st offense - Restitution and 5 days Detention
- ☐ 2nd offense - Restitution and 1-3 days OSS

RULE 11 – USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES OR RACIAL SLURS, POSSESSION OF PORNOGRAPHY (LEVEL 2-3)

The nature of this offense will be considered with the option of OSS on the 1st offense.

Directed towards staff members, directed toward student or in general conversation.

Disposition

- ☐ 1st Offense - Parent Conference and Detention or Corporal Punishment
- ☐ 2nd Offense - 2 days ISS / Parent Conference and Referral to Student Support Team
- ☐ 3rd Offense - 3 days OSS
- ☐ 4th Offense - 5 days OSS, possible referral to Disciplinary Hearing Tribunal

RULE 12 – SMOKING, POSSESSION, OR USE OF ANY TOBACCO PRODUCT (LEVEL 3)

Lighters, matches and vaping products are considered tobacco products.

Disposition

- ☐ 1st Offense - 3 days OSS
- ☐ 2nd Offense - 5 days OSS
- ☐ 3rd Offense - 10 days OSS and referral to Disciplinary Hearing Tribunal

RULE 13 – TARDINESS TO SCHOOL/CLASS (LEVEL 1-2)

Tardies will be address per semester.

Disposition

- ☐ 6th Tardy - Parent notification by letter will be made to notify them of student concerns and Referral to Wrap Around Services (School Social Worker)

RULE 14 – STUDENT BEHAVIOR/GANG OR GANG RELATED (LEVEL 2-3)

It is the purpose of the Washington County Board of Education to operate these schools in a manner that will initiate and promote activities which provide for the safety and well-being of persons and/or property. The Board of Education will make every effort to provide an orderly process of education. Students shall be governed by all policies of the Board of Education which are applicable in the school, on the school campus, at school activities away from school, on the way to and from school, at the school bus stop, and on the school bus. Students who violate this policy may be subject to suspension or expulsion.

Each student shall attend school clothed in a manner which is clean, not hazardous to him/herself and which does not distract from the educational environment. Students may not wear clothing, jewelry, accessories or grooming that indicate or imply a person is a member of a gang or gang-like group which advertises or promotes activities which threaten people or property. Such items are deemed in and of themselves to interfere with the orderly process of school. Students may not display symbols of gang or gang-like groups or participate in activities involving initiations, hazing intimidation and/or related activities. This includes throwing gang signs or wearing towels around the neck or carrying towels around the school. Students may not participate in gang and/or gang-like activities which are likely to cause bodily danger, physical harm, and degradation or disgrace resulting in physical or mental harm to students.

Disposition

- 1st Offense - 3 days ISS and Referral to Wrap Around Services (School Social Worker)
- 2nd Offense - 1-3 days OSS and Notification of law enforcement
- 3rd Offense - 3-5 days OSS and referral to Disciplinary Tribunal Hearing

RULE 16 – SEXUAL MISCONDUCT (LEVEL 2-3)

(Major)

Disposition

- 1st Offense - Parent Conference and Detention or Corporal Punishment
- 2nd Offense - 2 days ISS / Parent Conference and Referral to Student Support Team
- 3rd Offense - 3 days OSS
- 4th Offense - 5 days OSS, possible referral to Disciplinary Hearing Tribunal

RULE 17 – INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION / OR COMMENTS / ITEMS (LEVEL 1-3)

(Minor)

Disposition

- 1st Offense - counseling with student, detention and parent contact (written/phone)
- 2nd Offense - 1-3 days ISS
- 3rd Offense - 3-5 days ISS

RULE 18 – ACTIVATION OF FIRE ALARMS, FIRE EXTINGUISHERS, OR OTHER FIRE PREVENTION DEVICES UNDER FALSE PRETENSE (LEVEL 3)

Disposition

- 1st Offense - Restitution if applicable, 1-3 days OSS, parent conference upon return to school
- 2nd Offense - 3-5 days OSS
- 3rd Offense - 5-10 days OSS, referral to Disciplinary Hearing Tribunal

RULE 21 – BUS DISCIPLINE PROCEDURES (LEVEL 1-3)

Disposition

- 1st Offense - Warning

The driver will speak with the student, possibly reassigning the student to another seat. The driver will document this and will give a copy of the principal or his/her designee and the student. This warning should be taken home with the student, signed by the parent and returned to the bus driver.

In the event the student does not return the signed discipline slip to the driver, the principal will be notified and further disciplinary action will be taken by the principal. The principal or his/her designee will contact the parent or guardian and notify them about the student's conduct.

- 2nd Offense - Detention 1-3 days and Parent Conference

The principal of the school will contact the parent and notify them that the student has again violated transportation safety regulations and will be assigned to detention (if in grades 6-12) or receive other punishment (if in grades P-5). The parent/guardian will also be notified that the next offense will result in suspension from the bus.

- 3rd Offense - Bus suspension 3-5 days

The principal will notify the parent/guardian that the student has been suspended from the bus for 3-5 days and cannot ride any other bus.

Behavioral Contract/Agreement given

- 4th Offense - Bus suspension 10 days

The principal will notify the parent/guardian that the student has been suspended from the bus for 10 days and cannot ride any other bus.

- 5th Offense - Bus suspension for the remainder of the school term

The principal will notify the parent/guardian of bus suspension for the remainder of the school year.

NOTE: No student shall be allowed to ride any Washington County School bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year.

MAJOR BUS DISCIPLINE PROCEDURES - (Level 2-3)

Major Misconduct includes but is not limited to physical threats, physical violence, gross insubordination to driver, possession of drugs and/or dangerous weapons, fighting, vandalism of a bus, and any other action that presents danger to other students, the driver, or the safe operation of the bus.

*The illegal drugs and alcohol or weapons rules will be applied in cases where students possess drugs, alcohol or weapons on the school bus or at school bus stops.

NOTE: Any bus misconduct which is in violation of local, state and federal laws could result in referral to the local police department. Principals and drivers will inform the Transportation Director of any student violating any laws while on the school buses. Riding the bus is a privilege and proper conduct is expected at all times. This privilege may be revoked based on behavior of the student.

Disposition

- 1st Offense - 10 days bus suspension
- 2nd Offense - 3 days OSS separate from the 10 days bus suspension/Behavioral Contract
- 3rd Offense - 10 days OSS, referral to the Board of Education for long term bus suspension, and referral to Disciplinary Hearing Tribunal

RULE 23 – STUDENT DRESS AND GROOMING (LEVEL 1-3)

Each student shall attend school clothed in a manner which is clean, not hazardous to him/herself and which does not distract from the educational environment.

The principal and/or other duly authorized school officials shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in interference or disruption. If such interference or disruption is determined, the principal shall give notice of the interference or disruption, and its cause, to all students by announcement or posting at the school. The identity of the individual shall be protected so as not to embarrass the child.

Articles of clothing worn to school may NOT have slogans, symbols, or pictures which represent any of the following: drugs; alcohol; profanity; tobacco products; offensive or sexually suggestive behavior; gang association; or religious, racial or ethnic slurs.

Disposition

- 1st Offense - Principal's discretion, Parent notification (possible change of clothes)
- 2nd Offense - Parent notification
- 3rd Offense - Parent notification, Referral to Wrap Around Services (School Social Worker)

RULE 24 – VIOLATION OF ISS RULES (LEVEL 2-3)

Minor violations include but are not limited to sleeping, failure to do assignments, talking, being disruptive, failure to follow instructions, etc.

Major violations include but are not limited to extreme disrespect, insubordination, complete refusal to follow the rules. 2nd referral to office from ISS, etc.

Disposition

- 1st offense (Minor) - Conference with student/warn of OSS
- 1st Offense (Major) - OSS
- 2nd offense - OSS

RULE 25 – CHEATING (LEVEL 2-3)

Degree of Severity is at the Administrator's Discretion

Cheating will not be tolerated. Parents will be notified, child counseled by teacher and receives a zero on test/assignment.

Disposition

- 1st Offense - Student counseled by teacher and received a zero on the assignment
- 2nd Offense - Zero on test, 2 days ISS
- 3rd Offense - Zero on test, 3 days ISS
- 4th Offense - Principal's discretion/OSS

RULE 27 – CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (LEVEL 1-3)

No cell phones allowed. Phone will be taken up and the parent must pick-up. Principal may apply the disposition for failure to follow commands and respond appropriately.

RULE 29 – HORSEPLAY (LEVEL 1-3)

**Playful Physical Contact

Disposition

- 1st Offense - Warning/2 days ISS
- 2nd Offense - 2 days ISS
- 3rd Offense - 5 days IS
- 4th Offense - 1-3 days OSS

RULE 30 – INCITING A FIGHT (LEVEL 2-3)

**Intentional physical contact toward a student not resulting in a fight.

Example – a student hit another student, but the other student does not hit back.

Disposition

- 1st Offense - 2 days ISS
- 2nd Offense - 3 days ISS
- 3rd Offense - 1-3 days OSS
- 4th Offense - 3-5 days OSS

Washington County Board of Education Attendance Policy

Regular attendance at school is an absolute necessity for good student performance. Pursuant to Georgia Law (**O.C.G.A. Section 20-2-690.1**), all students between the age of 6 and 16 are required by law to attend school daily unless they have a lawful reason to be absent. Ages 4 and 5-year-old students, if enrolled in a school program for 20 days are automatically covered under the Georgia Compulsory School Attendance Law. Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (**O.C.G.A. Section 20-2-735**), except for school days missed as a result of out of school suspension **shall not count** as unexcused days for the purpose of determining student truancy (**S.B.O.E 160-5-1 .10**).

Parents or guardians who do not provide for the regular attendance of their child/ren are subject to being taken to court and fined as established in State Board Rule (**160-5- 1- .10**) and in accordance with (**OCGA- Section 15-11-67**) the possible denial of a driver's license for a child. The Washington County School District Attendance Policy is written according to Georgia Law to reduce unexcused absences.

Parent/guardian and student (**age 10 and above**) must sign receipt of attendance policy by September 1 of the school calendar or within 30 days of student enrollment.

Excused Absences

- Personal illness or attendance in school endangering a student's health or the health of others. With proper verification, a student may be eligible for hospital/homebound instruction (S.B.O.E. Rule 160-4-2-31).
- A serious illness and/or death of an immediate family member.

Students may have an excused absence when attending a funeral of an immediate family.

- A court order or order by a government agency mandating absences from school.
- A **foster care student** who attends court proceeding 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 20-2-692.2
- Celebrating religious holidays necessitating reasonable absences from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Visiting with a military parent prior to deployment or during leave from an overseas combat zone (up to 5 days per school year).

Procedure for Addressing Excused Absences

A statement from a doctor or medical facility; funeral director and/or pastor and court summon. These statements must be received by the school within three (3) days of the student returning to school after absence(s).

- If a student is sent home by a school nurse, it will be counted as an excused absence.
- A parent/guardian may submit undocumented excuses for no more than three (3) absences per semester for a total of six (6) per year. These undocumented absences may be used for days the student is ill and does not seek medical attention or illness of an immediate family member and/or extreme family emergency which necessitates student being absent. **The school must receive a written excuse within three (3) days of the absence(s) for it to count as an excused absence.** The following information must be specified on each excuse: 1) The date excuse is written; 2) The date(s) and day(s) of absence(s); 3) The reason for absence(s) and 4) The signature of parent/guardian with a valid contact number. ****These days may not be used for out of town trips or vacation.**
- Absences in excess of six (6) days will only be excused with appropriate medical documentation.
- Students who have received excused absences will be allowed to make up school work.

Procedure for Addressing Unexcused Absences

- After three (3) unexcused absences the school shall contact parents by telephone or send a letter by student requesting a conference to discuss concerns regarding attendance. After two (2) reasonable attempts to reach and notify parent/guardian without response, the school shall send a notice to parent/guardian by certified mail, return receipt requested. The letter is to include a copy of the Compulsory Attendance Law (O.C.G.A. 20-2-690.1)
- After six (6) unexcused absences the school shall send a letter to parents/guardian (by certified mail return receipt requested) informing them that student is truant and in violation of compulsory attendance and will be referred to School Social Worker.
- School Social Worker shall contact and work with guardians and students to improve attendance.
- After ten (10) unexcused absences per school calendar, the School Social Worker/Attendance Officer shall refer parent/guardian/student to CHINS committee which consist of members from Judicial Court System, Department of Family and Children's Services, Mental Health and school district.

Subpart 2 – Public School Disciplinary Tribunals

**§ 20-2-751.7 - State mandated process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel; notice of process; training; investigations
O.C.G.A. 20-2-751.7 (2010)**

(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 processes and shall include the mandated process in student handbooks and in employee handbooks or policies.

(b) If it is determined through the state mandated process established pursuant to subsection (a) of this Code section that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

(c) The Professional Standards Commission shall coordinate a training program on educator sexual misconduct. Such programs shall be delivered by trained staff from the Professional Standards Commission, regional educational service agencies, and local school systems. The superintendent of each local school system shall ensure that all certified staff in its school system receive such training.

(d) (1) The staff of the Professional Standards Commission shall be authorized, without notification to the Professional Standards Commission, to immediately open an investigation submitted to the commission by a local school superintendent, with approval of the local board of education, of a complaint by a student against an educator alleging a sexual offense, as provided for in Code Sections 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100.

(2) The Professional Standards Commission shall have on staff a minimum of one investigator specifically trained in investigating educator sexual misconduct. The investigation of any complaint of sexual misconduct shall be completed in no more than 60 days and shall be presented at the commission meeting immediately following the conclusion of the investigation.

(3) If the Professional Standards Commission's review of the investigative report results in a sanction against the educator, the educator shall have the right to appeal the commission decision to a hearing before an administrative law judge within 90 days of such sanction.

(e) Nothing in this Code section shall be construed to infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990.

Dress Code

The student along with his/her parents is responsible for appropriate dress and adherence to the Washington County Dress Code while attending Washington County Schools. A neat, dignified, and well-groomed appearance is expected of every student. We strive to instill a level of excellence in our students in order to develop their personal best in academics, extra-curricular activities, and appearance. We are preparing students for their future-today!

The administrative staff and faculty are responsible for the enforcement of the Washington County Dress Code. If a student is not in uniform or not adhering to the dress code rules, then he/she will be in violation of Washington County Schools Dress Code. This will be a discipline offense, and the student will be dealt with accordingly. The dress code will also apply to all formal events and field trips.

The Washington County School System requires all students in Pre-K through 12 to wear a school uniform. All students in Pre-K through 12 (except those deemed exempt) must adhere to this mandatory school uniform policy with the following dress code being applied in all schools:

- Solid black, khaki colored or navy-blue pants/slacks (no hospital scrubs, knit pants, leggings (as an outer garment), jogging or cargo pants; no zippers or pockets on pant legs).
- Uniform pants must be worn and belted at the natural waist and made of standard uniform material (cotton, twill, or a blend of uniform-type material, not including denim or denim look alike).
- Belt buckles must be no more than 2 inches wide with no designs or graffiti.
- Belts must be worn.
- Any solid color short/long sleeve shirts; must be collar-style shirts (Polo or Oxford style) If the logo is worn on the shirt it must be no larger than three (3) inches.
- Shorts, Capri's, wrap skirts, skirts, and jumpers must be no shorter than two (2) inches above the knee (front and back). The colors are solid black, khaki colored, or navy blue (standard uniform material – cotton, twill, or a blend of uniform type material, not including denim).
- Any solid color dress may be worn but must be no shorter than 2 (two) inches above the knee in front and in back. Strapless dresses are not allowed. Thin-strapped dresses must have a solid color polo-style shirt underneath.
- No hooded jacket, no hooded sweaters or no hooded pull-overs can be worn at grades K-12.
- Closed-toe and closed-back shoes are required. The foot must be completely covered.
- Leggings cannot be worn as an outer garment but may be worn under a dress or skirt.
- Any solid-colored sweaters (no hooded) or vests will be permitted.
- All shirts must be tucked in for girls and boys.
- All shirts must be long enough to be tucked in for boys and girls.
- Tank tops, thermal undergarments, and turtlenecks in a solid color may be worn under the uniform top.
- No extreme hair color/style that causes disruption or interferes with the learning environment will be allowed. Hair color is defined as a natural hair color.
- No hats, caps, sweatbands, do-rags, skull caps, scarves or sunglasses may be worn in the building.
- No skin-tight clothing.
- No heavy, metal jewelry with symbols.
- No bedroom shoes.
- No offensive or sexually suggestive nail art, tattoos or belts.
- No pajamas.
- No denim or denim look alike (any color) jeans, skirts, dresses, jumpers, jackets, etc. (Except on principal's approved Spirit Day)
- No grills may be worn in the mouth.
- No visible piercings may be worn except in the ears.

The Principal may adjust the code as needed for special events such as Homecoming Week, Red Ribbon, Spirit Friday (jeans with no holes, and spirit wear shirts with Washington

County Logos), or special situation(s) for individual students. This will be left to the discretion of the school administrator.

**Washington County Board of Education Student Records Policy
Family Educational Rights and Privacy Act (FERPA) and Pupil Protection Rights
Amendment (PPRA)**

It is the policy of the Washington County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in post-secondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records. The Superintendent shall ensure that each principal will develop a means to notify, on an annual basis, students and parents/guardians, including non-English speaking parents, of their rights under the Family Educational Rights and Privacy Act and the Pupil Protection Rights Amendment either by letter or through a student handbook distributed to each student in the school.

The Board of Education designates certain information from student education records as "directory information", as is specified in this paragraph. Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student, such information will not be considered confidential and may be disclosed upon request.

Directory information is as follows:

1. Each student's name, address, grade level, and telephone number;
2. The date and place of birth of each student;
3. Each student's participation in clubs and sports;
4. The weight and height of a student if he or she is a member of an athletic team;
5. Dates of attendance at Washington County Schools; and
6. Awards received during the time enrolled in the Washington County School System.

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Washington County School System, upon request of the school where a student is enrolling.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent in the absence of a parent/guardian, may inspect the education

records of his/her child during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday while school is in session.

Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs of 25 cents per page.

Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of that school.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. 99.31(a) (6) and (7).
7. Disclosure may be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.
9. Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.
10. Disclosures may be made, without the consent or knowledge of the eligible student or parent, to the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The school system is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.
11. Disclosure of student names, addresses, and telephone numbers shall be made to military recruiters and post-secondary institutions upon request, unless the student's parent(s)/guardian(s) notifies the School System in writing that they do not want their student's information disclosed without their prior written consent.

Each record custodian in the Washington County School system shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

A parent/guardian or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent/guardian or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, the parent/guardian or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent/guardian or eligible student may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Protection of Pupil Rights Amendment (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

1. No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
2. Political affiliations or beliefs of the student or the student's
3. parent;
4. Mental or psychological problems of the student or the
5. student's family;
6. Sex behavior or attitudes;
7. Illegal, anti-social, self-incriminating, or demeaning behavior;
8. Critical appraisals of other individuals with whom respondents
9. have close family relationships;
10. Legally recognized privileged or analogous relationships, such
11. as those of lawyers, physicians, and ministers;
12. Religious practices, affiliations, or beliefs of the student or student's parent;
13. Income (other than that required by law to determine eligibility
14. for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of administration or distribution to a student of a survey containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the education curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling the information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure or use; and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing evaluating, or providing educational products or services for or to students or education institutions, such as the following:

1. College or other secondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities;

6. Student recognition programs.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. The US Department of Health and Human Services (HHS) issued the HIPAA Privacy Rule to implement the requirements of HIPAA. The HIPAA Security Rule protects a subset of information covered by the Privacy Rule.

HIPAA Privacy Rule

The Privacy Rule standards address the use and disclosure of individuals' health information (known as "protected health information") by entities subject to the Privacy Rule. These individuals and organizations are called "covered entities." The Privacy Rule also contains standards for individuals' rights to understand and control how their health information is used. A major goal of the Privacy Rule is to ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. The Privacy Rule strikes a balance that permits important uses of information while protecting the privacy of people who seek care and healing.

160-4-7-.07 LEAST RESTRICTIVE ENVIRONMENT (LRE). (1) LRE REQUIREMENTS.

(a) Each LEA shall have policies and procedures to ensure that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities in Georgia shall be educated with children who are not disabled. [34 C.F.R. § 300.114(a)(2)(i)] (b) Special classes, separate schooling or other removal of children with disabilities from the regular class environment shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. [34 C.F.R. § 300.114(a)(2)(ii)] (2) DETERMINING EDUCATIONAL PLACEMENTS. (a) In determining the educational placement of a child with a disability, including a preschool child with a disability, each LEA must ensure that the placement decision: 1. Is made by a group of persons, including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options; and 2. Is made in conformity with the LRE provisions contained in this rule. [34 C.F.R. § 300.116(a)(1) – (2)] (b) The child's placement is determined at least annually, is based on the child's IEP and is as close as possible to the child's home; [34 C.F.R. § 300.116(b)(1) – (3)] (c) Unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that he or she would attend if nondisabled; [34 C.F.R. § 300.116(c)] (d) In selecting the LRE, consideration is given to any potential harmful effect on the child or on the quality of services that he or she needs; and [34 C.F.R. § 300.116(d)] (e) A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum. [34 C.F.R. § 300.116(e)] (3) CONTINUUM OF ALTERNATIVE PLACEMENTS. 160-4-7-.07-2 LEAST RESTRICTIVE ENVIRONMENT

(LRE) (a) Each LEA must ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. [34 C.F.R. § 300.115(a)] (b) The above continuum must - 1. Include the alternative placements listed in the definition of special education (instruction in regular classes, special classes, special schools, home instruction, and instruction in hospitals and institutions); and 2. Make provision for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement. [34 C.F.R. § 300.115(b)(1) – (2)] (c) Preschool placements include: (1) A regular education early childhood program in the public school or community (such as Head Start, Bright from the Start Pre-Kindergarten, public or private daycare), and preschool programs with special education services delivered as; (i) Additional supportive services. The child remains in a regular early childhood program with supplementary aids and services provided to the teacher and/or child to implement the IEP. The services provided may be from personnel such as paraprofessionals, interpreters, or others. (ii) Direct services: (I) The child remains in a regular early childhood program with direct services from special education personnel utilizing a consultative, collaborative or co-teaching model. (II) The child is in the regular education early childhood program but special education and related services are provided outside a regular education early childhood program. 2. Placements for children not attending a regular early childhood program: (i) A separate special education program housed in the public school or in a community-based setting, in a separate school or residential school or facility; (ii) A program provided at home as a natural environment; (iii) A program provided through service providers in their offices; or (iv) Any combination of the above and/or other settings based on the child’s IEP. 160-4-7-.07-3 LEAST RESTRICTIVE ENVIRONMENT (LRE) (d) School age placements: 1. General education classroom with age-appropriate non-disabled peers, if required by the IEP: (i) Additional supportive services. The child remains in regular classroom with supplementary aids and services provided to the teacher and/or child to implement the IEP. The services provided may be from personnel such as paraprofessionals, interpreters, or others. (ii) Direct services. The child remains in the regular classroom with direct services from special education personnel on a consultative, collaborative, or co-teaching basis. 2. Instruction outside the general classroom for individuals or small groups. 3. Separate day school or program. 4. Home-Based instruction may be used as a short-term placement option on occasions when the parent and LEA agree at an IEP meeting with the following considerations: (i). A free and appropriate public education (FAPE) is provided and includes access to the general curriculum and an opportunity to make progress toward the goals and objectives included in the IEP; (ii) home-based services must be reviewed no less than quarterly by the IEP team; and (iii) all IEPs that require home-based placements will include a reintegration plan for returning to the school setting. 5. Residential placement in-state or out-of-state. 6. Hospital/homebound instruction program (HHB) is used for students with disabilities who are placed in a special education program and have a medically diagnosed condition that will significantly interfere with their education and requires them to be restricted to their home or a hospital for a period of time. The LEA shall provide hospital/homebound instruction to students with disabilities, under the requirements found in Georgia rule 160-4-2-.31 Hospital Homebound Services. (4) NONACADEMIC SETTINGS. (a) Extracurricular services and activities, including meals, recess periods, and other services and activities, each LEA shall ensure that each child with a disability participates with nondisabled children in the extracurricular services and activities to 160-4-7-.07-4 LEAST RESTRICTIVE ENVIRONMENT (LRE) the maximum extent appropriate to the needs of that child. The LEA must ensure that each child with a disability has the supplementary aids and services determined

by the child's IEP Team to be appropriate and necessary for the child to participate in nonacademic settings. [34 C.F.R. § 300.117] (b) Each LEA must ensure the provision of supplementary aides and services determined appropriate by the IEP team in order to allow children with disabilities an equitable opportunity for participation in nonacademic and extracurricular activities. (c) Nonacademic and extracurricular services may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the LEA, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the public agency and assistance in making outside employment available [34 C.F.R. § 300.107] (5) CHILDREN IN PUBLIC OR PRIVATE INSTITUTIONS. (a) The LEA shall assure that no child with a disability placed by the LEA in a public or private institution is denied access to an education in the LRE, except for those students in adult prisons as described in 160-4-7-.02 FREE AND APPROPRIATE PUBLIC EDUCATION. [34 C.F.R. § 300.118] (b) The LEA responsible for the education of a child with a disability who is enrolled in a separate facility shall ensure that the child receives appropriate physical education services. [34 C.F.R. § 300.108(d)] (6) TECHNICAL ASSISTANCE AND TRAINING ACTIVITIES. (a) Each LEA must carry out activities to ensure that all teachers and administrators are fully informed about their responsibilities for implementing LRE; and (b) Are provided with technical assistance and training necessary to assist them in this effort. [34 C.F.R. § 300.119(a) – (b)] Authority O.C.G.A. § 20-2-152; 20-2-240. Adopted: March 11, 2010 Effective: March 31, 2010

Free and Appropriate Public Education

All students with an Individualized Education Program (IEP) are entitled to a free appropriate public education (FAPE). This includes children who are eligible for special education from the ages of three (3) through twenty-one (21).

Definition of FAPE: The special education and related services that make up the FAPE are provided to children identified with disabilities who have an IEP at no cost to the parent.

Special education and related services, including special education at the preschool, elementary, and secondary levels, are services that are provided so eligible students can make progress toward and/or meet the educational standards of Georgia. All students will be provided an education that includes access to the Georgia curriculum and addresses the unique needs of the individual student and his or her disability. While the education provided to the student with an IEP must be appropriate and must address what the individual student needs in order to make educational progress, this is neither a guarantee of achievement of each goal on the IEP nor a guarantee of promotion, passing grades, or graduation. Likewise, passing from grade-to-grade or receiving all passing grades does not mean that a student is receiving FAPE. Each student is an individual and his or her appropriate education is determined on a case-by-case basis. In addition, the term “appropriate” is not the same as “best”; “appropriate” is a minimal standard that assures the student has the opportunity to make educational progress.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with

disabilities. Under Section 504 a person with a disability is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; standing; learning and working; eating; sleeping; lifting; bending; reading; concentrating; thinking; and communicating. Also limitations regarding major bodily functions (i.e. immune systems, cell growth, and digestive, bowel, or bladder functions) are recognized as disabilities under Section 504. The term “substantially limits” means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is significantly restricted in the performance of a major life activity in comparison to a non-disabled person.

It is the policy of Washington County Board of Education to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities. If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact the district Section 504 Coordinator, Emily Johnson at 478-552-3981.

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Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Washington County Board of Education
Attn: Emily Johnson, Director of Special Programs
P. O. Box 716
Sandersville, GA 31082
478-552-3981 Ext. 1225
ejohnson@washington.k12.ga.usAddress 2

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to 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 recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system 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. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Extracurricular Clubs/Organizations 2020-2021
Ridge Road Elementary School

<u>RRES</u> <u>Extracurricular</u> <u>Clubs</u>	<u>Club Sponsor</u>	<u>Club Mission</u>	<u>Student Access</u>
RRES Art Club	Mrs. Angela Lamb	To encourage creative expression through visual arts	Audition process
RRES Dance Team	Mrs. Hope Hope	To provide an opportunity to strengthen talented dance skills/movements	Audition process
RRES DOLLS (Developing Our Lifelong Leadership Skills)	Mrs. Christine C. McPherson	To learn and develop young ladies' leadership skills	Application process including staff referral
RRES Principal's Cabinet	Mrs. Christine C. McPherson	To serve as youth ambassadors for the school	Peer Selection
RRES Show Choir	Mrs. Jessalyn Alexander	To build musical knowledge through singing and performing	Audition process
RRES STARS	Mr. Corian Roberson	To learn and develop young men's leadership skills	Application process including staff referral
RRES STEAM TEAM	District STEAM Smart Team Members	To enhance thoughtful risks, engage in experiential learning, problem-solving, and embrace collaboration	Audition process
RRES Technology Club	Mr. Ashley Andrews	To enhance computer skills/knowledge through technology	Audition process
RRES Robotics Club	Mrs. Leigh Holtapp	To introduce students to basic and mechanical engineering	Audition process
Intramural Sports	Coach Paige Conner	To help students practice good sportsmanship in a positive learning environment	Interest / Tryouts

Publicity

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a school board meeting. Additionally, your child's image, name or intellectual property may be included in school district publications or school web pages and through social media. **If a parent/guardian objects to his/her child being included in any or all of the above, he/she must annually notify the principal in writing by September 1st, or within one week of admission/enrollment if enrollment occurs after September 1st.**



RIDGE ROAD ELEMENTARY SCHOOL

285 RIDGE ROAD ● SANDERSVILLE, GA 31082 ● PHONE 478.552.2245 ● FAX 478.552.0870

Mrs. Christine McPherson, Principal

Mrs. Beth Nobles
Assistant Principal

Mr. Jamaal Wilcher
Teacher Administrator

Ms. Sheanna Chappell
School Counselor

Mrs. Nicki Coneway
Instructional Facilitator

Ms. Teresa McPherson
Instructional Facilitator

Mission: Ridge Road Elementary School strives to be a nurturing environment where children are accountable for their learning in order to be an asset to the 21st century society.

Vision: A community of HAWKS where students are honest, awesome, wise, kind, and show self-control.

Right to Know Professional Qualifications of Teachers & Paraprofessionals

July 1, 2020

Dear Parents,

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

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

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact Principal Christine McPherson at 478-552-2245 extension 4802.

Sincerely,

Mrs. Christine McPherson, Principal

RRES Principal

cmpherson@washington.k12.ga.us

478-552-2245 ext. 4802



RIDGE ROAD ELEMENTARY SCHOOL

285 RIDGE ROAD ● SANDERSVILLE, GA 31082 ● PHONE 478.552.2245 ● FAX 478.552.0870

Mrs. Christine McPherson, Principal

Mrs. Beth Nobles
Assistant Principal

Mr. Jamaal Wilcher
Teacher Administrator

Ms. Sheanna Chappell
School Counselor

Mrs. Nicki Coneway
Instructional Facilitator

Ms. Teresa McPherson
Instructional Facilitator

Mission: Ridge Road Elementary School strives to be a nurturing environment where children are accountable for their learning in order to be an asset to the 21st century society.

Vision: A community of HAWKS where students are honest, awesome, wise, kind, and show self-control.

Approval/Denial to Photograph/Video

Plays, musicals, book talks, morning news programs, field trips, academic awards and other school events are often published, videotaped or photographed. Please check and sign below to deny or grant permission to include your child in these lists/recordings/photographs. If you have any questions, please call the school office.

Ridge Road Elementary School/WCBOE

_____ *does* have my permission to use video recordings or photographs of my child participating in school activities and publish them as part of the school collection.

_____ *does not* have my permission to use video recordings or photographs of my child participating in school activities and publish them as part of the school collection.

Student's Name: _____

Parent's Signature: _____

Date: _____



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Ridge Road Elementary Handbook Acknowledgement Form 2020-2021

The Ridge Road Elementary Student Handbook has been written to help your son or daughter gain the greatest possible benefit from his or her school experience. The RRES faculty and staff are in need of your help and cooperation. It is important that every student and parent understand the Handbook and be expected to follow the rules/guidelines set forth in the Handbook.

Please read and discuss the Handbook with your child. Afterwards, you and your child must sign this form and return this form to school. Thanks for your cooperation and support.

Student Signature

Date

Parent or Guardian Signature

Date

Homeroom Teacher

Grade