

# Randolph County Elementary School



**2023 - 2024**  
**Student Handbook**

# **“Everyone working together to improve student achievement”**

This handbook contains the philosophy that guides our work as well as the policies and procedures that faculty and staff members at Randolph County Elementary School are expected to follow. Questions that you have or problems that develop that are not covered in this handbook should be directed to school administration.

From time to time you will receive memoranda from the principal or superintendent that contain information that you should keep in this handbook. Such memoranda may simply clarify a policy or procedure in this handbook or there may be revisions which have become necessary.

***It is the responsibility of each student and parent to carefully read the information in this handbook.***

Please keep this handbook available as a ready reference.

| <b>System Information</b>      |   |                                    |       |
|--------------------------------|---|------------------------------------|-------|
| Principal's Message            | 4 | Chain of Command                   | 8     |
| Philosophy                     | 5 | Assessment Calendar                | 9     |
| RCES Vision, Mission & Beliefs | 5 | RCES Faculty and Staff Assignments | 10-11 |
| School Mottos                  | 6 |                                    |       |
| System Information             | 7 |                                    |       |

| <b>General Information</b>           |    |  |    |
|--------------------------------------|----|--|----|
| Accidents/Emergencies/Illness        | 11 | Parent Volunteer                             | 16 |
| Admission to School                  | 11 | Physical Education                           | 17 |
| Attendance/Tardiness/Early Checkouts | 11 | Placement of Students                        | 17 |
| Challenge/Gifted                     | 12 | Positive Behavior Interventions and Supports | 17 |
| Classroom Parties/Balloons/Flowers   | 12 | Promotion/Retention Policy                   | 17 |
| Clinic (Nurse)                       | 12 | Report Cards                                 | 17 |
| Communicable Diseases                | 13 | School Safety                                | 17 |
| Conferences                          | 13 | School Safety Zone                           | 18 |
| Counselor                            | 13 | Search                                       | 18 |
| Discipline                           | 13 | Social Security Numbers                      | 18 |
| Dress Code                           | 14 | Student Recognition                          | 18 |
| Drug/Weapon/Tobacco                  | 14 | Student Record                               | 18 |
| Field Trips                          | 15 | Student Personal Property                    | 18 |
| Food                                 | 15 | Student Testing Program                      | 18 |
| Fundraising                          | 15 | Telephone                                    | 18 |
| Grade Reporting                      | 15 | Textbooks and Library Books                  | 18 |
| Grievance Procedure                  | 15 | Tracking Form                                | 18 |
| Gum, Candy and Toys                  | 15 | Transfer Students                            | 19 |
| Hospital Homebound Services          | 15 | Transportation                               | 19 |
| Instructional Programs               | 16 | Visitors                                     | 20 |
| Junior BETA                          | 16 | School Home Folders                          | 20 |
| Lost and Found                       | 16 | Zero Tolerance                               | 20 |
| Lunch and Breakfast                  | 16 | Cell Phone Policy                            | 20 |

| <b>Academic Information</b> |    |                             |    |
|-----------------------------|----|-----------------------------|----|
| Promotion Requirements      | 22 | On Grade Level Requirements | 23 |

| <b>Disciplinary Procedures</b> |    |   |    |
|--------------------------------|----|---|----|
| Discipline Plan                | 30 | Student Code of Conduct                       | 34 |
| Authority of the Principal     | 32 | Discipline Policies                           | 44 |
| Search and Seizure             | 32 | Discipline Protocol for Exceptional Education | 48 |

| <b>Appendix</b>                |    |   |    |
|--------------------------------|----|---|----|
| Parents Right-To-Know          | 39 | Family Educational Rights & Privacy Act                 | 51 |
| Title I School Notice          | 41 | Requirements of Elementary and<br>Secondary Act Statute | 52 |
| School Safety Law              | 42 | Section 504 Procedural Safeguard Notice                 | 52 |
| Complaints Procedure           | 43 | Response to Intervention                                | 52 |
| Absences & Excuses             | 44 | School Parental Involvement Policy                      | 54 |
| Attendance Policy              | 44 | School-Parent Compact                                   | 57 |
| Bullying                       | 46 | School Parent & Family Engagement Policy                | 61 |
| Harassment Policy              | 48 | Acknowledgement of Review of Policies and<br>Procedures | 63 |
| Intranet Acceptable Use Policy | 49 |   |    |
| Internet Safety                | 51 |   |    |

## PRINCIPAL'S MESSAGE

Dear Randolph County Elementary School Families,

I am pleased to welcome you back to the 2023-24 school year. I would like to extend a special welcome to all of the new families joining Randolph County Elementary School (RCES) this year and welcome back all of our returning families as well. I am honored to be your principal.



Our goal at RCES is to work together to provide our students with a rich learning environment. My vision, as the principal, is to always put kids first! I have a strong belief that all students can learn. As educators, we need to discover how each child learns in order to differentiate our instruction to support diverse learning styles. In a collaborative effort, we want children to thrive in all ways possible. My hope is that all children will *LOVE* school and to nurture a learning environment that is positive, safe, caring, as well as a fun place to learn and grow.

Student success is attributed to the partnership and the relationships we build with each other and within our community. It truly does take a village! Education is a joint venture, and team RCES greatly appreciates the support you provide for your children at home and at school to help them meet their learning goals.

Whether you are new to RCES or returning, I encourage you to take a look at the Randolph County Elementary School Facebook page. You will find updated information regarding new announcements and happenings at RCES.

Please make sure to take advantage of all of the avenues of communication that we offer:

- To start, the Randolph County Elementary School official website, and Facebook page are full of great information, and we urge you to check both often
- RCES will utilize the Messenger phone system to call each parent/family to share information/updates.
- Many teachers have found success with communicating with parents through the ClassTag app.
- Please be on the lookout for our weekly Student Courier. All RCES scholars will receive a weekly Student Courier each Wednesday. This is a frequent mode of communicating student work, grades, behavior, important announcements, and event information to parents, and we appreciate you taking the time to "stay in the loop!"

Randolph County Elementary School is an outstanding place for learning. We continue to see growth in our students' learning, and this is evident through our Georgia Milestones Assessment System results. Thanks to the hard work of our dedicated teaching staff and support staff, we saw great gains during the 2023-2024 school year.

We hope you will find that Randolph County Elementary School is a place where learning is fun and children are delighted coming to school.

To all of my fellow RCES Bulldogs, let's make it another great year!

Warmest Regards,

***Heather Melton***, Principal

## PHILOSOPHY

The faculty and staff of Randolph County Elementary School are professionals committed to the achievement of excellence for all of our students. We believe that a quality education is the right of every child and that each member of the faculty can make an important contribution to assure that right.

We further believe that all children can learn and that our education program should be geared to develop and enhance their strengths and abilities and to address their educational needs. Our school is a center of learning where individual characteristics and learning styles are recognized and responded to and where mutual respect, teamwork and cooperation are nurtured. We believe that by providing a variety of meaningful and creative learning experiences we can foster intellectual, social, moral and physical development in students as well as develop positive attitudes, creative skills and resourceful thinking.

We believe that growth often necessitates change. Our ongoing self-assessment and evaluation will inform us of the need for change, and necessary change will be made in a timely fashion.

In order to maintain high standards of excellence, we recognize the importance of community support and utilization of community resources in developing learning experiences for our children. We also believe that parental involvement is necessary in an effort to improve the educational opportunities of our school, if we are to expect our children to become responsible members of our ever-changing world.

## RANDOLPH COUNTY ELEMENTARY SCHOOL VISION, BELIEFS, AND MISSION 2023-2024

**R** eaching all students  
**C** ultivating future leaders  
**E** liminating barriers  
**S** timulating minds for critical thinking

### OUR VISION:

RCES is a school in pursuit of excellence that ensures accountability, global workforce readiness, and academic success.

### OUR BELIEFS:

We believe that student learning is the chief priority of the school and that student's learning needs should be the primary focus of the school.

We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs who learns best when he/she is actively engaged in learning within a safe and comfortable environment.

We believe that all students learn and develop differently and at different rates of time and should be provided appropriate learning activities and instruction that enhance learning at all levels for success as evidenced by student work.

We believe that students' self-esteem is enhanced by positive relationships, mutual respect, and support among students, teachers, parents, and the community.

### OUR MISSION:

Everyone working together to improve student achievement to ensure that students develop the necessary skills to graduate, pursue higher education, and become productive citizens in an ever-changing workforce.

# **RANDOLPH COUNTY ELEMENTARY SCHOOL MOTTOS**

## **Kindergarten**

Attitude is a little thing...that makes a big difference.

## **1<sup>st</sup> Grade**

Today, I will perform to the best of my ability because my community is counting on me. I am ready for the challenge.

## **2<sup>nd</sup> Grade**

Today, you can call me a caterpillar, but tomorrow I will become a magnificent butterfly soaring to greater heights so that I can make a difference.

## **3<sup>rd</sup> Grade**

Self-esteem is the pride I feel when I have done my very best. I cannot always be a winner, but I can always try my best. Self-esteem is feeling good about myself by being honest and kind to others.

## **4<sup>th</sup> Grade**

Life is like a roller coaster – one day you are up and the next day you are down. Each day I am determined to ride this roller coaster to the end because eventually I will become a productive and caring individual.

## **5<sup>th</sup> Grade**

Today, tomorrow, and the next day, I made a promise to myself that I will not settle for being average. I want to have options in life so that I can excel academically and socially.

# **MASCOT, SCHOOL PRIDE SONG, & SCHOOL COLORS**

## **MASCOT: BULLDOG**



## **RANDOLPH COUNTY ELEMENTARY SCHOOL PRIDE SONG**

*(To the tune of "Hey, Look Us Over")*

Hey, look us over; You'll like what you see.  
Pride is our motto; We're proud as we can be.  
Great attitudes are showing, And friendships are growing.  
We're really doing all we can To make our school the best around.  
The work that we're doing Is Grade A--Our Best! We'll meet any challenge;  
We can stand the test. So when the schools are all compared  
The one that beats the rest will be our very own R.C.E.S!

## **SCHOOL COLORS**

RED, BLACK, AND WHITE

## RANDOLPH COUNTY SCHOOL SYSTEM

98 School Drive

Cuthbert, GA 39840

(229)732-3601 or (229) 732-2641 Fax (229) 732-3840

District Site: <http://randolphcounty.schoolinsites.com>

*"The Randolph County School System does not discriminate on the basis of race, color, religion, age, sex, national origin, or disability."*

### A VISION FOR PUBLIC EDUCATION IN GEORGIA

The state of Georgia desires to have a single vision to significantly improve the education culture in our state. The Georgia School Boards Association and Georgia Superintendents Association have collaborated on the development of a vision to transform public education in Georgia. For information about the Vision, please visit [www.visionforpubliced.org](http://www.visionforpubliced.org).

### BOARD OF EDUCATION MEMBERS

|  |                            |
|--|----------------------------|
| Ra'Mel Thomas, Chairman (District 1)       | (229) 732-3360 or 732-3601 |
| Rodney Burks (District 3)                  | (229) 732-6209 or 732-3601 |
| Dymple McDonald, Member (District 2)       | (229) 732-6473 or 732-3601 |
| Jack Fowler, Member, Co-Chair (District 4) | (229) 732-6736 or 732-3601 |
| Henry Cook, Member (District 5)            | (229) 732-5660 or 732-3601 |

### CENTRAL OFFICE & SYSTEM STAFF

|   |   |
|---|---|
| <b>Dr. Tangela Madge</b><br>Superintendent<br>(229) 732-2268                      | <b>Dr. Donna Drakeford</b><br>Asst. Superintendent/Federal Programs Director<br>(229) 732-2641      |
| <b>Dr. Tosha Middlebrooks</b><br>Exceptional Education Director<br>(229) 732-2278 | <b>Ms. Shirley Marshall</b><br>Human Resources<br>(229) 732-2262                                    |
| <b>Ms. Laura Perkins</b><br>Director of District Effectiveness<br>(229) 732-3818  | <b>Mr. David Prince</b><br>Transportation Director<br>(229) 732-6227 or (229) 310-9692              |
| <b>Mrs. Genette Wimberly Jones</b><br>Food Service Director<br>(229) 732-2295     | <b>Mrs. Tomecia Foster</b><br>Head Start Director<br>(229) 732-2283                                 |
| <b>Ms. Kerri Copeland</b><br>Financial Office<br>(229) 732-2260                   | <b>Dr. Paulette Richmond-Hart</b><br>Director of Professional Learning/Curriculum<br>(229) 732 3601 |
| <b>Mr. James Cobb</b><br>Director of Technology<br>(229) 732-2281                 | <b>Mrs. Trina Sherman</b><br>District Climate Specialist<br>(229) 732-3796 Fax (229) 732-3860       |
| <b>Ms. Shayla Gilbert</b><br>Parent Involvement Coordinator<br>(229) 732-2269     | <b>Mrs. Fadara Dunn</b><br>MTSS Coordinator - RCES<br>(229) 732-3794                                |
| <b>Ms. Wynathia Jenkins</b><br>MTSS Coordinator - RCMS<br>(229) 732-308-6540      | <b>Mrs. Traci Price</b><br>MTSS Coordinator - RCHS<br>(229) 732-308-2181                            |
| <b>Ms. Shakeythia Cooper</b><br>SIS Specialist<br>(229) 732-3794                  |   |

## CHAIN OF COMMAND LETTER

July 2023

To Parents, Staff, and Residents of the Randolph County School System:

Communication is a shared experience, and we intend to make that experience easier. We believe that so many “concerns” get elevated to “issues” and then to full-blown “problems” often due to lack of knowledge/information.

In our shared opinion, our first task, even before we begin to address current concerns or issues, is to make everyone aware of the process by which the Board of Education and the Administration of the Randolph County School System has in place for “conflict resolution.” In an attempt to regain continuity and to lessen confusion and frustration, the Board and Administration wants to reiterate its “chain of command” that must be adhered to when resolving conflict.

The chain of command concept is rational on many levels. It seeks initial resolution at the lowest level. This typically is where the parties involved have first-hand facts and invites the timeliest resolution.

For example, if a parent has a concern with their child, the first contact should be with the child’s teacher if it’s an academic concern, or the child’s coach or advisor if it is a sports or extracurricular concern. If either party remains unsatisfied with a proposed solution, the concern should be taken to the next level, which might be a department chair, supervisor or athletic director. Both parties would present the facts and seek a solution or at least consensus.

The third link in the chain of resolution would be the building principal, who is typically the final arbiter of the activities within his or her building. On rare occasions, an unresolved issue may have to be taken to Central Office, where an academic director would become involved.

Even more rarely, the Superintendent would be required to intervene in an attempt to resolve a conflict or an issue. Only in the instance where a Superintendent cannot offer a resolution, would the issue be taken to the Board of Education.

If anyone brings a concern into the chain of command out of sequence, the concern must, and should, be sent back to the proper level for adjudication.

To further enhance communication on other concerns/issues/problems, a new section will soon be added to the home page of our district website labeled “Q & A.” Please visit our school system website at [www.sowegak12.org](http://www.sowegak12.org) to review the questions and answers.

Sincerely,

***Dr. Tangela Madge***

Superintendent of Schools



## Randolph County Elementary School Assessment Calendar 2023-2024

| ASSESSMENT   | DATES   |
|--|---|
| <b>GKIDS (K)</b>   | Readiness Check Data: Due September 6<br>Mid-point Data Due: December 20<br>End of Year Data Due: May 1   |
| <b>Acadience READING (K-2)</b><br><br><b>L4GA,</b><br><b>Assessment Team</b>                       | Benchmark 1 Due September 6<br>Benchmark 2 Due December 20<br>Benchmark 3 Due May 15  |
| <b>HMH Growth Measure (3-5)</b><br><br><b>Classroom Teacher/Melton</b><br><b>Lab Sign Up Sheet</b> | Benchmark 1 Due September 6<br>Benchmark 2 Due December 20<br>Benchmark 3 Due May 15  |
| <b>GRADE LEVEL BENCHMARK ASSESSMENTS</b><br><b>Gr. K-5</b>   | October 4 <sup>th</sup><br>December 18 <sup>th</sup><br>March 10 <sup>th</sup><br>May 8 <sup>th</sup>   |
| <b>MAP (Reading &amp; Math K/1)</b><br><b>MAP (Reading, Language, Math, Science 2-5)</b>           | August 2nd<br>December<br>March   |
| <b>GEORGIA MILESTONES</b>  | <b>April 9 – May 3</b><br><b>Tentative</b><br><br>ELA (Section 1)<br>ELA (Section 2)<br>ELA (Section 3)<br>Math (Section 1)<br>Math (Section 1)<br>Science (grade 5 only)<br>Make-ups |

Assessment Team: A. Williams, Melton, Perkins, McCloud

# Randolph County Elementary School

## School Faculty & Staff Assignments

### 2023-2024

#### **Leadership Team**

|                   |                     |  |
|-------------------|---------------------|--|
| Heather Melton    | Principal           | <a href="mailto:heather.melton@sowegak12.org">heather.melton@sowegak12.org</a>       |
| Alvin Williams    | Assistant Principal | <a href="mailto:alvin.williams@sowegak12.org">alvin.williams@sowegak12.org</a>       |
| Fadara Dunn       | MTSS Coordinator    | <a href="mailto:fadara.dunn@sowegak12.org">fadara.dunn@sowegak12.org</a>             |
| Brittney Mitchner | Academic Coach      | <a href="mailto:brittney.mitchner@sowegak12.org">brittney.mitchner@sowegak12.org</a> |
| Shawna Stanfield  | Academic Coach      | <a href="mailto:shawna.stanfield@sowegak12.org">shawna.stanfield@sowegak12.org</a>   |
| Nikeitha McCloud  | Counselor           | <a href="mailto:nikeitha.mccloud@sowegak12.org">nikeitha.mccloud@sowegak12.org</a>   |

#### **Instructional Staff**

|                     |                    |  |
|---------------------|--------------------|--|
| Amber Douglas       | Kindergarten       | <a href="mailto:amber.douglas@sowegak12.org">amber.douglas@sowegak12.org</a>             |
| Janice Hewey        | Kindergarten       | <a href="mailto:janice.hewey@sowegak12.org">janice.hewey@sowegak12.org</a>               |
| Betty Lingo         | 1st Grade          | <a href="mailto:betty.lingo@sowegak12.org">betty.lingo@sowegak12.org</a>                 |
| Allyson Stapleton   | 1st Grade          | <a href="mailto:allyson.stapleton@sowegak12.org">allyson.stapleton@sowegak12.org</a>     |
| Alexis Jordan       | 2nd Grade          | <a href="mailto:alexis.jordan@sowegak12.org">alexis.jordan@sowegak12.org</a>             |
| Kyra Payne          | 2nd Grade          | <a href="mailto:kyra.payne@sowegak12.org">kyra.payne@sowegak12.org</a>                   |
| Chaviya Jackson     | 3rd Grade          | <a href="mailto:chaviya.jackson@sowegak12.org">chaviya.jackson@sowegak12.org</a>         |
| Kyra Williams       | 3rd Grade          | <a href="mailto:kyra.williams@sowegak12.org">kyra.williams@sowegak12.org</a>             |
| Rodeshia Burks      | 4th Grade          | <a href="mailto:rodeshia.burks@sowegak12.org">rodeshia.burks@sowegak12.org</a>           |
| Melissa Wright      | 4th Grade          | <a href="mailto:melissa.wright@sowegak12.org">melissa.wright@sowegak12.org</a>           |
| Kamellia Brown      | 5th Grade          | <a href="mailto:kamellia.brown@sowegak12.org">kamellia.brown@sowegak12.org</a>           |
| Brittney Siphambili | 5th Grade          | <a href="mailto:brittney.siphambili@sowegak12.org">brittney.siphambili@sowegak12.org</a> |
| Debbie Lucas        | SPED               | <a href="mailto:debbie.lucas@sowegak12.org">debbie.lucas@sowegak12.org</a>               |
| Jacquetta Johnson   | Computer Science   | <a href="mailto:jacquetta.johnson@sowegak12.org">jacquetta.johnson@sowegak12.org</a>     |
| Quenten Taylor      | Physical Education | <a href="mailto:quenten.taylor@sowegak12.org">quenten.taylor@sowegak12.org</a>           |
| Vacant              | Media Specialist   |  |

#### **Administrative Personnel**

|                   |                              |  |
|-------------------|------------------------------|--|
| Angela Wilborn    | District/School Nurse        | <a href="mailto:angela.wilborn@sowegak12.org">angela.wilborn@sowegak12.org</a>     |
| Lori Wilson       | Administrative Assistant     | <a href="mailto:lori.wilson@sowegak12.org">lori.wilson@sowegak12.org</a>           |
| ShaKeythia Cooper | District/Registrar - Records | <a href="mailto:shakethia.cooper@sowegak12.org">shakethia.cooper@sowegak12.org</a> |

#### **Paraprofessionals**

|                 |                                   |  |
|-----------------|-----------------------------------|--|
| Aretha Green    | SPED                              | <a href="mailto:aretha.green@sowegak12.org">aretha.green@sowegak12.org</a>       |
| Mae Gilbert     | 1 <sup>st</sup> Grade (Stapleton) | <a href="mailto:mae.gilbert@sowegak12.org">mae.gilbert@sowegak12.org</a>         |
| Mary Ann Cannon | Kindergarten (Douglas)            | <a href="mailto:mary.cannon@sowegak12.org">mary.cannon@sowegak12.org</a>         |
| Kendra Knighton | Kindergarten (Hewey)              | <a href="mailto:kendra.knighton@sowegak12.org">kendra.knighton@sowegak12.org</a> |

Areaka Myles  
Georgia Starling  
Carlton Simmons

1st Grade (Lingo)  
SPED  
SPED

[areaka.myles@sowegak12.org](mailto:areaka.myles@sowegak12.org)  
[georgia.starling@sowegak12.org](mailto:georgia.starling@sowegak12.org)  
[carlton.simmons@sowegak12.org](mailto:carlton.simmons@sowegak12.org)

### **Custodians**

David Hamm- Facilities Director  
Mrs. Jacquelyn Holmes  
Mrs. Katherine Hightower  
Mr. Charlie Nunnally

### **Cafeteria**

Rhonda Burks – Manager  
Lee Johnson  
Jessica Young  
Dwayne Daniels  
Betty Brown

### **ACCIDENTS/ EMERGENCIES/ ILLNESS**

Parents are required to provide the school with telephone numbers where they can be reached in case of accidents, emergencies, or illnesses. Additional numbers of responsible parties are also requested as a backup. Please notify the school if there are any changes in emergency contact information.

### **ADMISSION TO SCHOOL**

Any student enrolling in a Georgia Public School for the first time must present the following items:

- A certified copy of the birth certificate
- A Georgia Immunization Certificate
- A Vision, Hearing, Dental Evaluation Certificate
- Proof that parents or guardians of children live in the county (rent contract, utility bill, phone bill)
- Social Security Card
- Name of previous school
- Transcripts or report card of previous school
- Copy of previous discipline

### **ATTENDANCE/TARDINESS/EARLY CHECK-OUTS**

In order for a student to receive the greatest benefit from his/her school experiences, it is necessary for the student to be present for the entire school day. **Our school day is from 8:00 a.m. to 2:40 p.m. No student should arrive at school before 7:30 a.m. if transported by automobile or if he/she walks.** To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school on time each day. Students who arrive to school at/after 8:00 a.m. will be considered late or tardy. **All students who arrive at/after 8:00 a.m., with the exception of bus riders, must be escorted to the front office and signed in by the parent or guardian who has brought the student to school. No exceptions will be made. Afternoon car pickup begins at 3:00 or as soon as buses leave the parking lot.**

Students will be allowed a total of ten (10) unexcused tardies and/or checkouts within the academic school year. A student may accumulate a total of five (5) unexcused tardies and/or early checkouts per semester. At the end of the semester, the number of offenses will start over. Parents of students who show a pattern of tardiness, early dismissals, or absences for 3 or more days will be contacted by the Attendance Support Team.

The attendance clerk must record and report any student who is late to school or class as tardy. The school will make reasonable attempts to contact parents/guardians each time a child is tardy. Parents will receive a written notice when your child has 2 and 4 tardies. At the 6<sup>th</sup> unexcused tardy, within a semester, the school will contact outside agencies for support.

In the event of an absence, the student must return with a written excuse signed and dated by a parent, guardian, or a doctor's note. Excused absences include personal illness, death in the family, or a recognized religious holiday. Georgia State Law establishes this procedure. Makeup work will be given only for excused absences.

**Students will not be called for dismissal until they are signed out in the office.**

For a student to qualify for perfect attendance for the year, he/she must be present the full 180 days of school and must not have been tardy and/or had an early dismissal more than 6 times to qualify for Perfect Attendance recognition. Nine weeks incentives are given for perfect attendance.

**\*For further review, please refer to the Georgia State Law and Board Policy for Compulsory Attendance of the Student Handbook.**

### **CHALLENGE/GIFTED**

A Student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in one of the following categories (I or II):

- I. Mental ability test-total score of 96th percentile to 98th percentile and minimum achievement test score of 90th percentile in total reading, math or battery in grades 3-12.
- II. Multiple criteria (grades K-12): meeting criteria in three out of the four following categories:
  - A. Mental ability - 96th percentile total score on a mental ability test.
  - B. Achievement - 90th percentile total score in total reading, total math or total battery on an achievement test.
  - C. Creativity - 90th percentile minimum score on a creativity test.
  - D. Motivation - 3.5 academic Grade Point Average on a 4.0 Scale (over two years), or 90th percentile score on an observational characteristics rating scale.

**\*Eligibility requirements in Georgia mandate collection of data for all criteria in II (above) for each student's placement.**

Students, grades kindergarten through five, at Randolph County Elementary School, who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in this program. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals may make referrals for consideration of eligibility for gifted services. For a summary of eligibility criteria or for further information about Randolph County's Program for Gifted Students, please contact the school.

### **CLASSROOM PARTIES, BALLOONS, FLOWERS, INVITATIONS**

Each class may have four (4) parties per year. The teacher will establish the details for the parties. Flowers and balloons cannot be sent to the classroom or transported on the bus. Please do not send party invitations to school to be distributed to students unless the entire class is invited or all of the boys or all of the girls are invited. Teachers may not provide student phone numbers or addresses. Please do not send homemade food items for students. All birthday parties should be scheduled during 'Connections' time.

### **CLINIC**

A nurse is on hand to help your child in case of illness or injury at school. Parents will be notified when a child is sick or complaining of discomfort or pain. It is vital to always have up-to-date telephone numbers where a parent, relative, or friend can be reached at all times. If your home or work number changes, please inform your child's teacher as soon as possible. In case of an emergency, if a parent cannot be found, an ambulance will be called, and any associated costs will be the parents' responsibility. Randolph County School System is participating in the TeleHeath System. Contact Nurse Wilborn for more information on how this system is beneficial to our schools and the community.

*ILLNESS* - If a student feels ill, he or she needs to inform the teacher. The child may be referred to the school nurse. If a child has a fever, he/she will be sent home. If a child is sent to school sick, the nurse will make the determination as to whether or not a parent should be called. No child should be sent to school with a fever.

**IMMUNIZATION** - All students entering or attending Grades Pre-K through 12 in the Randolph County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia Law, OCGA 20-2-771. All students must be immunized against vaccine preventable diseases as specified by the Georgia Department of Human Resources, or have a medical or religious exemption on file at school

**HEAD LICE** - If live head lice or nits are found on a child during the school day, parents will be notified by phone and a letter will be sent home with the student. When a child is sent home from school with live lice or nits, the parent/guardian must bring the child to school after the child has been treated so that the school nurse can check before he/she may return to class. Proof of treatment must be presented the day the child returns to school. A head lice handout from the school is available to parents upon request.

Prescription and non-prescription medications are to be registered with the school's nurse who will administer them in accordance with the directions provided by prescription & parents. Students may not carry these medications with them or store them in their book bags/desk. Students who do not comply with these provisions may be considered in violation of the drug and alcohol rules found in this handbook or school district policies, and such students may be subject to the disciplinary actions set forth in the handbook or board policy. Any student who has a special health problem needs to have on file with the school nurse a form from the doctor's office substantiating the problem and the necessary treatment needed during school hours.

**Medication - Parents/Guardians are encouraged to give medications at home whenever possible. If it is necessary for a student to take medication at school, the following procedures should be followed:**

- The parent/guardian must transport prescription medication to the health clinic at the school.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. Over-the-counter medications must be in unopened, original containers. The school staff will have the right to refuse to give medication that is questionable or expired. Narcotics and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be administered at school.
- When sending temporary medication, such as antibiotics, please send only the amount that will be needed at school. We discourage the transferring of medications back and forth daily.
- 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 Code of Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.
- The parent/guardian must complete an *Authorization to Give Medication at School* form in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- If these procedures are not followed, medication may not be dispensed at school.
- Only over-the-counter medications that will be kept and routinely given at school are: Tylenol or Advil for fever, headaches, muscle aches, pain; Tums, Children's Pepto-Bismol or Children's Mylanta for indigestion/upset stomach; Benadryl in case of allergic reaction only; Hydrocortisone cream/triple antibiotic ointment for skin rash, insect bites/minor cuts/scrapes.
- 

**\*Generic medications will be used if available**

### **COMMUNICABLE DISEASES**

Students that enter school with any communicable disease will be sent home and may not return until they have a written medical release by the doctor.

### **CONFERENCES**

RCES encourages and solicits parent involvement in our school. Please feel free to call the school to make an appointment for conferences with teachers, counselors, and administrators. Conferences may be held before or after school, or during a teacher's planning period. Parents may visit classrooms following the school's guidelines. The education of our students is most successful when it involves the teamwork of teachers, administrators and parents working together. **Please be sure to schedule a conference prior to visiting the school.** Conferences can be scheduled by sending a note or e-mail to the teacher or by contacting them by phone. Teachers can best be reached by

email. If, for some reason, a teacher does not respond to your email, please call the school and let us know.

## **COUNSELOR**

The guidance department is open to students and parents during the regular school day. The counselor is available by appointment before and after school. Guidance services include: assisting students in educational and occupational placement, administering and interpreting individual and group testing, providing orientation for new students to their school environment, providing individual counseling, maintaining accurate and up-to-date records, and providing student's records as requested.

## **DISCIPLINE AND DISCIPLINE PROCEDURES**

Standards for student behavior during school hours, at school-related functions, on school buses, and at school bus stops are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools.

The faculty and administration believe each student has a right to a learning environment free of chronic disruptive behavior. For severe or persistent behavior problems, teachers and administrators will determine the appropriate course of action and work with parents in an effort to help the child be more responsible and successful in school. Parents will be called and conferences scheduled when methods tried with a student are not resulting in better behavior.

Students' rights and responsibilities are outlined in the Randolph County Board of Education policy book located at the Board of Education. The administration and the faculty adhere strictly to the prescribed disciplinary interventions outlined in that manual. We will not tolerate any student who disrupts the learning environment, who keeps a teacher from teaching, or who keeps a student from learning. There will also be no tolerance of sexual harassment (Board of Education Policy GAEB/JECE), bullying, and gang activity of any type. Interventions such as the student conference, behavior planning, re-teaching behavior, counseling, loss of privilege, corporal punishment, ISS, or out-of-school suspension are options the school uses in dealing with persistent, disruptive or inappropriate conduct. Persistent disruptions can lead to out of school suspension, and/or notification with the local juvenile authorities. Any act of violence (fighting, assault, etc.) by a student toward a school employee or another student is subject to review under school board policy (JCDAH, JCDAH-R). Minor misconduct is recorded on a Tracking Form. When three instances of minor misconduct for the same offense is recorded on the Tracking Form, the teacher makes a Discipline Referral to the office for an administrator to assign appropriate consequences. A copy of the school's Discipline Plan is included in this handbook on pages 26-27.

## **DRESS CODE**

Our students will be required to maintain the level of personal hygiene necessary to insure a healthy school environment and to refrain from any mode of dress or appearance that proves to contribute to any disruption in the function of the school. ALL students must comply with the following non-exemptible dress code requirements.

This includes:

1. **No hats** (unless on a school approved hat day) or **HOODIES**.
2. All clothes must be worn as they are made. Pants/shorts must be worn correctly, and at NO TIME shall be worn below the waist.
3. **No backless shoes** can be worn by students. **No thong shoes** can be worn by students. All shoes with ties must be tied so as not to cause anyone to trip. Flip flops, open-toe sandals, house shoes, bedroom shoes, mesh shoes, shoes with wheels, cleats, and/or spikes are not appropriate for school and are not permitted.
4. No scarves, handkerchiefs, or bandannas may be worn as a hairpiece.
5. Clothing must be free from tears, rips, or holes.
6. T-shirts with inappropriate or offensive logos are not allowed as acceptable school dress. No lettering across the rear end. No clothing that makes reference to alcohol, tobacco, drugs, sex, race, etc. No clothing that implies an attitude that being disrespectful is acceptable.
7. Blouses and tops must not be see-thru material or low cut revealing cleavage/chest, and must be long enough to properly cover the mid-section. Blouses must have sleeves, must not expose the bodice, abdomen, or back. No tank tops or spaghetti straps. Skirts, dresses, jumpers, shorts, and culottes must fall not more than two (2) inches above the knee and all the way around including the sides and back, must be properly fitted, and must be worn and secured at the waist. No micro-mini skirts, short shorts,

or “Daisy Dukes.”

8. Leggings and/or tights **must be worn WITH a top long enough to cover the body- mid thigh.**
9. No earrings for males.

*The administration will make the final determination of what is appropriate for school wear.* Use good judgment. When deciding if something should be worn or not, use this general rule, “When in doubt, don’t wear it.” No clothing should be worn that may disrupt the school environment.

**\*\* WE ASK ADULTS TO ALSO DRESS APPROPRIATELY WHEN VISITING OUR SCHOOL. \*\***

### **DRUG/ WEAPON/ TOBACCO FREE SCHOOL POLICY**

It is the policy of the Randolph County Board of Education that students shall not possess, sell, use, transmit or be under the influence of regulated drugs, marijuana, tobacco products, or alcoholic beverages while at any school sponsored activities or while under the supervision of school personnel. The possession of weapons at school is unlawful. (Georgia Laws O.C.G.A. 16-11-127.1 and 15-11- 37)

The administration, staff, and students demand a drug-free/weapon-free school environment in which to learn. Any student who is found in violation of the R.C.B.O.E. policy shall be subject to the strongest of legal actions. School board policy establishes the suspension and/or expulsion of students found in violation. Possession of any weapon or illicit drugs also requires legal action by local law enforcement officials and students found in violation of the law will be subject to prosecution.

Our school is a tobacco- and drug-free environment. The possession, use, or distribution of any tobacco products, drugs, or drug paraphernalia by students will not be permitted on campus at any time. Electronic Smoking Devices/Vaping will not be permitted on campus at any time. “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. Parents are respectfully asked to refrain from the use of alcohol and/or tobacco products while at Randolph County schools or at school events. Randolph County schools and facilities are smoke-free and tobacco-free campuses.

Major offenses including, but not limited to, drug and weapon offenses can lead to a school being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 (Unsafe School Choice Option).

### **FIELD TRIPS**

Teachers may take students on walking field trips or bus trips for educational purposes. Parental permission will be requested for such trips. All field trips will be tied directly to Georgia Standards of Excellence. Parents should not bring younger children when chaperoning trips. *Permission forms and any fees associated with field trips must be turned in two (2) days prior to the date of the trip. This is necessary so that arrangements for transportation, lunch counts, and finances for fees will be accurate.*

### **FIGHTING**

In regards to school fights, if you can walk away, do so. Regardless of circumstances, any student participating in a fight will receive a consequence.

### **FOOD**

Please do not send homemade food items for students to share with their classmates. **NO SNACKS ARE ALLOWED FROM HOME. ALL SNACKS MUST BE PURCHASED ON CAMPUS DUE TO SAFETY REASONS.**

### **FUNDRAISING PROJECTS**

Our school participates in fundraising projects during the school term. Students are not permitted to sell things door-to-door for these special projects. Money made from these projects is used to purchase supplemental instructional material, computers, field trip expenses, and P.E. supplies. Book Fairs are also conducted twice a year. Each grade is limited to two (2) fundraisers per year.

## **GRADE REPORTING**

Report cards will be issued at the end of each nine weeks. Mid-term progress reports are issued four and one-half weeks into each marking period. Parents are encouraged to contact teachers for more frequent reports if desired and whenever an academic concern exists.

The grading system for RCES academic subjects is as follows:

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

(All grade below 70 are considered failing grades)

Grades in PE & Computer Science are as follows: Pass (P) or Fail (F)

## **GRIEVANCE PROCEDURES**

Parents have a right to file a grievance complaint if they feel that a process or procedure has not been handled in an appropriate manner. The first step of the process is to contact the teacher or person responsible for the reason of the complaint. The next step is to contact the administration at the school (principal or assistant principal). Following this step, you may take your grievance complaint to the assistant superintendent, then the superintendent, in that order.

## **GUM, CANDY, AND TOYS**

Gum, candy, and toys are **NOT** to be brought to school by students.

**NO OUTSIDE FOOD OR BEVERAGES ARE PERMISSIBLE AT SCHOOL.** *Toys, candy, and related materials, personal articles of value, or other personal entertainment items are not allowed at school.* The school will keep these items until picked up by the parent. Any items not claimed by the parent will be discarded. The school is not responsible for the loss or theft of any of these items.

## **HOSPITAL HOMEBOUND SERVICES**

Our school system offers hospital homebound services for students who have an extended illness, surgery, or some type of accident that would prevent the student from attending our school. Further information can be obtained by contacting the school. A hospital-homebound program is designed to serve students who will be absent from school for a minimum of ten (10) consecutive school days because of a non-communicable disease, illness, injury, or surgery. A doctor must identify the specific nature of the illness, disease or injury and state the date the student is expected to be able to return to school. It is the school's responsibility to determine if hospital-homebound services will be provided or if accommodations can be made at school. Parents are required to contact the principal regarding the condition of extended illness and provide a medical statement from the attending physician prior to receiving home services. Applications for these services are available in the counselor's office.

## **INSTRUCTIONAL PROGRAM**

Our school follows the guidelines set forth by the State Department of Education and policies set by our local Board of Education. We offer various special programs and opportunities to help each student experience success in a variety of activities. Our school also offers special needs programs such as gifted, remedial education, and special education classes. Providing opportunities for teachers, parents, and students to cooperatively share the responsibility for academic growth is the key to success for any instructional program.

## **JUNIOR BETA CLUB REQUIREMENTS**

The purpose of the National Junior Beta Club shall be to promote the ideals of character, service, and leadership among students, and to reward students for their academic achievement.

### *Club Membership (Academics):*

To be eligible for the club, 5<sup>th</sup> grade students must have an overall "A" average (90 or above) at the end of the first nine weeks grading period. This means students must have all A's and B's that average out to an overall "A" average for the nine weeks grading period. A student cannot have a "C" average and participate in Junior Beta Club. If a student member has a "C" average in any subject at the end of a nine weeks grading period, he/she will be placed on probation and must pull the "C" up to an "A" or "B" average by the end of the following nine weeks. Fifth grade students will be invited to join after the first nine weeks if they have an overall "A" average. Students must also have a passing score on the Reading and Math portion of the 4<sup>th</sup> Grade Georgia Milestone Assessment System (GMAS) in addition to an "A" average in order to be eligible for the club. New students enrolling from other schools will be invited to join the Junior Beta Club after they have been enrolled at Randolph County Elementary School for one semester with an overall "A" average in their academic subjects, and school records from their previous school indicate their eligibility to join the club.



In order to stay in the club, students must maintain an overall “A” average. A Junior Beta sponsor will be checking student averages each grading period. If a grade average falls below 90, the student will be put on probation. If the grade average does not return to a 90 average or above for the second consecutive grading period, the student will be removed from the Junior Beta Club.

There will be two induction ceremonies for Junior Beta Club. The first induction ceremony for Junior Beta Club is held in October after the first nine weeks grading period. Students who qualify for membership after the first nine weeks will be invited to join after the first semester. The second induction ceremony will be in January for new members.

*Club Membership (Character):*

A Junior Beta member must set an example for the rest of the school. Therefore, any behavior that is not in keeping with the goals of the Junior Beta Club will not be tolerated. If a Junior Beta member is sent to ISS (In School Suspension) the member is put on probation. If the member is sent back to ISS for a second time in the same school year, the member may be removed from the Junior Beta Club. If a member is assigned OSS (Out of School Suspension) the member is removed from the club.

*Club Officers (Leadership):*

Fifth grade members will elect a President, Vice President, Secretary, and Treasurer.

*Club Membership (Service to Others):*

All members are required to promote the ideals of the Randolph County Elementary School Junior Beta Club and to do their fair share when assigned duties.

## **LOST AND FOUND**

Any article found at school is taken to the school office. Students' names should be placed on each jacket for identification. Any clothing left unclaimed for an extended period will be donated to charity.

## **LUNCH AND BREAKFAST**

The cafeteria is operated daily during the school year for the convenience and nutrition of our faculty and students for breakfast and lunch. Students report to the cafeteria immediately upon arrival at school for breakfast. Students are expected to make breakfast and lunch pleasant for all by waiting their turn in lines, being respectful and by leaving tables free of food and trash. Trays are to be taken to the proper area after lunch and breakfast. All food and drinks served in the cafeteria must be consumed in the cafeteria. No glass bottles, juice or soft drinks.

Students may bring lunches prepared at home to eat in the cafeteria. Students may not leave campus for lunch. No commercially prepared food may be brought in the container from the restaurant or delivered to the school. Menus are announced daily.

## **PARENT VOLUNTEER PROGRAM**

Parent Volunteers are important at our school. Please be sure to contact your child's teacher to sign up for any activities you would like to assist with.

## **PHYSICAL EDUCATION**

Physical Education (P.E.) is required for students in Georgia schools unless excused by a written statement from the family physician. The nature of the disability and the duration of the excuse must be stated on the note from the physician. To prevent scarring of our gym floor and any possible accidents, tennis shoes are required at all times for physical education. It's highly recommended that shorts be worn under dresses or skirts on physical education days. Under the supervision of our physical education staff, our students participate in a Field Day in the spring. Parents are welcome to attend this activity.

## **PHYSICAL IMPAIRMENTS OR CONDITIONS**

Students may have a physical impairment or condition of which the school personnel need to know. It is the parent's obligation to inform the classroom teacher (in writing) concerning a student's impairment or condition.

## **PLACEMENT OF STUDENTS**

In grades Kindergarten through five, we are primarily concerned with each student's mastery of skills in reading and mathematics. Our promotion, accelerated placement, remedial placement and retention policies are based upon a student's ability to achieve satisfactory growth at the current level of instruction. Written notification at the end of the second nine weeks grading period will be sent to parents of students who are in danger of not meeting promotion requirements by the end of the school year.

Promotion/retention policies are established by the Board of Education. Parents may request in writing the retention of a student who meets the minimum requirements to better serve the student's needs. Consultation with all resource teachers involved in the student's education is required in all promotion/retention cases. Promotion and retention policies apply to all students except those in special education classes with a prescribed IEP.

Attendance does affect a student's progress in school. Excessive absenteeism will have an adverse effect on student achievement and will be a consideration in the promotion or retention of the student.

Students may be eligible for Section 504 accommodations as deemed necessary by the Student Support Team and proper medical documentation.

To determine the appropriate placement of students, two or more of the following criteria may be used: Georgia Milestone Assessment, RTI data, MAP data, reading placement tests, report card grades, and former teachers' statements regarding classroom performance and behavior. Administrators reserve the right to place a child in an educational setting that is considered most appropriate for that student.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

RCES uses Positive Behavior Interventions and Support (P.B.I.S.). P.B.I.S. is an application of research-based practices intended to develop the capacity of our school to create a culture where effective behavior support practices are aligned with an environment where teaching and learning occur. Positive Behavior Interventions and Support has seven major components including: a) a shared approach to discipline, b) a positive statement of purpose, c) a small number of positively stated expectations for all students and staff, d) procedures for teaching these expectations, e) a continuum of procedures for encouraging displays and maintenance of these expectations, f) a continuum of procedures for discouraging displays of rule-violating behavior, and g) procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis (<http://www.pbis.org/schoolwide.htm>).

## **PROMOTION POLICY**

The decision to promote, place, or retain a student is based on multiple criteria which includes the following:

- (a) academic achievement as measured by norm and criterion referenced assessments
- (b) attendance
- (c) age
- (d) student's achievement level
- (e) educational setting where the student is expected to make the progress

For more details, please refer to pages 22-23 of the Student Handbook.

## **REPORT CARDS**

Report cards will be made available approximately one week after each nine weeks grading period. Parents must pick up student's report cards on scheduled dates. Each student will also receive a midterm progress report every 4 1/2 weeks. Parents may also track student progress using the Parent Portal program (HIGHLY ENCOURAGED). You can access information about the Parent Portal from the system's Student Information System coordinator.

## **SCHOOL SAFETY**

Randolph County Schools have a safety/emergency plan and procedures guide to address the safety needs of all our students. This plan addresses tornadoes, fires, hurricanes, and other areas of danger that may be seen on our school campus. Students review and rehearse the safety procedures periodically to understand what they must do if an emergency/accident occurs. It is the desire of the Randolph County Schools to provide an appropriate education to all students in an environment that is as safe as possible.

## **SCHOOL SAFETY ZONE**

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety

zone (all property in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school, **any** weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both. Reference O.C.G.A. 16-11-127.1. **This paragraph excludes any instruments used for classroom work authorized by the teacher and principal.**

### **SEARCH**

Searches of student belongings on school property will be conducted in accordance with state law and local school board policy (JCAB). Searches may be conducted in the interest of student safety; Randolph County Elementary reserves the right to search persons and possessions while on our campus.

### **SOCIAL SECURITY NUMBER**

According to Georgia Law, any student who is admitted to a Georgia public school is requested to have an official copy of his/her social security number on file at the school. See School Board Policy JBC (2).

### **STUDENT RECOGNITION**

Our school recognizes students for their success in academics, as well as positive behavior, through several programs. Each nine weeks, the following students are recognized: PBIS - students of the month, perfect attendance and citizenship. They are chosen for their strong work ethic, honorable values, and their willingness to be the best they can be, academically and behaviorally. PBIS will recognize students who have not received office referrals in any areas (the bus, cafeteria, hallways, special areas, recess, labs, and the classroom).

Honor's Day is the culmination of our academic year where students are recognized for *on grade level* achievement in academics and accelerated reader, attendance, art, and physical fitness, perfect attendance and good behavior.

### **STUDENT RECORDS**

Student records are confidential. Parents may review their child's records at any time upon request. A custodial parent is an individual or individuals having legal custody or guardianship of the child. In the case of a divorce, only the parent that has legal custody of the child may be involved in the child's educational program or placement. In the case of divorced parents, the parent having legal custody will be the person able to make educational decisions for the student. Parents may request a copy of student records at any time. However, there will be a \$3.00 fee per copy.

### **STUDENT'S PERSONAL PROPERTY**

The school accepts no responsibility for valuables or other items that are the personal property of students.

### **STUDENT TESTING PROGRAM**

Each student in grades three, four, and five at our school will be given the Georgia Milestones End of Grade assessment. The test will compare our students statewide with others in their respective grade. We use this test to help determine individual strengths and weaknesses of each student and to improve our curriculum and program of instruction. The test is designed to test the Georgia Standards of Excellence. These tests are extremely important to the student. Parents are urged to support the student by making sure they go to bed early, ensuring they have a good breakfast, and encouraging a positive start before the test. Students who are tardy will not be allowed to enter a room where testing is already in progress.

### **TELEPHONE**

Students may use the school telephones only in case of an emergency. Students are permitted to possess their cell phones at school, but the devices must be powered off and not be carried in a visible manner and should be kept out of sight. Administrators are not responsible for lost or damaged cell phones that are taken from students.

### **TEXTBOOKS, LIBRARY BOOKS, ELECTRONIC DEVICES**

Unreasonable or intentional damage to any books/electronic devices will result in fines. Lost books/electronic devices must be paid for or replaced. *Payments for books/electronic devices are based on the current replacement cost.*

### **TRACKING FORM FOR DISCIPLINE**

Minor misconduct is recorded on a Tracking Form. When four instances of the same minor misconduct are recorded

on the Tracking Form, the teacher makes a Discipline Referral to the office for an administrator to assign appropriate consequences.

### **TRANSFER STUDENTS**

A student transferring into the Randolph County School District shall be a resident and present a withdrawal form from their previous school. This form should include the following information: academic levels, immunization information, attendance information, withdrawal date, all additional services provided by the school, and the address and the phone number of the school.

A student transferring into the School District from another district may be provisionally admitted to school upon execution by the student and parent/guardian of a form providing the name and address of the school last attended and authorizing such school to send the student's records to the School District.

Any student who seeks to transfer to the Randolph County School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension, expulsion or assignment to an alternative education program shall be ineligible to attend school in the Randolph County School District until the disciplinary order from the previous school district is completed. Any student provisionally admitted who is found to be ineligible shall be dismissed from enrollment.

\*The Randolph County School System will not accept students with tribunal punishments from other school systems.

### **TRANSPORTATION (Automobile)**

The student pickup area for a child transported by automobile is the bus ramp located at the back of our campus. **For safety reasons, please do not enter the bus loading area or park behind classroom buildings to pick up students. Please do not drop students off at any area except in the designated area – the bus ramp. Do not drop off students-prior to 7:30 a.m.**

In order to change the way a child gets home, the office must have a written note, email, or fax from the parent. ***All transportation changes MUST be made by 2:00 p.m.*** For safety reasons, we cannot make changes over the phone. Emailing and/or faxing this request should be used only in emergencies. Please plan ahead and send a note with your child.

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s), unless the person seeking the release presents a court order specifically authorizing or directing the release of custody by the school. It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those whose names are filed in the child's records.

#### Car Drop Off:

- Car drop off begins at 7:30 a.m.
- **Please use the car drop off line in the back of the building.** We do not want you to park and walk your student to the school – this is not safe, delays the drop off line, and actually takes longer than going through the drop off line
- Please have your student ready to exit the vehicle when you reach the drop off point (book bag and everything needed in hand, ready to exit when you stop).
- Use the right side of the vehicle as an exit.
- Pull forward to the closest spot.
- If you need to enter the building, please park in a visitor space in the front of the building and walk your student in. Please do not park in or obstruct assigned parking.
- Beginning at 8:01 a.m., you must walk in with your child and sign them in at the front office. At this point students are considered “tardy” for school and must be accompanied by an adult.

#### Car Pick Up:

- Car pick up begins at 3:00 p.m. or as soon as buses leave the parking lot
- Be careful and watch for students, parents, and staff in the crosswalk.
- Pull as far forward as possible to pick up your student – Stopping to pick up students before pulling forward causes delay for the other parents in line.
- Please do not park and walk up to pick up your student.

- If you need to pick up a student early, please sign them out in the office before 2:30 p.m.
- If you need to enter the building, please park in the front parking lot and be careful using the crosswalk.
- All students should be picked up by 3:15 p.m.

### **TRANSPORTATION (Bus)**

Bus transportation is a service provided by the Randolph County School System to students who are eligible and comply with bus rules. All rules are for the purpose of safety. Students who fail to comply will be subject to consequences for their actions. It is the students' responsibility to know the bus rules. They should comply with driver's rules at all times.

Maintaining order on the bus is the joint responsibility of students, parents, bus drivers, and school officials. Riding the bus is a privilege that may be revoked for improper conduct.

### **VISITORS**

Parents/Visitors must check in upon arrival to the building at the Front Security desk. A driver's license or government-issued photo ID must be presented. A name badge will be generated and must be worn throughout the time of the visit. This name badge must be surrendered to either security location upon exiting the building. For the protection of students and school property, visitors are subject to administrative/Dean's approval. All visitors must secure a permit to enter the building. Advance arrangements must be made for student visitors with the administration. We realize your involvement has a positive influence on your child's achievement. Therefore, we're asking you to schedule conferences in advance with teachers so classroom instruction is not interrupted. When visitation is approved, **FOR THE SAFETY OF YOUR CHILD AND OTHERS, ALL VISITORS MUST CHECK AT THE FRONT.** All visitors must have a visitor's pass before going to any place on the school campus. Visitors are expected to sign out and leave the grounds promptly upon completing their business.

School personnel shall warn unauthorized individuals that loitering on school premises during school hours constitutes trespassing and may subject violators to criminal prosecution under Georgia law (OCGA 20-2-1180)

### **SCHOOL HOME FOLDER**

School home folders are used to communicate messages between parents and school teachers. Notes from the school, teachers, and parents are easily sent and received this way. Parents are asked to review and sign their child's folder weekly to check for updates. However, each Monday, folders will be sent home for review and we ask that the parent make comments, if necessary, sign and return it on the following day.

### **ZERO TOLERANCE**

The Randolph County Board of Education has taken a strong stance on providing a safe learning environment for all students and employees. Anyone who chooses to engage in activities that are detrimental to the learning environment will be subject to action by the administration and Board of Education. Anyone who violates Board Policy JCD or JCDAE, or the Safe School Zone Law (O.C.G.A. 16-11-127), will be subject to punishment as described in Board of Education policies JCD or JCDAE, 16-11-127.1. Students could be expelled for a full calendar year, (LCBOE Policy JCDAE OCGA 20-2-751.1).

### **CELL PHONE POLICY**

This policy also applies to iPods, MP3 players, etc. \*\*

Randolph County School District policy allows the possession of telecommunications devices by students on campus during the regular school day. During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices also must be turned off and may not be used by students.

Cell phones, iPods, MP3 players, etc. must not be carried in a visible manner and should be kept out of sight. Not only are these devices a potential distraction to the classroom learning environment, but the technology available makes it possible for students to photograph and send copies of tests to other students, text message answers to test questions to other students, and otherwise compromise the integrity of our teachers' assessments and grading of student learning. The interpretation of the policy has been expanded to include iPods, MP3 players, etc. because so many telecommunications devices combine these features with those of a cell phone. Also, for safety reasons, while students

are riding RCSS buses this policy is in effect just as if the student was in a classroom during the school day. The use of any electronic device is prohibited on the buses. There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

Reason for Confiscation:

The only reasons for school personnel to ask a student to surrender a cell phone, an iPod, MP3 player, or other electronic device would be:

- a - if the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or
- b - if school personnel saw the cell phone, an iPod, MP3 player, or other electronic device (which would mean that the device was visible and in violation of the policy).

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, iPod, MP3 player, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, iPods, MP3 players, etc. confiscated as a result will be returned to a parent or guardian the next business day between the hours of 3:00 p.m. and 3:30 p.m.

**1<sup>st</sup> Offense-** (Warning) Confiscated and turned over to an administrator – Device will be returned to students.

**2<sup>nd</sup> Offense-** Confiscated and turned over to an administrator – Device will be returned to a parent. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours of 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m.

**3<sup>rd</sup> Offense-** Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours of 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m.

**4<sup>th</sup> Offense-** (Failure to Comply) Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours of 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m. 1 day of ISS.

**5<sup>th</sup> Offense-** (Failure to Comply) Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours of 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m. 3 days ISS.

**6<sup>th</sup> Offense-** (Failure to Comply) Student will lose his/her cell phone privileges for the remainder of the school year. If caught with a cell phone, the student will be suspended for 2 days. If the student is found to be in possession of a cell phone after the suspension, the student will be suspended for five days.

### **STUDENT REFUSAL TO SURRENDER CELL PHONE AND ELECTRONIC DEVICE PROCEDURE**

**Level 1:** If the student refuses to surrender the device immediately, a campus administrator will be called to assist and the student will be taken to an administrator's office. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent after 3 days. Additionally, the student will lose his or her device privileges for 10 days or the remainder of the school year.

**Level 2:** If the student refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent after 20 days. As a result of having to call a parent to bring about compliance with the

administrator's request, the student will serve three days ISS for non-compliance. Additionally, the student will lose his or her device privileges for 90 days or the remainder of the school year.

**Level 3:** If the student refuses to surrender the device and the administrator is unable to contact a parent, the student will be taken to In-School Suspension for the remainder of the school day. If the student does surrender the device, it will be returned to a parent after 20 days. As a result of having to call a parent to bring about compliance with the administrator's request, the student will serve three days ISS for non-compliance. Additionally, the student will lose his or her device privileges for 90 days or the remainder of the school year.

**Level 4:** If the student still refuses to surrender the device after parent intervention, he or she will serve five days in ISS for non-compliance. Additionally, the student will forfeit his/her device privileges for the remainder of the school year.

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840  
(229) 732-3794 FAX (229) 732-6027

*Mrs. Heather Melton*  
Principal



*Mr. Alvin M. Williams*  
Assistant Principal

July 1, 2023

Dear Parents,

Outlined below are the promotion requirements for RCES. Our goal is to provide your child the best education possible. Please stay informed about your child's progress toward meeting the requirements below. You may schedule conferences with your child's teacher(s) during their planning or after school to stay informed.

## Promotion Requirements for Students

1. Promotion Requirements for Students
2. Students must pass both reading and math for the year.
3. Students must meet requirements as outlined in the GA Standards of Excellence (for more information on the GA Standards of Excellence, please visit [georgiastandards.org](http://georgiastandards.org) or you can come by the parent resource room and print a copy).
4. Students must meet requirements for Acadience (K-3).
5. Kindergarten students must meet GKIDS requirements.
6. Third grade students must also pass the 3rd grade Reading GA Milestones.
7. Fifth grade students must also pass the Reading and Math GA Milestones.
8. Students must meet attendance requirements as outlined in the RCES handbook.

If you need further information on anything listed above, please come by and meet with the teachers or administrators. Together we can make great things happen.

## ***Heather Melton***

Heather Melton  
Principal

*"The Randolph County School System does not discriminate on the basis of race, color, religion, age, sex, national origin, or disability."*



R.C.E.S. Students in each grade must pass the following requirements in addition to any state requirements:

**KINDERGARTEN:**

- Mastery of 80% of the English/Language Arts points assigned to standards as reported in the final grading period.
- Mastery of 80% of the Mathematics points assigned to standards as reported in the final grading period.
- Mastery of a minimum reading proficiency level as determined by the district. (Level C/D Lexile 75-100). Students must meet requirements for Acadience.

**FIRST AND SECOND GRADES:**

- Final grade average of 70 or above in English/Language Arts and Mathematics.
- Mastery of a minimum reading proficiency level as determined by the district. Students must meet requirements for Acadience.

**THIRD THROUGH FIFTH GRADES:**

- Final grade average of 70 or above in all four academic subjects: Mathematics, Reading/English Language Arts, Science and Social Studies.
- Third grade students must score on or above grade level on the Reading portion of the Georgia Milestones Assessment System (GMAS).
- Fifth grade students must achieve a reading level of ON or ABOVE grade level on the Reading portion of GMAS to be considered eligible for promotion AND must achieve the Developing Learner achievement level in Mathematics.

- To be **on grade level** in Reading your child must meet the following requirements:

- 3rd Grade: 520 Lexile or higher
- 4th Grade: 740 Lexile or higher
- 5th Grade: 830 Lexile or higher

# Disciplinary Plan and Code of Conduct

The Randolph County Elementary School has adopted a code of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies approved by the Board and to obey student behavior rules established at each school within the district.

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

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

To accomplish this, the following goals have been established:

- Explain the responsibilities of students, parents, teachers, and administrators in creating and maintaining a safe, orderly and respectful school climate.
- Identify rules and expectations which apply to every classroom.
- To explain the basic grade level discipline system that all teachers will have in effect in their classrooms.
- Specify the administrative consequences that will be administered by the principal and assistant principal when students are referred for disciplinary action.
- Explain school/district actions in response to severely disruptive or illegal student behavior.
- Instill the fact that each individual must be responsible for his/her own behavior and must respect the person and property of others.
- Understand that each learner has a right to a learning environment free of chronic, disruptive behavior.

Student Responsibilities:

- Demonstrate a respect for self, others, and authority.
- Demonstrate responsible citizenship.
- Demonstrate an appreciation for and tolerance of human differences.
- Respect the guidance of school personnel who are in positions of authority: teachers, administrators, and any other staff member.
- Follow school and classroom rules and agreements.
- Respect the teacher's right to teach and to respect and protect the learning environment.
- Be honest, self-disciplined, and dependable.
- Be an active participant in academic activities.
- Respect the rights of fellow students.
- Demonstrate a safe and orderly manner in the halls, on the sidewalks, in the lunchroom, in the gym, and any other place else on the school campus.
- Report any misconduct to the proper authorities.

Parent Responsibilities:

- Do all they can to help their children succeed in school.
- Respect the school officials and encourage their child to respect the guidance of school personnel.
- Become meaningfully involved in their child's education; e.g., monitoring performance, checking homework, signing required papers, attending conferences, expecting appropriate behavior from their child, etc.
- Follow through at home if teachers or school administrators need assistance in improving a student's academic performance or behavior.
- Model responsible and self-disciplined behavior at home in order to encourage responsible behavior at school.

Positive Consequences:

In an effort to encourage and recognize positive behaviors that occur at Randolph County Elementary, the following

positive consequences will be modeled:

- Randolph County Elementary will recognize students for their strong work ethic, honorable values, and their willingness to be the best they can be, academically and behaviorally each nine-week grading period.
- Honor's Day is the culmination of our academic year where students are recognized for on grade level achievement in academics and Accelerated Reader, attendance, art, and physical fitness, perfect attendance and good behavior.
- Each month, PBIS will recognize students who have been discipline-free in all areas (the bus, cafeteria, hallways, special areas, recess, labs, and the classroom).

Types of Misbehavior and Consequences:

In an effort to clarify the types of misbehavior, the following behavior ranking system and consequences will be utilized. Parents and students should understand: All teachers have a specific classroom management plan and this plan is their first disciplinary resource. After teachers have exhausted their efforts and followed the entire procedures of their plan, the student will then be referred to the office. Exceptions to this plan include behaviors that call for an immediate, administrative response such as fighting, threats, or violation of tobacco/drug policy. The purpose of this student code of conduct is to make sure that our schools are safe and orderly, while providing the best possible learning environment possible for all of our students.

Misbehavior and Consequences:

- Lunch detention may be assigned by teachers or duty performing adults.
- Any time a student is placed in the Alternative Behavior Education (ABE) Lab (if available) and a problem arises due to inappropriate behavior, the student is sent home for a day of OSS (out of school suspension).
- Student will be held financially responsible for destruction of any property.

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

The rules listed in this policy apply to the Randolph County School District. This list is not all inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. More severe punishment may be necessary in extreme cases.

The policy represents a progressive discipline process. Factors taken into account in determining dispositions include, but are not limited to:

- Student's history
- Degree of premeditation
- Age
- Disability
- Evidence
- Willingness to cooperate
- Seriousness of offense

**Because of these factors, punishment imposed may vary from student to student for the same offense. Federal and state laws and regulations that are in conflict with this Code or its application shall take precedence. All disciplinary action is subject to review and disposition under the discretionary authority of the Principal.**

## 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 covered or not covered in this Code, the principal may undertake corrective measures that 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. Only action taken by principals can be appealed to the Superintendent.

All consequences for offenses listed below are minimum consequences. Depending on the severity of the situation, school officials may apply stricter measures. An administrator has the discretion to determine the severity/degree of the offense and the appropriateness of the consequence assigned.

Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the consequences specified for the individual offenses committed, up to and including suspension, a formal hearing, and possible long-term suspension or expulsion.

School **administrators** are authorized to take disciplinary action for misconduct which occurs:

- On the school grounds during or immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- Within a school safety zone.

Authority to take disciplinary action also extends to any off-campus non-school related action by students, at any time of the year, which has a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such an act could, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault or misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, whose presence may cause substantial disruption at school, is also subject to in-school suspension, and assignment to an alternative education.

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

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.
2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property.
3. **Automobile Searches:** Vehicles parked on campus during the school day are required to be registered with the school and display the appropriate permit. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interiors of students' vehicles may be inspected/searched whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols, inspections, and searches

may be conducted without notice, without student consent, and without a search warrant.

4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

## **STUDENT CODE OF CONDUCT RULES AND DISPOSITIONS**

Each student is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus
- Attend all classes regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Be well-groomed and dressed appropriately
- Obey all campus and classroom rules
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct

Randolph County follows a progressive discipline plan. Students are given ample opportunities to correct the disruptive behavior. After the teacher has dealt with the behavior, if a student continues the behavior, the student will be written up on a “discipline referral form.” The school administration will then implement the “CODE of CONDUCT” consequences listed below:

### **A. ALCOHOL**

A student shall not possess, sell, use, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroids, or intoxicant of any kind. (*Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.*)

First Offense: 10 Days Out-of-School suspension from school pending a tribunal; parent contact, notification of law enforcement.

### **B. BULLYING**

The Randolph 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 Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows:

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct.

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

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks. Discipline for any act of bullying shall be within the discretion of the principal or principal designee, which may range from Alternative Behavior Education (ABE) lab, Out-of-School Suspension, or referral to the Disciplinary Tribunal.

|                 |  |
|-----------------|--|
| First Offense:  | Three (3) days Alternative Behavior Education (ABE) lab (or its alternative); mandatory parent conference; |
| Second Offense: | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference;                                |
| Third Offense:  | Ten (10) days Out-of-School; referral to tribunal hearing; referral to law enforcement                     |

### **C. BUS VIOLATIONS**

Standing while the bus is in operation, rude/disrespect towards the driver, profanity, throwing objects, any misbehavior addressed in the Code of Conduct, or any misbehavior which creates an unsafe environment for the students or bus driver.

Riding the bus is a privilege not a right. Since the bus is an extension of the classroom, students are required to observe all rules; violations may result in suspension or revoked transportation privileges.

|                 |  |
|-----------------|--|
| First Offense:  | Administrative Discretion/One (1) to three (3) days bus suspension, parent contact           |
| Second Offense: | Two (2) to four (4) days bus suspension, parent contact                                      |
| Third Offense:  | Five (5) to ten (10) days bus suspension, parent contact                                     |
| Fourth Offense: | Administrative Discretion thereafter; No bus riding privileges for the remainder of the year |

### **D. CLASSROOM/SCHOOL RULES AND PROCEDURES**

General rules and expectations will be determined collectively as we implement Positive Behavior Intervention Supports (PBIS) at the beginning of the school year. Rules and expectations will be distributed to parents within the first few weeks of school. Students will be expected to know their role and perform their role as appropriate within each area of the school. Randolph County Elementary School personnel will spend time explaining and modeling expectations for students throughout the school year.

Examples of the failure to follow established school/classroom rules and procedures include:

1. Ignoring directives given by school personnel.
2. Displaying disruptive behavior or not following established rules in any area of the school including the lunchroom, media center, gym, computer lab, hallways, and at bus loading and unloading areas.
3. Chronic failure to have required materials/textbooks in class.
4. Failure to properly identify oneself or providing false information to faculty and/or staff.
5. Being in an "off limits area" of the school.

|                           |  |
|---------------------------|--|
| First Offense (referral): | Administrative warning or one (1) day ISS; parent conference |
|---------------------------|--|

|                         |   |
|-------------------------|---|
| Second Offense:         | Two (2) days ISS; parent conference   |
| Third Offense:          | Three (3) days ISS; parent conference                                       |
| Fourth or More Offense: | Administrator's discretion which may include Out-of-School Suspension (OSS) |

*\*Substantial disruption may lead to law enforcement referral\* Georgia Code Section 20-2-1181 states that "it shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as established by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature."*

**E. CYBERBULLYING AND SEXTING**

No student shall use a cell phone, computer, the computer network, the Internet, or any intranet by such activity as importing, exporting, viewing, distributing, printing, or creating inappropriate, illicit, or illegal materials including but not limited to pornography; any materials demeaning another person, or containing lewd, profane, or vulgar words, pictures, gestures, or actions; or any records, files, or materials to which the student should not have access.

“Sexting” or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is strictly prohibited.

**Students must never send threatening/inappropriate messages, pictures and/or videos using electronic communication devices or the internet/intranet at any time.**

|                 |   |
|-----------------|---|
| First Offense:  | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference; referral to law enforcement |
| Second Offense: | Five (5) days Out-of-School Suspension (OSS); mandatory parent conference; referral to law enforcement  |
| Third Offense:  | Ten (10) days Out-of- Suspension (OSS); referral to tribunal  |

**F. DAMAGING/VANDALISM OF SCHOOL PROPERTY**

**A student who damages/vandalizes/defaces school property will be held responsible for those actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, and exclusion from school activities. Any damage to school property/graffiti may result in legal consequences. Examples may include toilet papering, spray-painting, etc.**

**A student who damages/vandalizes/defaces school property will be held responsible for their actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, or exclusion from school activities, including, but not limited to the graduation ceremony. In addition, these actions may result in police involvement.**

**G. DISRESPECT TOWARDS AN ADULT**

Talking back, “sassing”, intentionally arguing in a demanding or disruptive manner, or otherwise showing disrespect for any school personnel is unacceptable. Teachers/personnel (which includes paraprofessionals, custodial staff, bus drivers, and nutritional staff) will refer questionable behaviors to the office for final determination by an administrator. Depending upon “level” of disrespect, the student may receive an alternate punishment for the first offense.

|                           |  |
|---------------------------|--|
| First Offense (referral): | Administrative warning or one (1) day ISS; parent conference |
|---------------------------|--|

|                         |   |
|-------------------------|---|
| Second Offense:         | Two (2) days ISS; parent conference   |
| Third Offense:          | Three (3) days ISS; parent conference                                       |
| Fourth or More Offense: | Administrator’s discretion which may include Out-of-School Suspension (OSS) |

*\*Blatant disrespect will result in immediate out of school suspension.*

#### **H. DRESS CODE**

Students are expected to abide by the dress code as listed in the student handbook. It will be strictly enforced. There is a positive relationship between an appropriate neat appearance and a conducive learning environment. Current safety issues are addressed by the dress code. The dress code is intended to be fair and equal in promoting rules which must be adhered to.

|                 |  |
|-----------------|--|
| First Offense:  | Warning/referral to school counselor; change of clothes; placed in ISS until clothes are changed; parent contact |
| Second Offense: | One (1) day ISS; mandatory parent conference   |
| Third Offense:  | Three (3) days ISS; mandatory parent conference  |
| Fourth Offense: | Out-of-School Suspension (OSS); administrative discretion  |

#### **I. ELECTRONIC DEVICES/CELL PHONE USE DURING SCHOOL DAY**

Cell phones and other technology devices may only be used during class times at the direction of the teacher. Cell phones and other technology devices will only be allowed for instructional purposes in the classroom and will not be used for communicating via talking, texting or use of social media (including but not limited to Tik-Tok, Facebook, Instagram, Snapchat,etc.). **Any material stored or saved on confiscated cell phones may be searched by school officials.**

|                 |  |
|-----------------|--|
| First Offense:  | Confiscate the device; administrator’s discretion  |
| Second Offense: | Confiscate the device; one (1) day ISS; only parent or guardian may pick up device   |
| Third Offense:  | Confiscate the device; three (3) days ISS; only parent or guardian may pick up device  |
| Fourth Offense: | Confiscate the device; five (5) days ISS; only parent or guardian may pick up device   |
| Fifth Offense:  | One (1) day Out-of-School Suspension (OSS); mandatory parent conference; will be confiscated for the remainder of the school year. |

*\*The School is not responsible for any article that is confiscated, lost, or stolen.*

**If the cell phone is used during a standardized test, the student will be suspended from school, and the test will be invalidated. A student could face suspension, expulsion, or assigned to an alternate setting, if he/she uses the cell phone during a “drill”, lockdown, or other emergency situation. There is a ban on taking pictures or filming at any time in the classroom, cafeteria, or hallways. Also, students are prohibited from taking pictures or filming any event or other happening that violates the discipline code of Randolph County Elementary School, i.e. extra-curricular activities.**



**J. FAILURE TO COMPLY/REFUSING TO ACCEPT PUNISHMENT**

|                 |  |
|-----------------|--|
| First Offense:  | Two (2) days Out-of-School Suspension (OSS); mandatory parent conference   |
| Second Offense: | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference |
| Third Offense:  | Five (5) days Out-of-School Suspension (OSS); mandatory parent conference  |
| Fourth Offense: | Ten (10) days Out-of-School Suspension (OSS); referral to tribunal         |

**K. FALSE BOMB THREAT**

|                 |   |
|-----------------|---|
| First Offense:  | Five (5) Days Out-of-School Suspension (OSS); law enforcement contacted                       |
| Second Offense: | Ten (10) Days Out-of-School Suspension (OSS); law enforcement contacted; referral to tribunal |

**L. GANG & GANG-LIKE ACTIVITIES**

There will be a zero tolerance for gang/gang-like activities on any school campus or school sponsored activity. Violators will be subject to immediate suspension or expulsion. Gang-like activity is any association, or group of three (3) or more persons associated by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics. Co-mingling with known gang affiliates at school system sites or school related events is strictly forbidden. Individuals who engage in gang-related behavior (to include announcing one's affiliation with a gang) at school sites or school sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur.

|                 |   |
|-----------------|---|
| First Offense:  | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference; law enforcement contacted |
| Second Offense: | Five (5) Days Out-of-School Suspension (OSS); law enforcement contacted                               |
| Third Offense:  | Ten (10) Days Out-of-School Suspension (OSS); law enforcement contacted; referral to tribunal         |

**M. HITTING/ BITING/SIMPLE BATTERY AND FIGHTING**

It shall be unlawful for any person or persons to engage in fighting. Fighting is a serious offense. Based on investigation and administrative discretion, students may be charged with affray, disruption of public school, battery, and/or assault regardless of who throws the first blow.

Fighting is prohibited at all school properties and activities (buses, bus stops, extra-curricular activities, etc.)

|                 |  |
|-----------------|--|
| First Offense:  | Depending upon the severity of contact, administrative warning, ISS, and/or Out-of-School Suspension (OSS); parent notification/conference |
| Second Offense: | Three (3) days Out-of-School Suspension (OSS), mandatory parent conference, mentor/counseling  |

Third Offense: Five (5) days Out-of-School Suspension (OSS); counseling, mandatory parent conference

Fourth Offense: Ten (10) days Out-of-School Suspension (OSS); referral to Tribunal

*NOTE: If a school system employee is hit, whether intentionally or not, during the process of breaking up a fight, the student will receive a minimum ten-day suspension. In addition, the student may be referred to a formal hearing.*

*NOTE: A legal complaint may be filed with the proper law enforcement officials at the discretion of the administration.*

#### **N. ILLEGAL DRUGS/ALCOHOL USE OR POSSESSION**

First Offense: Ten days Out-of-School Suspension and referral to disciplinary Tribunal/Law enforcement

#### **O. INAPPROPRIATE TOUCHING**

A student shall not display inappropriate expressions of affection such as kissing, holding hands, embracing, and petting, etc., while at school or at any school sponsored activity.

First Offense: Warning; counseling; parent contact

Second Offense: Three (3) days in ISS; mandatory parent contact

Third Offense: Three (3) days Out-of-School Suspension (OSS); mandatory parent conference

Fourth Offense: Five (5) days Out-of-School Suspension (OSS); mandatory parent conference

#### **P. INAPPROPRIATE SEXUAL BEHAVIOR**

A student shall not make sexual advances, requests for sexual favors, or be involved in sexual conduct of any nature at school or any school-related functions.

First Offense: Three (3) days Out-of-School-Suspension (OSS); referral for counseling; mandatory parent conference

Second Offense: Five (5) days Out-of-School Suspension (OSS); mandatory parent conference; (possible referral to tribunal; referral to law enforcement

#### **Q. INDECENT EXPOSURE**

A student shall not violate the school's dress code and/or remove one's own or another's clothing or commit acts which offend against commonly recognized standards of good taste.

*Indecent exposure is defined as removing clothing items, pulling down pants, lifting skirts/dresses, wearing pants significantly below the waistline, or unzipping pants in public. Unzipping pants and/or pulling them down while wearing shorts underneath will be treated as indecent exposure.*

\* Penalty at the discretion of the administrator which may include counselor referral, Alternative Behavior Education (ABE) lab, Out-of-School suspension or suspension for a formal hearing.

#### **R. MISBEHAVIOR IN ALTERNATIVE BEHAVIOR EDUCATION (ABE) LAB**

A student shall not act in a rude, disobedient, disrespectful, and/or insubordinate manner, causing a disruption, use of profanity, and/or failure to follow rules while in ISS.

|                 |  |
|-----------------|--|
| First Offense:  | Two (2) days Out-of-School Suspension; return to ISS; mandatory parent conference                                |
| Second Offense: | Three (3) days Out-of-School Suspension; return to ISS; mandatory parent conference                              |
| Third Offense:  | Minimum Five (5) days Out-of-School Suspension (OSS); possible referral to tribunal; mandatory parent conference |

**S. NON-ATTENDANCE OF CLASS/SKIPPING/MISSING AN EXTENDED PERIOD OF TIME**

A student is in violation when s/he fails to be in an assigned place of instruction at the assigned time without a valid excuse or urging others to violate this rule.

|                 |   |
|-----------------|---|
| First Offense:  | One (1) day ISS; mandatory parent conference  |
| Second Offense: | Two (2) days ISS; mandatory parent conference |
| Third Offense:  | Administrator’s discretion                    |

**T. PHYSICAL ASSAULT OF SCHOOL EMPLOYEES (Teachers, Administrator, other Personnel)**

Engaging in an assault and/or battery of any school employee on or off school property. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. (GA Code 20-2-753) Code Section (20-2-751.6) Relating to suspension policy for students committing acts of physical violence resulting in injury to teachers would be amended in: Subsection (a), (b), (c) to permit local boards to use disciplinary hearing officers or panels, in addition to tribunals to hear cases involving students committing acts of physical violence resulting in injury to teachers.

|                |  |
|----------------|--|
| First Offense: | Minimum ten days Out-Of-School Suspension (OSS). Student will be referred to a tribunal hearing with a recommendation for long term suspension or expulsion. A formal complaint will be filed with law enforcement |
|----------------|--|

**U. SEXUAL HARASSMENT**

Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people and it causes tension for others. It shall be a violation of this policy for any student or any member of the district staff to harass a student through conduct or communication of a sexual nature as defined below. Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creates an intimidating, hostile, or offensive academic environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.
- Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- are directed at a person because of his or her sex
- are uninvited, unwanted, and unwelcome
- cause a person to feel uncomfortable or offended
- create an environment that makes learning difficult
- are pervasive and ongoing.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board’s legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. Additionally, in all cases a report of sexual harassment will be reported to the system’s Title IX coordinator. It is the policy of the Randolph County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district to harass a student through conduct or communication of a sexual nature as defined.

First Offense: Three (3) days ISS; parent conference

Second Offense: Minimum Five (5) days Out-of-School Suspension (OSS); referral to tribunal; referral to law enforcement

A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

#### **V. SMOKING/POSSESSION OF TOBACCO PRODUCTS**

The use of or possession of tobacco on school campuses and/or property is not permitted. Students who are under school supervision (club meetings, field trips, club trips/activities, sports activities, etc.) shall not use or possess tobacco in any form. This includes all school related activities that meet inside school facilities or sponsored by an organization of the school meeting elsewhere. In addition, cigarettes, lighters, or matches should not be brought to school. Electronic Smoking Devices/Vaping will not be permitted on campus at any time. “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. Possible referral to law enforcement and immediate suspension.

First Offense: Confiscate items; mandatory parent contact; three (3) days ISS

Second Offense: Administrative discretion

#### **W. THEFT**

Unauthorized removal or possession of personal property belonging to other students, staff, or the school will result in disciplinary action, which may include restitution, police action, suspension, and/or recommendation for expulsion to the Board of Education. In case of stolen property, immediately report the theft to staff, and complete a Theft Report documenting the incident. Please note that we do not provide theft or loss of property insurance and cannot reimburse students for such losses. We advise students not to bring valuables or large amounts of money to school.

#### **X. THREATENING, HARASSING, AND/OR INTIMIDATING ANOTHER STUDENT**

No student shall threaten and/or intimidate another student: This includes touching, pushing, or threatening the

person bodily or psychologically. Possible referral to law enforcement

|                 |   |
|-----------------|---|
| First Offense:  | Three (3) days ISS; mandatory parent conference                             |
| Second Offense: | Five (5) days ISS; mandatory parent conference                              |
| Third Offense:  | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference. |
| Fourth Offense: | Minimum Five (5) days Out-of-School (OSS); possible referral to tribunal    |

**Y. VERBAL ALTERCATION/ABUSE (STUDENT)**

|                 |  |
|-----------------|--|
| First Offense:  | Three (3) days ISS; mandatory parent conference                            |
| Second Offense: | Five (5) days ISS; mandatory parent conference                             |
| Third Offense:  | Three (3) days Out-of-School Suspension (OSS); mandatory parent conference |
| Fourth Offense: | Five (5) days Out-of-School Suspension (OSS); mandatory parent conference  |

**Z. VERBAL ASSAULT (TEACHERS, ADMINISTRATOR, AND OTHER PERSONNEL)**

|                 |   |
|-----------------|---|
| First Offense:  | Three (3) days OSS; law enforcement called; mandatory parent conference                                 |
| Second Offense: | Minimum Five (5) days Out-of-School (OSS); parent contact; law enforcement called; referral to tribunal |

**AA. VULGAR /OBSCENE LANGUAGE (In General Conversation)**

|                 |   |
|-----------------|---|
| First Offense:  | One (1) day ISS or administrative warning, parent contact |
| Second Offense: | Two (2) days ISS; parent conference                       |
| Third Offense:  | Three (3) days ISS; mandatory parent conference           |

**Profanity made to or directed towards any adult will result in immediate out-of-school suspension.**

**BB. WEAPONS/FIREARMS/EXPLOSIVES (Handgun, Knife, Rifle)**

Possessing a dangerous instrument or weapon on school property or at a school event is prohibited. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury and intended for use as a weapon in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A “weapon,” “tool” or “instrument” means and includes by way of illustration but is not limited to the following items: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, laser gun, pellet or BB gun, “look alike” firearms, or any weapon designated or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain spring stick, nightstick, pipe, or studded or pointed bracelets; metal brass or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any “martial arts” device, including any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, nunchuck, darts, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to

be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) is/are on the person of the student, in the student's possession, in the student's locker, in the student's vehicle on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

First Offense: Ten (10) Days Out-of-School Suspension (OSS); referral to tribunal; notification of law enforcement

## **DISCIPLINE POLICIES**

This section of the Randolph County Schools – Student and Parent Handbook outlines and addresses policies and procedures that govern the daily activities of students, teachers, and administrators. Described in this section are the more common disciplinary measures used by teachers and administrators and the relevant procedures followed whenever such measures are required. Questions regarding any portion of this section of the handbook should be directed to the school's administration.

### **Non-Discrimination Policy**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Randolph County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the superintendent's office at 98 School Drive, Cuthbert, Georgia 39840 or call 229-732-3601.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedures under Randolph County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Equity in Sports) is located in the school district policy manual that is available in either the school office or the central office.

### **A. In-School Suspension (ISS)**

ISS is a means of working with students who are a discipline problem by removing them from their regular classroom setting without removing them from school. The program is not to replace any of the workable means of school discipline used by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is utilized to enhance the overall school discipline atmosphere.

#### Purpose of ISS

The purpose of ISS is (1) to provide alternatives for dealing with student misconduct other than removal from the academic setting (Out of School Suspension); (2) To reduce the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension; (3) To allow a student to continue his academic progress while preventing him from being in contact with his/her peers until his/her behavior improves; and (4) To provide opportunities for the in-school suspension student to examine his/her system of values in relationship to the values of the school and society at large.

After admittance to ISS lab, the student will continue his/her academic studies and must complete all work assigned by the subject matter teacher (as determined by the ISS personnel) before being released from ISS. Students must also complete their entire time in ISS. A student who leaves early must finish their assigned ISS time upon coming back to school.

### **B. Out of School Suspension**

The purpose of out of school suspension is to completely remove, from the school for a temporary period of time, any student whose misbehavior or other violation of the school's discipline code creates a danger to others, is disruptive to the learning environment, is severe in the discretion of the school's administration, or follows a pattern of behavior that has been previously addressed by other disciplinary interventions. Additionally, a student who, when involved in a disciplinary conference, becomes belligerent or insubordinate may be suspended from school. Parents or guardians are notified each time a student is suspended from school.

Before implementing a suspension, a student has the right to a conference with the school's principal (or designee) and the reporting teacher. In this conference, the charges against the student will be explained. If the student denies responsibility or guilt, the evidence against the student will be outlined. The student will have an opportunity to offer his/her version of the event in question. In appropriate circumstances, students may be referred to a student disciplinary tribunal with a recommendation for long-term suspension or expulsion.

### **C. Personal Searches**

A student's person and personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it shall be in private by a school official of the same sex and with an adult of the same sex witness present.

When a school official has reason to believe that a student is in possession of an item imminently dangerous to the student or others, a more intrusive search of the student's person may be immediately conducted. Such searches shall be conducted in private by a school official in the presence of another adult witness of the same sex, and only with the approval of the superintendent or a designee.

The Randolph County School System reserves the right to use unannounced "walk through" searches, "hand-held" metal detectors, and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

### **D. Search and Seizure Policy**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, or a student's automobile and seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term 'unauthorized' is defined as any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in published school rules.

### **E. Student Complaints and Grievance Hearing Procedures**

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
  - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
  - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.

3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.



9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

Randolph County Schools  
Original Adopted Date: 5/11/2010

**DISCIPLINE PROTOCOL  
FOR EXCEPTIONAL EDUCATION  
2023-2024**

1. Define problem (Be specific )
2. Major infractions
  - a. Automatic referral (any violation that calls for an immediate administrative response such as fighting, threats, or violation of tobacco/drug policy).
3. Minor infractions
  - a. Notify case manager/Ex Ed director/another Ex Ed teacher – documented in writing
  - b. Contact parent – (contact made by primary teacher & case manager)
  - c. Strategies from case manager given to teacher – documented; If assigned - outside agency will be notified of excessive behaviors
  - d. Repeat B (as often as needed or until given other instructions from Administrator/Ex Ed Director)
  - e. Mandatory Parent Conference – parent, child, case manager, administrator, Ex Ed director, teachers (all that apply or are available)
  - f. IEP/Manifestation/FBA/BIP
  - g. On-going documentation – are strategies working (BIP), documentation of strategies being used
  - h. Time-out in different Ex Ed teacher’s classroom when warranted – must be approved by administrator /Ex Ed director
  - i. Office referral (detention, ISS, OSS, will be used on as-needed basis)
  - j. We will use time-out at home; 1/2 day at home; Saturday school; participation in tutorials; during the day safety-nets as means of make-up/catch up when possible due to being removed from the classroom for discipline issues

***Dr. Tosha Middlebrooks,  
Director Exceptional Education  
(229) 732-2278***

# RANDOLPH COUNTY SCHOOL SYSTEM

98 School Drive  
Cuthbert, GA 39840  
(229) 732-3601 FAX (229) 732-3840  
[www.sowegak12.org](http://www.sowegak12.org)

Ra'Mel Thomas, Vice-Chair  
Dymple McDonald, Member  
Henry Cook, Member

Jack Fowler, Co-Chair  
Rodney Burks, Member

## PARENTS RIGHT-TO-KNOW

Dear Parents,

In compliance with the requirements of the ESEA statute the Randolph County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). The following may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia Qualifications have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If parents wish to request information concerning their child's teacher's qualifications, they may contact Zeldia White-Davis, RCHS principal at (229) 732-2101, Elizabeth Knighton, RCMS principal at (229) 732-2790, or Heather Melton, RCES principal at (229) 732-3794.

Sincerely,

**Dr. Tangela Madge**

Superintendent

Revised: July 1, 2017

*One Vision, One Team, One Community*

*"The Randolph County School System does not discriminate on the basis of race, color, religion, age, sex, national origin, or disability."*

**RANDOLPH COUNTY SCHOOL SYSTEM**  
**98 School Drive**  
**Cuthbert, GA 39840**  
**(229) 732-3601 FAX (229) 732-3840**  
**www.sowegak12.org**

**Ra'Mel Thomas, Vice-Chair**  
**Dymple McDonald, Member**  
**Henry Cook, Member**

**Jack Fowler, Co-Chair**  
**Rodney Burks, Member**

Julio, 30 de 2023

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, en el Sistema Educativo Randolph Clay, nos gustaría comunicarle que puede solicitar información sobre las cualificaciones profesionales del (de los) maestro(s) y/o para profesional(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 para profesionales 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 : Zelda White-Davis, RCHS at 229-732-2101; Elizabeth Knighton, RCMS at 229-732-2790; and Heather Melton, RCES at 229-732-3794. Saludos cordiales,

Sinceramente,

Dr. Tangela Madge

Tangela Madge, Ed. D.  
Superintendente del sistema

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840

(229) 732-3794 FAX (229) 732-6027

*Mrs. Heather Melton*  
*Principal*



*Mr. Alvin Williams*  
*Assistant Principal*

July 1, 2023

RE: School-Wide Title I School

Dear Parent/Guardian:

Randolph County Elementary School (RCES) is a School-Wide Title I School for 2023-2024. This means that for the 2023-2024 school year, 80% or more of the students at RCES are from low-income families. All students at RCES receive a free breakfast and lunch.

The purpose of a School-Wide Title I Program is to improve the entire educational program in the school which should result in improving the academic achievement of all students.

Because we are a Title I School, we are given additional funds to purchase materials/supplies and to provide extra intensive instruction in Reading/Language Arts and Mathematics. A needs assessment of our students was conducted to identify those who are having academic difficulties, especially in Reading/Language Arts and Mathematics. It is a requirement that all programs purchased with Title I funds be Scientific Research Based (SRB) programs for instructing our students.

We are also required to develop a plan of action for meeting established goals. The plan is called a School Improvement Plan. You, the parent/guardian, can find and see a copy of our plan at the Superintendent's, the Curriculum Director's, and the Principal's office.

If there are any questions and or concerns, please feel free to contact us.

Sincerely,

## Heather Melton

Mrs. Heather Melton  
Principal



# SCHOOL SAFETY LAWS

In addition to everyday laws enforced in your community, which include schools, the State of Georgia has specific laws that apply directly to the school safety zone. By enforcing stricter penalties, these laws help schools to enforce rules that contribute to the overall safety of the school.

**OCGA 20-2-1180: Loitering in a School Safety Zone.** This statute requires visitors of a public or private school to check in at the designated location and give the reason for their visit. Use this law to stop gang members, drug dealers or other dangerous groups from operating near your school.

**OCGA 20-2-1181: Disrupting a Public School.** Removing disorderly individuals can help control dangerous behavior. This code section provides that any person who disrupts or interferes with the operation of a public school shall be guilty of a misdemeanor of a high and aggravated nature. Among other things, this is widely used for bomb threats.

**OCGA 20-2-1182: Persons Other Than Students Who Insult or Abuse Teachers in the Presence of Pupils.** Use this law to deal with parents, guardians or others who are not students at your school who insult, abuse, or upbraid teachers, administrators or bus drivers after being advised of the presence of minor children. Anyone who fails to leave the premises after being advised to do so is guilty of a misdemeanor.

**OCGA 20-2-1183: Pupils Prohibited from Carrying Electronic Communication Devices.** This law now allows each school system to determine whether or not to restrict the use of cell phones or other electronic devices. Banning cell phones could help in a variety of situations. Drug dealers and gang members may conduct business during school hours. Banning cell phones may make it difficult for them to continue these activities. Also, students may use their cell phones to call their parents when they are evacuated during a bomb threat. Parents may then rush to the school to check on their kids, hindering the response effort. Finally, electronic devices may detonate an explosive device.

**OCGA 20-2-1184: Failure to Report Criminal Activity.** This law requires that any teacher or other employee of a public or private school who has reasonable cause to believe that a student at that school has committed an act on school property or during any school function, which is prohibited by any of the following statutes: 16-5-21, 16-5-24, Chapter 6 of Title 16, 16-11-127, 16-11-127.1, 16-11-132 and 16-13-30, shall report the act to his or her immediate supervisor, who shall then notify the appropriate superintendent, the police authority, and district attorney. Any person who knowingly violates this code section will be guilty of a misdemeanor.

**OCGA 16-5-61: Hazing.** This law prohibits any person to "haze" any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Any person who violates this code section shall be guilty of a misdemeanor of a high and aggravated nature.

**OCGA 16-11-127.1: Possession of a Weapon on or Within 1,000 Feet of a School.** This statute provides penalties for possession of a wide range of weapons in the School Safety Zone. This can discourage carrying and using weapons.

**OCGA 16-13-32.4: Drug-Free School Zones.** This law states it is illegal to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana on or within a school safety zone. This law provides an additional charge to any person(s) who is already charged under OCGA 16-13-30.

**OCGA 3-3-21.1: Possession of Alcoholic Beverages on Public School Grounds.** This law makes it illegal to possess alcoholic beverages on any public school grounds.

**In addition to the laws described above, some penalties for other crimes committed upon schools grounds against students or school personnel are enforced with stronger penalties, including greater minimum incarceration times. Examples of these crimes include, but not limited to, the various degrees of assault and battery crimes.**

*Note: The information contained in this document and the document itself may be reprinted and distributed only in its presented entirety. Any change or modification to the information contained herein is not authorized. The GEMA School Safety Unit intends for the latest and most accurate information to be distributed to its partners in school safety for their use and benefit. Readers should consult their own internal policies as well as any applicable rules, laws, or regulations before implementing these recommendations. This document is presented by, and may be reprinted or distributed with permission from the from the Georgia Emergency Management Agency School Safety Unity*

Georgia Emergency Management Agency School Safety Unit.  
Georgia Emergency Management Agency  
School Safety Unit  
PO Box 18055, Atlanta, GA 30316  
(404) 635-7000 or GEMA-SchoolSafety@gema.ga.gov  
[www.gema.ga.gov](http://www.gema.ga.gov)

Revised 03/2009  
GEMA Field Operations  
GEMA School Safety

## COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as it was made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but

not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures/handbooks.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

**Board Policy**  
**Descriptor Code: JBD**

**ABSENCES AND EXCUSES**

A student who is absent from school for an entire day or for one or more class periods must bring a signed note from his/her parent(s) or guardian(s) explaining the reason(s) for the absence.

Determination of whether or not the absences are excusable or inexcusable will be made by school officials on the basis of the State Board of Education Policy which states that absences from school may be excused for the following reasons:

Children may be temporarily excused from school:

- when personally ill and when attendance in school would endanger their health or the health of others;
- when in their immediate family there is a serious illness or death which would reasonably necessitate absence from school;
- on special and recognized holidays observed by their faith;
- when mandated by order of governmental agencies (Examples: pre-induction physical examination for service in the armed forces or a court order).

Children may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

Children who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited as present by the school in which they are enrolled for days missed from school for this purpose.

A student whose parent or legal guardian is in military service in the U. S. Armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

A foster care student who attends court proceedings relating to the student's foster care shall be counted as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

A student may be granted an excused absence not to exceed one day in order to register to vote.

Absences shall not penalize student grades if the following conditions are met:

- absences are justified and validated for excusable reasons;
- and makeup work for excused absences was completed satisfactorily.

**STUDENT ATTENDANCE POLICY**



Randolph County Elementary School will monitor student attendance daily. Codes of attendance used in the student records database (PowerSchool) will be consistent among schools to indicate excused absences, unexcused absences, excused tardiness, and early check-outs, in-school suspensions, and out-of-school suspensions. Excused absences shall be delineated by the reason of excuse.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy JBD. The school will make reasonable efforts to ensure receipt of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the middle and high schools, students will also receive this notice and provide a signature. At the elementary school, this notice will be given by all students who have reached age six (6) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

Parent(s) or guardian(s) will be limited to three (3) written excuses during the academic school year. After the fifth absence, parents(s) or guardian(s) will be given written notification stating a medical or legal documented excuse will be required in order for future absences to be excused by the Attendance Support Team (AST) Committee. The following will occur:

- Step I. Daily telephone contact will be attempted to parent(s)/guardian(s) on all absent students by the attendance clerk or other designated clerical staff.
- Step II. After two (2) excused and unexcused absences a letter will be mailed to parent(s)/guardian(s) by the attendance clerk or other designated clerical staff.
- Step III. After three (3) excused absences and unexcused a letter will be mailed to the parent(s) or guardian(s) by the attendance clerk or other designated clerical staff.
- Step IV. After five (5) excused and unexcused total absences:
  - 1. A certified letter with a return receipt will be mailed.
  - 2. A referral will be made to the School Counselor.Upon further investigation by the Counselor and AST Committee, need for an immediate referral to:
  - \* Juvenile Court for Truancy students ages ten (10) to sixteen (16).
  - \* Magistrate Court for parent(s)/guardian(s) of students ages six (6) to sixteen (16). A warrant for their arrest for failure to comply with compulsory attendance will be issued.
  - \*\* Legal Action can result at six (6) unexcused absences.
- Step V. ( *In most cases, Court referrals will occur at this point or at the next unexcused absence.*)  
Tardiness and Early Check-Outs:

Students will only be allowed a total of 10 unexcused tardies and /or check-outs within the academic school year. A student may only accumulate a total of (5) unexcused tardiness and/or early check-outs per semester.

The attendance clerk must record and report any student who is late to school or class as tardy. The school will make reasonable attempts to contact parents/guardians each time a student is tardy. Parents will receive a written notice when your child has 2 and 4 tardies. At the 6th unexcused tardy, within a semester, the school will make contact with outside agencies for support.

Date Adopted: 05/11/2010  
Last Revised: 12/15/2011

**Board Policy**  
**Descriptor Code: JC DAG**

**Bullying**

**BULLYING**

The Randolph County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated.

“Bullying” of a student by another student is prohibited in Randolph County Schools. This prohibition shall be included in the student code of conduct for all Randolph County Schools.

Students and parents of students shall be notified of the prohibition against bullying, and the penalties for violating the prohibition by:

1. Posting such information at each school; and
2. Including such information in student and parent handbooks.

**DEFINITION OF BULLYING**

As used in this policy, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

**REPORTING BULLYING**

Students are expected to immediately report incidents of bullying to the school principal or designee.

Any teacher or other school employee who has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal. A teacher or school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in such person’s name, at such person’s option, may report or otherwise provide information on bullying to the school’s principal.

Retaliation following a report of bullying is prohibited.

Each school shall develop a procedure for the school administration to promptly investigate in a timely manner and determine whether bullying has occurred.

**COUNSELING AND DISCIPLINARY ACTION**

Consequences for committing an offense of bullying shall be age appropriate and shall include, at a minimum, disciplinary action or counseling as appropriate under the circumstances.

Disciplinary action shall be taken after each incident of bullying. After the first incident of bullying, such disciplinary action may include but is not limited to the following:

1. loss of privilege;
2. reassignment of seats in the classroom, cafeteria, or school bus;
3. reassignment of classes;
4. detention;
5. in-school suspension;
6. out-of-school suspension;
7. assignment to an alternative school; or
8. expulsion.

If necessary, counseling and other interventions should be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Any student in grades six through twelve who has twice been found to have committed the offense of bullying within a single year, shall, upon being charged with committing the offense of bullying a third time be brought before the Randolph County Schools Disciplinary Tribunal. Upon a finding that a student has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

#### **PARENTAL NOTIFICATION**

If the school principal finds that a student has committed an offense of bullying or is a victim of bullying, that student's parent, guardian, or other person who has control or charge of the student, shall be notified of such bullying.

**Board Policy**  
**Descriptor Code: JCAC**

**Harassment**

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy GAAA/JAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

---

Randolph County Schools                      Date Adopted: 05/11/2010

| <b><u>Georgia Code</u></b> | <b><u>Description</u></b> |
|----------------------------|---------------------------|
| O.C.G.A. 45-01-0004        | Whistleblower             |

| <b><u>US Code</u></b> | <b><u>Description</u></b>                    |
|-----------------------|--|
| 42 USC 2000d          | 1964 Civil Rights Act                        |
| 42 USC 2000e-2        | Unlawful Employment Practices                |
| 20 USC 1681           | Title IX of the Education Amendments of 1972 |

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Descriptor Code:IFBG**  
**Internet Acceptable Use**

It is the belief of the Randolph County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process.

This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Randolph County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Randolph County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

A qualifying "technology protection measure" as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

1. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measures to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors;
  - e. Restrict minor's access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000; and
  - f. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services, behaviors that may constitute cyberbullying, and how to respond when subjected to cyberbullying.

The technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Randolph County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the acceptable use guidelines. Except where otherwise prohibited by applicable law, the district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Randolph County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to many inappropriate sites. However, it should not be assumed that users are completely prevented from accessing, sending, or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Randolph County Board of Education's acceptable use policy shall be subject to revocation of such privilege of access and potential disciplinary action.

#### **SPECIFIC PROVISIONS REGARDING E-MAIL**

Email accounts are provided to some employees and students for the period of time in which they are active in the school system. Unless required to be retained by some other applicable law, regulation, or policy, such email accounts will be removed and deleted when such employee or student is no longer active within the school system.

Randolph County School System has implemented technology systems that filter all incoming emails in an effort to detect SPAM (junk mail) and e-mail messages which may contain viruses, may be inappropriate for student viewing, or have other attributes that may compromise network security. E-mails containing certain types of files as attachments will be filtered out. The Randolph County Technology Department shall publish a general overview of the current email filtering system which shall be available at the request of any staff member with an active email account. Such general overview shall include a description of the current filtering protocols and guidelines for troubleshooting email related problems.

No email filtering system is perfect. Occasionally, emails which are not spam or otherwise inappropriate or dangerous will be filtered out of a user's email inbox. Because of the risk of unsolicited emails compromising network security, the Randolph County School System chooses to err on the side of caution in the implementation of its e-mail filtering program. To the extent practical, if a user experiences a problem with e-mail communication, that user should review the troubleshooting guidelines published by the Technology Department prior to contacting the department.

Date  
Adopted: 4/13/20  
Last Revised: 5/20/20

**Board Policy**  
**Descriptor Code:IFBGE**  
**Internet Safety**

**INTERNET SAFETY:**

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

**Definitions:**

Key terms are as defined in the Children's Internet Protection Act.

**Access to Inappropriate Material:**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These measures shall be overseen by the Superintendent or his or her designee.

Such blocking or filtering shall conform to the requirements of the Children's Internet Protection Act and all other applicable laws.

**Inappropriate Network Usage:**

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

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

**Supervision and Monitoring:**

To the extent practical, it shall be the responsibility of teachers and administrators to supervise and monitor usage of the online computer network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his or her designee.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)**

A parent or legal guardian has the right to:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.

4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part.
5. Obtain a copy of the policy adapted under Sec. 99.6.
6. From time to time students may be photographed, videotaped, or interviewed by the news media at school or at a school activity or event; unless you, as a parent/guardian, object in writing. You must notify the principal of your objection within 5 days after enrolling in school.

Additional information concerning this act may be found in the Randolph County Board of Education Policy Manual.

## **REQUIREMENTS OF ELEMENTARY AND SECONDARY ACT STATUTE**

In compliance with the requirements of the Elementary and Secondary Act Statute, parents may request information concerning the qualifications of their child's teacher(s) from the principal. The following information may be requested: (1) Certification held by the teacher; (2) College major/graduation certification or degree held by the teacher; and (3) Qualifications of the paraprofessional, if paraprofessional services are provided in the classroom. For more information on teacher certification, please refer to the Georgia Professional Standards Commission, which can be found at [www.gapsc.org](http://www.gapsc.org).

## **SECTION 504 PROCEDURAL SAFEGUARD NOTICE**

Any student, 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 does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found on the system's website or may be picked up at the central office or any of the school offices.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Section 504 coordinator at the following address:

Assistant Principal/Section-504 Coordinator  
214 North Highland Avenue  
Cuthbert, Georgia 39840, (229) 732-3794.

## **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) is the practice of providing high-quality instruction and intervention matched to a student's need, monitoring progress frequently to make decisions about change in instruction and goals, and applying the child's response data to important educational decisions. RTI is a preventive measure that addresses the needs of all students, with interventions that work while examining and improving instruction.

The model for RTI is multi-tiered. It involves a problem-solving approach, examines effective instruction and intervention and includes increasing levels of intensity, progress monitoring and data-based decisions. The RTI model that the state of Georgia has adopted is the Georgia Student Achievement Pyramid of Interventions, which currently has three (3) tiers.

The problem-solving approach occurs at each level of the pyramid. Effective implementation of instruction at each tier ensures success for the student. Diagnostic/progress monitoring guides the development of future instructional plans and outcomes for students. The success for all students requires integration of services from the instructional and student support services arena as well as parental support.

The intervention team uses approaches that offer a systematic process to successfully close the gap through which



students at risk have traditionally fallen. Educators work together to uncover the underlying reasons that a student might be experiencing academic or behavioral difficulties and to assemble and implement practical interventions to address the student's problems.

The RTI process emphasizes that early intervention for struggling students is a function of the general education program and not of special education. SST has a vital role in creating high achieving students with the following goals:

- 1) Enables teachers to teach more effectively.
- 2) Enables students to acquire academic and social competencies, achieve standards, become independent learners for life.
- 3) Create a collaborative culture among all staff.

### THE PROCESS:

The process begins when a teacher makes a request for assistance. This initial request is known as the Response to Intervention (RTI). The referring teacher clarifies the problem, collects needed data, and promptly schedules a team meeting. At this meeting, the team focuses on brainstorming, evaluating, and selecting high probability interventions and creating a Plan of Intervention for the student. An implementation period of a sufficient length of time follows (approximately 4-6 weeks) with support provided to the teacher to assist with interventions. The team monitors the intervention and reconvenes for a follow-up meeting to review the outcomes and determine next steps. The problem-solving process continues until the intervention(s) is successful or until a determination is made that a more in-depth evaluation for special services is required.

When it becomes apparent that a student is not responding to standard teaching or behavior management techniques, the classroom teachers implement different strategies with the assistance of colleagues and/or parents. If outcomes are still unsatisfactory, then a referral for SST is an appropriate next step. If the student is not making the desired changes, it may be necessary to make a referral to SST. The SST Team addresses classroom or student issues at the request of a teacher or school personnel. A supportive team from a broad range of school and community personnel including school psychologist, special education teacher, school counselor, administrator, mentor, and parents address five components of problem-solving in order to help the student to be successful: 1) review and clarification of the student's problem, 2) brainstorm possible interventions, 3) discuss and evaluate the interventions, 4) choose interventions, and 5) develop an action plan to monitor the student's progress over time. The Pyramid of Intervention is the continuum used to provide tiered instruction and interventions unique to each student.

\*Parental concerns about the RTI or SST processes should be addressed with the child's teacher in a collaborative effort to help students who struggle academically or behaviorally.



**School Parental Involvement Policy**  
**Randolph County Elementary School**  
**School Year 2023-2024**  
*Revision Date 05/24/2018*

In support of strengthening student academic achievement, Randolph County Elementary School (RCES) receives Title I, Part A funds and therefore must jointly develop with, agree with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Randolph County Elementary School agrees to implement the following requirements as outlined by Section 1118:

- 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 parental involvement policy and the joint development of the schoolwide program plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement 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

ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

- If the schoolwide program plan under Section 1114(b)(2) of the ESEA 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 parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement 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 1118 of the ESEA

**JOINTLY DEVELOPED**

Randolph County Elementary 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 regular

meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Annual Input meeting will be held to solicit from parents/families on how to spend the Title I set aside. A sign in sheet, agenda and minutes will be kept by the Title I Coordinator at RCES as evidence of meeting(s). Parents will also be notified about the opportunity to provide input regarding spending Title I Parent set aside via school website, letter to parent, and messenger phone system.

An annual review of the Title I program at RCES will be held in the fall of the year. This meeting will present the RCES Title I information to all parents/families. All parents will be invited to this meeting. A sign in sheet, agenda, and the minutes will be kept by the Title I Coordinator at RCES as evidence of meeting.

### **ANNUAL TITLE I MEETING**

Randolph County Elementary 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 parental involvement policy, the schoolwide plan, and the school-parent compact.

- RCES will utilize the Messenger phone system to call each parent/family to announce Title I meetings.
- RCES will utilize the RCES webpage to advertise the meeting dates, locations and times.
- RCES will utilize flyers sent home to parents/families of meeting dates, locations, and times.

### **COMMUNICATIONS**

Randolph County Elementary 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 parental involvement.
- 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.

All parents are invited to participate in Title I program input meeting and planning. RCES utilizes parent meetings, email, flyers, and our school website to invite all parents to participate in parent activities for the purpose of Title I program planning. Information about our Title I program, including our Title I Parent involvement policy, School Improvement Plan, and School Compact are published on our school website and are available in the front office and parent feedback and input is invited on these plans. Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules.

### **SCHOOL-PARENT COMPACT**

Randolph County Elementary 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.

- When developing the School-Parent Compact, parents are asked to participate in the needs analysis of RCES.
- Randolph County School System has developed a parent survey that is sent to all RCES parent/families in the spring. The results of this survey are used to develop the Title I plan for the next year.
- A parent meeting is held to present a draft of the School-Parent compact and input from parents is solicited at the parent input meeting.
- A sign in sheet, agenda and minutes will be kept by the Title I Coordinator at RCES as evidence of meeting(s).

**RESERVATION OF FUNDS**

Randolph County Elementary 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 percent of Title I, Part A funds reserved for parental involvement is spent by:

Reserving 1 percent from the total amount of Title I funds it receives in FY18 to carry out the parental involvement requirements listed in this policy and as described in Section 1118 of the ESEA. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

**COORDINATION OF SERVICES**

Randolph County Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs/activities in the school district and the Cuthbert Community.

**BUILDING CAPACITY OF PARENTS**

Randolph County Elementary School will build the parents’ capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The State’s academic content standards.
  - The State’s student academic achievement standards.
  - The State and local academic assessments including alternate assessments.
  - The requirements of Title I, Part A.
  - How to monitor their child’s progress.
  - How to work with educators.

The parental education/involvement activities scheduled (tentatively) for this coming year are events that have been successfully attended previously, in addition to some new opportunities: Title I Parent Night, Title I Planning Meetings, Open House, GA Milestone Nights, and workshops on teaching parents how to help children with homework and healthy learning environments.

Workshops will be held throughout the year for parents in conjunction with the school system.

Updates about student growth, achievement, and behavior are sent home to Parents in the middle and end of the nine weeks grading period (i.e. progress reports and report cards). Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules. Informational material, including developmental health, college/career, and study skill materials, are available in our counselor's offices.

### **BUILDING CAPACITY OF SCHOOL STAFF**

Randolph County Elementary School will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and the school by:

Providing professional learning sessions for teachers and staff on the importance of communicating with parents about positive behaviors and advancements in achievement, along with keeping parents informed when their students are struggling or having behavior difficulties.

Randolph County Elementary School will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by offering parent meetings more than once and at different times of the day to increase the involvement from parents.

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840  
(229) 732-3794 FAX (229) 732-6027

*Mrs. Heather Melton*  
Principal



*Mr. Alvin Williams*  
Assistant Principal

## **School Parent and Family Engagement Policy** **Randolph County Elementary School** *School Year 2023-2024* *Revision Date 07/30/2021*

In support of strengthening student academic achievement, **Randolph County Elementary 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, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**Randolph County Elementary 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 schoolwide 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 schoolwide 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**

**Randolph County Elementary 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 regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- *Annual Input meeting will be held to solicit from parents/families on how to spend the Title I set aside. A sign in sheet, agenda and minutes will be kept by the Title I Coordinator at RCES as evidence of meeting(s). Parents will also be notified about the opportunity to provide input regarding spending Title I Parent set aside via school website, letter to parent, and messenger phone system.*
- *An annual review of the Title I program at RCES will be held in the fall of the year. This meeting will present the RCES Title I information to all parents/families. All parents will be invited to this meeting. A sign in sheet, agenda, and minutes will be kept by the Title I Coordinator at RCES as evidence of meeting.*

## **ANNUAL TITLE I MEETING**

**Randolph County Elementary 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.

- *RCES will utilize the Messenger phone system to call each parent/family to announce Title I meetings.*
- *RCES will utilize the RCES webpage to advertise the meeting dates, locations and times.*
- *RCES will utilize flyers sent home to parents/families of meeting dates, locations, and times.*

- *RCES will utilize the school marquee to advertise the meeting dates, locations, and times.*

## **COMMUNICATIONS**

**Randolph County Elementary 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:

*All parents are invited to participate in Title I program input meeting and planning. RCES utilizes parent meetings, email, flyers, and our school website to invite all parents to participate in parent activities for the purpose of Title I program planning. Information about our Title I program, including our Title I Parent and Family Engagement policy, School Improvement Plan, and School-Parent Compact are published on our school website and are available in the front office and parent feedback and input is invited on these plans.*

*Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules.*

## **SCHOOL-PARENT COMPACT**

**Randolph County Elementary 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.

- *When developing the School-Parent Compact, parents are asked to participate in the needs analysis of RCES.*
- *Randolph County School System has developed a parent survey that is sent to all RCES parent/families in the spring. The results of this survey are used to develop the Title I plan for the next year.*
- *A parent meeting is held to present a draft of the School-Parent Compact and input from parents is solicited at the parent input meeting.*
- *A sign in sheet, agenda and minutes will be kept by the Title I Director at RCES as evidence of meeting(s).*



## RESERVATION OF FUNDS

**Randolph County Elementary 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 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*Reserving 1 percent from the total amount of Title I funds it receives in FY22 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parent and family engagement budget that addresses their needs assessment and parent recommendations.*

## COORDINATION OF SERVICES

**Randolph County Elementary 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:

*Offering programs and referring struggling students to the programs to provide additional support for children after school and through the summer.*

## BUILDING CAPACITY OF PARENTS

**Randolph County Elementary 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 through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress

- How to work with educators to improve the achievement of their child

*The parent and family engagement activities scheduled (tentatively) for this coming year are events that have been successfully attended previously, in addition to some new opportunities. Title I Parent Night, Title I Planning Meetings, Open House, GA Milestone Nights, and workshops on teaching parents how to help children with homework and healthy learning environments.*

*Workshops will be held throughout the year for parents in conjunction with the school system.*

*Updates about student growth, achievement, and behavior are sent home to Parents in the middle and end of the nine weeks grading period (ie. progress reports and report cards). Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules. Informational material, including developmental health, college/career, and study skill materials, are available in our counselor's offices.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Randolph County Elementary School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of 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 by:

*Providing professional learning sessions for teachers and staff on the importance of communicating with parents about positive behaviors and advancements in achievement, along with keeping parents informed when their students are struggling or having behavior difficulties.*

**Randolph County Elementary 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 the involvement from parents.*

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840  
(229) 732-3794 FAX (229) 732-6027

*Mrs. Heather Melton*  
Principal



*Mr. Alvin Williams*  
Assistant Principal

## SCHOOL – PARENT COMPACT 2023-2024

Revised July 30, 2019

### **WHAT IS A SCHOOL – PARENT COMPACT?**

The school – parent compact is a written agreement between teachers and parents and provides an opportunity to create new partnerships in your school community. It is a document that explains what families and schools can do to help children reach high academic standards of excellence.

### **JOINTLY DEVELOPED**

During the revision of this document, meetings were held with teachers, students and parents in the spring of 2018. The parent input meeting was held in the spring of 2018. All parents will have an opportunity to give input on the revision of this document. There was a two-week input opportunity given to parents before this revised document was sent home.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for students' academic achievement.

### **DISTRICT GOALS:**

“Building Our Future” is the key to realizing our goals by 2023;

- The percentage of students scoring at Proficient Learners or above on the Georgia Milestones (GAMS) English Language Arts End of Grade Assessment will increase by three percentage points.
- The percentage of students scoring at Developing Learning or above on the Georgia Milestones (GAMS) Mathematics End of Grade Assessment will increase by three percentage points.

### **SCHOOL GOALS:**

- RCES will increase the percentage of students reading on grade level by three percentage points as measured by Lexile scores on the Georgia Milestones (GAMS) ELA End of Grade Assessment.
  - Focus on reading comprehension strategies including inferencing, citing evidence, using context clues, etc.
- RCES will increase the percentage of students scoring at Developing Learner or above by three percentage points as measured by the Georgia Milestones (GAMS) Mathematics End of Grade Assessment.
  - Focusing on MATH fluency, reasoning, and geometry.

### **TEACHER RESPONSIBILITIES:**

- Have high expectations and standards for all students and believe that they will reach them.
- Provide parents with frequent reports on their child's progress.
- Maintain a classroom environment that is conducive to learning.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.

- Maintain open lines of communication with the students and his/her families through parent teacher conferences.
- Demonstrate professional behavior and a positive attitude in all settings.

**PARENTS RESPONSIBILITIES:**

- Make certain that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child’s teachers.
- Support the school in developing positive behavior.
- Talk with my child about his/her school activities daily.
- Encourage my child to read at home and monitor his/her TV viewing.
- Show respect and support my child, the teacher, administration, and the school.
- Volunteer my time at my child’s school as an active parent.

**STUDENT RESPONSIBILITIES:**

- Read books and the newspaper on a daily basis by using reading comprehension strategies.
- Practice math fluency with a family member.
- Set goals and develop strategies to achieve them.

**COMMUNICATION ABOUT STUDENT LEARNING:**

Randolph County Elementary 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:

- Teacher websites
- Parent – Teacher Conferences
- Weekly folders
- Emails to parents on students’ progress
- Phone calls
- Home access

**ACTIVITIES TO BUILD PARTNERSHIPS:**

Randolph County Elementary School offers ongoing events and programs to build partnerships with families:

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840  
(229) 732-3794 FAX (229) 732-6027

Mrs. Heather Melton  
Principal



Mr. Alvin M. Williams  
Assistant Principal

## ACKNOWLEDGEMENT OF REVIEW OF SCHOOL POLICIES AND PROCEDURES

As the parent or guardian of the students listed below, I have studied and reviewed the following school policies and procedures in the Parent/Student Handbook for 2023-2024:

- 504 Procedural Safeguards
- Afternoon and Early Pickup
- Attendance
- Bus Passes
- Discipline Policy
- Dress Code
- Internet Access
- Parent and Family Engagement Policy
- Parents Right to Know
- Promotion/Retention
- School Hours
- School Safety Law
- School-Parent Compact.

With my signature below, I am saying that I am aware of the rules and regulations at my child's school.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_  
Print Name

Parent/Guardian \_\_\_\_\_  
Print Name

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Signature

---

### Corporal Punishment Consent

I give the Principal/Assistant Principal/Designee permission to administer corporal punishment (paddling) on my child, \_\_\_\_\_ in lieu of being removed from  
(Student's Name)  
the class and assigned suspension (when applicable, as stated in the Discipline Policy and Procedures).

\_\_\_\_\_  
Parent/Guardian Signature Date