

Atkinson County High School

2021-2022



Welcome to the REBEL NATION!!

Name _____ Locker # _____

Address _____

City _____ Zip Code _____

Schedule: Fall Semester Spring Semester

Block	Course	Teacher		Course	Teacher
1					
2					
3					
4					

BELL SCHEDULE

TIME	TIME	ACTIVITY
7:15	7:30	GYM
7:30	7:50	Grab n' Go Breakfast in 1st Block
7:50	9:20	1 st Block
9:25	10:55	2 nd Block
10:55	11:17	1 st Lunch
11:17	11:40	1 st Lunch Academic Focus
10:55	11:17	2 nd Lunch Academic Focus
11:17	11:40	2 nd Lunch
11:45	1:15	3 rd Block
1:20	2:50	4 th Block
		Bus and Driving Students Released
*Students who do not ride the bus or drive are to wait in the front to be picked up.		

ATKINSON COUNTY HIGH SCHOOL
We believe in success at ACHS!

Dr. Melissa Wilbanks, Principal

Dr. Joey Floyd, Assistant Principal

145 Rebel Lane Pearson, Georgia 31642

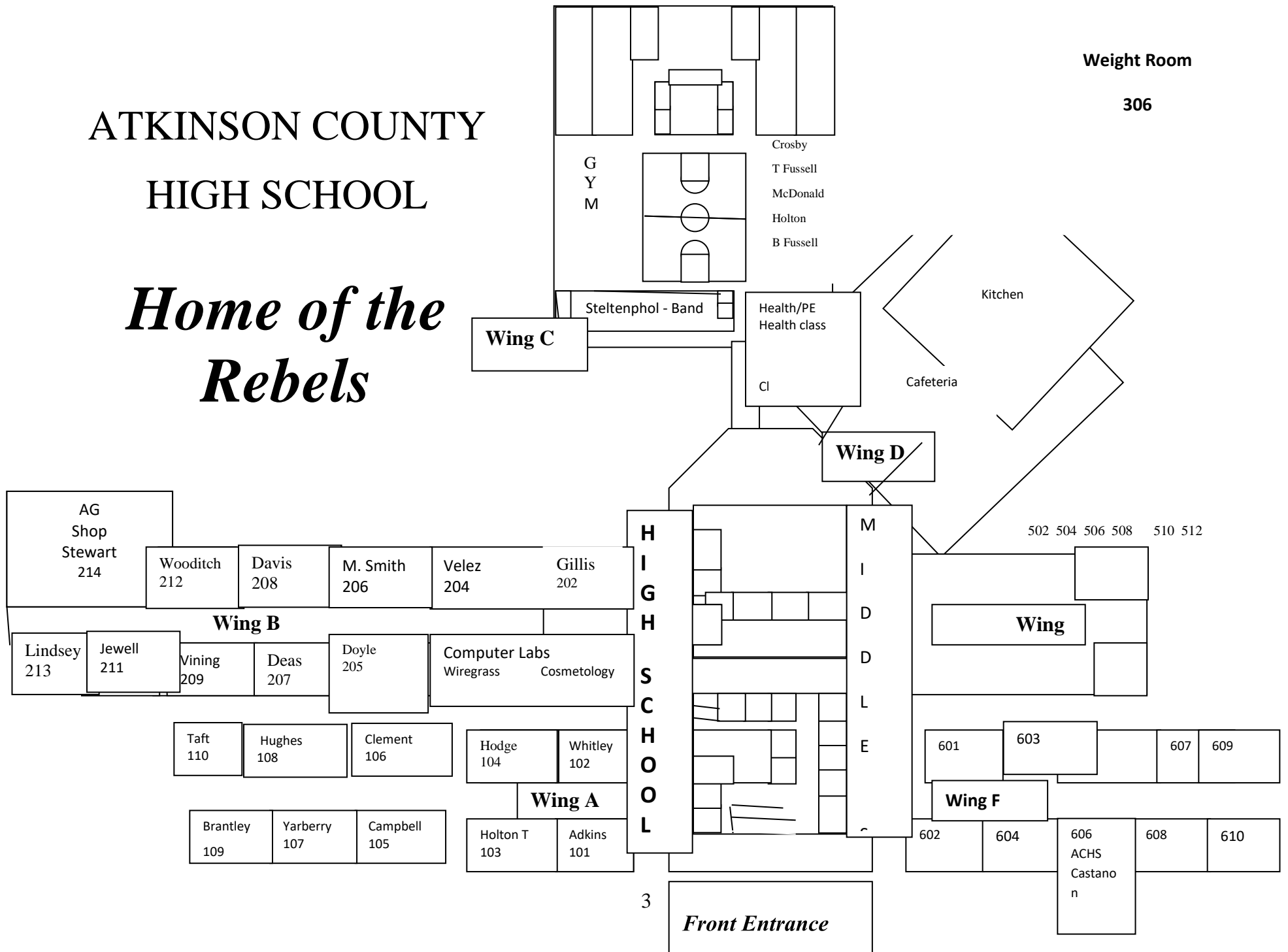
Phone: (912) 422-3267

Fax: (912) 422-7889

Please contact Atkinson County High School if help is needed to understand or translate this handbook into Spanish.

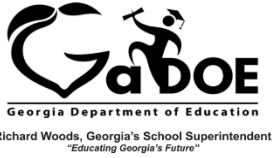
ATKINSON COUNTY HIGH SCHOOL

*Home of the
Rebels*



Legal Documents and Protocols for Student Handbooks

1. Elementary and Secondary Education Act (ESEA) 20 USC § 6312(e)
 - Right To Know Notification



ATKINSON COUNTY SCHOOL SYSTEM

Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: August 2, 2021

Dear Parents,

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

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

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

Sincerely,

Atkinson County High School, Dr. Melissa Wilbanks, 912-422-3267

Atkinson County Middle School, Dr. Calandra Holmes, 912-422-3267

Willacoochee Elementary School, Dr. Anthony Davis, 912-534-5302

Pearson Elementary School, Mr. Jarred Morris, 912-422-3882



Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

ATKINSON COUNTY SCHOOL SYSTEM

de notificación de derecho a la información

Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales

Fecha: August 2, 2021

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la **Atkinson County School System** le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
 - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
 - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
 - está enseñando en el campo de la disciplina de la certificación del maestro.

- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con School Principal.

Saludos cordiales,

Atkinson County High School, Dr. Melissa Wilbanks, 912-422-3267

Atkinson County Middle School, Dr. Calandra Holmes, 912-422-3267

Willacoochee Elementary School, Dr. Anthony Davis, 912-534-5302

Pearson Elementary School, Mr. Jarred Morris, 912-422-3882

2. Family Educational Rights and Privacy Act (FERPA) 20 USC § 1232g; 34 CFR §§ 99.7 and 99.37

STUDENT RECORDS

Student records are open on a need to know basis and, as such, are open to faculty members with some restrictions. An appointment for viewing a student's record can be made by the parent with the guidance counselor. During registration students are given a Program of Study. NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

- (1) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is

inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing.

Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

- (2) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (3) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.
The School District has designated the following information as directory information:
 - (a) Student's name, address and telephone number;
 - (b) Student's date and place of birth;
 - (c) Student's participation in official school activities and sports;
 - (d) Weight and height of members of an athletic team;
 - (e) Dates of attendance at schools within the district;
 - (f) Honors and awards received during the time enrolled in district schools;
 - (g) Student Image; and
 - (h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 30 days after officially enrolling in school.

- (4) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.
- (4) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

3. Protection of Pupil Rights Amendment (PPRA) 20 USC § 1232h; 34 CFR Part 98

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of

Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 2020.

4. School Nutrition Program 7 CFR § 245.5; 42 USC § 1758(b); OCGA § 20-2-66(b)(3)

NOTICE OF PUBLIC PARTICIPATION IN SYSTEM WELLNESS PLAN

Public participation in the review and revision of the Atkinson County Wellness Policy and Plan is encouraged. Your thoughts, ideas, comments and suggestions regarding the Wellness Plan are appreciated. Please contact Tracy Mizell at 912-422-7373 ext 2115 for more information. Please send your written correspondence to Tracy Mizell, District SNP Supervisor at tracymizell@atkinson.k12.ga.us

Special Assistance Certification and Reimbursement Alternative II and CEP PUBLIC RELEASE FOR NON-BASE YEAR NATIONAL SCHOOL LUNCH/SCHOOL BREAKFAST PROGRAM

Atkinson County School System shall continue to participate in the National School Lunch and National School Breakfast Program Special Assistance Provision for Free Meal Reimbursement in School Year 2020-2021. Through Provision 2, a school district or a single school may offer meals at no charge to all students. Continued participation in this provision eliminates the procedure of distributing and processing free and reduced-price meal applications each school year. The following schools from the Atkinson County School District will be participating for Breakfast and Lunch in School Year 2020-21: Willacoochee Elementary, Pearson Elementary, Atkinson County Middle/High

5. Nondiscrimination 34 CFR § 106.9—Title IX (sex); 34 CFR § 100.6(d)—Title VI (race); 34 CFR § 104.8—Section 504; 28 CFR § 35.106 (disability); 34 CFR § 110.25 (age)

Statement of Nondiscrimination

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

Employees, students and the general public are hereby notified that the Atkinson County Board of Education does not discriminate in any educational programs or activities or in employment practices. The following individuals have been designated as the employee responsible for coordinating the Atkinson County school system’s effort to implement this nondiscriminatory policy. Henry Brown, Lisa Strickland, Atkinson County Board of Education 912-422-7373; 98 Roberts Avenue, Pearson, GA 31642. The Atkinson County Board of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.

6. Individuals with Disabilities Education Act (IDEA) 20 USC § 1415(d)

- Under the IDEA, Atkinson County School District will provide parents of a child with disabilities a copy of their parental rights one time a year. Also, a copy of their rights will be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, and upon request of a parent.
- **Georgia’s Tiered System of Supports for Students (Multi-Tiered System of Supports -MTSS) Parent Notification**

Multi-tiered System of Supports (MTSS), now referred to as Georgia’s Tiered System of Supports for students by the Georgia Department of Education, is a framework that ensures successful education outcomes for all students by using a data-based problem solving process. The intent of Georgia’s Tiered System of Supports is to provide and evaluate the effectiveness of multiple tiers of integrated academic and social-emotional instruction and intervention support matched to student needs that align with educational standards. A multi-tiered service delivery model incorporates standards and skills-based instruction, assessments to inform instruction, efficient use of school resources, evidence-based programs and practice, focus on integration and alignment with core instruction, and frequency and intensity of instruction/intervention matched to student needs.

Evaluating student response to instruction/intervention guides Student Support Teams (SST)s with appropriate educational planning.

Georgia’s Tiered System of Supports will offer all schools in Atkinson County School District the following:

Tier 1: High-quality core instruction to meet grade-level standards/expectations for ALL students that are provided by classroom teachers.

Tier 2: Skills-based intervention (received in addition to Tier 1 instruction) that is designed to meet the needs of a targeted group of students and can be provided by a variety of professionals.

Tier 3: Intensive skills-based intervention (received in addition to Tier 1 instruction and Tier 2 targeted intervention) that is specific and designed to meet the needs of a very small group of students and are generally provided by certified and trained instructional staff.

For more information regarding Georgia’s Tiered System of Supports for Students, visit the Georgia Department of Education’s website at: <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/TieredSystemofSupports.aspx>

- **Child Find Notice**

In accordance with IDEA regulations, the Atkinson County School System seeks to ensure that all disabled students (ages 3-21) who are in need of special education within its jurisdiction are identified, located, and evaluated, including those attending private school and home school. Final identification of students with disabilities and programming for such students occur only after an appropriate evaluation and determination by a Multidisciplinary Placement Team. If the “child find” process indicates that a student may require special education and supportive services in order to benefit from the regular education, the student shall be referred to a Multidisciplinary Placement Team to determine the student’s eligibility for special education services. If you know a child with a disability that is not being served, please notify: Atkinson County School System, Special Education Director, Special Education Department, 98 Roberts Avenue, Pearson, GA 31642, 912-422-7373.

- **Special Education**

Special education services are provided to students with disabilities who need specialized instruction. Programs are provided in all areas of disability: Autism, Deafblind, Deaf/Hard of Hearing, Emotional & Behavioral Disorder, Intellectual Disabilities, Orthopedic Impairment, Other Health Impairment, Significant Developmental Delay (ages 3-5), Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury, and Visual Impairment & Blindness. Parents who suspect their child may have a disability should contact the principal or the chairperson of the school’s Multi-Tiered System of Supports Team.

- **Georgia Special Needs Scholarship Act OCGA § 20-2-2113**

Under provisions of the Georgia Special Needs Scholarship, parents of students who receive special education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of education website at <http://public.doe.k12.ga.us>, or contact the Atkinson County Schools Special Education Department at 912-422-7373.

- **Gifted Education Program**

A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of

intellectual, creative, and motivation ability(ies); possesses exceptional leadership skills or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student's abilities. Students, grades kindergarten through twelve, in the Atkinson County School System, who demonstrate a high degree of intellectual, academic, creative, and motivation ability shall be provided special services by the Program for Gifted Students. Students currently enrolled in the Atkinson County School system may be nominated for consideration in the gifted program throughout the current school year. These nominations may be made by teachers, parents, peers, or the students themselves. The gifted coordinator at each school site will be responsible for providing the documents for this nomination process. All nominations are reviewed by the system Eligibility Team a minimum of two times during the current school year for consideration for referral for formal evaluation. Students referred for formal evaluations will have data gathered in four assessment areas – aptitude, achievement, creativity, and motivation. Students who qualify for eligibility will begin gifted services at the beginning of the next grading period. Gifted students who were enrolled in a gifted program from another state will have their records reviewed by the school counselor or designee. If test data does not meet Georgia eligibility requirements, then the student will be given subsequent evaluations during the next testing window. Newly enrolled students who were in a gifted program in another Georgia school will continue to receive gifted services upon written confirmation of eligibility.

- **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. Specifically, Section 504 states: No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance. Under Section 504 a person with a disability (handicap) 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; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; communicating; and major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions). 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 Atkinson County School System 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. The Atkinson County School System has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. 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 Section 504 Coordinator at 912-422-7373. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website (www.Atkinson.k12.ga.us) or may be picked up at the Atkinson County Board of Education office or at any of the schools.

7. Attendance Protocol with Possible Consequences OCGA § 20-2-690.1(c)
Guidance for Social Worker regarding attendance

Attendance:

Attending school regularly is very important if students are to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. In addition, students under the age of six (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Mandatory Attendance Law 20-2-150(c). State policy defines the school year as 180 attendance days.

Students who reach five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to Magistrate/Probate Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence.

Absences/Tardies/Early Check-Outs (ACHS Social Worker)

Absence means the non-attendance by a student in an approved regularly scheduled class or activity, regardless of the reason for such non-attendance. An exception is when a student participates in an approved activity (such as, but not limited to: field trip,

academic competition or approved athletic event), he/she may be excused from school, counted present, and shall be responsible for any work missed during the time he/she is away from school.

Tardies mean the failure by a student to be in the assigned classroom or instructional space at the assigned time without a valid excuse, or arriving at school or to class after the tardy bell.

Early Check-Outs means the student has left school before the end of the school day.

State law classifies all absences as unexcused or unlawful except those for (1) personal illness, (2) serious illness or death within the immediate family, (3) court order or an order by a governmental agency, including physical exam for military service, (4) observation of religious holidays, (5) conditions making attendance impossible or hazardous to student’s health or safety, (6) registering to vote or voting in a public election, (7) serving as pages of the General Assembly, (8) have a parent/legal guardian in the military service and such parent/legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting post up to a maximum of five school days or, (9) students in foster care are counted present when attending proceedings related to their foster care.

Students are expected to attend all scheduled classes on time each school day. Attendance is taken in all classes each day. All absences will be initially marked unexcused until a note is received in the school office. Students returning to school after an absence MUST submit a parent note or medical excuse within three (3) days. Only five (5) days per semester may be excused by a handwritten note from a parent/guardian for absences/tardies.

Parents/Guardians are responsible for providing appropriate documentation for their child’s excusable absences or tardies. All notes excusing absences are subject to verification. A written note by the parent/guardian or other documentation is required when the student returns to school. The note should contain the dates of day(s) missed, the reason for the absence/tardy and a parent’s/guardian’s signature. If a note is not sent within three (3) school days explaining the student’s absence, the absence/tardy will remain as unexcused on his/her attendance record. Five (5) days per semester may be excused by a handwritten note from a parent/guardian for absences/tardies. Subsequent absences/tardies will be considered unexcused unless otherwise accompanied by medical or other approved documentation. Students who have excessive absences due to illness will be given special consideration by the principal and/or superintendent.

Unlawful Absences/Tardies & Consequences (Social Worker Guidelines):

Any absences which are not permitted under the compulsory school attendance law and by policies and regulations of the school system Board of Education will be considered unlawful and therefore unexcused. Up to five (5) parent notes per semester will be accepted for student absences and tardies before they are considered unexcused. Tardies and early checkouts will be calculated for each class. Students who leave a class early or who are tardy to a class risk missing the acceptable number of days in classes missed. If a student misses more than twenty (20) minutes of a class period, the student will be counted as absent for that class period. The following consequences will apply for all unexcused absences and tardies:

Unexcused Absences	Consequence/Penalty
1-3 days	Parent contact by school personnel (registrar)
5 days	Social worker will notify parent/guardian in writing with State Law attached
7 days	Visit by School Social Worker and obtain a Signed Attendance Agreement;
10 days-14 days	Social Worker will Report to DFCS and Truancy charges filed against Parent/Guardian; Social Worker will keep Principal updated on all truancy cases; Social Worker will update at monthly SLT meetings

15 days+	Social worker should then discuss the case with school personnel and if it is agreed that court referral is suitable, a system warning letter should be sent by the school social worker. It is the responsibility of the school social worker to ensure that copies of the letter are filed and/or sent to agencies or individuals, as appropriate. If, following a period of approximately 2 weeks, during which time casework is ongoing, there is no improvement, the school social worker shall submit a Juvenile Court Truancy Complaint. The school social worker may seek prosecution of a parent or guardian in State or Magistrate Court. The social worker or
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	designated school official is expected to attend hearings at the designated Court when appropriate. Social Worker will update at monthly SLT meetings.
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Finally, throughout the course of any legal action being taken, school system casework should continue because it is critical-- particularly in cases where students are completely out of school-- that truancy does not go unattended.

Tardiness to School: Students are expected to be at school and in their classrooms by 7:50 A.M. Students who arrive at school after 7:50 A.M. will be considered tardy and must report to the front office to check-in before going to class. A student shall not be excessively tardy to school, to homeroom, or to any period of the school day at Atkinson County High School. Failure to comply with on time school attendance will result in consequences and penalties being assessed. Tardies will accumulate every nine weeks for every period. At the beginning of second semester, a student starts back over at zero for the number of tardies for every class.

Number of Tardies—HS	Consequence/Penalty
1-9 (1 st block)	Lunch detention
10 (1 st block)	Corporal punishment or 3 days ISS; count starts over at zero
3-9 (2 nd – 4 th block)	Lunch detention
10 (2 nd – 4 th block)	Corporal punishment or 3 days ISS; counts starts over at zero

Early Checkout:

Provide documentation for early checkouts. Make sure to schedule medical appointments for after school hours or on days that school is not in session. Excessive early checkouts will be reported to the school social worker.

8. Bullying Prohibition OCGA § 20-2-751.4(b)(4)

Bullying—OCGA 20-2-751.4—The Atkinson County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in the Georgia Law, of a student by another student is strictly prohibited. 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 computer, computer system, computer network, or other electronic technology of a school. Students in grades 9-12 found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panel, or tribunals. Upon receiving a report of bullying, the following actions are the minimal requirements, limited in performing additional measures, as they deem reasonably appropriate.

It should be noted that bullying may be witnessed directly by staff or reported by a student, parent or stakeholder by name or anonymously. Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct. However, upon a finding by disciplinary hearing officer, panel, or tribunal that a student in grades 9-12 has committed the offense of bullying for a third time in a school year, the student shall be assigned to an alternative school.

The term, Bullying, also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if

- (1) *directed specifically* at students or school personnel,
- (2) *maliciously intended* for the purpose of threatening the safety of those specified or *substantially disrupting* the orderly operation of the school, and
- (3) creates a *reasonable fear* of harm or has a *high likelihood* of succeeding in that purpose.

(from Phil Hartley PPP, 2018 Resa)

9. Equity in Sports OCGA § 20-2-315(g)

Gender Equity

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. & 20-2-315). Students are hereby notified that the Atkinson County school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is the Atkinson County Athletic

Director. Inquiries or complaints concerning sports equity in this school system may be submitted to the Athletic Director, Carl McGowan, 912-422-3267.

- 10. PSC mandated process for students reporting allegations of inappropriate behavior by school employees
OCGA § 20-2-751.7

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

O.C.G.A. § 20-2-751.7.(a) “The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such a state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.”

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

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

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

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

- 11. School Report Cards OCGA § 20-14-34(d)

Each school in the Atkinson County School district will provide parents with appropriate student performance and school completion performance portions of the school report card annually. Report cards will be posted on the Atkinson County School System’s websites.

12. Complaint Procedures for Students O.C.G.A. § 20-2-751.5,

Pursuant to federal and state laws, students are entitled to a Complaint Procedure to address allegations of discrimination on the basis of race, color, national origin, sex (including, but not limited to sexual harassment), disability, harassment and/or bullying. Both informal and formal resolution processes are available to address any complaints arising out of the above-described categories. Allegations of discrimination should be immediately reported to an administrator or counselor at the school, center or any school event. The Local Administrator shall assist the student with formalizing and processing the complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within thirty (30) calendar days of the alleged incident. All policies and/or procedures mandated by any agency of the State of Georgia, or the United States, will be followed. **As per O.C.G.A. § 20-2-751.5, it is unlawful for a student to falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee, including during off-school hours.**

13. NON-RESIDENT STUDENT

Policy JBCB : Nonresident Students	Status : ADOPTED
Last Revised Date: 11/20/2014	
Out of system students shall be permitted to apply for enrollment in Atkinson County through the principal of the individual school. Decisions will be made on the following basis:	

1. State Residency No student will be considered for out-of-system enrollment unless that student is a resident of the state of Georgia.
2. Space Available Students may and will be rejected if their enrollment creates overcrowding or other encumbrance at a particular school, program of study, or grade level.
3. Student Academic Record Students whose academic record shows the student to be likely for failure or dropout may be denied access to Atkinson County Schools.
4. Student Behavior Record
 - a. Students who have excessive disciplinary referrals or who have disciplinary referrals or legal issues that are viewed as cause of concern may be denied access to Atkinson County Schools.
 - b. Students who have been suspended ~~or expelled~~ in another school system may be denied access to Atkinson County Schools. Students who have been expelled in another school system will be denied access to Atkinson County Schools (Superintendent Brown 06-24-2020).
 - c. Students who have been assigned to alternative school as the result of a tribunal in another school system may either be denied or required to complete the assigned time in alternative school in Atkinson County.
 - d. Students who have been referred to a tribunal in another school system must complete the tribunal process in that school system prior to being admitted to Atkinson County Schools.

Students who have been denied admission at any local school may appeal their denial in writing to the superintendent within ten (10) days. The Superintendent shall review the matter and shall make a decision to uphold or to reverse the decision of the principal. The decision of the superintendent shall be final.

Transportation

Transportation may be provided only so long as the student meets the bus along the bus's designated route and so long as there is no overcrowding.

Discipline and Attendance

Students attending from outside the system are expected to conform to rules and guidelines set by the Board of Education, the local school, and the staff at the school. The principal may revoke a non-resident student's privilege of attending school in Atkinson County without convening a disciplinary tribunal if the student becomes a disciplinary or attendance problem. The principal's decision may be appealed to the Superintendent, whose decision shall be final.

14. Search and Seizure

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are "reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school" and the search is conducted in a reasonable manner. (New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct 733, 744; 1985). Students and parents are hereby notified that school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school administrators at any time without further notice to students and parents. Students are required to cooperate if asked to open backpacks or lockers. At the discretion of administrators metal detectors and drug or weapon sniffing dogs may be utilized at school, at any school function, including activities that occur outside normal school hours or off school campus. To help ensure the safety and security of our staff and students, closed circuit security cameras are in place throughout ACHS. Fourth amendment rights are in no way violated by the use of video cameras. Video may become evidence in disciplinary concerns and student hearings.

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 The Code of Conduct, 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

Classroom teachers have the authority and responsibility to handle minor acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process. Teachers and other professional staff members may use discipline management techniques appropriate for the situation, which include, but are not limited to, detention, loss of privileges, isolation, parent conference, or assignment of the development of a written or graphic representation that reflect understanding of the specific misbehavior, the nature of the expected behavior, and/or the related character trait.

Bedbugs

Parents will be notified. A student may return to school with a parent. The school nurse will give a clearance-check. <https://www.epa.gov/sites/production/files/2015-11/documents/bed-bug-guidance-for-school-teachers.pdf>

Bus Misbehavior

- A. A student shall not misbehave on any Atkinson County School Bus. At the principal's discretion and in cooperation with the transportation department, suspension from bus and/or school is permissible. As adopted by the General Assembly in 2002 (SB 291):
- B. Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- C. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- D. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

According to Atkinson County Board of Education policy:

Pupils in transit by bus to and from the Atkinson County Schools shall be under the direction of the bus drivers, principals, and faculty members. Any pupil who refuses to obey the regulations or directives set by the school principals, and habitually causes trouble on the buses shall find his/her own way to school. The name of such offender shall be reported in writing to the Atkinson BOE.

For your safety and the safety of others:

1. Be courteous, use no profane language
2. Do not hit or push others
3. Do not eat or drink on the bus
4. Keep the bus clean, do not litter
5. Cooperate with the driver
6. Do not use tobacco, **vaping, or any related product**
7. Do not be destructive
8. Stay in your seat
9. Keep head, hands and feet inside bus
10. A student shall not buy, sell, or trade personal items at school or on the bus.
11. Bus driver is authorized to assign seats
12. Students are not permitted to get off the bus en route to or from school or ride a different bus without prior written permission from parents.

Possible consequences for not following bus rules will be as follows:

- The student may be required by the driver to write an action plan, or by school personnel to demonstrate an understanding of the rules of proper bus behavior.
- The student may be counseled by the principal or designee. As part of the counseling, the student will be informed that on subsequent infractions he/she may face bus suspension.
- Parental contact. As part of this contact, the parent will be informed that on subsequent infractions he/she may be suspended from the bus.
- Bus suspension.
- Other disciplinary actions as deemed appropriate by school administrative personnel.
- Conference with the Director of Transportation regarding possible further consequences that might be deemed necessary or appropriate.

Other Misbehavior

The administration of the school system and the local school reserves the right to discipline for any behavior which is subversive to good order and discipline in the Atkinson County School System, even though such behavior is not specified in the other written discipline rules.

CLOSING OF SCHOOL

Official announcements regarding school closings due to inclement weather or emergencies can be read on the district website Home Page at: www.atkinson.k12.ga.us and on the schools' social media pages.

College and Career Ready

Our Charge at Atkinson County High School is for students to be College and Career Ready.

One of the most important components of a career or going to college is for employees/students to be **present and on time**. If an employee or college student misses work/class more than a certain number of days as noted in the handbook/guidelines, then the employee could be asked to resign or be fired and the college student would not earn credit.

Any student who has 10 unexcused absences in any class will be referred to the Principal. At the Principal's discretion, at a parent meeting the student may be referred for withdrawing from ACHS to attend another high school option such as Home School or On-line Charter High School. **The student may lose privileges to student activities including, but not limited to athletic events, homecoming dance, prom, pageants, etc.**

Any student who has 10 consecutive unexcused absences in any class may be dropped. Once dropped, the legal parent/guardian must come to school and meet with the Principal or Designee for consideration of re-enrollment.

COMMUNICATION

Communication is vital among parents, teachers, and students. The Atkinson Co. School District maintains a website (www.Atkinson.k12.ga.us) which contains district information such as the school calendar, board policy, etc. ACHS information can also be accessed via the above website. ALL ACHS personnel can be contacted through teacher email. Conferences may be scheduled during teacher planning time or before or after school. Conferences are scheduled at the teacher's convenience and notice is needed 24 hours in advance of your desired meeting time. Conferences can be scheduled via telephone 422-3267 or teacher email. Parents are encouraged to monitor their child's attendance and academics via the school web-based grading system. Please visit the school during school hours to receive your confidential log-in and password which will allow you to monitor your child's performance.

DRIVING AND PARKING

Driving and parking a vehicle on campus is a privilege extended to those who qualify and comply with safety regulations. On campus a vehicle falls under the in loco parentis rule and school officials may exercise due authority for the safety and well-being of the student body. This includes the searching of vehicles when there is reasonable cause. (New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct 733, 744; 1985.)

Parking permits must be obtained (by presenting driver's license and proof of insurance) and displayed on vehicles. (Permits will be \$10.00 and replacement permits will be \$10.00). At no time during the school day are students allowed in the parking area without permission from the principal/designee. Students who enter the parking area without the permission of an administrator will face disciplinary action.

Bumper stickers or other displays that have profanity, vulgarity or sexual innuendos, are not permitted. Any other symbols deemed to be not appropriate for display by the administration must be removed. Continuing displays of such material may result in disciplinary action. Firearms or other weapons are not allowed in vehicles.

- All student drivers will be included on the list for random drug testing.
- The administration of ACHS has the authority to suspend the student driving privilege to address any driving related discipline offenses.
- Any student who parks on campus without a parking permit will receive a written warning the first time and will be written a student fine of \$5 for each subsequent time

STUDENT DRIVERS WHO ARE CHRONICALLY TARDY TO SCHOOL MAY LOSE DRIVING PRIVILEGES.

EMERGENCY DRILLS

Emergency drills, held at intervals, are important safety precautions. Evacuation plans and tornado drill procedures are posted in each room near the door. It is important for students to listen to teachers and follow directions during these situations. During these drills, parents may not be able to pick up their child until after the drill has been completed.

Enrollment

To enroll at a school in Atkinson County one must be a resident of the county and reside with a legal guardian or parent. A child must be five years of age on or before September 1st of the current year in order to enroll in kindergarten, and six years of age on or before September 1st to enroll in 1st grade. The following student documents are needed when a student enters a school in Atkinson County:

1. A birth certificate with a State file number.
2. An up-to-date Immunization Record.
3. A dental, vision, and hearing screening record.
4. A transcript and/or clearance form from the school last attended.
5. ACHS—Principal's discretion for any student attempting to enroll who is over the age of 16.

A signed student registration card indicating that any false information provided at enrollment may result in the denial of the child from the Atkinson County School.

Hospital/Homebound

A child who has a medically diagnosed physical condition that is non-communicable and restricts the student to home or hospital for a period of time which will significantly interfere with that child's education (a minimum of 10 projected school days) is eligible for the services of an itinerant hospital/homebound teacher.

Head Lice

If a child is found with nits or head lice, the parents/guardians are notified and asked to come pick up the child. The child must be treated before returning to school. A student may not return to school until a parent has brought the child to the school nurse and had his/her head checked.

Immunizations

Georgia law requires that immunizations are kept current and updated records are kept in each student's file. Any child of sixth grade age must have at least one additional dose of MMR vaccine, for a total of two MMR vaccines, and two Varicella (chicken pox) vaccines or proof of immunity for admittance to school. This means that any child who has been retained and is entering the fifth grade is of sixth grade age and must meet this requirement.

Medical Concerns

All students need to return a Health Profile/Consent form to be kept on file with the school nurse.

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook. A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability. If parents do not pick up student medication within one week after school is out, the school system will dispose of the medication.

Parent Information-Title I Federal Programs

Parents may request to the principal of the school information regarding the professional qualifications of their child's classroom teacher(s). Information will be made available in a timely manner to include the following:

- Whether the teacher has met State qualifications for certification at the grade level(s) and subject area(s) that they teach.
- Whether the teacher is teaching under a certificate that waives the qualifications and criteria for certification.
- The baccalaureate degree major or other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether their child is provided services by paraprofessionals and, if so, their qualifications. Parents will be informed as to the status of their child's school making progress towards state goals.

Pick up / Drop off Zone Information

Each school will identify an area(s) where student(s) may be dropped off for school and picked up after school dismisses. A

person who carries a student(s) to school or picks a student(s) up from school may do so at the designated drop/pickup area. Any person who accompanies or meets the student(s) beyond the designated drop/pickup area is considered a visitor. A person on school grounds other than the designated drop/pickup area is considered a visitor. Visitors must first sign in at the front office. Extracurricular sponsors/coaches will designate drop off and pick up areas for their respective clubs or teams.

Process for Parents to Address Concerns

When parents have concerns about their child's education or educational setting, the following is an outline of the process to follow.

1. The first step is to talk with the teacher(s) of the child. This should take place in a scheduled parent teacher conference which is scheduled through the School Counselor.
2. If the parent is not pleased with the outcome or response after working with the teacher(s) on the specific concern, the parent needs to address his/her concerns to the principal of the school.
3. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.
 - Transportation, Facilities, and Maintenance - Mr. Ray Douglas, 422-7373
 - School Nutrition Program - Mrs. Tracy Mizell, 422-7373
 - Federal Programs, Financial Services - Mr. Henry Brown, 422-7373
 - Student Services/ Section 504 – Mrs. Lisa Strickland, 422-7373
 - Special Education, MTSS, and Gifted services - Mrs. Lisa Strickland, 422-7373
 - Curriculum & Instruction, Professional Learning, Testing –Mrs. Edy Leverette, 422-7373
 - Athletics – High School/Middle School – Coach/AD Carl McGowan, 422-3267
4. The Superintendent of Schools is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child's classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue. If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact the Superintendent's Secretary at 422-7373.

Report Cards; Progress Reports; Grades

All parents are asked to sign-up for the Parent Portal on iCampus for information regarding grades and attendance.. Report card grades will be posted at the end of each nine-week grading period and available online on Infinite Campus. The report card will be available by logging into Infinite Campus and viewed by a parent or by a guardian. If a conference is desired with the teacher, the parent can make the arrangements by calling the school office or emailing the teacher. At mid-point of each nine-week grading period, progress report grades will be posted on Infinite Campus. Grades are available at all times through the Parent Portal on iCampus as this will help both the student and the parent to assess the progress that the student is making and to make recommendations for improvement if needed.

Request for Assignments

If you would like schoolwork sent home for your child because of illness, please call the school office within the first two hours of the school's beginning time or email your child's teacher directly. The schoolwork may be sent home with another student at your request or may be picked up in the school office within a half-hour after the school's ending time.

SCHEDULING

Students bear the responsibility to familiarize themselves with the requirements of the particular program in which they are seeking a diploma and to select the courses that meet the requirements of their program of study. Give careful consideration to choices made during pre-registration and examine your schedule to be sure that you are assigned to appropriate classes. There will be a designated period of time to make changes to student schedules. After the designated time of schedule changes has ended, requests for schedule changes may not be honored

School Council

School councils are intended to help local boards of education develop and nurture participation and to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and to share ideas for school improvement. School councils shall be reflective of the school community. There are four scheduled school council meetings each year—the dates are to be announced.

School Safety

Our school safety committees have developed plans to address and help curb the growing incidence of violence in schools to respond effectively to such incidents, and to provide a safe learning environment for our children, teachers and other school personnel. The plan addresses preparedness for natural disasters, hazardous materials, acts of violence, and acts of terrorism.

Parental and community input is welcome. Georgia has a Toll-free School Safety Hotline available to the public: 1-877-729-7867

SCHOLARSHIPS AND FINANCIAL AID

Atkinson County students desiring to continue their education after graduation are eligible to apply for financial assistance from several scholarships, grants, and loans. Any individual needing detailed information about financial aid should contact the school guidance counselor.

SECURITY CAMERAS

Closed circuit televisions are in place throughout Atkinson County High School. Privacy rights are not violated for students or teachers. Neither student nor teacher behaviors are beyond scrutiny, and viewing video tapes does not infringe upon constitutional rights. Fourth Amendment rights are not violated by the use of video cameras. Video cameras are not searches. Video cameras simply observe that which may be observed if an administrator were present. Video tapes may become evidence in disciplinary concerns and student hearings. Only school personnel may view videos. School personnel are excluded from seeing video if their child is involved.

Students Subject to Discipline of other schools / systems

In accordance with Georgia law, if ACHS has “any student who attempts to enroll or who is enrolled in ACHS during the time in which that student is subject to disciplinary order (e.g., suspension or expulsion) of any other school system,” the administration “is authorized to refuse to enroll or subject that student to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system’s disciplinary order....” In addition, “if any school administrator determines from the information obtained... that a student has been convicted of or has been adjudicated to have committed an offense which is a designated felony act..., such administrator shall inform all teachers to which the student is assigned... Such information shall be kept confidential.” Also, students may be disciplined for criminal conduct off campus that may pose a threat to the school’s learning environment or the safety of students and employees.

Out of System Students:

Students who have been suspended in another school system **may be denied** access to Atkinson County Schools.

Students who have been expelled in another school system **will be denied** access to Atkinson County Schools.

SUMMER SCHOOL

Summer school is designed for students who are not on track for graduation or who have failed a required course. Summer school will be strongly suggested for students who fail to complete their courses during the current school year.

Teenage and Adult Driver Responsibility Act (TAADRA)

Georgia’s **Teenage and Adult Driver Responsibility Act (TAADRA)** requires local school systems to certify that a student is eligible to obtain a Georgia driver's license or learner's permit.

Senate Bill 100 Update

Please note that SB 100, signed into law on April 16, 2015, makes significant changes to the Teenage and Adult Driver Responsibility Act by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Students will no longer have their driver's license or learner's permit suspended for excessive unexcused absences or discipline infractions. Consequently, the GaDOE electronic database for reporting TAADRA noncompliance has been deactivated.

Beginning on July 1, 2015, schools will use the new **Certificate of School Enrollment** form (located below) to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form. Please review the resources below for additional information.

Telephone Directory

Board of Education	912-422-7373
Bus Transportation	912-422-7317

Central Office Staff

912-422-7373

www.atkinson.k12.ga.us

Mr. Bob Brown	Superintendent
Mrs. Edy Leverette	Curriculum Director
Mr. Henry Brown	Title Program Director
Mrs. Lisa Strickland	Special Education Director
Mrs. Tracy Mizell	School Food Service Director
Mr. Jeffery Harrell	Technology Director
Mr. Ray Douglas	Transportation Director

Board of Education

Mr. Mark McKinnon
Mrs. Shirley Fraizer Cooper
Mr. Danny Hodges
Mr. Danny Smith
Mr. Landon Meeks

School Principals

Dr. Anthony Davis	Willacoochee Elementary	912-534-5302
Mr. Jarred Morris	Pearson Elementary	912-422-3882
Dr. Calandra Holmes	Atkinson Co. Middle School	912-422-3267
Dr. Melissa Wilbanks	Atkinson Co. High School	912-422-3267

System Statement

Advancing Together Children's Opportunities

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ATCO HIGH ALMA MATER

Tall and stately stand the pine trees,
Sheltering ATCO High.
May they ever guard and keep her,
As the years go by.

Chorus:

May she ever stand a beacon.
May she never fail,
To guide her children down life's highway.
ATCO High all hail.

Faithful sons and loyal daughters
Love their school so dear.
May they honor and protect her
Through each passing year.

Written by Mrs. Mary Ruth Malone Smith, Pearson, GA
Wife of 5/8 Smith, Pearson, GA

MISSION STATEMENT

The mission of ACHS is to foster our students' love for learning, encourage them to try new and exciting things, and give them a solid educational foundation to build on.

VISION STATEMENT

The vision of ACHS is to provide student-centered educational programs that challenge all students to perform at their highest potential.

FY 22 Dates	Events
July 26-30	Pre-Planning
July 29	Open House (3 PM - 6 PM)
August 2	First Day of School
August 31	Parent Teacher Conf./ Progress Reports
September 2	Early release for students & staff (12:30 PM)
Sept. 3 & Sept. 6	Labor Day Holidays
September 7	Data Day/STAFF ONLY
October 7	45 Days
October 8	Report Cards
October 13	In-Service Day
October 14-15	Fall Holidays
November 12	Progress Reports
November 19	Early release for students & staff (12:30 PM)
November 22-26	Thanksgiving Holidays
December 17	89 Days
December 17	Early release for students & staff (12:30 PM)/Last Day of 1st Semester
December 20-31	Christmas Holidays
January 3-5	In-Service Days (January 4 - DATA Day)
January 7	Report Cards
January 17	Martin Luther King Jr. Day (Holiday)
February 10	Parent Teacher Conf./Progress Reports
February 17	Early release for students & staff
Feb. 18 & Feb.21	Presidents' Day (Holidays)
March 14	135 Days
March 17	Report Cards
April 8	Early release for students & staff (12:00 PM)
April 11-15	Spring Holidays
April 28	Progress Reports
May 20	Early release for students & staff (12:30 PM)/Last Day of School/Graduation
May 23-24	Post- Planning

FACILITY	ADMINISTRATOR	PHONE NUMBER
Central Office	Bob Brown, Superintendent	912-422-7373
Atkinson County High School	Melissa Wilbanks, Principal	912-422-3267
Atkinson County Middle School	Calandra Holmes, Principal	912-422-3267
Pearson Elementary School	Jarred Morris, Principal	912-422-3882
Willacoochee Elementary School	Anthony Davis, Principal	912-534-5302
Transportation Department	Ray Douglas, Director	912-422-7317

Progress reports, report cards, and class schedules will be on Infinite Campus and NOT provided as a paper copy. Parents must sign up on Infinite Campus. Paper copies of grades will be available upon request.

II. ACHS INTRODUCTION

Dear Parents/Guardians:

In compliance with all state and federal requirements, the Atkinson County School System informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

- 1) Certification;
- 2) College major/graduate certification or degree held by the teacher;
- 3) Qualifications of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning your child’s teacher’s qualifications, please contact the principal at 912-422-3267. [Section 1111(h) (6)]

DISCLAIMER

School rules published in this handbook are subject to changes, as needed, to insure continued compliance with federal, state, or local regulations and are subject to such review and alteration, if necessary, for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

BELL SCHEDULE FY22

TIME	TIME	ACTIVITY
7:15--7:30	GYM	
7:30--7:50	Grab and Go breakfast in 1 st block; hand washing	
7:50	9:20 (90 min)	1 st Block
9:25	10:55 (90 min)	2 nd Block
10:55	11:17 (23 min)	1 st Lunch
11:17	11:40 (22 min)	2 nd Lunch
11:17	11:40 (22 min)	1 st Lunch Academic Focus
10:55	11:17 (23 min)	2 nd Lunch Academic Focus
11:45	1:15 (90 min)	3 rd Block
1:20	2:50 (90 min)	4 th Block
2:50	Bus & Driving Students are released. Students who do not ride the bus or drive are to wait in front of the school to be picked up!!	

EARLY RELEASE BELL SCHEDULE

TIME	TIME	ACTIVITY
7:15--7:30	GYM	
7:30--7:50	Grab and Go breakfast in 1 st block; hand washing	
7:50	8:35	1 st Block
8:40	9:30	2 nd Block
9:35	10:25	3 rd Block
10:30	11:20	4 th Block
LUNCH	11:20—11:45 (20 min)	All students eat in 4 th block classes
Each teacher will walk class to the lunchroom to pick-up lunch and back to the classroom to eat.		
Driving students may leave; WBL students may leave AFTER checking-in with WBL teachers; Coach Holton monitor crosswalk/parking lot until all buses leave		
11:45 Bus & Driving Students are released. Students who do not ride the bus or drive are to wait in front of the school to be picked up!!		

FINALS BELL SCHEDULE

Final Tests Schedule		
7:15--7:30	GYM	
7:30--7:50	Grab and Go breakfast in 1 st block; hand washing	
Day 1 of Finals		
1 st	7:50—9:30	
3 rd	9:35—11:10	
11:15—11:40	LUNCH	Each teacher will walk class to lunchroom to pick-up lunch and back to classroom to eat Driving students may leave; WBL students may leave AFTER checking-in with WBL teachers; Coach Holton monitor crosswalk/parking lot until all buses leave
11:45	Remaining students report to the gym— Thanks coaches!!	
2:15	Buses	Release pick-up and Willacoochee students
		ACMS releases bus students
		Bus Bell Students released from 4 th block

Day 2 of Finals		
2 nd	7:50—9:30	Students go directly to 2 nd block; breakfast with 2 nd block teacher
4 th	9:35—11:10	
11:15—11:40	LUNCH	
11:45	Early Release Day--Buses	
2:15	Full Day--Buses	

GRIEVANCE PROCEDURES

The purpose of this procedure is to provide guidelines for resolving complaints or grievances made to Atkinson County Board of Education by parents, students, other individuals, or concerned organizations.

The complaint will follow the procedures listed below:

Step I. The complainant shall contact the persons involved and attempt to resolve the problem.

Step II. The complainant should contact the following persons (in the order listed) before submitting a letter of complaint to the Board of Education.

Person with grievance

Student

Personnel to resolve problem

Teacher

School Principal
Superintendent of Schools
Board of Education

Parent

Teacher
School Principal
Superintendent of Schools
Board of Education

Other Individuals or Organizations

School Principal
Superintendent of Schools
Board of Education

Step III. If the complainant wishes to file a complaint with the local Board of Education, the complaint should be in writing and include the names and addresses of the persons or organizations initiating the complaint as well as a complete description of the alleged violation.

Step IV. The Board of Education shall review the complaint and attempt to resolve the problem without a hearing. In the event that a hearing is considered necessary, the Board of Education will conduct the hearing, providing an opportunity for the complainant(s) to present evidence, including an opportunity to question parties involved.

Step V. The complainant has the right to appeal the final decision(s) of the local Board of Education within 30 days of the decision.

SCHOOL DAY

- Arriving at school before 7:30 AM—Students are to report to the gym. Students will be released to pick up breakfast and go to first block at 7:30 AM. Once students arrive at school, they may not leave the campus at any time for any reason without permission from a school administrator.
- Arriving at school after 7:50 AM—Students must report directly to the front office to get a tardy slip.
- Arriving 20 minutes late—Students will be counted as an absence to their 1st block.

STUDENT HANDBOOK

One provided free of charge, if requested.

All Freshmen receive a printed handbook; Replacement cost - \$5.00.

Student handbook is available to all students, parents, citizens, etc on the school webpage.

STUDENT HANDBOOK—PURPOSE

The policies, rules, and regulations shown in this Atkinson County High School handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing educational mission of the school and the Atkinson County School System.

STUDENT RESPONSIBILITIES

1. To attend all classes daily and to be on time.
2. To come to class prepared with proper materials, such as textbooks, pencils, paper, etc.
3. To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct himself/herself accordingly.
4. To be willing to volunteer information in disciplinary cases should it be necessary.
5. To develop the best school record of which the student is capable.
6. To maintain a clean and pleasant atmosphere in the buildings and on the grounds.
7. To respect fellow student's rights, views, and their persons. School is both a right and a responsibility.



III. ACADEMICS

ACADEMIC FOCUS—Guidelines for Senior Lunch Privileges

AF—Guidelines for SENIOR LUNCH privileges

- Seniors MUST be passing ALL classes
- You must sign out and sign back in at the front office or lose two weeks of double lunch privilege.
- If you sign out or back in for another student, you and the other student will lose two weeks of double lunch privilege.
- If you are late returning, you will lose two weeks of double lunch privilege.
- NO food or drinks brought into the building after signing back in. You may eat your lunch on campus before you sign in.
- Seniors not passing any class must complete work needed to earn passing grades and regain double lunch privileges for the next week.
- Seniors are given current grades each Monday. It is the responsibility of each Senior, who is failing any class, to get his/her missing work throughout the week. Those eligible for double lunch will be determined by grades posted when the grade report is run Thursday morning 8:00 AM.
- Averages are determined by posted grades; late work may not be graded and posted as timely as regular assignments.
- Posted grades are given to Senior AF teachers every Monday and Thursday.

AF—Guidelines for 9-11 grade

- EOC AF—used as ACHS MTSS time for students needing extra help in EOC courses
- Non EOC AF—students will study the Student Handbook for the first few weeks; AF time must be utilized as a study time or work time; not wasted time; students should be seated and working and monitored by the AF teacher

ACADEMIC FOCUS—MTSS Services

- I. Rising 9th graders already on MTSS list from 8th grade MTSS list
 - A. Monitor grades/achievement
 - B. Remain on MTSS as needed for EOC classes
 - C. Remove from MTSS as students achieve academic self-sustainability in EOC classes
 - D. AF placement as needed for EOC
- II. Academic Focus 9-12 (MTSS watch list)
 - A. Students placed in AF for EOC classes
 1. Teacher recommendations

2. Academic Needs- EOC classes
 3. EOC: not passing score
 4. Students receive remediation from EOC teacher
- B. AF placement changed as needed for remediation in EOC classes

AP and HONORS/GIFTED COURSES

No additional bonus points will be added to all final averages of AP or Honors courses taken by students. These classes are designed to be taught at a maximum/enhanced level of rigor as they are honors/gifted classes. Students will be eligible for honors classes based on teacher recommendation AND meeting the ACHS Honors Rubric criteria.

BENCHMARKS--UNIVERSAL SCREENERS

- All students 9-12 will take three universal screener tests based on the BOE Assessment Calendar.

BOOKBAGS

Only “typical size” book bags will be allowed. No oversized bags will be allowed. Students may use drawstring athletic bags for physical education classes for storage of proper practice clothing.

CLASS RANKING

Class ranking is based on cumulative numerical average. Valedictorian, salutatorian, and honor graduates are determined at the **end of the third 9 weeks** grading period of the second semester of the 12th grade; highest average is valedictorian and 2nd highest average is salutatorian. Honor graduates must meet Honor Graduate requirements as stated below under Honor Graduate Requirements. **Top ten underclassmen are also determined at the end of the third 9 weeks grading period of the second semester.**

CHROMEBOOKS

Damage to a ChromeBook will result in the student paying a \$25 repair fee for the chrome book prior to receiving a report card or transcript.

DUAL ENROLLMENT CONTRACT

The Dual Enrollment (DE) program offers eligible students the chance to earn college credits while enrolled in high school. For detailed information regarding these programs, visit <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>.

Requirements for Dual Enrollment

1. Students must submit this signed contract to ACHS Counselor, Ashleigh Hunter, verifying parent and student understanding of requirements.
2. Must meet college entrance requirements.
3. Must be on-track to graduate.
4. Must have passed all high school courses taken in the previous ACHS semester.
5. A student must take at least 4 courses per semester. This is based on the graduation requirement of attendance of 8 full semesters of enrollment at ACHS. If a student does not take at least 4 courses per semester, s/he will not meet graduation requirements.
6. Attendance/participation in college courses is very important. Students who violate the attendance/participation policy of the COLLEGE instructor may be withdrawn for lack of attendance/participation and **will receive a 0 (ZERO) on their high school transcript.**
7. **Students are not allowed to drop any college course once registered at the college. Any dropped course (including Summer) will receive a 0 (ZERO) on the high school transcript. Students must speak with Ashleigh Hunter, ACHS Counselor, prior to making any changes to a college schedule.** If a student does drop a class, s/he will be responsible for any money owed to the college for the course and the books.
8. **Students and parents acknowledge that not following the program rules and regulations may result in the college removing the student from the DE course. This may affect any future participation in the DE program.**
9. **ACHS has no control over grading or policies of the college.** Students will receive the grade they obtain at the end of the college class.
10. Parents are advised that college courses are taught by college instructors. Material covered is governed by the college and will be on the college level. Also, instructors of college courses are not available to meet with parents in the same manner as high school teachers. **It is the student’s responsibility to monitor progress and grades with the college. College course grades are not updated in Infinite Campus as are high school courses. The student will check with the college to inquire about grades and performance in the college class. ACHS will only post final grades for college classes. These grades will be posted on the student’s official high school transcript.**

11. College courses may be more rigorous than high school courses. Grades earned in college classes will be factored in the student's overall GPA.
12. DE courses will be used in the student's HOPE GPA calculation in high school.
13. The student is responsible for completing the appropriate college application and submitting all required documents to the college. You must adhere to the college's application processes (including completion of online orientation). It is the student's responsibility to meet all college requirements by the appropriate deadline.
14. The student will complete the DE funding application by logging into your GAfutures account (<https://www.gafutures.org>). This portion is required in order to have your tuition paid by the State of Georgia. If you do not complete this online form by the appropriate deadline, you will have to pay for tuition yourself.
15. It is solely up to the student to gain access to Blackboard, class assignments, instructor communication and concerns, and grades. No ACHS personnel has access to information at other educational institutions.
16. It is the parent's and student's responsibility to read all eligibility, requirements, and information pertaining to Dual Enrollment. This information can be found at <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

I, _____, the parent/guardian of

_____, have read and agree to the above requirements. I understand it is my child's and my responsibility to adhere to all requirements in order to participate in the Dual Enrollment program.

Parent Signature and Date

Student Signature and Date

A "Z grade" on the college level means the class was attempted but not completed. The Z will not be calculated in to the student's college GPA nor does this effect the student's financial aid progress. But this attempt will count in the students 30 dual enrollment credit hours. ACHS may award what grade they chose to at the high school level. It's up to each high school. (4-28-20)

Lisa Helms; Assistant Director of High School Services; Serving Atkinson, Ben Hill, Coffee, Irwin and Wilcox Counties

GIFTED PROGRAM

Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities may make referrals for consideration. The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Atkinson County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or:

Gifted Coordinator—BOE
Atkinson County School District
506 E. Roberts Avenue
Pearson, GA 31642
912-422-7373

GRADE CLASSIFICATION AT THE BEGINNING OF THE SCHOOL TERM

A student must have at least:

- Six (6) credits to be classified as a sophomore, and pass at least one Math and one ELA class
- Twelve (12) credits to be classified as a junior, and pass at least two Math classes and two ELA classes
- Twenty (20) credits to be classified as a senior.
- Students must earn 28 credits to graduate.
- NOTE—These requirements begin with 9th grade classes.

GRADING SYSTEM

A= 90-100 C= 70-79

B= 80-89 F= 0-69

All finals will count 20% unless specified by state requirements on the End of the Course Tests.

- Test count 50%; quizzes count 30%; daily grades count 20% to make-up a nine weeks grade. Midterms count as test grades.
- 1st nine weeks counts 40%; 2nd nine weeks counts 40%; final or EOC counts 20% to make-up the semester grade. All finals will count 20% unless specified by state requirements on the End of the Course Tests.

GRADUATION CEREMONIES

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma. **Students must have all debts paid in full to receive his/her diploma at the ceremony.**

GRADUATION REQUIREMENTS ATKINSON COUNTY HIGH SCHOOL

Subjects	High School Diploma
English	4 Units
Math	4 Units
Science	4 Units
Social Studies	4 Units
Health & P.E.	½ unit Health ½ unit Personal Fitness
Foreign Language	2 units (Students planning to enter into a University System of Georgia institution must take 2 units of the same foreign language)
Electives/CTAE	8 Units Students who complete a CTAE Pathway will receive a graduation cord
TOTAL UNITS MINIMUM	28

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Assistance for new students in adapting to our school, teachers, peer helpers, and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk with any student, parent, or teacher.

HONORS

In order for students to be recommended for Honors courses, the following requirements must be met:

1. The academic teachers of students must first recommend the student for an Honors course in their content area.
2. Students that are recommended for Honors courses by their academic teacher will then be compared to the ACHS Honors Rubric to determine if their grade in their academic class is high enough to be placed in an Honors class for that specific academic content that they were recommended for by their academic teacher.
3. The breakdown of the ACHS Honors Rubric (ACHS Honors rubric available upon request) is as followed:
 - If a student makes a 90 or above in a non-honors academic class, along with teacher recommendation, they would meet the requirements to take an Honors course in that specific academic content area. Incoming 9th graders must have a Lexile of 1000+ and a Level 3 on STAR Math (applies to math only).
 - If a student enrolled in an Honors academic course maintains an average of 85 or higher, then he/she is eligible to continue in Honors course placement in that specific academic content area next school year.
 - Students that have an average of 84 and below in an Honors academic course will be placed in a non-honors academic course for that specific content area the following school year.

HONOR ROLL AND SUPERIOR HONOR ROLL

A student will be named to the Superior Honor Roll if he/she maintains a grade of 90 or above in all classes for each semester. Students who maintain a GPA average of 90 or above in each class for each semester will be named to the Honor Roll. If a student has a grade lower than 70 in any subject during any grading period the student will **NOT** attain honor roll status.

HONOR GRADUATE REQUIREMENTS

- Students must maintain a cumulative average of 90.00 or above on all academic courses. Elective courses such as PE, Band, Art, Drama, and Work-Based Learning, **shall not be included**.
- Students must have completed four honor classes within a four-year period.
- Dual Enrollment classes for ELA, math, science, and history will count as honor classes.
- This policy will begin with the graduating Class of 2022. The graduating Class of 2021 will adhere to the previous policy of counting all classes and no minimum number of Honors classes.

ONLINE CURRICULUM BASED PROGRAM--EDGENUITY

Atkinson County High School offers an online-curriculum-based program through a Study Skills class that affords eligible students the opportunity to recover credits in order to graduate. A student who has failed a class that is offered on Edgenuity should make an appointment to see the Guidance Office. Students shall not recover more than three full credits unless approved by the principal or assistant principal in charge of curriculum. Guidance Counselor may assign students Study Skills classes during the normal school day to take courses using Edgenuity to fulfill graduation requirements on an as-needed basis.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled with care. Please be sure your name, grade, and school are written on the label for proper identification in case the book list is lost. The student will report to class with textbooks and necessary materials for class. Loss or excessive damage to textbooks will result in the student paying \$25 for the book loss/damages and restriction from iCampus prior to receiving a report card or transcript.



IV. ACTIVITIES AND CLUBS

AFTER SCHOOL HOURS

- All students participating in an extracurricular activity (sports, band, club meeting, etc.) must report immediately to the designated meeting area when the bell rings.
- No student or visitor will be allowed in the school building after hours without supervision. Students who are waiting on buses should report to the bus area. Students should leave the school building by 3:00 and not linger in the halls or trespass in unauthorized areas.
- No students are allowed in the building or on campus unsupervised to wait for any after hour's activity, sports event, etc.
- The **ONLY STUDENTS ALLOWED IN THE BUILDING AFTER 3:00 PM** are those attending After School tutoring or activities supervised by a teacher or coach.

FIELD TRIPS

Field trips are attempts to extend the classroom instruction and are strongly encouraged by the school administration. Students must have written permission from parents or guardians 3 DAYS IN ADVANCE before participating in a field trip. The administration may deny participation. Reasons for denial may include the following: 1) Academic difficulty, 2) Excessive absences (6 or more absences in any class), or 3) Number of previous field trips. **Students have 3 days to make up work from field trips (Code 3).**

STUDENT ACTIVITIES AND CLUBS

All club activities are under the supervision and control of the school administration. Projects, field trips, and other functions must be approved by the administration. Fundraisers must also have the Board of Education approval. Club sponsors and officers must clear club activities in advance with the administration. All students attending ACHS will complete a club/extracurricular form and return it to the main office to be filed. The following clubs and extracurricular activities are available to students at ATCO:

Activities/Club	Sponsor
Baseball	Keenan Thomas
Basketball (B)	Buddi Smith / Lorenzo Dennard

Basketball (G)	Kendra Vince
Bass Fishing	Amanda Clement / Leila Taft
BETA club	Stephanie Deas
Cheerleading	Nicole Wetherington
Cross Country	Leila Taft / Michelle McKinnon
FBLA	Kim Gillis
FCA	Leila Taft / Jeff Hughes
FFA	Amanda Wooditch
Flag Team	Kimberly Kirk; WES
Football	Carl McGowan
Literary Events	Chris Shelnut
One Act Play	Chris Shelnut
Rebel Marching Band	Bill Steltenphol
Skills USA	Donna Davis
Soccer—boys	Ken Erickson
Soccer—girls	Richard Holton
Softball	Kira Adkins
Spanish club	Leah Velez
Track—boys	Kevin McDonald
Track—girls	Michele McKinnon
Yearbook	Kim Gillis

STUDENT ACTIVITIES AND CLUBS (GHSA)

Students who are placed in In-School Suspension (ISS) will be ineligible for participation immediately upon notification of suspension even if the actual suspension starts the following school day. The ineligibility will end at the close of the school day on the last day of ISS. This policy supersedes any other regulation or rule currently in effect (JDFG). 22 Georgia High School Association has approved an addition to By-Law 1.21-c. This reads “A student who is suspended for disciplinary purposes whether it be alternative school or out-of-school suspension, is not eligible to participate (practice or play) and/or try-out for a GHSA activity during the period of suspension. Suspension ends when the student is physically readmitted to the classroom. This means that a student participating in a GHSA activity does not become eligible at 3:15 on the last day of his/her alternative school or out-of-school suspension. The student does become eligible when school starts on the first day he/she attends school following the suspension having been

served. Student athletes who have excessive unexcused absences may be ineligible to play sports until the absences are cleared up or approved by administration.

SCHOOL ACTIVITIES CODE OF ETHICS

Atkinson County High School maintains a philosophy that extracurricular programs are an extension of its instructional program. However, Atkinson County High School further maintains that it is a privilege, not a right, to participate in any given activity. With the privilege of participation in school activities comes the responsibility of maintaining high academic, behavioral, moral, and ethical standards. Students who are involved with alcohol, drugs, stealing or any other criminal activity are subject to dismissal from our extracurricular programs. A student shall not represent Atkinson County High School for the balance of that school year if he/she has engaged in conduct that would bring discredit to Atkinson County High School. All students must have good attitudes and be willing to work within the team concept established by the coach/sponsor.

*Negative parent behavior may result in parent suspension from events and/or the player being removed from the team.

*As representatives of ACHS, our athletes are expected to set and achieve high academic and behavioral standards. If a student does not meet the discipline and academic standards set by the school while at school or at a school related function, he/she may be suspended or removed from the team.



V. ATTENDANCE

ATTENDANCE POLICY (JBD)

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. It is the position of the Atkinson County Board of Education that every day at school is important and that no student should ever be absent except for extraordinary reasons. To emphasize the importance of good attendance and to provide consistency throughout the school system, the following guidelines will be used.

Absences will be classified as excused or unexcused. School officials determine whether absences are excused or unexcused based on the State Board of Education Policy 160-5-1-.10 and local board policy JBD. This policy states that absences from school may be excused for the following reasons:

- A. **Personal illness**-When attendance in school would endanger their health or others - verified by a note from a doctor, dentist, or the health department.
- B. **Death or serious illness**-In the immediate family, verified by parents. Immediate family is defined as parent, sister, brother, grandparent, or other relative residing in the home.
- C. **Recognized religious holidays**-Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.
- D. **Legal/court appearance**-When mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces.
- E. **Hazardous conditions**-When conditions render attendance impossible or hazardous to student health or safety.
- F. **Voting** - When a student is registering to vote or voting in a public election (limited to one day).
- G. **Administrative approval**-Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.
- H. **A student whose parent or legal guardian is in military service in the armed forces** of the United States or the National Guard-And such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum 5 school days per school year, for the days missed from school to visit with his or her parent or legal guardian prior to such parent's redeployment.
- I. **Excused Absences**-Require a note from the student's parent, guardian, doctor, or other professional person. HOWEVER, parental notes are not acceptable as excused absences after a student has reached 5 absences in any class!
- J. **No Final Test Exemption privileges** will be given for students missing more than 3 days per class.
- K. **Students must bring a note** for an excused absence, if not the absence is unexcused.
- L. **Every day a student is tardy, she/he** will be required to report to Lunch Detention.
- M. **Note for make-up work** will not be accepted after 5 days. If a note is not brought within 5 days after returning to school following an absence, work may not be graded and zeros will be given.
- N. Parental notes will not be accepted after the 5th note to excuse an absence.
- O. All notes must be given to the registrar, Janice Williams.
- P. **Students missing 20 minutes** or more will be counted absent for the class.

STATE REF.: GA BOE rule JBD 160-5-1-.10; LEGAL REF.: O.C.G.A., 20-2-310(b); 20-2-690.1(a); 20-2-692

ATTENDANCE PROTOCOLS FOR ATKINSON COUNTY STUDENTS

Goal 1: Establish a clear and defined coordination and cooperation among shareholders in compulsory attendance issues, to reduce absenteeism in the Atkinson County School System.

Goal 2: Increase participation in daily school attendance to help maintain a 100% participation rate in state-mandated testing and to help increase test scores through increased school attendance.

For complete document, please visit the Atkinson County Schools Website at www.atkinson.k12.ga.us

- 1. Place the cursor on OUR DISTRICT**
- 2. Click SOCIAL WORKER**
- 3. Click on the links for School Attendance Policy and School Social Worker Progressive Discipline Matrix**

Document is available upon request from Atkinson County High School.

Withdrawal procedures as provided in State BOE rule 160-5-1-.10

The Atkinson County School System in accordance with the State BOE rule adopts the following uniform criteria for withdrawing students:

- School principals are authorized to withdraw a student who has missed more than 10 consecutive days, is not subject to compulsory attendance, is not receiving homebound or IDEA services. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent or guardian of the school system's plans to withdraw a student who is younger than 18 years of age and is not subject to compulsory attendance.
- School principals are authorized to withdraw a student subject to compulsory attendance if it is determined the student is no longer a resident of the local school system or is enrolled in a private or home study program.
- School principals shall have appropriate personnel withdraw students retroactive to the first day of the consecutive absences.
- Students who are withdrawing from ACHS are to report to the ACHS Registrar's office to complete the appropriate withdrawal forms and turn in books and any other school-owned materials. Records will not be forwarded to the requesting school if the student owes money, has not turned in school uniform or other property, or has lost a library and/or text book(s). All debts must be paid in full.

EARLY DISMISSAL

A student may be dismissed before the school day officially ends only when a parent appears in person requesting the student's early dismissal, or verified communication with a parent has been made. Students shall not leave school grounds during school hours without permission from the school administration AND signing out with the main office. Principals may require proof of right of custody of anyone requesting early dismissal of a student. Students may not leave school with other students during the school day.

ILLNESS DURING THE DAY

Report to the front office after you have checked in with your teacher. A school administrator and/or nurse will determine if parents need to be contacted. Atkinson County High School with Atkinson County Middle School provides a nurse for the entire school day. Students and parents must sign a permission form to receive nursing care.

SCHOOL ATTENDANCE AND YOUR DRIVER'S LICENSE

School Attendance Required: No individual under the age of 18 can obtain a driver's license or instructional permit unless he or she is attending a public school, a private school or is enrolled in homeschooling authorized by law; or has graduated from high school, received a certificate of high school completion; or has completed his or her secondary education and is enrolled in a post-secondary school.

If a student under 18 drops out of school and has remained out of school for 10 consecutive days, or has more than 10 consecutive school days of unexcused absences in any semester or combination of two consecutive quarters, notice will be given by the school to the Department of Motor Vehicle Safety. Student's license may be suspended for the following: threatening a school administrator, drugs on campus, weapon on campus.

SEMESTER EXAM EXEMPTION/ATTENDANCE POLICY

There will be no exemptions for Mid Term Exams or End of Course Tests.

Honor graduates are exempt from finals if no state-mandated End of Course Tests are required.

All other seniors, who meet exemption requirements, are not required to attend school on the two days during finals, except for Senior Day practice after lunch.

All other students may be exempt from finals if they meet the following criteria:

- 70 to 74 and 0 absences;
- 75 to 79 and 1 absence;
- 80 or above average and 2 absences; and

90 or above average and 3 absences.

Students with 4 or more absences in any class MAY NOT be exempt from that class.

An absence is any time that a student is not in class and not on a school-sponsored field trip (Code 3). An excused absence from school still means the student is not in class and the absence will be counted as an excused absence. A student missing 20 minutes or more will be counted absent for the class.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. Have a parent or guardian, doctor or other professional write an excuse giving name, date, dates of absences, and the reason for being absent. Keep in mind, it is ultimately the parent's responsibility to get doctor's excuses—not the doctor's responsibility. Students are allowed up to 5 notes from parents.
2. Present the written excuse to the registrar within three days of your return to school.
3. If excuses are not presented to ACHS within 5 days of the absence, the absence will be ruled as **unexcused** by default.
4. Make immediate plans to do all make-up work due to absence(s). Your grades will reflect your absence(s) if you do not get the work made up within the appropriate number of days. Students are expected to make arrangements regarding make-up work with each class teacher the day they return to class.
5. Students are allowed 3 days to make up work for excused absences. After 3 days, the grade may be zero.

TARDY

Tardy means a student is not in the classroom when the tardy bell rings. A student will be assigned Lunch Detention each day she/he is tardy for the first block. When a student accumulates 3 tardies for 2nd, 3rd, 4th block class, the teacher will write a referral with the dates of each tardy. Three tardies will be 3 days in lunch detention. The 4th tardy will add 4 lunch detention days; 5 will add 5 days, etc. Ten tardies will be 3 days ISS or corporal punishment. After ISS or corporal punishment and the beginning of each semester, the number of tardies will start over.

UNEXCUSED ABSENCES

1. Unexcused absences are defined as any absence not meeting the conditions (A-G) under the attendance policy.
2. Out of school suspension days will be considered as unexcused absences.
3. **Any student who has 10 unexcused absences in any class will lose privileges to student activities including, but not limited to athletic events, homecoming dance, prom, field trips, pageants, WBL, etc.**

VACATIONS

Vacations and business trips that would cause a student to be absent from school should be planned around the school calendar. Absences from school for vacations or business trips on days that school is in session will be counted as unexcused absences.



VI.

DISCIPLINE

O.C.G.A. 20-2-736 (2010)

20-2-736. Student codes of conduct; distribution; disciplinary action for violations; parental involvement

(a) At the beginning of each school year, local boards of education shall provide for the distribution of student codes of conduct developed pursuant to Code Section 20-2-735 to each student upon enrollment. Local boards of education shall provide for the distribution of such student codes of conduct to the parents or guardians of each student through such means as may best accomplish such distribution at the local level and are appropriate in light of the grade level of the student, including distribution of student codes of conduct to students and parents or guardians jointly. Local boards of education shall solicit or require the signatures or confirmation of receipt of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. A signature or confirmation of receipt may be obtained in writing, via electronic mail or facsimile, or by any other electronic or other means as designated by the local board. **A parent or legal guardian that does not acknowledge receipt of the student code of conduct shall not be absolved of any responsibility with respect to the information contained in the student code of conduct. In addition, student codes of conduct shall be available in each school and classroom.**

AFTER SCHOOL CAMPUS BEAUTIFICATION PROGRAM

An administrator may offer CBP as another lower-level intervention prior to assigning ISS.

ALTERNATIVE SCHOOL

- Students will not leave Alternative School before the end of a semester AND before serving a minimum of 45 days unless approved by Dr. Wilbanks.

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.

BEHAVIOR CONTRACT

Students placed on a behavior contract will be held to the contents of the contract for the duration of their high school career.

BLOCK PEER ISOLATION

When minor offenses occur, students may be sent to Block Peer Isolation for one or more class blocks at the administrators' discretion. This is an on-campus classroom, which offers students time to complete assignments without distractions.

BUS TRANSPORTATION AND SAFETY

- **Bus Transportation:** If you have a child who rides a bus, your child will be put on his/her usual bus in the afternoon unless the office receives NOTIFICATION to do otherwise. PHONE CALLS, EMAILS, OR WORD OF MOUTH WILL NOT BE SUFFICIENT. All emergency exceptions must go through the principal or assistant principal. To ensure the safety of your child, a note will be required with a working phone number for verification. All notes must be turned into the office once your child arrives at school and a bus pass will be issued. Notes will not be accepted after 8:30 AM. All notes must contain the following information: date student will be riding a different bus, student's name, address where student is going, phone number of the student's parent or guardian, bus number student will be riding to the new destination, and signature of the student's parent or guardian.

- **Bus Conduct:** Bus students are expected to obey all rules and regulations established by the transportation department. Students who do not follow instructions could lose their bus riding privileges.

Students are required to do the following:

1. Follow the directions of the driver the first time given
2. Remain seated when the bus is moving
3. Keep hands, feet, and objects to yourself
4. Do not eat or drink on the bus
5. No cursing, swearing, or loud talking
6. Balloons or Flowers will not be allowed on the buses at any time.

Failure to follow the above rules will result in the following consequences:

- First offense: Warning
- Second offense: 3 days off bus
- Third offense: 5 days off bus
- Fourth offense: 10 days off bus
- Fifth offense: Suspended from bus for the remainder of Semester
- Severe clause: Principal discretion

- **THE PRINCIPAL RESERVES THE RIGHT TO ADMINISTER DISCIPLINE AS APPROPRIATE.**
- **Fighting on a school bus will result in a minimum of 10 days suspension from the all-county buses, placement in the In-School Suspension program for 5 days and charges filed with police.**
- **Subsequent fighting could result in more severe actions being taken at administrator's discretion.**

Bus Suspension Pick Up: Parents or guardians must pick up students who are suspended from bus privileges no later than 3:15 p.m. Students who are suspended from riding their assigned buses are also suspended from riding any other bus.

School bus safety - Tips for students

Walking to the bus stop

- Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- Always leave home on time so you can walk to the bus stop and arrive at least 5 minutes before the bus is scheduled to arrive.

Waiting to board the bus

- Keep the roadway clear of books, clothing and other objects. Never play in the path of traffic.

- Remember that fighting at bus stops, and/or on the way to and from a school bus stop, subjects the students to disciplinary action (to be reported to the school)
- Do not run along beside the bus when the bus is moving.
- Remember if you live on the opposite side of the street from the bus stop, you should wait on your side of the road until the bus arrives.
- Do not block the aisle or exits.
- Do not extend your arms, legs, or head out of the bus.
- Do not mar or deface the bus, or damage seat covers in any way.
- Keep the bus clean; no throwing paper.

Exiting the bus on the trip home

- Passengers can only exit the bus at designated/assigned stops. Any changes must be made by a parent/guardian in writing and approved by administration.
- Students living on the opposite side of a road from the bus stop must go to the front of the bus and wait until the bus driver gives the signal to cross the road. Never cross the road behind a stopped school bus.
- If you leave something on the bus, never return to the bus to get it. The bus driver may not see you as the bus begins to pull forward.
- If you drop something near the bus, tell the bus driver before you pick it up, so that they will know where you are.
- Respect the “Danger Zone” of the bus. The “Danger Zone” is ten feet wide on all sides of the bus. Always stay out of the “Danger Zone” and remain where the driver can see you.

CELL PHONES—STUDENTS

Cell phones and/or smart watches must be turned OFF or placed in a designated location in the teacher’s classroom. They are allowable before school (until 7:50 bell rings), during lunch (until bell rings), and after school (after 2:50 bell). Cell phones are NOT allowed in the hallways between classes or in AF.

- All confiscated devices may be retrieved from the office on the SAME DAY with a \$20 fine.
- All confiscated devices may be retrieved from the office the following MONDAY with a \$5 fine.

School and/or school officials are not responsible for any of these items if lost or stolen.

CODE OF CONDUCT—Atkinson County School System

It is the purpose of the Atkinson 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.

A copy of the school system’s student behavior code (JCDA) is available on the school’s website. A copy of the entire policy is available on request.

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.
- While waiting for pick-up to or departing from school transportation.
- Also, students may be disciplined for conduct off campus, which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees.

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

CONDUCT: PARENTAL INVOLVEMENT

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

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Parents who disrupt the school environment may face removal from the school property and/or be banned from the school property at the discretion of the administration.

CORPORAL PUNISHMENT

BOE Policy Original Adopted Date: 08/14/2003 | Last Revised Date: 11/20/2014

Corporal Punishment may be administered in Atkinson County schools by the principal, assistant principal, or classroom teacher and adheres to complete BOE policy.

DISCIPLINE MATRIX-ACHS

The following discipline matrix will be utilized at ACHS to promote consistency among all students in our effort to maintain both a safe and orderly school environment using the progressive model for applying discipline.

ACHS Level 1 Behavior Matrix/Consequences

1st Offense

-Warning and 2 Days of Lunch Detention

2nd Offense: Choice of the Following:

-1 Day of ISS

-1 Day of OSS

-1 Lick (Corporal Punishment)

3rd Offense: Choice of the Following:

-3 Days of ISS

-3 Days of OSS

-2 Licks (Corporal Punishment)

4th Offense: Choice of the Following:

-5 Days of ISS

-5 Days of OSS

-3 Licks (Corporal Punishment)

*Parents/Guardians will be contacted to come in for a meeting with administration to discuss a behavior contract.

5th Offense

-Alternative School for Remainder of the Semester.

*Unless 5th offense occurs within the last 2 weeks of the semester. Students will serve the remaining weeks of the semester in ISS and serve a semester in alternative school the next semester.

*Behavior Contract will also remain in effect upon the return of the student to ACHS.

Level 1 Discipline Issues

- Any behavior, which disrupts the learning environment of the classroom or school
- Bus Related Incidents (see Bus Conduct section of ACHS Handbook)
- Cheating—possible student conference, parent contact, zero for assignment/test

- Classroom and school disturbances
- Disobeying directives given by teachers, administrators, or other school personnel, including use of vulgar or profane language
- Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy - Internet Acceptable Use
- Insubordination; willful and persistent violation of the student code of conduct or directives
- Moving and non-moving driving violations
- Off limits area (being in)
- Pre-fight confrontations
- Profanity, Obscene Language, and indecent exposure
- Public display of affection (i.e. kissing, holding hands, leaning on one another, arms around one another)
- School bus violations
- Skipping class
- Violation of the dress code

ACHS Level 2 and Level 3 Behavior Matrix/Consequences

Level is pending on the severity of the infraction as determined by ACHS Administration and the BOE Policies of the Atkinson County School System.

Administrative Discretion

Potential Level 2 and Level 3 Discipline Issues

- Activating a fire alarm under false pretenses
- Any behavior, which disrupts the learning environment of the classroom or school
- Any off-campus behavior of a student, which could result in, the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process
- Bullying (see ACHS handbook for definition as determined by the State of Georgia) – 1st and 2nd offense
- Chronic disciplinary problems
- Disruption of the orderly school environment, including but not limited to the inciting, advising, or counseling of others to engage in prohibited acts or harassing other students or any school employee;
- Extortion
- Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student
- Forgery
- Gambling
- Gang related issues
- Giving false information to school officials
- Hazing
- Leaving campus without proper authorization
- Marking, defacing, or destroying school property
- Possession/use of tobacco products and/or Vapor devices, Juuling devices, etc. (See Vaping/Tobacco policy in the ACHS Handbook)

- Sexual harassment (Title IX)
- Stealing, theft, or extortion of school district property or the property of others
- Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment of teachers, administrators, other school personnel, other students, or persons at school or attending school-related functions
- Unauthorized trespassing on school property; “trashing” the school and/or prank day; possible ISS, expulsion, and/or turned over to SRO; possible legal consequences for destruction/damage of property

ACHS Level 3 Behavior Matrix/Consequences

****Determined by ACHS Administration and the BOE Policies of the Atkinson County School System.***

**Alternative School, Expulsion, Withdrawal from ACHS, Tribunal
Administrative Discretion**

Automatic Level 3 Discipline Issues

****Determined by ACHS Administration and the BOE Policies of the Atkinson County School System.***

- Assault and Battery
- Bomb Threat
- Bullying (see ACHS handbook for definition as determined by the State of Georgia); 3rd time in the school year results in alternative school through appropriate due process: OCGA 20-2-751.4
- Criminal law violations
- Fighting
- Physical threat or violence against a teacher, school driver, or other school personnel
- Pornographic or explicit/obscene material of any kind in students’ possession or shared electronically
- Possession of a firearm, fireworks, or any explosive in a school safety zone or any school related activity
- Possession, distribution, use, or attempted sale or sale of substances represented as drugs or alcohol, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, THC, drug paraphernalia or other intoxicant
- Possession, sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug
- Willful/malicious damage to real or personal property of the school or to personal property of any person legitimately at school.

***The maximum punishment for any offense may include long-term suspension or expulsion, including permanent expulsion. Long-term expulsion will be determined only by a disciplinary tribunal or hearing as outlined in the Board of Education policies.**

Local law enforcement will be called to any student who engages in fighting at school and/or causes disruption to the normal learning environment and will be removed from school campus by law enforcement. Parents will be contacted by school officials. Parents will be notified if a student was removed from campus by law enforcement. The student may be charged a fine by the Atkinson County Sheriff’s Department.

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student's vehicles brought on campus; school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open lockers or any vehicle on campus. Students may be suspended for refusing to cooperate with a search. 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, at school, at any school function, including school activities that occur outside the normal school hours or off the school campus.

DISCIPLINARY PROCEDURES

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations.

DISCIPLINE—Student Code of Conduct

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

Also, students may be disciplined for conduct off campus under any of the following circumstances;

- Conduct could result in the student being criminally charged with a felony;
- Conduct makes the student's continued presence at school a potential danger to persons or property at school;
- Conduct will disrupt the school educational process;
- Conduct has a direct and immediate effect on the discipline or general welfare of the school. 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.

Statement from the Georgia General Assembly. As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

EACH STUDENT IS EXPECTED TO:

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

ELECTRONIC DEVICES

- NO headphones, earbuds, etc will be allowed in class unless approved by the teacher. Outside of class instructional time, NO EARBUDS and NO large (Beat-type) headphones allow—this is a safety issue. Possession of cell phone or electronic communication devices should be turned off during instructional time, except for health or other unusual reasons approved by the Board of Education. All cell phones, iPods, Cameras, Smart Watch, or any other type of electronic devices used during instructional time will be confiscated by staff and turned-in to the front office.
- Earbuds, Air Pods, or any other listening devices will be treated and confiscated as cell phones. The same fine as cell phones will be a fine associated with confiscation of these items. These items are only allowed at the same times that students are allowed to use their cell phones. Failure to turn over these items results in consequences at the administrations’ discretion. ACHS is not responsible for any item lost or stolen.
- All confiscated devices may be retrieved from the office on the SAME DAY with a \$20 fine. OR
- All confiscated devices may be retrieved from the office the following MONDAY with a \$5 fine.
- School and/or school officials are not responsible for any of these items if lost or stolen.

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. This includes on campus or while students are under supervision of any extra-curricular activity.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agencies.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) can be assigned to a student for violation of school rules or misbehavior. The decision to assign a student to In-School Suspension will be made by the Principal or Assistant Principal based on the seriousness of the offense.

Students assigned In-School suspension will report to the Alternative School/In-School Suspension located at 98 East Roberts Avenue in Pearson.

Failure to follow all of the rules of the In-School Suspension program may result in additional days of In-School Suspension and /or Out-of-School Suspension. When misbehavior continues after repeated assignments to In-School Suspension, the student may be placed on Out-of-School suspension or be considered for placement in an alternative education setting at the Alternative School.

A student assigned to In-School Suspension shall not participate in school-sponsored extracurricular activities during the time of assignment. Assignment to In-School Suspension begins at 7:45 AM on the first day assigned and ends at 2:50 PM on the last day of In-School Suspension assigned.

LONG TERM EXPULSION OR SUSPENSION

Students charged with serious or repeated violations of the Student Code of Conduct may be required to appear before a hearing of a disciplinary tribunal of the Atkinson County Board of Education. Such tribunals are held when the school will recommend a suspension or expulsion of more than 10 days.

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

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

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

laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

LUNCH DETENTION

An administrator may assign lunch detention as a low-level intervention strategy for violation of the Atkinson County Student Code of Conduct. Students serving lunch detention will be given a nutritional bag lunch during the duration of their assigned detention. Students must comply with school rules while in lunch detention.

- Students who receive lunch detention must report to the designated room within the first **FOUR** minutes of the start of their designated lunch period.
- Students who are late for lunch detention may be assigned **3 extra days of lunch detention**.
- If students fail to report to lunch detention or become a discipline problem while in lunch detention, the student will be given a minimum of **3 extra days lunch detention, corporal punishment (x2), or 3 days of In-School Suspension**.

OFF CAMPUS BEHAVIOR AND STATE LAW: O.C.G.A. 20-2-751-5(C)

Any student that is charged with a felony or delinquent act off campus may be placed in an alternative educational setting. A determination will be made by the local board of education if the student's continued presence on campus is a potential danger to either persons or property or disrupts the educational process.

"Each student code of conduct shall also contain provisions that address any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process."

OUT-OF-SCHOOL SUSPENSION

The administration will utilize out-of-school suspension as a discipline measure for repeat offenders/offenses as prescribed in this handbook and/or for more serious offenses. A student suspended from school must observe the following restrictions and responsibilities:

- The parents will be notified at the time of the suspension.
- The student is prohibited from taking part in any school sponsored activity during the time of the suspension.
- The student may not return to school or the campus until after the suspension period.
- The student may not participate as a member of an extracurricular team or group during the suspension.
- The student, upon re-entering after suspension, may be asked to be accompanied by a parent and must report to the Principal's office.
- The student will not be given the opportunity to make up schoolwork, to include tests, missed during the suspension period. Students will be given a zero for those assignments. Furthermore, students who are suspended from school during final exams must coordinate the make-up of the exam with their assigned teacher. The student will be allowed five days from the end of the suspension period to take the final exam. The final exam will be given on a date coordinated and determined by the teacher. Failure to comply with these guidelines will result in the student being given a zero as a final exam grade.

PEPPER SPRAY

Pepper spray is not allowed inside the school building. Students may leave it in their vehicles as long as the vehicle remains locked.

SCHOOL / SUSPENSION—DRIVER'S LICENSE

A student's driver's license will be suspended until the 18th birthday if the student is suspended from school for any one of the following offenses:

- Threatening, striking, or causing bodily harm to a teacher or other school personnel
- Possession or sale of drugs or alcohol on school grounds
- Possession or use of a weapon on school grounds
- Committing certain sex offenses

STANDARDS FOR STUDENT BEHAVIOR

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

STUDENT RESOURCE OFFICER

A Student Resource Officer (SRO) will be available on the Atkinson County High School campus.

STUDENT SUPPORT PROCESSES

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

VAPE, JUUL DEVICES, TOBACCO

Any incident related to a Vape, Juul, or similar device containing any cannabis-type substance will follow BOE policy.

BOE approved 12-17-19

- Vaping or possession of any vape paraphernalia **or tobacco products** will not be allowed or tolerated in any fashion by **ANY STUDENT** on the campus of ACMS/ACHS. The following consequences will be administered:
- 1st Offense: 3 Days ISS
- 2nd Offense: 3 Days OSS
- 3rd Offense: Alternative School (duration set by administration)
- **ALL Vaping devices taken from students are turned in to our SRO and tested for drug contents. ANY devices/pods/etc containing drugs may result in the student going to Alternative School for the remainder of his/her school career, being charged criminally, and/or facing expulsion from Atkinson County Schools.**
- **Offenses will be continuous and not start over every academic year. Offenses will accumulate over the course of grades 9-12.**

WEAPONS NOTICE

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, razor blade, ballistic knife, any other knife, straight-edge razor, spring stick, metal knucks, blackjack, 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 nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G. A. 16-106.

Punishment: A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37. LEGAL REF: O.C.G.A. 20-2-115(b); 20-2-750

STATE DISCIPLINE CODE REQUIREMENTS (Hearing Officer Training; Dr. Jimmy Stokes; Sept 2019)

- (b) Local boards of education shall provide for the distribution of student codes of conduct to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct.
- (c) Student codes of conduct shall be available in each school and classroom.
- (d) Local boards of education shall provide for disciplinary actions against students who violate student codes of conduct;
- (e) Local board policies relating to student codes of conduct shall provide that each local superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.
- (f) It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.
- (g) Local board policies shall require the filing of a report by a teacher documenting a student’s violation of the student code of conduct which 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 within one school day of the most recent occurrence of such behavior. The report shall be filed with the principal or principal’s designee, shall not exceed one page, and shall describe the behavior. The principal or principal’s designee shall, within one day of receiving such report, send to the student’s parents or guardians a copy of the report, and information regarding how the principal or principal’s designee may be contacted.
- (h) The principal or the principal’s designee shall send written notification to the teacher and to the student’s parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student’s 160-4-8-.15 (Continued) parents or

guardians. Written notification shall include information regarding how a student's parents or guardians may contact the principal or principal's designee.

- Each local board of education shall approve Tribunal Training Provider(s).
- (j) Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.



VII DRESS CODE

DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of instilling dignity and pride. We want students at ACHS to dress for success. Modesty and cleanliness are our goals. Due to the fact that some types of clothing do not encourage students to be aware of these goals, the following limitations are in effect. SEE BELOW.

NOTE: Any class time missed due to inappropriate apparel will be unexcused unless the student has a note from an administrator (students missing more than 20 minutes will be counted as unexcused absences).

Final approval of any questionable dress and enforcement of this dress code is left to the discretion of the school administration.

A student who does not comply with this dress code will be referred by school employees to the school administration. A student violating this dress code will be required to change to appropriate clothing meeting the dress code guidelines and receive an unexcused absence if he/she misses more than 20 minutes of class. A student refusing to change to suitable clothing will be suspended for the day. A student who cannot be picked up to change clothes may be assigned to BLOCK ISS for the day.

PHYSICAL EDUCATION CLASSES

Students in Physical Education classes are expected to follow the Physical Education Dress Code while attending physical education class. Students in P. E. are expected to dress out during assigned classes.

Physical Education Exclusion

If a student is unable to participate in physical education classes due to illness or physical disability, the parent must send a note to the school, signed by a physician, stating the reason for exclusion. The student may be excluded from any physical activity that may endanger that student's health and safety.

Their attire should be as follows: shorts or sweatpants with T-shirt. The shorts must be NO shorter than 2 inches above the knee. Shirt styles should conform to the standard dress code. When students come into the main building, they must be dressed appropriately!

STUDENT APPEARANCE

Any student appearance that causes disruptions in daily school activities will not be permitted. Nose, facial, and/or tongue piercings will only allow small, post-type accessories. No septum, nasal septum, large accessories, etc will be permitted. Violations of this policy will fall under the discretion of the administration.

THE FOLLOWING WILL NOT BE PERMITTED:

1. Low Riding.
2. Absolutely no showing of cleavage, midriffs, and/or underwear (male or female).
3. Do not wear garments with holes above the knee. Holes must be covered by an under layer.
4. Shoes with cleats and house/bedroom slippers are not to be worn to school.
5. Garments which display emblems relating to alcoholic beverages, drugs, sex, violence, death, inappropriate language, and/or graphics. Any type of racial or gang statements, promotion of illegal activities, vulgar or offending remarks or emblems will not be tolerated.
6. Cut-off garments, clothing that is too tight, too bare, or so extreme as to be immodest. This includes P.E. Classes!
7. Shirts that show bare midriffs, tank tops, muscle shirts or mini-garments. RULE OF THUMB: If you can see your midriff when you raise your arms, the clothing is inappropriate.
8. Shorts, skirts, and dresses that are two inches above the knee. Slits in skirts may not be higher than the top of the knee.
9. Articles worn as jewelry, which symbolize anything illegal or can be used as weapons including chains, rings and or belts with sharp points.
10. No sunglasses, combs and/or picks in student's hair.

11. If leggings are worn, they must be worn under a dress or shirt that is appropriate in length that covers the front and back mid areas.
12. Girls: No off-the-shoulder shirts (cold-shoulder blouses) UNLESS it has 2-3” straps across the shoulders. No showing of personal undergarments.
13. No pajamas and/or lounge wear of any kind unless it is for a “dress-up” spirit day approved by a teacher and/or administrator. No house shoes or bedroom shoes.

VII. GENERAL STUDENT INFORMATION

ACCIDENTS

If a student is injured on the campus during the school day, the following procedures should be followed:

1. Report all accidents to the teacher or coach if the injury occurs in the classroom or athletic program.
2. Fill out an incident report and file in the Nurse and/or Assistant Principal’s office the day the accident occurs. If medical attention is required, parents will be immediately notified, and the correct procedure for the injury will be followed.

Check Out Procedures

Please do not check students out early unless absolutely necessary. Students need to be in class in order for learning to occur. Students who are leaving school early on a given day for any reason must be signed out in the school office by the parent/guardian or an adult properly identified to school officials. Students returning to school before the end of the day should sign in on the same sheet. Students are to remain in the classroom until notified to come to the office for dismissal. When a situation arises that a student needs a message delivered to him or her regarding transportation home from school, we ask that all of those messages be brought to the school’s attention by 2:15 to ensure delivery.

DANCES, PROM, AND SCHOOL FUNCTIONS

Only high school students and escorts up to age 20 (no middle school students) will be permitted to attend high school dances, banquets, the prom or other high school social functions. All school policies (dress and behavior code) are in effect at dances and other school-sponsored functions. Students who cannot abide by the code of conduct will be asked to leave the school function without any possibility of refunds. Anyone attending a high school social function as an escort who is not a student attending ACHS must provide a copy of a valid picture ID, and must complete a Guest Attendance form to be approved by the principal.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. Fire drills will be conducted monthly, and a tornado drill will be held once a year. Remember these basic rules:

1. Check the instructions and diagrams in each classroom indicating how to leave the building in case of a fire. Instructions should be posted by the classroom door.
2. Walk, do not talk, and move quickly to the designated area.

FOOD OR DRINKS

- No student shall have food or drinks in the classrooms without permission.
- Clear, plastic water bottles with a twist-on top may be allowed in classrooms if approved by the teacher.
- No fast foods or unsealed beverages are allowed on campus without administrative approval.
- No food taken out of the lunchroom.
- **Styrofoam cups** with beverages are not allowed out of the commons area.
- **No YETI-type cups** will be allowed on campus during regular school hours.
- No food brought on campus by anyone other than students riding the bus or driving.

FUNDRAISING ACTIVITIES

The principal and/or the Board of Education must approve all fundraising activities on campus.

HATS AND HEADWEAR

- Hats and headwear are allowed in the building and hallways during school hours from 7:15 – 3:30.
- HOWEVER, hats and headwear in the classroom setting is completely according to teacher discretion.
- Teachers reserve the right and have the authority to enforce students to remove hats and headwear within their own classroom setting.

LOCKS AND LOCKERS

- One person per locker (DO NOT SHARE)
- Do not leave the lock so the locker can readily be opened.
- School is not responsible for items taken from lockers.

Book lockers are available for students. It is the student's responsibility to see that the locker is kept locked at all times. Any problems regarding lockers should be reported to the Assistant Principal immediately to ensure the security of the locker. Security is sacrificed any time a combination is given to another student. The school reserves the right to open and inspect any of the school lockers at any time. Students are encouraged to use their locker.

LOST AND FOUND

Articles found in and around the school will be turned in to the reception office where the owner may identify and claim his/her property. Parents and students are encouraged to write, in permanent marking, the student's name in articles of clothing brought to school. ACHS and staff are not responsible for money, jewelry, cell phones, electronics, expensive items of clothing, or other items brought to school. All articles found should be taken to the office, whereupon they will be returned to the owner upon identification. Parents should pick up all articles or items left at school no later than the last day of school. All articles or items will be discarded after the last day of school each year.

MEDIA CENTER POLICIES

1. Individual students may come to the media center with a signed pass. A teacher may send up to three students at a time to be supervised by media personnel. Students must have an assignment, which requires Media Center resources.
2. To use the Internet resources on ACHS computers, students must sign the Internet Acceptable Use Policy. All Internet use must be related to a school assignment; students who are not directly supervised by a teacher must have an assignment note from the teacher. "Surfing" for personal interests and chat rooms are specifically forbidden.
3. Students may check out two books at a time for two-week periods; reference books may be checked out overnight. Late fines are \$.10 per day for regular checkouts and \$.50 per day for reference materials. If books are not returned by the end of a semester, the student must pay for materials before he/she can receive a grade report.
4. Lamination is done for students at a cost of \$.50 per foot. There is no cost for students to print from the computer workstations, but prior approval from Media personnel is required.
5. Students may come to the Media Center to use newspapers or magazines, but these periodicals may not be checked out.
6. Students should respect and not damage the media center furniture, electronics, etc. Any damage to media center property will be the financial responsibility of the student and/or parent/guardian.

MEDIA / PUBLIC RELATIONS PRESENTATIONS

Periodically throughout the school year, we produce various publications, press releases, radio spots, web page(s), and video productions. With our students as our number one focal point, we like to feature them as often as possible. Your child may be asked to be a part of our media program, as well as the local and state news media through a photograph, video or audio taping. Additionally, your child may be featured in the local newspapers, system publications and brochures, ACHS Facebook, and/or our website.

In adherence with the Family Educational Rights and Privacy Act (FERPA), you as a parent or guardian may notify our school system your intention not to have your child participate in any area of the public relations programs within our school system or the local or state news media.

MEDICATION

If it becomes necessary for a student to take any type of medication at school, a signed note from a parent must be presented to the registration office. ALL MEDICINES must be kept in the Nurse's office and dispensed by school personnel. The student must sign a medicine sheet and school personnel must witness the taking of any medication on the Atkinson County High Campus. Students are allowed to have an inhaler at school when prescribed by a doctor.

MILITARY OPT OUT PERMISSION

Under current federal law, all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U. S. military recruiters.

Under current federal laws, you do not have to allow your child's information to be shared if you choose to opt-out.

PUBLICATIONS AND POSTERS

Students are not allowed to publish or distribute any type of printed material that has not been approved by a school administrator. Journalism and yearbook materials will be published with the discretion of the classroom teacher and/or administration.

*Posters are not to be posted on any school wall or doors without administrative approval.

SCHOOL INSURANCE

School insurance is available to all students. Insurance information and forms will be available for each student during the first week of classes. All students participating in extracurricular activities are required to show proof of insurance

TEEN-AGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

The local school district central office is required by this law to receive information from the public schools in its district, private schools, and home schools regarding its students 15 through 17 years old whose driver licenses are to be revoked or not issued according to the provisions of the law. Such a student is one who

- A. Has dropped out of school without graduating and has remained out of school for ten consecutive days;
- B. Has more than ten consecutive school days of unexcused absences in any semester or combination of two consecutive quarters; or
- C. Has been suspended from school for:
 - a. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - b. Possession or sale of drugs or alcohol on school property; or
 - c. Possession or use of a weapon on school property. For purposes of this subparagraph, the term “weapon” shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.

TELEPHONE

Students are NOT allowed to use the classroom telephones. Those are for teacher use only. Students may not use school phones for personal calls except in the case of an emergency. To use a school phone, you must have permission from an administrator, use the phone in the reception area, and log your call with the receptionist in the front office.

TRANSPORTATION

CAR—Students who hold a valid Georgia driver’s license and who have parental permission may apply for a parking permit to park in the student parking lot. Applications and parking permits may be obtained from the Resource Officer. Parking permits will cost \$10 for each car. Driving a car is a privilege. Students may be denied this privilege for inappropriate behavior. Students are responsible for securing/locking his/her vehicle; ACHS is not responsible for vehicles parked, damaged, etc on this campus; vehicles should not be left on campus other than school hours, which includes sporting events, field trips, etc. unless directed to a secure location by a teacher/coach. Students should not leave keys in their vehicles.

Arrival at school—students must report immediately to the building.

Departure from School—No loitering in the parking lot. Students should leave immediately upon arrival at their vehicle.

VISITORS

Upon arrival on campus, all visitors and/or parents must enter the main, front entrance and report to the main office, register, and state their business. The Checkmate machine will issue a visitor’s pass to any guest who has a legitimate reason to be on the school campus. Because of crowded conditions, students are not allowed to bring visitors to school. Parents are always welcome and are encouraged to make appointments to see a teacher, the principal, or the counselor, or to visit their student’s classes. When visiting the school, parents should park near the main entrance of the building and upon entering the building, come to the reception office. Students and teachers should alert school personnel of any unidentified visitors. Administrator/Office Aides must have a pass designating them as an aide when leaving the office area.

YOUNG CHILDREN ON CAMPUS DURING SCHOOL HOURS

Young children will not be permitted to attend school functions such as school dances, the Prom, banquets, and other school sponsored activities. When young children are brought on campus, they must remain under the supervision of the visiting adult.



IX. POLICIES AND PLANS FOR ACHS

Georgia Board of Ed. Rule 160-4-8-3

Atkinson County Schools

Acceptable Use Policy

2021-2022

1. General

Potential opportunities for educational benefit. Even though Atkinson County Schools has a blocking system to control the content of material on the Internet we are not responsible for students going to sites that have not been assigned to them and may contain inappropriate material.

Because pornography, defamatory or inaccurate information, or information that is offensive may be accessed through the Internet or other on-line services, and because unlawful or inappropriate student communication may serve as a basis for criminal and/or civil

liability, it is necessary that parents or other responsible adults provide informed consent to student access to telecommunication networks.

2. School Control

The principal of each school that affords students telecommunication network access shall cause accurate records to be maintained that include a consent and waiver form signed by a parent or other responsible adult for each student who is afforded telecommunication access.

3. Physical Monitoring

The classroom teacher will monitor all telecommunication access. Assignments will reflect educational objectives established by the teacher.

4. Termination of Access

The principal of each school that affords student telecommunication access shall cause termination of individual student access if a student graduates, transfers from the school, drops out of school, or violates the consent or waiver described in Section 4 (Parental Consent and Waiver).

5. Parental Consent and Waiver

Prior to affording individual student telecommunication access, a Consent and Waiver form must be signed by the student and parent(s) or guardian(s). The parental consent form gives students consent to use the Internet for educational purposes only for their school career at Atkinson County High School (grades 8-12) unless a parent or administrator revokes this use.

Atkinson County Schools believes that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But, ultimately, the parent(s) and guardian(s) of students are responsible for setting and conveying the standards that the students should follow. To that end, Atkinson County Schools supports and respects each family's right to decide whether or not to apply for access.

Although Atkinson County Schools provide a blocking system, we cannot control all the information available on the Internet. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate, or potentially offensive to some people. While the District's intent is to make Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders may have the ability to access unacceptable materials if they disregard the school's and District's access limitations stated below.

The student and his/her parent(s) or guardian(s) must understand that student access to the School District Network is being developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, Atkinson County Schools makes no warranties with respect to network service, and it specifically assumes no responsibilities for:

1. The content of any advice of information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the student chooses to use his/her network access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

Forms must be read by parents and children.

- I will limit my use of telecommunications in school to the educational objectives established by my teachers.
- I will not retrieve or send unethical, illegal, immoral, or simply inappropriate or unacceptable information of any type. (i.e.: Chat rooms, e-mail, or instant messaging.)
- I will follow the rules of network etiquette, which include the use of appropriate language and polite responses. I will not use abusive language of any type, including swearing and name-calling.
- I will not share my or other's home address, phone number, or picture with another user for any purpose.
- I will never agree to get together with someone I "meet" online.
- I understand that information received on-line is private property, unless specified. I will not plagiarize information received in any form.
- I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate cancellation of my privileges.
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, "hacking", distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.
- I will print to my local printer
- I will not copy or download any material on any system connected to the School System's hardware/software.
- I will not copy or download copyrighted material to any system connected to the School System's hardware/software or to any disk.
- I will obey all copyright laws.

- I will not use telecommunications access provided by Atkinson County Schools for illegal purposes of any kind.
- I understand that I have to have an Internet form from my classroom teacher before I can have access to the Internet in the media center.
- I will not use telecommunications access to transmit threatening, obscene, or harassing materials. By signing this waiver and consent, I understand and agree that Atkinson County Schools will not be held responsible if I participate in such activities.

I understand my responsibilities as a user of telecommunications. I have read the above rules and realize that any infraction will cancel my user privileges and may result in further disciplinary action, including suspension from school.

ATKINSON COUNTY HIGH SCHOOL
Parent Involvement Plan

updated 5/27/2021

Communication is essential to any organization but is especially important when it involves our children and their education. The faculty and staff of Atkinson County High School recognize that a student’s education is a partnership between the school staff, parents and students. Together, we will endeavor to provide a successful learning environment for all students. The goal of Atkinson County High School is to provide multiple opportunities for students, parents and school staff to establish relationships that are significant and meaningful.

Parental involvement is the participation of parents in regular, two-way communication involving student academic learning as well as other school activities, and ensuring:

- that parents play an integral role in assisting with their child’s education;
- that parents are encouraged to be actively involved in their child’s education at school and home; and
- that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The High School Parental Involvement Plan will be presented at School Council and Leadership Team meetings for consideration of improvements and approval on an annual basis. Each Parent will be given a copy at Open House and Parent Teacher Conferences. A copy of the Parent Involvement Plan will be made available in the front office and on the Atkinson County High School webpage.

Atkinson County High School involves parents, and community and staff in the joint development and agreement of its school Parent Involvement Plan and their schools wide plan, in an organized, ongoing, and timely manner.

- The Parent Involvement Plan will be put in the Atkinson County High School (ACHS) Handbook and given to students at the beginning of school or upon enrollment of all new students.
- The Parent Involvement Plan will be made available to parents upon request, at scheduled parent/teacher conferences and posted on the school website.
- The Parent Involvement Plan will be made available to local community agencies that request a copy.
- During the spring semester of every school year, the school will collaborate with parent groups to review and update the parent involvement plan to reflect the required changes and Program improvement status. Updates will be posted on the school website.
- Parents may suggest revisions by email or in writing to Principal Dr. Melissa Wilbanks, Assistant Principal Dr. Joey Floyd, or School Counselor Mrs. Ashleigh Hunter.
- ACHS will convene an annual meeting to inform parents of the following:

That their child’s school participates in Title I

- About the requirements and rights of parents to be involved in Title I
- About the resources provided through their school’s participation in Title I
- About the College and Career Readiness Performance Index status of the school
- The use of letters home, the automated phone service, One Call Now, social media including Facebook, Remind and announcements in the local newspaper will be used to inform parents of time/place of the annual Title I meeting.
- Other meetings will be held in the morning and the evening to ensure that all parents have the opportunity to be involved. Notifications of meetings will be posted on the ACHS Facebook page, and ACHS school webpage.
- ACHS will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. This will be done by having parent meetings, sending home informational flyers, utilizing the local newspaper and the school website.
- ACHS will provide opportunities for parents and students to meet with the counselor and/or advisors to make suggestions and to participate in decisions relating to their child’s education, (i.e., School Council membership, GA 411 Graduation Plan, Parent surveys).
- Timely responses will be provided to parent suggestions.
- ACHS will submit to the district any parent comments if the school wide plan is not satisfactory to parents of participating children:

- The School Council will review such comments and consider ways to resolve the disputed sections of the school plan.
- Parent complaint letters will be forwarded to the Atkinson County LEA for Title I.

Atkinson County High School will develop and incorporate the School-Parent Compact as a Component of its Parental Involvement Plan:

- All students will receive a copy of the School-Parent Compact in the fall and a copy will be given to new students with their initial enrollment packets.
- Signed compacts are utilized throughout the school year.

Atkinson County High School, under the Title I mandate, is committed to building parent involvement to support a partnership among the school, parents, and the community to improve student achievement. The following activities may include but are not limited to:

- ACHS will provide formal parent/teacher conferences, on a necessary and needed basis. At these meetings, parents are provided with information regarding their child's progress towards teaching success in proficiency of the state academic achievement standards.
- ACHS will provide information on understanding National Education Goals, student mastery of the state content standards, school improvement and corrective action process when applicable, components of a school wide program, and on student progress through progress reports and report cards, state and local assessment results, portfolios, and work samples.
- ACHS will develop a school improvement and corrective action plan when appropriate.
 - The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as Open House and orientation meetings; senior meetings; college workshops; graduation advisement; parent-teacher conferences; scholarship opportunities, and, district-sponsored workshops (which may include informational pamphlets), and using technology, as appropriate, to foster parental involvement.
 - ACHS shall present professional development to the entire staff on developing effective communication between staff and parents.
 - The school shall conduct parent involvement activities and parent education workshops to encourage and support parents' participation in the education of their children.
 - The school will, when feasible and appropriate, disseminate information related to the school and parent-programs, meetings, and other activities, in an understandable format, and in a language the parents can understand.
 - All school information is sent home with the student, mailed or emailed, posted on the school marquee, the school website and/or social media.
 - ACHS will provide support for parental involvement activities as requested on parent surveys
 - Efforts are made to establish and maintain continuity through working with parent liaisons in other programs.

Atkinson County High School will provide opportunities for participation by parents with limited English proficiency, parents with disabilities, and Title I parents.

- Information will be provided in an appropriate format.
- Information will be provided in a language that parents understand, to the extent possible.



School-Parent Compact 2021-2022
Atkinson County High School
145 Rebel Lane Pearson, GA 31642
Office (912) 422-3267 Fax (912) 422-7889
Dr. Melissa Wilbanks, Principal
Dr. Joey Floyd, Assistant Principal
Mrs. Ashleigh Hunter, Counselor
Revision Date: 07/27/2021

Dear Parent/Guardian,

Atkinson County High School, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

JOINTLY DEVELOPED

The parents, students, and staff of Atkinson County High School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held [specify time of year] each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement. **ATKINSON COUNTY SCHOOL DISTRICT GOALS:**

1. By the end of 2021-2022, all schools will increase the percentage of students performing in levels 3 and 4 (Proficient - Level 3 and Distinguished - Level 4) of the GMAS scores in every content area by 2% points.
2. To increase the GMAS scores of all subgroups by 2 percentage points.

ATKINSON COUNTY HIGH SCHOOL GOALS:

- 1. Increase by 5% the number of students scoring Levels 2-3 on all EOC's
 - 2. Increase the number of students reading on grade level Lexile's by the end of FY22 by 5%. 3.
- Increase by 5% the number of students who stay on track to graduate in a four-year period.

To help your child meet the district and school goals, the school, you, and your child will work together to:

SCHOOL/TEACHER RESPONSIBILITIES:

Atkinson County High School will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards by:
- Providing vocabulary development as well as extended reading passages and math remediation and enrichment in grades 9-12
 - Students will practice for all End of Course Assessments (EOCs).
 - Students will be remediated for EOCs as needed in Academic Focus.
 - Present opportunities for technology use (i.e. computers, ClearTouch Panel Technology, Chromebooks and software to help students achieve academic success.
 - Provide an after school program (ASP) to assist students who may be at-risk for failing.

PARENT RESPONSIBILITIES:

We, as parents, will:

- Encourage my child to use new vocabulary during family conversations
- I will ask my student specifics about his/her day.
- I will ask my student specifically what he/she is learning in each class.
- Check out the school website; use social media
- Help my child find ways to use skills at home that he/she is learning at school
- Discuss current events from the news in our family conversations
- Encourage my child to do his/her best

STUDENT RESPONSIBILITIES:

I will:

- Use the new vocabulary I learn at school during family conversations
- Use the skills I learn at school in daily activities
- Inform my parents of school activities and events
- Complete assignments on time and do my best to earn good grades

COMMUNICATION ABOUT STUDENT LEARNING:

Atkinson County High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

1. Provide parents with frequent reports on their children's progress. ACHS will provide a Progress Report or a Report Card every four and a half (4 ½) weeks. These documents will be available electronically on Infinite Campus. A print copy may be requested in the front office of ACHS. Parents will be able to create a login to the Parent Portal on Infinite Campus using the link on the ACHS website. This information system shows individual student attendance, schedules, and classroom grades.

2. Provide parents reasonable access to staff. A parent may schedule a time to discuss his/her child's progress with the teacher. In order to schedule a conference, a parent may email the teacher or call the front office to leave a message for the teacher. Parents may access information through the following methods:

- Class newsletters to parents
- Parent Portal
- Teacher websites or other web-based communication resource
- Parent-Teacher conferences
- Phone Calls
- Emails to parents on student's progress
- Text messaging
- Remind
- Other

ACTIVITIES TO BUILD PARTNERSHIPS:

Atkinson County High School offers ongoing events and programs to build partnerships with families.

Parents have opportunities to volunteer and build partnerships at the Atkinson County High School by utilizing the following methods:

- Parent-Teacher Conferences
- Parent Workshops
- Curriculum/Family Nights
- Serving on School Council
- Transition Meetings
- Chaperoning Field Trips
- Assisting Teachers with Completing Classroom Tasks (i.e. special projects, etc.) · Parent Resource Center
- Annual Title I Meeting
- Volunteering / Observing
- Open House
- Online/virtual activities (i.e. surveys, webinars, online chats)
- Multi-media activities (i.e. podcasts, teacher-created videos)

Please complete all Parent Surveys throughout the year as they provide invaluable assistance in updating the Parent Involvement Plan and School-Parent Compact. Please review this School Parent Compact with your child. This School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school.

*Revisions to the School-Parent Compact may be suggested in writing or by email to Principal Dr. Melissa Wilbanks, Assistant Principal Dr. Joey Floyd, or School Counselor Mrs. Ashleigh Hunter.

SIGNATURE SHEET

School-Parent Compact
Atkinson County High School
School Year 2021-2022
Revision Date 07/27/2021

Dear Parent/Guardian,

Atkinson County High School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

Teachers/School Representative Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student signature: _____

Date: _____

ATCO 2021 FOOTBALL SCHEDULE

ATCO VS DOOLY COUNTY	AUG. 6, 2021	HOME (SCRIMMAGE)
ATCO VS. BERRIEN COUNTY	AUG. 13, 2021	HOME (SCRIMMAGE)
ATCO VS. BACON COUNTY	AUG. 20, 2021	HOME (NON-REGION)
ATCO VS. JEFF DAVIS	AUG. 27, 2021	AWAY (NON-REGION)
ATCO VS. TERRELL COUNTY	SEPT. 3, 2021	AWAY (NON-REGION)
ATCO. VS. MILLER COUNTY	SEPT. 10, 2021	AWAY (NON-REGION)
ATCO VS. TURNER (HOMECOMING)	SEPT. 24, 2021	HOME (<i>REGION</i>)
ATCO VS. BROOKS COUNTY	OCT. 01, 2021	AWAY (REGION)
ATCO VS. IRWIN COUNTY	OCT. 08, 2021	HOME (REGION)
ATCO VS. CLINCH COUNTY	OCT. 15, 2021	AWAY (REGION)
ATCO VS. LANIER (SENIOR NIGHT)	OCT. 22, 2021	HOME (<i>REGION</i>)
ATCO VS. CHARLTON	NOV. 05, 2021	AWAY (REGION)

Atkinson County Schools Form 10

Section 504 Student and Parent Rights

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 Lisa Strickland, Section 504 Coordinator at the following address: 98 E. Roberts Ave. Pearson, GA 31642 (912) 422-7373 lisastrickland@atkinson.k12.ga.us. 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.

Atkinson County Schools
Section 504 Procedural Safeguards

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

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

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

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

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

4. Hearing Procedures:

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.

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

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

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing. j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

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

l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim. m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney’s fees.

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



Sección 504 Derechos de estudiantes y padres

La Sección 504 de la Ley de Rehabilitación de 1973, comúnmente conocida como "Sección 504", es un estatuto de no discriminación promulgado por el Congreso de los Estados Unidos. El propósito de la Sección 504 es para prohibir la discriminación y asegurar que los estudiantes discapacitados tengan oportunidades educativas y beneficios iguales a los que se brindan a los estudiantes no discapacitados.

Para obtener más información sobre la Sección 504, o si tiene preguntas o necesita información adicional asistencia, comuníquese con el Coordinador de la Sección 504 a la siguiente dirección:

98 E. Roberts Ave.
Pearson, GA 31642
(912) 422-7373

Los reglamentos de implementación de la Sección 504 establecidos en 34 CFR Parte 104 proporcionan a los padres y/o estudiantes con los siguientes derechos:

1. Su hijo tiene derecho a una educación adecuada diseñada para conocer a su persona necesidades educativas tan adecuadamente como las necesidades de los estudiantes no discapacitados. 34 CFR 104.33.
2. Su hijo tiene derecho a servicios educativos gratuitos, excepto las tarifas que se imponen a estudiantes no discapacitados o sus padres. Las aseguradoras y terceros similares que brindan servicios no operados o proporcionados por el destinatario no están exentos de la obligación válida de proporcionar o pagar los servicios prestados a un estudiante discapacitado. 34 CFR 104.33.
3. Su hijo tiene derecho a participar en un entorno educativo (académico y no académico) con estudiantes no discapacitados en la medida máxima apropiada para sus necesidades. 34 CFR 104.34.
4. Su hijo tiene derecho a instalaciones, servicios y actividades que sean comparables a los proporcionados para estudiantes sin discapacidades. 34 CFR 104.34.
5. Su hijo tiene derecho a una evaluación antes de una determinación de elegibilidad según la Sección 504. 34 CFR 104.35.
6. Usted tiene el derecho de no aceptar el sistema escolar 's solicitud para evaluar a su hijo. 34 CFR 104.35.
7. Tiene derecho a garantizar que los procedimientos de evaluación, que pueden incluir pruebas, cumplan con los requisitos de 34 CFR 104.35.
8. Tiene derecho a asegurarse de que el sistema escolar considerará la información de una variedad de fuentes según corresponda, que pueden incluir pruebas de aptitud y rendimiento, calificaciones, maestro recomendaciones y observaciones, condiciones físicas, antecedentes sociales o culturales, registros médicos y recomendaciones de los padres. 34 CFR 104.35.
9. Tiene derecho a asegurarse de que las decisiones de colocación sean tomadas por un grupo de personas, incluidas las personas que conocen a su hijo, el significado de los datos de evaluación, las opciones de ubicación y los requisitos legales para un entorno menos restrictivo e instalaciones comparables. 34 CFR 104.35 .
10. Si su hijo es elegible bajo la Sección 504, su hijo tiene derecho a reevaluaciones periódicas, incluso antes de cualquier cambio significativo de ubicación posterior. 34 CFR 104.35.

11. Tiene derecho a recibir un aviso antes de cualquier acción del sistema escolar con respecto a identificación, evaluación o ubicación de su hijo. 34 CFR 104.36 .
12. Usted tiene el derecho de examinar a su hijo ' registros educativos s. 34 CFR 104.36.
13. Tiene derecho a una audiencia imparcial con respecto a las acciones del sistema escolar. con respecto a la identificación, evaluación o colocación educativa de su hijo, con la oportunidad de participación de los padres en la audiencia y la representación de un abogado. 34 CFR 104.36.
14. Tiene derecho a recibir una copia de este aviso y una copia de la imparcialidad del sistema escolar. procedimiento de audiencia previa solicitud. 34 CFR 104.36.
15. Si no está de acuerdo con la decisión del oficial de audiencia imparcial (miembros de la junta escolar y otros los empleados del distrito no se consideran oficiales de audiencia imparcial), usted tiene derecho a una revisión de la decisión de acuerdo con el sistema escolar ' s procedimiento de audiencia imparcial. 34 CFR 104.36.
16. Tiene derecho a, en cualquier momento, presentar una queja ante el Departamento de Estados Unidos De Educación ' Oficina s de derechos civiles.



Escuelas del condado de Atkinson

Sección 504 Garantías procesales

1 . Descripción general: Cualquier estudiante o padre o tutor (“ agraviado ”) puede solicitar una audiencia imparcial debido al sistema escolar ' s acciones u omisiones relacionadas con la identificación, la evaluación de su hijo, o la colocación educativa bajo la Sección 504. Las solicitudes de audiencia imparcial debe estar en escrito al sistema escolar ' s Sección 504 Coordinador; Sin embargo, un agraviado ' s fracaso para solicitar una audiencia por escrito no alivia el sistema escolar ' s obligación de proporcionar una imparcial audiencia si el agraviado solicita una audiencia imparcial por vía oral a través del sistema escolar ' s Sección 504 Coordinador. El sistema escolar ' s Coordinador de la Sección 504 ayudará al agraviado en completar la solicitud escrita de audiencia.

2. Solicitud de audiencia: la solicitud de audiencia debe incluir lo siguiente:

- a. El nombre del alumno.
- b. La dirección de la residencia del estudiante.
- c. El nombre de la escuela a la que asiste el estudiante.
- d. La decisión que es el tema de la audiencia.
- e. Los motivos solicitados para la revisión.
- f. El remedio propuesto buscado por el agraviado.
- g. El nombre y la información de contacto del reclamante.

Dentro de los 10 días hábiles a partir de la recepción del agraviado ' s Solicitud de audiencia, el Coordinador de la Sección 504 acusará recibo de la solicitud de audiencia por escrito y programar un tiempo y lugar para una audiencia. Si la Solicitud de audiencia por escrito no contiene la información necesaria mencionada anteriormente, el Coordinador de la Sección 504 informará al reclamante de la información específica necesaria para completar la solicitud. Todos los plazos y procesos se suspenderán hasta que la Solicitud de audiencia contenga la información necesaria mencionada anteriormente.

3. Mediación: El sistema escolar puede ofrecer mediación para resolver los problemas detallados por el agraviado en su Solicitud de audiencia. La mediación es voluntaria y tanto el agraviado como el sistema escolar deben aceptar participar. El agraviado puede terminar la mediación en cualquier momento. Si la mediación se termina sin un acuerdo, el sistema escolar seguirá los procedimientos para llevar a cabo una audiencia imparcial sin una Solicitud de audiencia adicional.

4. Procedimientos de audiencia:

- a. El Coordinador de la Sección 504 obtendrá un funcionario imparcial revisión que llevará a cabo una audiencia dentro de los 45 días naturales desde la recepción del agraviado ' s Solicitud de audiencia a menos acordó de otra manera por el agraviado o una continuación es otorgada por el oficial de revisión imparcial.
- b. Si el agraviado o el sistema escolar muestran una buena causa, el funcionario de revisión imparcial, a su discreción, puede otorgar una continuación y establecer una nueva fecha de audiencia. La solicitud de continuación debe ser por escrito y copiada a la otra parte.
- c. El agraviado tendrá la oportunidad de examinar el niño ' s registros educativos anteriores a la audiencia.
- d. El agraviado tendrá la oportunidad de ser representado por un asesor legal por su cuenta. gastos en la audiencia y participar, hablar, examinar testigos y presentar información en el oír. Si el reclamante debe ser representado por un asesor legal en la audiencia, debe informar al Coordinador de la Sección 504 de ese hecho por escrito al menos 10 días calendario antes de la audiencia. No notificar al Coordinador de la Sección 504 por escrito sobre la representación de un asesor legal constituirá una buena causa para la continuación de la audiencia.
- e. El agraviado tendrá la carga de probar cualquier reclamo que pueda presentar. Cuando las circunstancias o la ley lo justifiquen, el oficial de audiencia imparcial puede requerir que el destinatario defienda su posición / decisión con respecto a las reclamaciones (es decir, un receptor colocará a un estudiante discapacitado en el entorno educativo regular operado por el receptor a menos que el receptor demuestre que la educación de la persona en el entorno regular con el uso de ayudas y servicios complementarios no puede lograrse satisfactoriamente. 34 CFR § 104.34). Uno o más representantes del sistema escolar, que pueden ser abogados, asistirán a la audiencia para presentar las pruebas y los testigos, responder al testimonio del agraviado y responder las preguntas planteadas por el funcionario de revisión.
- f. El funcionario de revisión imparcial no tendrá el poder de citar testigos, y las estrictas reglas de evidencia no se aplicarán a las audiencias. El funcionario de revisión imparcial tendrá la autoridad para emitir instrucciones previas a la audiencia, lo que puede incluir exigir que las partes intercambien documentos y nombres de testigos para estar presentes.
- g. El funcionario de revisión imparcial determinará el peso que se le dará a las pruebas en función de su confiabilidad y valor probatorio.
- h. La audiencia se cerrará al público.
- i. Los problemas de la audiencia se limitarán a los planteados en la solicitud escrita u oral de la audiencia.
- j. Los testigos serán interrogados directamente por la parte que los llama. Se permitirá el interrogatorio de testigos. El funcionario de revisión imparcial, a su discreción, puede permitir un examen más detallado de los testigos o hacer preguntas a los testigos.
- k. El testimonio se grabará mediante informes judiciales o grabaciones de audio a expensas del destinatario. Toda la documentación relacionada con la audiencia será retenida por el destinatario.
- l. A menos que la ley exija lo contrario, el funcionario de revisión imparcial mantendrá la acción del sistema escolar a menos que el agraviado pueda probar que una preponderancia de la evidencia respalda su reclamo.
- m. El hecho de que el agraviado no comparezca en una audiencia programada, a menos que el funcionario de revisión imparcial haya presentado y aprobado una notificación previa de ausencia o se haya demostrado una causa justa, constituirá una renuncia al derecho a una comparecencia personal ante el funcionario de revisión imparcial.

5. Decisión: El funcionario de revisión imparcial emitirá una determinación por escrito dentro de los 20 días calendario posteriores a la fecha en que concluyó la audiencia. La determinación del oficial de revisión imparcial no incluirá ninguna compensación monetaria o la concesión de cualquier abogado ' honorarios s.

6. Revisión: si no está satisfecho con la decisión del funcionario de revisión imparcial, cualquier parte puede perseguir cualquier derecho de revisión, apelación, causa de acción o reclamo disponible para ellos según la ley o las normas o reglamentos estatales o federales existentes.

ATKINSON COUNTY HIGH SCHOOL

Parent and Family Engagement Plan

2021-2022

Updated 05/25/2021

In support of strengthening student academic achievement, Atkinson County High School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA).

The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities. This plan is incorporated into the school's plan submitted to the local educational agency (LEA).

Atkinson County High School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
 - If the school wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
 - Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

JOINTLY DEVELOPED

Atkinson County High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for involvement in decisions regarding how funds of parental involvement may be used.

All parents are invited to an Annual Title 1 Input Meeting of the ACHS Title 1 policy. This meeting will be held in the spring for the continued development of the School Title 1 policy. Title 1 information will be provided to all parents/families to review and provide input to improve the parent and family engagement policy. A sign-in sheet, agenda, and minutes will be kept. Additionally, surveys will be posted on the school website and social media for parents to provide feedback on the planning and improvement of the parent and family engagement program.

ANNUAL TITLE I MEETING

Atkinson County High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact. The following methods may be used:

- Utilize the school webpage to announce meeting dates, times, and locations.
- Utilize the school parent portal to announce meeting dates, times, and locations.
- Utilize the ACHS Facebook page to advertise meeting dates, times, and locations.
- Utilize the school marquee to advertise meeting dates, times, and locations.

COMMUNICATIONS

Atkinson County High School will take the following actions to provide parents of participating children the following:

- timely information about the Title I programs;
- flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement;
- information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy will be distributed in multiple ways and in a language that parents can understand, which may include the following:

- posted on the school webpage;
- posted on school related social media;
- included in the student handbook;
- paper copy sent home with all students.

Atkinson County High School will have multiple parent involvement meetings including academic meetings and school activities. These parent meetings will be held throughout the school year, at multiple times during the day, and translators will be available to provide the information in a language the parents can understand. Parent meetings may include the following:

- Open House;
- Annual Title I Meeting;
- Academic Parent Nights;
- Parent Teacher Conference;
- Parent Workshops.

SCHOOL-PARENT COMPACT

Atkinson County High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- The School-Parent compact is presented at parent meetings and input from parents is requested.
- Parent surveys are used for input in revising the compact. Surveys are posted on the school webpage and social media. In addition, computers/chromebooks are available at school for parents to complete surveys during parent meetings.

RESERVATION OF FUNDS

Atkinson County High School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 % of Title I, Part A funds reserved for parent and family engagement is spent by:

The Annual Input meeting will be held in the spring to solicit information from parents/families how to spend the 1% of Title I set aside funds. All parents will be invited to this meeting. A sign-in sheet, agenda, and minutes will be kept. Additionally, surveys will be posted on the school website and social media for parents to provide input.

COORDINATION OF SERVICES

Atkinson County High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

The Atkinson County School District will coordinate and integrate parental involvement strategies under other programs: Head Start, Pre-K, Migrant Program, ESOL program that encourage and support parents in more fully participating in the education of their children. Invitations to parent meetings shall be provided in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. Notice of meetings are placed in local newspapers, social media, and on school and district websites, and on outdoor signs at each school. Students and parents in Head Start and Pre-K are given the opportunity to visit the elementary schools in which their children will be enrolling. Migrant parents are given information on Pre-K enrollment procedures and dates at the spring migrant PAC meeting. The Atkinson Migrant Program coordinates services and provides the School Readiness Program for migrant three and four year old children who do not attend Pre-K programs. Family Connections works closely with the school counselor and school social worker providing services to families throughout the year. Atkinson County Health Department and Unison Behavioral Health partner with schools to provide services to families and students. Other services are provided through collaboration with South Georgia State College, Wiregrass Technical College and Satilla Regional Library who are community partners.

BUILDING CAPACITY OF PARENTS

Atkinson County High School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement. All parents, families, and community members are invited to attend all school events. Activities and events may include the following:

- notify parents of State's academic achievement standards;
- notify parents concerning the school performance rating based on the College and Career Readiness Performance Index (CCRPI) in order to acquire parental input relating to the School Improvement Plan;
- reporting students' progress to parents;
- provide requirements of Title I Part 1;
- conduct Open House, Annual Title 1 Meeting, parent meetings, Parent-Teacher Conferences, Honors Day, and other family activities or events;
- utilize parent questionnaires/surveys to acquire parent input for future program development;
- analysis of assessment and survey data;
- School-Parent Compact including student, parent and school representative signatures;
- offer opportunities for parenting skills and literacy training;
- provide parents with accessibility to home activities to reinforce learning;
- parent information letters will be written in a language conducive to their understanding to the extent possible;
- provide parents with information concerning the professional qualification of their child's teacher at the beginning of each school year if requested by the parents;
- offer an after-school tutoring program and credit recover for students.

BUILDING CAPACITY OF SCHOOL STAFF

Atkinson County High School will provide training to educate teachers, principals, and other staff in how to reach out to, communicate, and work with parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

To build staff capacity the following professional development resources may be used to educate teachers, principals, and other staff:

- courses offered through RESA;
- onsite training;
- online resources;
- district support;
- conferences;
- Professional Learning Communities.

Atkinson County High School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Offering parent meetings more than once and at different times of the day to increase parent and family engagement at ACHS.



Atkinson County Schools
Special Education Department

Lisa Strickland, Director
98 E. Roberts Ave. Pearson, GA 31642
(912) 422 – 7373



The Atkinson County School System is committed to meeting the needs of all children within the school district. In accordance with the Individuals with Disabilities Education Act (IDEA), if you suspect or know of a child age 3-21 who may have a disability please contact the Atkinson County Special Education Director, at 912-422-7373.

The school district provides services for the following exceptionalities, as well as related services, if the child is found eligible through evaluations.

- Autism
- Deaf-Blind
- Emotional and Behavioral Disorders
- Deaf/Hard of Hearing
- Intellectual Disability (Mild, Moderate, Severe, Profound)
- Orthopedic Impairment
- Other Health Impaired
- Significant Developmental Delay (ages 3-7)
- Specific Learning Disability
- Speech/Language Impairment
- Traumatic Brain Injury
- Visual Impairment



Escuelas Del Condado De Atkinson
Departamento de educación especial
Lisa Strickland, Directora
98 E. Roberts Ave. Pearson, GA 31642
(912) 422 – 7373



El Sistema Escolar del Condado de Atkinson se compromete a satisfacer las necesidades de todos los niños dentro del distrito escolar. De acuerdo con el Acta de Educación para Individuos con Discapacidades (IDEA), si sospecha o sabe de un niño(a) de 3 a 21 años que pueda tener una discapacidad, comuníquese con, Directora de Educación Especial del Condado de Atkinson, al 912-422-7373.

El distrito escolar proporciona servicios para las siguientes excepcionales, así como servicios relacionados, si el niño es elegible a través de evaluaciones.

- Autismo
- Sordo- ciego
- Trastornos emocionales y de comportamiento
- Sordos / con problemas de audición
- Discapacidad intelectual (leve, moderada, grave, profunda)
- Discapacidad ortopédica
- Otros problemas de salud
- Significativo retraso en el desarrollo (edades 3-7)
- Discapacidad específica de aprendizaje
- Discapacidad de hablar / lenguaje
- Lesión cerebral traumática
- Discapacidad visual

Atkinson County High School 2021-2022

Student - Parent/Guardian Handbook Acknowledgement Form

By signing this document, you are acknowledging that you have access to or have received the Student Handbook.

Code of Conduct for the Atkinson County School System, and we have reviewed this handbook with our child. We acknowledge that we understand the following information presented in this handbook:

- Athletic Eligibility-No pass/No Participation
- Atkinson County Board Policy Parent & Family Engagement Plan
- Attendance Policy
- Bullying Policy
- Complaints Procedure
- Discipline Procedures
- Dress Code
- Early Checkouts
- Electronic Devices
- Field Trip Policy
- Internet Policy
- Media Center Policies & Procedures
- Mission Statement
- Nutrition Program
- Parental Opt-Out of Club Participation Form
- Promotion Criteria
- Public Notice of FERPA
- Public Notice of Non-Discriminatory Policy
- Right to Know Professional Qualifications of Teachers & Paraprofessionals
- School Dance Policy
- School Nurse/Medication
- Search & Seizure
- Student Internet Acceptable Use Agreement
- Student Support Services (504, Gifted, MTSS)
- Technology Responsible Use Guideline
- Video Recording Policy

- Atkinson County School District Parent & Family Engagement Plan will be sent home in the first day of school homeroom packet

We further acknowledge that if we object to our child participating in any of the following, we must contact the Principal in writing within ten (10) days of the student’s enrollment:

- Interviewing, photographing and videotaping of students by staff or the news media to be used for local newspapers and/or school websites
- Your child’s participation in any student club organization

Handbook Acknowledgement Form (parent & student signature)

Parent/Guardian’s Signature _____ Date _____

Student’s Signature _____ Date _____

Atkinson County High School

Parent Acknowledgment of Receiving and Understanding Contents of ACHS Student Handbook

- I have read, and I understand all the contents of the ACHS Student Handbook 2021-2022.
- I understand that students in grades 10, 11, 12 and parents of those students will access the current student handbook on the ACHS website, and students will be held to those standards.
- I also understand that 9th grade students will be provided a copy of this handbook.
- Should a student or parent request a copy of the handbook, it will be available in the front office.
- This signature page affirms that my student will follow the rules herewith.
- This page must be signed by each ACHS student and his/her parent and returned to ACHS.

Parent/Guardian Name (print) _____

Parent/Guardian Name (sign) _____

Student Name (print) _____

Student Name (sign) _____

DATE _____

Progress reports, report cards, and class schedules will be on Infinite Campus and NOT provided as a paper copy. Paper copies will be available upon request.