

**Sumter County  
Elementary School**

**2023-2024**

**Parent-Student Handbook**



**(Striving To Achieve Results)**

**Ms. Teira Wallace, Principal  
Dr. Brooks Robinson, Assistant Principal**

**438 Bumphead Road  
Americus, Georgia 31719  
(229) 924-7835 / FAX (229) 924-8831  
[www.sces.sumterschools.org](http://www.sces.sumterschools.org)**

# TABLE OF CONTENTS

System Calendar-----	6
Principal's Greeting-----	7
Mission Statement-----	8
Vision Statement-----	8
Daily Schedule-----	8

## **Section I: Curriculum and Instruction** 9

Accreditation-----	9
Computer Use-----	9
Curriculum-----	10
Dates to Remember-----	11
~Progress Report-----	11
~Report Card-----	11
~Early Release/Parent-Teacher Conferences-----	11
Evaluation-----	11
Field Trips-----	11
Gifted Education-----	11
Think First & Stay Safe-----	12
Grading-----	12
Highly Qualified Teachers-----	12
Make-Up Work-----	13
Media Center-----	13
Non-Instructional Activities-----	13
Notation of FLP and Schools Identified as Priority/Focus-----	14
Physical Education-----	15
Promotion/Placement/Retention-----	15
Special Education-----	16
Textbooks and Instructional Materials-----	16

## **Section II: Parent Involvement** 16

Classroom Visitation-----	16
Communication Couriers-----	16
Grading Scale-----	17
Homework-----	17
Parent Involvement Policy-----	17
Parent Portal-----	17
Parent Resource Center-----	17
Parent-Teacher Conferences-----	17
Parent-Teacher Organization (PTO)-----	18
Report Cards-----	18
Right to Know Letter-----	18
School Choice-----	19

School Council-----	19
School-Parent Compact-----	19
Shout Point/Infinite Campus Messenger-----	20
Video/Audio Taping and Photographs-----	20
Volunteers-----	20

**Section III: Student Services** 20

After School Time Enrichment Program (ASTEP)-----	20
Counseling-----	20
Hearing and Vision Screenings-----	21
Hospital Homebound-----	21
Nutrition Program-----	21
Response to Intervention (RTI)-----	21
School Resource Officer (SRO)-----	21
Student Acceptable Use Guidelines-----	22
Student Internet Acceptable Use Policy-----	24
Student Support Team (SST)-----	24
504 Plan-----	24

**Section IV: Policies and Procedures** 25

Admission to School-----	25
Afternoon Dismissal Procedures-----	25
Attendance (Absences and Excuses)-----	27
Attendance Law-----	27
Belongings-----	28
Book Bags-----	28
Buses-----	28
Car Rider Procedures-----	28
Cell Phones-----	28
Checkout Procedures-----	28
Child Abuse Law-----	29
Closing of Schools-----	29
Contagious Diseases-----	29
Deliveries (Flowers, Gifts, Etc.)-----	29
Disaster Drills-----	29
Electronic Devices-----	29
Identification (ID) Badges-----	30
Illness/Accidents-----	30
Immunizations-----	30
Medication/Nurse-----	31
Morning Procedures-----	31
Pledge-----	31
Returned Checks-----	32
School Hours-----	32
School Insurance-----	32

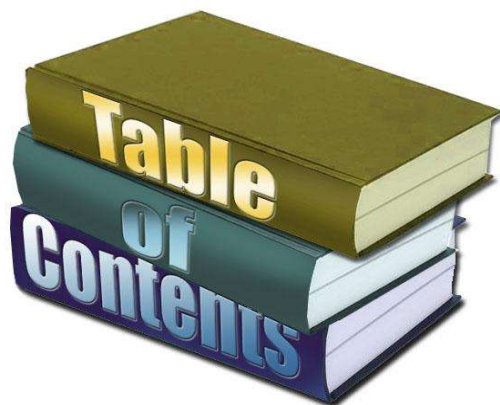
Seclusion and Restraint-----	32
Student Surveys-----	32
Student Dress Code-----	33
Tardies-----	35
Transportation Changes-----	35
Visitors-----	35
Waste, Fraud, and Abuse-----	35
Withdrawals-----	37

**Section V: Student Code of Conduct** 37

SCS Student Behavior Code-----	37
Authority of the Principal-----	38
Authority of the Teacher-----	38
Progressive Discipline Procedures-----	38
Definitions of Types of Discipline/Terms-----	40

- Assault
- Battery
- Bullying
- Chronic Disciplinary Problem
- Corporal Punishment
- Detention
- Disciplinary Tribunal
- Dress Code
- Drugs
- Expulsion
- Extortion
- Fighting
- Firearm
- Fireworks
- Gambling
- Long-Term Suspension
- Out of Class Suspension
- Physical Violence
- Placement Review Committee
- Possession
- Probation
- School Authorities
- School Bus Suspension
- School Safety Zone
- Short-Term Suspension
- Suspension
- Theft
- Under the Influence
- Waiver
- Weapons

Violations Index-----	43
Offenses and Consequences-----	44
SCS Transportation Manual (Safe Student Riding Instructions)-----	65
School Bus Discipline Policy-----	68
Search and Seizure-----	70
Disciplinary Jurisdiction Over Student Conduct-----	71
Investigation of Misconduct-----	71
<b>Section VI: Appendix A</b>	<b>72</b>
Coverage-----	72
Treatment-----	72
Health Education-----	72
Physical Education-----	73
Athletics-----	73
Organizations-----	73
Counseling Materials-----	73
Employment-----	73
Student Records-----	73
Research-----	75
Compliance-----	75
Grievances-----	75
Public Notice-----	75
Discriminatory Disclosure-----	76
<b>Appendix B</b>	<b>77</b>
Sumter County Federal Programs Complaint Procedures-----	77
Behavior Expectations Matrix -----	81
Cell Phone Policy-----	82
Promotion and Retention Policy-----	83
Student Internet Acceptable Use Policy-----	89
Student Internet Acceptable Use Policy Agreement ( <b>Sign &amp; Return</b> )-----	90
Image Release Form ( <b>Sign &amp; Return</b> )-----	91
Affirmation of Knowledge ( <b>Sign &amp; Return</b> )-----	92





## Sumter County Schools 2023-2024 System Calendar

July 31- August 1-4, 2023	Pre-Planning
August 3, 2023	Open House
August 7, 2023	1st Day of School
<b>September 4, 2023</b>	<b>Labor Day Holiday</b>
September 6, 2023	Progress Reports
September 15, 2023	Early Release/Parent Conferences
October 9, 2023	End of 1st Nine Weeks
October 11, 2023	Report Cards
October 12, 2023	Early Release/ Curriculum Planning
<b>October 13, 2023</b>	<b>Fall Break</b>
November 15, 2023	Progress Reports
November 17, 2023	Early Release/Professional Learning
<b>November 20-24, 2023</b>	<b>Thanksgiving Break</b>
December 19, 2023	Early Release/ Teacher Workday/
	End of 2nd Nine Weeks
December 20, 2023	Teacher Workday
<b>December 21, 2023-January 3, 2024</b>	<b>Winter Break</b>
January 4, 2024	Teachers Return/Curriculum Planning
January 5, 2024	Curriculum Planning
January 8, 2024	Students Return
<b>January 15, 2024</b>	<b>Dr. Martin Luther King, Jr. Holiday</b>
January 17, 2024	Report Cards
February 7, 2024	Progress Reports
February 16, 2024	Early Release/Parent Conferences
<b>February 19, 2024</b>	<b>Mid-Winter Break/President's Day</b>
March 12, 2024	End of 3rd Nine Weeks
March 13, 2024	Report Cards
March 28, 2024	Early Release/ Curriculum Planning
<b>March 29, 2024</b>	<b>Mid-Spring Break</b>
<b>April 1-5, 2024</b>	<b>Spring Break</b>
April 24, 2024	Progress Reports
May 22, 2024	Last Day of School/Report Cards K-8
	End of 4th Nine Weeks/Early Release/
	Teacher Workday
May 23, 2024	Post Planning/SCHS Baccalaureate
May 24, 2024	Post Planning/SCHS Graduation
<b>May 27, 2024</b>	<b>Memorial Day</b>
May 30, 2024	Report Cards (Grades 9-12)

Approved 4/13/2023



## MISSION STATEMENT

The mission of Sumter County Elementary School is to promote a lifelong love of learning and to provide a learning environment that will help all students develop intellectually, socially, morally, emotionally, and physically to their fullest potential.

## VISION STATEMENT

The vision of Sumter County Elementary School is that of promoting self-sufficient students that will graduate college and career-ready.

## DAILY SCHEDULE

7:15 a.m. - 7:40 a.m.	Students Arrive, Eat Breakfast, & Complete Morning Work
7:40 a.m.	Tardy Bell
7:40 a.m. - 2:40 p.m.	Daily Instruction (Reading, Math, Language Arts, Writing, Science, & Social Studies)
2:35 p.m.	Early Bus Dismissal
2:43 p.m.	Regular Bus Dismissal & Car Riders Transition
2:50 p.m.	Car Riders Dismissed

\*Connections—50 mins    \*Recess—15 mins    \*Lunch—30 mins





# **Section I: Curriculum & Instruction**

## **ACCREDITATION**

All Sumter County Schools are accredited "with quality" by the Southern Association of Colleges and Schools and by the Georgia Accrediting Commission.

## **COMPUTER USE**

### **Appropriate Use Policy of Sumter County Schools Computers and Network Resources**

It is the belief of the Sumter County Board of Education that the use of technology for the purpose of information acquisition and retrieval 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 Sumter 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 Sumter 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:

1. 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
2. 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 measure 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 communications;
  - 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; and
  - e. Restrict minors' 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.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Sumter 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 district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Email accounts are provided to teachers and students as long as they are active in the school system. They will be deleted when their status changes.

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 Sumter County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Sumter County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action. Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

## **CURRICULUM**

Sumter County Elementary School is aligned to the Georgia Standards of Excellence (GSE) for English Language Arts and Math. The GSE provides a consistent framework to prepare students for success in college and/or the 21st century workplace. These standards represent a common sense next step from the Georgia Performance Standards. Specific objectives are taught each nine-week grading period and are reviewed throughout the year.

Students in second and third grade are taught with the Fountas & Pinnell Benchmark Assessment System. Students receive up to 150 minutes daily in reading instruction. Various supplemental and intervention materials are incorporated to help students excel in reading.

The GSE for math are taught using Ready Classroom Math Units. A variety of supplemental and intervention materials are used to increase student understanding of essential math concepts.

Science, social studies, and health objectives are taught through content area reading, thematic units, and class projects. Books, classroom libraries, and Media Center materials are used to teach these essential objectives. Field trips, classroom guests, and teacher directed computer activities expose children to information about science, social studies, and health.

## **DATES TO REMEMBER**

### Progress Report

Sept. 6, 2023

Nov. 15, 2023

Feb. 7, 2024

April 24, 2024

### Report Card

Oct. 11, 2023

Jan. 17, 2024

Mar. 13, 2024

May 22, 2024

### Early Release

**\*Sept. 15, 2023**

Oct. 12, 2023

Nov. 17, 2023

Dec. 19, 2023

**\*Feb. 16, 2024**

Mar. 28, 2024

May 22, 2024

**\*Parent-Teacher Conference Day**

## **EVALUATION**

A variety of assessments are used to measure student achievement and program effectiveness. State administered tests include Norm Referenced Tests and the Georgia Milestones. Other types of assessments are also used to measure individual and group progress throughout the school year.

## **FIELD TRIPS**

Teachers plan various field trips throughout the year. Students must have written parental/guardian permission to go on these trips. Students who do not bring signed permission forms will remain at school with regular assignments. Students may not be allowed to go on field trips if their behavior does not warrant their participation. Only actively enrolled students may go on field trips because of insurance and safety reasons. Parents are encouraged to be chaperones and must pay for a school lunch in advance of the trip or provide their own lunches. Ask your child's teacher for details.

## **GIFTED EDUCATION**

In seeking to provide services for students who have the potential for exceptional academic achievement, the Sumter County School System offers a gifted education program. Students may be nominated to be tested for gifted education services by teachers, parents or guardians, peers, counselors, administrators, self, or others with knowledge of the student's abilities. Students are automatically referred for testing when reviews of achievement test results indicate they have obtained required scores. Students are referred for further testing if they have transferred from an out-of-state school system in which they were enrolled in a gifted education program. Transfer students receiving gifted education services in other Georgia public school systems are eligible for services in Sumter County School upon receipt of documentation of eligibility.

Students can be referred but only become eligible for services by meeting criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability scores and achievement test scores, although evaluation data must be collected on the student in all four areas. The Sumter County Gifted Committee generally meets in October and again in March to determine if nominated students will be referred for testing or tested for gifted. If you wish to learn more about this program, contact the principal or gifted education teacher at the school. Students at Sumter County Elementary School are provided with direct gifted services through a combination of resource classroom time and cluster grouping for a minimum of five contact hours with the Gifted Education Specialist.

## THINK FIRST AND STAY SAFE CURRICULUM

Think First and Stay Safe Curriculum is a research-based body safety and violence prevention program taught in grades 2-3. The curriculum includes information and discussions about child abuse, sexual abuse, sexual harassment, bullying of all types, internet safety, stranger danger rules, bystander responsibilities and answers to questions about substance abuse. **Parents reserve the right to deny this opportunity to their child by informing the school principal in writing.** Please feel free to contact the counselor or principal if you wish to preview materials, review objectives, or obtain more detailed information.

## GRADING

Students' grades are based upon daily work as well as formal assessments. Graded work will be sent home in the weekly Communication Courier and reported during mid-term (Progress Report) and at the end of each nine weeks (Report Card).

## HIGHLY QUALIFIED TEACHERS

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.



## **MAKE-UP WORK**

Students shall be permitted to make up work when absences are excused. Work missed due to unexcused absences may be made up at the discretion of the principal or his or her designee. After five (5) days, no excuse is valid. Work missed due to out of school suspensions may not be made up. All make-up work must be completed within five (5) days of the student's return to school.

## **MEDIA CENTER**

The Media Center is open during the regular school day and immediately before and after school, as well as during lunch hours. Each school welcomes students to the Media Center.

In order to operate in the most effective way to benefit our children, the following procedures have been established:

1. Students will be held accountable for the book they check out.
2. There will be a charge for damaged (beyond use) and lost books.
3. Negligence and/or abuse will be addressed by building administrators.
4. Fees for damaged barcode labels will be \$1.00.
5. All financial obligations to the school should be met prior to the end of the school term.

Please help your child understand that he/she is responsible for the book that he/she checks out. You might encourage him/her to leave the book in his/her book bag while on the bus. You might encourage your child not to loan his/her book to other children.

## **NON-INSTRUCTIONAL ACTIVITIES**

School administrators may use a maximum of three instructional days per year to schedule non-instructional activities.

### **Note:**

1. The three days provided for administrative, non-instructional activities are not included in the 10 days allowed under Georgia State Board Policy IED for student absence.
2. No one class period may be missed for school sponsored activities more than 13 times during the 180-day school year (10 maximum for school-sponsored non-instructional activity and three days maximum for administrative non-instructional activity).

The Board may permit additional absences for school-sponsored, non-instructional activities on an individual student basis. In accordance with state policy, the Board will not grant exceptions for groups, clubs, or teams. When considering a request for exception, the Board will require (1) the complete absence record of the student, (2) the written permission of the student's parent(s) indicating an understanding of the absence policy, and (3) the recommendation of the school principal. The student's name and non-instructional activity will be recorded in the Board Minutes.

## NOTATION OF FLEXIBLE LEARNING PROGRAM AND SCHOOLS IDENTIFIED AS PRIORITY/FOCUS

In November, 2011, the Georgia Department of Education (GaDOE) submitted to the U. S. Department of Education (US ED) an application requesting flexibility through waivers of ten Elementary and Secondary Education Act of 1965 (ESEA) requirements and their associated, regulatory, administrative and reporting requirements. One of the ten requested waivers directly affected Supplemental Educational Services (SES).

For those Title I schools that were required to offer supplemental educational services (SES) due to a school improvement status, the waiver allows those Title I schools to no longer be required to offer SES under ESEA but rather offer a Flexible Learning Program (FLP) to provide eligible students academic intervention services designed by the LEA.

The Flexible Learning Program (FLP) is an alternative supplemental academic intervention that is required for Priority and Focus Schools. Title I Alert Schools may implement an alternative supplemental academic intervention FLP plan if the LEA chooses to do so. FLP allows local educational agencies (LEAs) greater flexibility in designing an extended learning program tailored to meet the needs of the school to serve students requiring additional academic intervention. FLP delivery modes may include tutoring, remediation and other educational interventions designed to increase the academic achievement of students in low-performing schools. Supplemental FLP services may be provided during the school day using extended learning time or before/after school, on Saturdays, during intercessions, or during the summer.

Students from low-income families attending Title I Priority and Focus Schools are eligible to receive FLP services. Local educational agencies (LEAs) are required to submit an FLP plan. All FLP interventions must be conducted for a period of three years in the LEA's Title I Priority and Focus Schools.

Priority Schools are those schools that rank among the lowest five percent of Title I schools in the State based on the achievement of the All Students group in terms of proficiency on the statewide assessments and have demonstrated lack of progress on those assessments over a number of years in the All Student groups (graduation rate less than 60 percent, Tier I or Tier II schools under the School Improvement Grants (SIG) program that are using SIG funds to implement a school intervention model.

Focus Schools are Title I-participating high schools with a graduation rate less than 60 percent over two years; or a Title I school that has the largest within-school gaps between the highest-achieving subgroup or subgroups and the lowest-achieving subgroup or subgroups or, at the high school level, has the largest within-school gaps in graduation rates ("within-school-gaps" Focus School).

Title I Alert Schools are Title I schools that fall into one of the following disaggregated subgroups or subject performance on statewide assessments and graduation rate (graduation alert, subgroup alert and/or subject alert).

## **PHYSICAL EDUCATION**

The physical education program is designed to enhance the development of skills, attitudes, and behaviors necessary to participate in physical activities. Students participate in fitness experiences, modified team sports, basic skills, games, and movement activities. All students are required to participate in physical education activities. Students who are excused from activities for an extended period of time (more than five days) should have a medical doctor's statement to justify this exemption.

## **PROMOTION/PLACEMENT/RETENTION**

**\*\*See Complete Promotion and Retention Policy in Appendix B.\*\***

It is the policy of the Sumter County Board of Education that placement or promotion of a student into a grade, class, or program be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement. The Board further requires that each principal shall annually notify parents or guardians that the promotion, placement or retention of a student will be based on the academic achievement of the student and criteria established by the Sumter County Board of Education.

### **GRADES 2 - 3**

A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

All of the following must be considered for a student to be promoted to the next grade:

1. A student in grades 2 - 3 must achieve 70 or above in reading, language arts, and math courses.
2. Attendance/Tardies - A student in grades 2 - 3 must not be absent more than 15 days in a school year. If a pupil is absent more than 15 days, he/she shall be retained.
3. The retention decision may be appealed to the principal within 10 working days.

B. Should a student be recommended for retention in grades 2-3, then:

1. The student's parent(s)/guardian(s) shall be notified of the retention decision.
2. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.
3. To override the recommendation to retain the student requires unanimous support of the placement committee.
4. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.

## **SPECIAL EDUCATION**

The Sumter County School System provides special education programs for students eligible for services. Information regarding special education programs may be obtained from the school principal and/or central office.

\*Special Education students shall meet criteria for promotion or placement as established in their Individualized Education Plan (IEP). The IEP committee shall serve as the placement committee for these students.

## **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and other instructional materials are furnished free of charge to all students. We expect all books to be handled properly by the students to avoid unnecessary damage. If a textbook or library book is lost or damaged, a fee will be charged. All financial obligations should be met prior to the end of the school term.

## **Section II: Parent Involvement**

### **CLASSROOM VISITATION**

Parent involvement is encouraged; however, visitation to classrooms will be limited to non-instructional time. For protection of the children, all parents and visitors are required to report directly to the office.

### **COMMUNICATION COURIERS**

Each Wednesday, your child's teacher will send home a folder with your child's work. This folder will also contain messages from the teacher and the school office. It is very important that you check your child's folder. This will keep you aware of your child's progress in class as well as important "happenings" at school.





## GRADING SCALE

The grading scale reflects each student's academic performance. The grades are based upon daily work as well as formal evaluations.

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

## HOMEWORK

Each grade level and each teacher has a homework plan. Please check with your child's teacher for the specifics. Homework is necessary so that students have ample opportunities to practice the skills presented at school each day. It is also important because it allows parents and children "together time" each day. Generally, children have homework assignments Mondays through Thursdays. **\* EVERY night, read to or with your child for 15-20 minutes.**

## PARENT INVOLVEMENT POLICY

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Sumter County Elementary School encourages involvement of parents through many planned activities throughout the year.

## PARENT PORTAL

Campus Portal (Parent Portal) is our tool for parents and students to access instant, online, timely and secure student information: class schedule, assignments, attendance, discipline, course registrations for next year, report cards, and transcripts. Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use.

## PARENT RESOURCE CENTER

Sumter County Elementary School has a Parent Resource Center located in Room 504 and the Media Center. The Parent Resource Center is open to all parents Monday-Friday from 7:45-3:45. There are many things there (pamphlets, handouts, brochures, books, games, and manipulatives) that may help you meet the academic needs of your child. For more information, contact our school counselor at (229) 924-7835.

## PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Parents will be asked to attend conferences throughout the school year. Scheduled Early Release/Parent-Teacher Conference days are: September 15, 2023, and February 16, 2024. **Teachers are available for conferences, by appointment, during planning time, and after school.**

## **PARENT TEACHER ORGANIZATION (P.T.O)**

A school Parent/Teacher Organization (PTO) is organized each year. We encourage all parents to take an active part in this organization.

### **REPORT CARDS**

Report cards are sent home every nine weeks to inform parents of their child's progress. To keep parents informed throughout the nine weeks, a Progress Report is sent home in the middle of the grading period.

### **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Date: 7/1/2023

Dear Parents,

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the school principal, Ms. Teira Wallace at (229) 924-7835.

Sincerely,

*Ms. Teira Wallace*

Ms. Teira L. Wallace  
Principal

### **Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales**

Fecha: 7/1/2023

Estimados padres:

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

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

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con school principal, Ms. Teira Wallace al (229) 924-7835.

Saludos cordiales,

*Ms. Teira Wallace*

Ms. Teira L. Wallace  
Principal

## **SCHOOL CHOICE**

### **Public School Choice/Intradistrict School Choice**

As of June 30, 2012, there will no longer be a Public School Choice transfer option under the Elementary and Secondary Education Act of 1965 (ESEA) as reauthorized under the No Child Left Behind Act of 2001 (NCLB), and local educational agencies (LEAs) will no longer be required to implement Choice or pay for Choice transportation as implemented under the ESEA.

In November 2011, the Georgia Department of Education (GaDOE), submitted to the United States Department of Education (USED), a flexibility waiver requesting flexibility through ten ESEA requirements and their associated, regulatory, administrative and reporting requirements. Ones of the ten requested waivers directly affect the Public School Choice transportation under ESEA.

Any student that has previously transferred to another school by exercising the ESEA Choice must be allowed to attend that school until they complete the school's highest grade; however, the LEA is no longer required to pay for the students' transportation cost during the duration of the student's attendance at their current CHOICE school. The LEA may continue to pay for CHOICE transportation for students, **only if the LEA chooses to do so.**

However, parents will still have the Choice transfer option under House Bill 251: The Quality Basic Education Act; Intra-District School Choice. House Bill 251 allows parents of students enrolled in a public elementary or secondary school to enroll in a school other than the assigned school that is located within the school district, if classroom space is available after the assigned students of that district have been enrolled. Under House Bill 251, transportation will not be paid for by the district. The parent shall assume the responsibility and cost of transportation of the student to and from the school.

If you have any questions, please contact Gayla Braziel, Federal Programs Director at 229-931-8525 or [gbraziel@sumterschools.org](mailto:gbraziel@sumterschools.org).

## **SCHOOL COUNCIL**

The Sumter County Board of Education, recognizing the need to improve communication and to improve parent involvement in the schools, thus establishes local school councils as advisory bodies. It shall be the responsibility of local councils to provide advice and recommendations to the school principal and, where appropriate, to the board.

## **SCHOOL-PARENT COMPACT**

The School-Parent Compact is a document that outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement.

## **SHOUTPOINT/INFINITE CAMPUS MESSENGER**

The Shout Point Telephone system is our automated student/parent/staff information center. Parents can be notified of: absences, homework assignments, schedule of school events, invitation to meetings, cancellations of school, and report card announcements. Parents and students can instantly access information from any touch-tone phone. Messages for individual staff members can also be left on voice mail.

## **VIDEO/AUDIO TAPING AND PHOTOGRAPHS**

Your child may be photographed, audio taped, or videotaped for instructional or public relations purposes. **If you do not wish for your child to be audio taped, videotaped, or photographed, please notify the school in writing.**

## **VOLUNTEERS**

An active group of parents and community volunteers are needed at the elementary school to assist students and teachers with various activities. Please contact the principal if you wish to volunteer your services to the school. A member of the volunteer committee may contact you to help in our school.

## **SECTION III: STUDENT SERVICES**

### **AFTER SCHOOL TIME ENRICHMENT PROGRAM (ASTEP)**

Sumter County Schools provides an After School Time Enrichment Program (ASTEP) at the primary, elementary, and middle schools. Hours of operation are from the time of school dismissal until 6:00 P.M. Minimum tuition will be charged. These are fee-based programs unless grant monies are available to provide scholarships. Parents who are interested in these services may contact the ASTEP Program Director at 931-8576 or via email at [nmerritt@sumterschools.org](mailto:nmerritt@sumterschools.org).

## **COUNSELING**

A full-time counselor will provide counseling services at the school. The program is designed to help students build a personal sense of responsibility for their behavior and achievement in the classroom. The counselor will also work with parents, teachers, and administrators as a resource person, coordinator, and consultant.

## **HEARING AND VISION SCREENINGS**

Students attending Sumter County Schools in grades 2, 4, 6, and 9 will receive hearing and vision screenings administered by certified personnel. Parents will be notified if screenings indicate a need for further evaluation. Further evaluations are the responsibility of the parent. Parents should notify the school in writing if they do not wish for their child to participate.

## **HOSPITAL HOMEBOUND**

A hospital homebound program is available for students who are unable to attend school for 10 consecutive days or more due to serious injuries or health reasons. More information is available in the school office.

## **NUTRITION PROGRAM**

All students are served breakfast and lunch free of charge. It is permissible for students to bring their lunches; however, they are encouraged to eat school meals. If your child has food allergies, including milk, please stop by the office to receive the SCS medical form to take to your child's doctor. Once the form is returned, a copy will be given to the nutrition manager and one will be placed in your child's permanent record folder. It is assumed that a child can drink milk unless the medical form is presented. **NO SOFT DRINK CONTAINERS ARE ALLOWED.** For sanitary considerations, the Georgia State School Food Service prohibits the students from sharing food in the cafeteria.

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

Response to Intervention (RTI) is a practice of academic and/or behavioral interventions designed to provide early, effective assistance to underperforming students. Research-based interventions are implemented and frequent progress monitoring is conducted to assess student response and progress. The student's response is used as feedback to more accurately target interventions. When students do not make progress, increasingly more individualized interventions are introduced.

## **SCHOOL RESOURCE OFFICER (SRO)**

The Sumter County School District is fortunate to have School Resource Officers assisting with school safety. The officer's role is to teach the children a variety of safety measures including bicycle safety, bus safety, water safety, and stranger danger. The main goal of the program is to teach students that law enforcement officers are here to help.

## STUDENT ACCEPTABLE USE GUIDELINES

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

### Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are:  
Damaging to another person's reputation, Abusive, Obscene, Sexually oriented, Threatening or demeaning to another person, Contrary to the school's policy on harassment, Harassing, or Illegal
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.

- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision.

## **STUDENT INTERNET ACCEPTABLE USE POLICY**

\* Please see Appendix B for our Student Internet Acceptable Use Policy.

## **STUDENT SUPPORT TEAM (SST)**

Each school in the Sumter County School System has a Student Support Team (SST), which includes school staff who can provide information and support for students needing help academically, behaviorally, or socially. The purpose of the SST is to improve the delivery of instructional services to students experiencing problems of an academic, behavioral, or social nature in school and to serve as a resource for teachers and other educators in the delivery of these services. The SST may be made up of teachers, administrators, parents, special education teachers, counselors, school psychometrists, specialists, school social workers, central office personnel, outside agencies, or other appropriate personnel who can assist in the development of alternative classroom strategies and modifications to meet the individual needs of a student experiencing difficulty in school. Teachers, students, parents, or others working with the student may request a SST meeting. Parents are invited to attend and participate in all SST meetings. If you have questions about the Student Support Team, call the school and ask to speak with the principal.

## **504 PLAN**

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



## SECTION IV: POLICIES AND PROCEDURES

### ADMISSION TO SCHOOL

All students whose parents or legal guardians reside in or are employed by the Sumter County School District are eligible for admission. Any student enrolling in a Georgia Public School for the first time must present these items:

1. A certified copy of the birth certificate
2. A Georgia Immunization Certificate
3. A Vision/Hearing/Dental Evaluation Certificate
4. Proof that parents/guardians of child live in the county (rent contract, utility bill, phone bill)
5. Social Security Card (School will provide waiver form if necessary)
6. Name of previous school
7. Transcripts or report card from previous school
8. Copy of previous discipline records

### AFTERNOON DISMISSAL PROCEDURES

For safety reasons, all car riders will be assigned a number and will be given a tag with that number for the parent's car. Duplicate tags for families who may use more than one vehicle will be made available. ***Children must learn their assigned numbers within the first few days of school so that dismissal will run smoothly.*** Adults who come through the line without an assigned tag will be required to come in the office and show proper identification in order to sign children out.

Please remain in your car and in line. Please display the card printed with your child's number on your windshield. A staff member will call for your child (by number) over the radio and your child will be brought to your car.

If you must come in to get your child, you will need to park in a parking space, enter through the front entrance, and report to the office. **A valid driver's license and/or id will be required from the adult picking up the student.** During dismissal, parents may not come into the building past the office as this causes too much congestion in the halls and makes it difficult for teachers to keep up with their children at dismissal time.

### ATTENDANCE (ABSENCES AND EXCUSES) Board Policy JBD

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, students may be excused for the following reasons:

- ~Personally ill and when attendance in school would endanger their health or the health of others;
- ~A serious illness or death in their immediate family necessitates absence from school;
- ~Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- ~Celebrating religious holidays;
- ~Conditions render attendance impossible or hazardous to their health or safety;
- ~Registering to vote or voting, for a period not to exceed one day; and,

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.

Students shall be counted present under the following circumstances:

- ~When they are in attendance at least one half of the instructional day;
- ~When serving as pages in the *Georgia General Assembly*;
- ~Students in foster care shall be counted present when attending court proceedings relating to their foster care; and,
- ~If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. Excuses shall be dated and brought to the homeroom teacher within five days after the student's absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Students shall be permitted to make up work when absences are excused. Work missed due to unexcused absences may be made up at the discretion of the principal or his or her designee. After five (5) days no excuse is valid. Work missed due to out of school suspensions may not be made up. All makeup work must be completed within five (5) days of the student's return to school.

The Superintendent has the authority to affect the procedures and rules to carry out this policy.

## ATTENDANCE LAW

### **Georgia Code - 20-2-150**

(a) Except as otherwise provided by subsection (b) of this Code section, all children and youth who have attained the age of five years by September 1<sup>st</sup> shall be eligible for enrollment in the appropriate general education programs authorized in this part unless they attain the age of 20 by September 1<sup>st</sup> or they have received high school diplomas or the equivalent. This shall specifically include students who have reenrolled after dropping out and who are married, parents, or pregnant. Special education students shall also be eligible for enrollment in appropriate education programs through age 21 or until they receive high school or special education diplomas or the equivalent; provided, however, they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed. Other students who have not yet attained age 21 by September 1<sup>st</sup> or received high school diplomas or the equivalent shall be eligible for enrollment in appropriate education programs, provided they have not dropped out of school for one quarter or more. Each local unit of administration shall have the authority to assign students who are married, parents, or pregnant or who have reenrolled after dropping out one quarter or more to programs of instruction within its regular daytime educational program, provided that a local unit of administration may develop and implement special programs of instruction limited to such students within the regular daytime educational program or, at the option of the student, in an alternative program beyond the regular daytime program; provided, further, that such programs of instruction are designed to enable such students to earn course credit toward receiving high school diplomas. These programs may include instruction in prenatal care and child care. Each local unit of administration shall have the authority to provide alternative programs beyond the regular daytime educational program. Unless otherwise provided by law, the State Board of Education shall have the authority to determine the eligibility of students for enrollment. It is declared to be the policy of this state that general and occupational education be integrated into a comprehensive educational program which will contribute to the total development of the individual.

(b) A child who was a legal resident of one or more other states for a period of two years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs authorized in this part if such child will attain the age of five for kindergarten or six for first grade by December 31<sup>st</sup> and is otherwise qualified.

(c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven years of age.

(d) No child or youth shall be admitted to any public school of the state until the parent or guardian provides to the proper school authorities an official copy of that child's social security number which shall be incorporated into the official school records pertaining to that child or youth. Each

local unit of administration shall establish and implement a plan for providing the public appropriate notice of the information required of every student under its jurisdiction prior to the beginning of each school year. School authorities may provisionally admit a child for whom an official social security number has not been provided if the parent or guardian completes a postage-paid application for a social security number at the time of enrollment. A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement.

Reference

<http://statutes.laws.com/georgia/title-20/chapter-2/article-6/part-3/20-2-150>

## **BELONGINGS**

Personal belongings such as toys and electronic devices/technology should be left at home. The school cannot assume responsibility for loss of or damage to these items. **Please put your child's name on all school items and clothes.**

## **BOOK BAGS / BACKPACKS**

All students will need a **clear or mesh bookbag/backpack**. For safety reasons, **rolling bookbags** are **NOT** permitted. During our designated state testing window in April, third grade students will not be allowed to bring a bookbag/backpack for one-two weeks.

## **BUSES**

**\* Please see Section V: Student Code of Conduct.**

## **CAR RIDER PROCEDURES**

The safety of your children is very important to our faculty and staff. As parents, it is critical to you as well. We must ask for your cooperation as we implement new policies regarding car rider arrival and dismissal. With over 500 children, it is necessary to ensure that each child gets to the right place.

## **CELL PHONES**

**\*\*See Complete Cell Phone Policy in Appendix B.\*\***

Students are **not** allowed to bring cell phones to school. Any cell phone brought to school will be confiscated. Students who violate this rule will be subject to disciplinary action.

## **CHECKOUT PROCEDURES**

In our continued efforts to provide the safest environment for the students of Sumter County Schools, we will adhere to the following procedure for checking students out of school. This will

ensure that only authorized individuals are checking out students. This is **not** meant to inconvenience parents, but as a way to **make sure** that children are **safe at all times**.

1. **A picture ID/driver's license is required.** Anyone checking a student out of school **must be listed** on the student's information/contact sheet **and be able to provide proper identification.**
2. **A signed, dated note must accompany your child on the day he/she will leave early.**
3. **If your child can only be picked up by certain individuals, we need to know this immediately.** You must provide the office with a signed letter stating who has permission to pick your child up from school.
4. **No transportation changes will be made after 2:00 nor taken by phone.**

**Help us guard important instructional time in your child's day by avoiding irregular departure.**

### **CHILD ABUSE LAW**

State law requires all caregivers of children to report suspected child abuse or neglect to the Department of Family and Children Services.

### **CLOSING OF SCHOOLS**

School may be closed due to inclement weather or emergency events. Local radio and television stations will carry news and information. Your best source of information is the radio. Telephone lines will be for official emergency use by the school.

### **CONTAGIOUS DISEASES**

Any child, who has a condition that is contagious such as pink eye, impetigo, head lice, ringworm, etc., must furnish the school with proof of treatment before the child can return to school. If the condition persists, the parent may be required to obtain written verification from a doctor or the health department stating the child is able to return to school.

### **DELIVERIES**

No deliveries of any kind (balloons, flowers, etc.) will be accepted at Sumter County Elementary School.

### **DISASTER DRILLS**

Monthly disaster drills will be scheduled during the school year and should be respected for the protection of life. Instructions are posted in each room, and teachers will inform students of proper procedures for evacuating the building.

### **ELECTRONIC DEVICES**

All electronic devices and toys should be left at home. They will not be allowed in classes or at school events without a permission slip from the office. Any item that disrupts the instructional day should not be brought to school. Those items that interfere with the

classroom will be confiscated by the teacher and turned in to the principal. **THE SCHOOL WILL NOT BE RESPONSIBLE IF ANY OF THE ARTICLES ARE LOST OR STOLEN.** Students who violate this rule will be subject to disciplinary action.

### **IDENTIFICATION (ID) BADGES**

ID badges will be issued to every student for the first time at no charge. These badges will be used to check out books from the Media Center. They will also be used to obtain breakfast and lunch. All students are responsible for the maintenance and upkeep of their badges and lanyards. Damaged and lost badges will be replaced for a fee of \$3.00.

### **ILLNESSES/ACCIDENTS**

If your child is injured or is ill at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency number you listed on the student information form. If no one can be reached in a critical emergency, the child will be transported to the hospital. **\*Please be sure to keep all phone numbers up-to-date.**

### **IMMUNIZATIONS**

Georgia Law requires children attending school (Pre-Kindergarten - 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: in this case the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption and the certificate must be reissued with or without indication of the medical exemption.
2. Religious exemption: For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) the statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (form 3231); (E) The statement does not expire.
3. Waiver of 30 calendar days granted to new entrants by the superintendent or designee.
4. Waiver of 90 calendar days may be granted by the superintendent or designee to students entering Georgia public schools from out of state, if documentation is on file from the

county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90-day waiver period.

5. Immunizations are required for diphtheria, pertussis, tetanus, hepatitis B, polio, measles, mumps, rubella, and varicella (chicken pox). Protection against each of these diseases must be addressed on the form 3231. The form can be computer generated and if the child attends more than one school, an original or a photocopy of the form must be submitted to the second school.

### **MEDICATION/NURSE**

All Sumter County Schools are privileged to have a registered school nurse or nurse technician on-site. The nurse will be available to dispense medicine and take care of other student needs. The school nurse will keep a written daily report of any medicine administered.

Medication will be administered under the following conditions:

Medication prescribed by a physician:

- \*must be in original container
- \*must contain instructions from doctor about dosage
- \*must be accompanied by written parental request for administration of medicine

Nonprescription Medication:

Nonprescription medication shall not be given except with written permission from the parent or guardian. **The parent must send the medication in the original container or package.** Do not send medicine wrapped in plastic, paper towels, or foil.

### **MORNING PROCEDURES**

**Children may not arrive at school before 7:25 a.m.** Staff members will be on duty from 7:25 a.m. until 7:45 a.m. to assist your child in exiting from the car and getting safely to the sidewalk. Children should be dropped off at the front of the building in the right-hand lane **only** when a staff member is present to get them from the car. Please pull up to the mailbox to keep traffic from spilling over in the road. The left lane is for ongoing traffic. Please do not stop in the left lane. **UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE DROPPED OFF ON/IN THE ROAD, AT THE BEGINNING OF THE SIDEWALK, IN THE PARKING LOT, OR IN THE BACK OF THE SCHOOL. If you wish to walk your child into class, please park in a parking space in the front of the school and enter through the main entrance.**

### **PLEDGE**

Each student attending Sumter County Schools shall be afforded an opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. The Superintendent or designee shall establish a time and manner for the recitation of the Pledge in each school. The procedure shall be written in the faculty handbook for distribution to each teacher in the district.

## RETURNED CHECKS

Any checks returned by the bank for nonpayment will have an added surcharge of \$12.00 to cover required bank fees. All financial obligations to the school should be met prior to the end of the school term.

## SCHOOL HOURS

Our school hours are from 7:15 a.m. to 2:45 p.m. daily. **Instruction begins promptly at 7:40 a.m. each day. Students who arrive after 7:40 a.m. are tardy.** Students should arrive on time and remain in class until the end of the day each day unless they have a doctor's appointment. **Car riders who wish to have breakfast at school should arrive by 7:40 a.m.**

**Attendance:** Please phone the school between 7:10 a.m. and 8:10 a.m. on any day your child must be absent. **Please be sure to send a doctor's excuse for each absence. We must receive the excuses WITHIN 5 DAYS after the student returns to school; otherwise, we cannot accept them.**

**Note:** School workers are on duty at 7:15 a.m. each morning. **Car riders should not be dropped off prior to that time, as there are no adults to supervise them. Afternoon car riders will be dismissed at 2:50 p.m. and should be picked up by 3:15 p.m.**

## SCHOOL INSURANCE

Student accident insurance is available to all students through an independent company. Claims must be made directly to the insurance company. Please read the policy carefully as our school is not responsible for payment of any claims. An insurance packet will be sent home during the first week of school. Purchase of the insurance is optional.

## SECLUSION AND RESTRAINT

Sumter County Schools and the Georgia Department of Education support a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time, and improves student achievement for all students.

At times, students exhibit behaviors which place themselves or others in imminent danger. In order to protect the safety of students and staff, the Georgia State Board of Education has adopted rule 160-5-1-.35: Seclusion and Restraint for all Students, which prohibits the use of seclusion (as defined in that rule) and limits the use of restraint to those situations in which students are a danger to themselves or others.

## STUDENT SURVEYS

Students will occasionally be asked to participate in local and state surveys. If you do not wish for your child to participate, please send a dated, written statement to the principal.







## 2023-2024 Student Dress Code

Students, at all times, should observe the rules governing body cleanliness, neatness of appearance, and good grooming. T-shirts with improper suggestions or advertising of any alcoholic drink, or illegal substance will not be allowed at school. When, in the opinion of administration or teacher, a pupil is inappropriately dressed for school, parent(s)/guardian(s) will be called for proper school attire. Though pupils have the right to choose individual dress, the school has the responsibility to see that the attire is not immodest or offensive to anyone.

The following rules must be adhered to by all students:

1. Shoes must be worn at all times. NO flip flops, NO house/bedroom shoes; NO stiletto high heels. Big flat high heels are OK. Socks should be worn with all shoes except sandals. Some classes, for health and safety reasons, may require shoes which cover the entire foot.
2. Shirts with profanity, alcoholic beverages, marijuana, drug pictures, suggestive writing or pictures cannot be worn to school.
3. No bicycle shorts/pants are allowed.
4. **Pants must be at the waist with a belt above the buttocks.**
5. Hair must not be in eyes or in rollers; no rags/wave caps; no bandannas; no sweatbands or stocking caps.
6. No combs, rakes or picks are to be worn in the hair. Rat tail combs are not allowed.
7. Students will not be allowed to carry brushes or combs around in their hands. If caught, the Items will be taken and given to the administration.
8. All pants **MUST** be worn around the waist.
9. No hats, caps, sun visors, or headgear may be worn on campus.
10. Knee length shorts may be worn by all students, no cut-offs or ragged jeans or shorts, no gym shorts, no short shorts - Skirts must be within three inches of the knee cap.
11. Jeans should have **No holes above the knee**. Any holes must be knee or below.
12. No cut-off shirts or shirts which show midriffs.
13. Proper under garments must be worn at all times.
14. No sunglasses are to be worn on eyes or head.
15. No buttons with vulgar or obscene saying. No buttons with advertised drugs or alcohol.
16. Long pants must go to the ankles...**not rolled up, stuck in shoes or socks, or bound up with rubber bands, folded up, wrapped up, or tucked up on the outside.**
17. Students must adhere to all rules governing the dress code; students will not be allowed to attend classes dressed inappropriately. Parent(s)/guardian(s) will be notified to pick up the child or to bring appropriate clothing to the school.
18. Nose rings, tongue rings, brow rings will **NOT** be acceptable. Earrings on girls will not be oversized. Boys are not allowed to wear earrings while at school. No necklaces with medallions larger than one (1) inch in diameter may be worn. No oversized clothing. No towels or bandanas, do-rags or other objects hanging from pockets.
19. No apparel or accessories that are considered inappropriate or distracting by the principal.
20. Ankle monitors must be covered with pants. Socks are not appropriate to cover monitors.

**\*Administration will use its discretion on whether or not student attire is appropriate.**

**Dress shall not be extreme to the point of creating a disturbance of the educational atmosphere.**

Disciplinary actions are as follows:

1<sup>st</sup> Offense Sequester in ISS until clothes are changed/call parents. Letter will be sent home.

2<sup>nd</sup> Offense Sequester in ABE after school the rest of the day. Assigned to ABE next day

3<sup>rd</sup> Offense Follow regular disciplinary procedures. (ABE--2 Full Interventions)

### **Girls**

1. No miniskirts or mini-culottes. No short dresses over tights. Skirts and/or dresses must be no more than three inches above the knee. NO bare-back dresses or blouses exposing the entire back, stomach, cleavage, or undergarments. **Cleavage must be covered up and not visible.**
2. Dresses with slits: NO slits longer than four (4) inches above the knee.
3. No tank top dresses unless an acceptable shirt is worn over the dress at all times.
4. Sun dresses must be worn with a jacket at all times.
5. No spaghetti strap blouses or dresses unless an acceptable shirt is worn at all times.
6. No tube tops.
7. No sweaters, jackets, or shirts may be tied around the waist.
8. No writing across the buttocks or pants or shorts.
9. Nose rings, tongue rings, or brow rings will **NOT** be acceptable.
10. No stiletto high heels during the school day.
11. No fish net tights may be worn, or holes in pants above the knee.
12. No fish net tights or skin tight pants/or blue jeans may be worn to school.

### **Boys**

1. No muscle shirts or tank tops. No net or mesh shirts unless a shirt with sleeves is worn underneath.
2. No baggy pants.
3. All pants must be worn at the waist. Pants must be above the buttocks and tight enough in the waist that they do not fall down and have to be constantly pulled up.
4. No belts should hang from pants or shorts.
5. No white T-shirts or under shirts worn as an outer shirt.
6. No rags or bandanas hanging out of pockets.

---

ADMINISTRATIVE PROCEDURE

Sumter County Board of Education

Approved: 4/13/2017

## TARDIES

Children arriving after 7:45 a.m. will be counted tardy and **MUST BE escorted into the building by a parent to get a tardy slip**. Parents are asked to park in a parking space to avoid blocking traffic in the driveway. *Breakfast will be available until 7:45 a.m.*

## TRANSPORTATION CHANGES

If you wish for your child to ride a different bus home or to be dropped off at a different point in the afternoon, you **must** send a signed, dated note to school with a phone number where you can be contacted. Transportation changes **WILL NOT** be taken over the phone. **Please do not call the school requesting that your child be placed on a different bus, dropped off at a different point, or changed to be a bus/car rider.** Bus drivers are not allowed to transport children who are not on their regular route or to drop off a child at any other place than their regular bus stop without written permission from a parent.

## VISITORS

Visitors are welcome. All visitors must report to the office and sign in upon entering the school campus. ***A driver's license must be presented at sign-in.*** We request that all visitors refrain from talking on their cell phone while in the classroom.

## WASTE, FRAUD, AND ABUSE

In compliance with White House Executive Order 12731, the Sumter County School System provides all employees and vendors with confidential channels to report suspicious activities. The Sumter County School System has established a system for reporting and investigating suspicious activities.

### DEFINITIONS

**Fraud** - the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Sumter County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

**Waste** - the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

**Abuse** - the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication,

maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

### **STATEMENT OF ADMINISTRATIVE REGULATIONS**

The Sumter County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud, waste, or abuse of any kind to determine if disciplinary, financial recovery and/or criminal action should be taken.

### **CONFIDENTIALITY**

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

### **PROCEDURES AND RESPONSIBILITIES**

1. Anyone suspecting fraud, waste or abuse concerning federal, state or local programs should report their concerns to the Superintendent or the Superintendent's designee of the Sumter County Board of Education at 100 Learning Lane, Americus, GA 31719, or call (229) 931-8500.
2. Any employee with Sumter County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee is to contact the Superintendent or the Superintendent's designee at (229) 931-8500. Employees have the responsibility to report suspected fraud, waste or abuse. All reports can be made in confidence.
3. The Sumter County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud, waste or abuse.
6. A hard copy of these Fraud, Waste, or Abuse Administrative Regulations and Code of Ethics shall be disseminated to all employees at the beginning of each school year and will sign attesting that he/she has received the information and understands its contents, and be posted in a visible location at all schools and facilities and on the Sumter County Schools website ([www.sumterschools.org](http://www.sumterschools.org)) on the Federal Programs Web Page.
7. A report shall be made to the Sumter County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

## WITHDRAWALS

Parents should notify the school in advance if a student is withdrawing or transferring to another school. The office will provide required documents upon notification.

## SECTION V: STUDENT CODE OF CONDUCT

### SCS STUDENT BEHAVIOR CODE

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

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

The Code of Conduct is effective during the following times and in the following places:

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

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

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

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

## **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. Action taken by assistant principals may be appealed to the principal. Only action taken by principals can be appealed to the Assistant Superintendent for student services.

## **AUTHORITY OF THE TEACHER**

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

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

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

## **PROGRESSIVE DISCIPLINE PROCEDURES**

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

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

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

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

Before a student is suspended for 10 days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

## **DEFINITIONS OF TYPES OF DISCIPLINE/TERMS**

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

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

**Bullying:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

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

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

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

**Dress Code:** The board approved uniform policy of how students are expected to dress.

**Drugs:** "Drugs" shall mean all substances, including but not limited to, alcohol and alcoholic beverages, marijuana, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances.



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

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

**Fighting:** A physical altercation between two or more individuals.

**Firearm:** A firearm is a portable gun, being a barreled weapon that launches one or more projectiles often driven by the action of an explosive force.

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

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**Long-Term Suspension:** Removal of a student from the regular school program for a period greater than 10 days which may be imposed only by a disciplinary tribunal.

**Out of Class Suspension:** Removal of a student from class or the regular school program and assignment of that student to an alternative program isolated from peers.

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another.

**Placement Review Committee:** The committee established by the local school principal or designee to make placement decisions concerning a student who does not meet established criteria to be considered on grade level. This committee shall be comprised of the principal or designee, the student's parents or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level.

**Possession:** The act of having/owning, having on one's person, or being in control of something.

**Probation:** A situation or period of time in which a person who has made a serious mistake or done something bad is watched and must behave well in order not to be seriously punished.

**School Authorities:** The administrators (principal and assistant principals) within a school in addition to Central Office personnel (superintendent, assistant superintendent, and human resources).

**School Bus Suspension:** Student suspension from being able to ride any school bus for a specified period of time.

**School Safety Zone:** School safety zone means in or on 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.

**Short-Term Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days.

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

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

**Under the Influence:** A person is under the influence of alcohol or drugs when his/her mental or physical faculties are so impaired as to reduce his/her ability to think and act with ordinary care.

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

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## VIOLATIONS INDEX—ELEMENTARY LEVEL

01.	ACADEMIC DISHONESTY	Page	44
02.	AGGRESSIVE MISBEHAVIORS / HORSEPLAY	Page	45
03.	ALCOHOL	Page	45
04.	ARSON	Page	45
05.	BATTERY	Page	46
06.	BEING IN AN UNAUTHORIZED AREA	Page	46
07.	BREAKING AND ENTERING/BURGLARY	Page	46
08.	BULLYING	Page	47
09.	CAMPUS / CLASSROOM DISTURBANCES	Page	47
10.	CELL PHONE / ELECTRONIC DEVICES / BANNED OBJECTS	Page	47
11.	COMPUTER / LAPTOP / IPAD TRESPASS	Page	48
12.	CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS	Page	48
13.	DISORDERLY CONDUCT	Page	49
14.	DRESS CODE VIOLATIONS	Page	49
15.	DRUGS	Page	49
16.	FIGHTING	Page	50
17.	FORGERY	Page	51
18.	GAMBLING	Page	51
19.	HOMICIDE	Page	51
20.	INAPPROPRIATE BEHAVIOR	Page	51
21.	INDECENT EXPOSURE	Page	52
22.	MISBEHAVIOR IN OUT-OF-CLASS SUSPENSION (OCS)	Page	52
23.	MISCONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES	Page	52
24.	NON-SANCTIONED GROUP ACTIVITIES/GANGS/GANG RELATED	Page	52
25.	OBSCENITY	Page	54
26.	PHYSICAL VIOLENCE AGAINST A SCHOOL EMPLOYEE	Page	54
27.	POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS	Page	54
28.	POSSESSION OF BANNED OBJECTS	Page	55
29.	SEXUAL BATTERY	Page	55
30.	SEXUAL HARASSMENT	Page	55
31.	SEXUAL MISCONDUCT	Page	57
32.	SKIPPING / LEAVING CLASS / SCHOOL WITHOUT PERMISSION	Page	57
33.	STUDENT INCIVILITY (DISOBEDIENCE, DISRESPECT, INSUBORDINATION)	Page	58
34.	TERRORISTIC THREATS TOWARDS SCHOOL OR STUDENT	Page	58
35.	THEFT OR POSSESSION OF STOLEN PROPERTY	Page	59
36.	THREATENING AND/OR INTIMIDATING ANOTHER STUDENT	Page	59
37.	TOBACCO USE/POSSESSION	Page	59
38.	TRESPASSING	Page	60
39.	VANDALISM	Page	60
40.	VAPES / ELECTRONIC SMOKING DEVICES	Page	60
41.	WEAPONS	Page	61

# OFFENSES AND CONSEQUENCES

## DISCIPLINE RULES AND CONSEQUENCES

### Disciplinary Procedures

Sumter County Elementary School follows a progressive discipline plan. Students are given ample opportunities to correct disruptive behaviors. 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 on the following pages.

Each time a student is given Out of School Suspension (OSS) the parent(s)/guardian must meet with a member of the school administration before the student may return to his/her regular classes.

\*Children who commit certain minor offenses only occasionally (not more than once within 30 days) may return to "first offense" status at the discretion of the principal. These offenses are indicated by an (\*) in the following section.

#### **01. ACADEMIC DISHONESTY**

**OFFENSE:** Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- ★ Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- ★ Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- ★ Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- ★ Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- ★ Bribery: or paid services. Giving certain test answers for money.
- ★ Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- ★ Professorial misconduct: Professorial acts that are academically fraudulent equate to academic fraud.

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: Parent contacted and after school detention
- 2<sup>nd</sup> Offense: Parent contacted; 1 day OCS
- 3<sup>rd</sup> Offense: 2 days OCS and Parent Conference before returning to class.  
Parent Notification of Continuous Violator Letter
- 4<sup>th</sup> Offense: Parent conference, assigned 1 day OSS. **(4th and subsequent)**

**\*\* In ALL cases the student's grade will be penalized at the discretion of the teacher.**

**02. AGGRESSIVE MISBEHAVIORS / HORSEPLAY**

**OFFENSE:** Severe behavior putting one's own or others' safety at risk, continued disruption of teaching; refusal to leave the room, continued or severe aggression, threat of severe aggression. This includes aggressive physical play, such as wrestling, slap boxing, play fighting, etc.

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: 1 Day OCS; Parent Contact
- 2<sup>nd</sup> Offense: 3 Days OCS, meet with school counselor
- 3<sup>rd</sup> Offense: 3 Days OSS, Parent Conference required before returning to class
- 4<sup>th</sup> Offense: Up to 5 Days OSS & Parent Notification of Continuous Violator Letter **(4th and subsequent)**

**03. ALCOHOL**

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

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: 10 Days OSS from school pending a tribunal. Parent must provide proof of professional counseling prior to student return to school

**04. ARSON**

**OFFENSE:** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

**CONSEQUENCES:**

Penalty at the discretion of the administrator, which may include but is not limited to Out-of-Class Suspension (OCS), Out-of-School Suspension (OSS), suspension pending a tribunal hearing, and proper authorities will be immediately notified. Restitution for any damages is required.

## **05. BATTERY AGAINST STUDENTS**

**OFFENSE:** Engaging in offenses involving intentional violence on school property or at a school related event. Battery is defined as the intentional touching or striking of another person to intentionally cause bodily harm. This includes but is not limited to hitting, kicking, biting, and scratching.

### **CONSEQUENCE:**

1<sup>st</sup> Offense: 1 to 3 days OCS, Meet with counselor, Parent Conference

2<sup>nd</sup> Offense: 3 to 5 days OCS, Parent conference prior to returning from OCS, Parent Notification of Continuous Violator Letter

3<sup>rd</sup> Offense: 1 to 3 days OSS

4<sup>th</sup> Offense: Up to 10 days OSS with Possible Tribunal Referral (4<sup>th</sup> and subsequent)

\* Consequences for the offense will be based on the investigation and the totality of evidence at the discretion of the administrator.

## **06. BEING IN AN UNAUTHORIZED AREA**

**OFFENSE:** Being in areas designated as unauthorized

*Students are not to be in unauthorized areas of the school or school property without written permission.*

### **CONSEQUENCES:**

1st Offense: 1 to 3 days After School Detention

2nd Offense: 1 to 3 days OCS & parent conference before returning to class

3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **07. BREAKING AND ENTERING-BURGLARY**

**OFFENSE:** Unlawful entry into a building or structure, or vehicle with the intent to commit a crime.

### **CONSEQUENCES:**

1st Offense: 10 Days OSS, Referral to Tribunal, and Referral to Law Enforcement or Juvenile Authorities

## **08. BULLYING**

**OFFENSE:** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm or any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that causes another person substantial physical harm or emotional distress caused by repeated teasing, taunting, joking, name calling, etc.; or has the effect of substantially interfering with a student's education and is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. This includes cyber bullying, text message threats, and other electronic threats. Instances may be referred to law enforcement or juvenile authorities.

### **CONSEQUENCES:**

- 1st Offense: 1 to 3 days After School Detention, meet with counselor
- 2nd Offense: 1 to 3 days OCS & parent conference before returning to class
- 3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter
- 4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **09. \*CAMPUS / CLASSROOM DISTURBANCES**

**OFFENSE:** Causing disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students.

### **CONSEQUENCE:**

- 1st Offense: 1 day OCS, meet with counselor
- 2nd Offense: 1 to 3 days OCS & parent conference before returning to class
- 3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator
- 4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **10. CELL PHONE / ELECTRONIC DEVICES / BANNED OBJECTS**

**OFFENSE:** To protect instructional time and minimize distractions of the educational setting, electronic devices will not be allowed at school. Only devices necessary for student learning will be allowed. Electronic devices, toys, games, etc. are not allowed at school. Any material stored or saved on confiscated electronic devices/cell phones may be searched by school officials.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEM THAT IS CONFISCATED, LOST, OR STOLEN. CONFISCATED ITEMS MAY ONLY BE PICKED UP BY A PARENT OR LEGAL GUARDIAN. ALL UNCLAIMED CONFISCATED DEVICES WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR ON JUNE 30.

**A parent or guardian must come to the school between 3:15 PM and 3:45 PM.**

### **Cell Phone Policy**

Please refer to the School Board policy - POSSESSION/USE OF ELECTRONIC DEVICES BY STUDENTS in the Sumter County Schools Student Code of Conduct manual regarding cell phones and other electronic devices. The school will not be held responsible for lost or damaged student cell phones.

1) Cell phones are not to be used during the school day. If a cell phone is seen or heard, it will be confiscated. The guidelines for cell phone violations are as follows:

1st Offense: Student must pay \$6.00 at the end of day (or the following day if it is taken up after 11:00 A.M.)

2nd Offense Student must pay \$7.00 after phone is kept for a week.

3rd Offense Student must pay \$10.00 after phone is kept for two (2) weeks.

After 3rd Offense - Discipline will be at the discretion of the administrators.

A parent or guardian may come to the school between 3:15 p.m. and 4:00 p.m. to pick up cell phones without paying, but the holding time of the phone remains as above.

2) If a student refuses to give a cell phone to a teacher, the teacher may write the student up on a discipline referral. Administrators may assign up to five (5) days in In-School Suspension (ISS) for non-compliance.

Administrator will then take up the cell phone and it will be held for one (1) month.

### **11. COMPUTER / LAPTOP / IPAD TRESPASS**

**OFFENSE:** Unauthorized use of a computer, laptop, Ipad, computer network, or data

**CONSEQUENCES:**

Penalty at the discretion of the administrator which may include, but is not limited to loss of computer privilege, OCS, suspension, suspension pending a tribunal hearing, and/or referral to law enforcement officials, or juvenile authorities.

Immediate restitution for any damages is required. (**See Internet Usage Policy**)

### **12. CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS**

**OFFENSE:** Continuously violates school rules and regulations.

**CONSEQUENCE:** Administrative discretion, which may include suspension.



### **13. DISORDERLY CONDUCT**

**OFFENSE:** Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes but is not limited to encouraging or contributing to disruptive behaviors and misbehavior during a fire drill.

**CONSEQUENCES:**

1st Offense: 1 day OCS, meet with counselor

2nd Offense: 1 to 3 days OCS & parent conference before returning to class

3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

### **14. DRESS CODE VIOLATIONS**

**OFFENSE:** Students must follow the dress code as outlined by school policy.

(\*See pages 35-36)

**CONSEQUENCES:**

1st Offense: Sequester in OCS until clothes are changed / call parents; Letter will be sent home

2nd Offense: Sequester in OCS the rest of the day; Assigned to after school detention the next day

3rd Offense: Sequester in OCS the rest of the day; Assigned to after school detention the next 2 days & Parent Notification of Continuous Violator Letter

4th Offense: 1 to 3 days OSS (4<sup>th</sup> and subsequent)

### **15. DRUGS: Drug related, Drugs, Pseudo Drugs**

**OFFENSE:** Selling of or attempting to sell, distribution of, possession of, use of drugs or under the influence of drugs on school property or at a school function \*(illegal drugs or substances represented to be illegal drugs, inhalants, vapors and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc.) Mere possession of inhalants such as glue, white-out, and/or rubber cement does not constitute a violation of this policy. Cannabis Oil (CBD) is permissible but it must be self-administered in the presence of the school nurse or designee. It must be housed in the nurse's office.

**Georgia law, 16-12-191,** provides that persons may be in possession of *medical* marijuana under limited circumstances defined in the law. Because of **federal law** parents should make other arrangements for administering medical marijuana at

**school** and students should not possess the medical marijuana at school. Parents must administer medical marijuana off campus to the student.

**Federal law** has NOT changed and possession of any form of marijuana is illegal. (*Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.*)

**CONSEQUENCES:**

1<sup>st</sup> Offense: Minimum ten-day suspension for illegal drugs possession and/or distribution. The student will be referred to a tribunal for a formal hearing.

*\*(In every instance, law enforcement officials and parents will be notified.)*

**16. FIGHTING**

**OFFENSE:** A physical altercation between two or more individuals. A student under attack should detach himself / herself from the situation and get an adult to help; this action would constitute "self-defense" on the attacked student's part. A fight occurs when the student strikes back and actively engages in the altercation. It shall be unlawful for any person or persons to engage in fighting. Fighting is a serious offense. Students may be charged with affray, disruption of public school, battery, and/or assault. (Based on investigation and administrative discretion.

**Regardless of who throws the first blow.)**

**CONSEQUENCE:**

1<sup>st</sup> Offense: 1 to 3 days OCS, Meet with counselor, Parent Conference

2<sup>nd</sup> Offense: 3 to 5 days OCS, Parent conference prior to returning from OCS, Parent Notification of Continuous Violator Letter

3<sup>rd</sup> Offense: 1 to 3 days OSS

4<sup>th</sup> Offense: Up to 10 days OSS with Possible Tribunal Referral (4<sup>th</sup> and subsequent)

\* Consequences for the offense will be based on the investigation and the totality of evidence at the discretion of the administrator.

*NOTE: If a school system employee is hit/injured, 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.*

## **17. FORGERY / FALSE SIGNATURES / FORGED PASSES**

**(False info, False signature)**

**OFFENSE:** Forging checks, school documents, or parent documents.

### **CONSEQUENCES:**

1st Offense: 1 to 3 days After School Detention

2nd Offense: 1 to 3 days OCS & parent conference before returning to class

3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **18. GAMBLING**

**OFFENSE:** Participating in illegal gambling, games of chance or possession of illegal gambling devices such as dice (with the intent to participate in illegal gambling).

Gambling on school property or while attending an activity under school supervision is not allowed.

### **CONSEQUENCES:**

1st Offense: 1 to 3 days After School Detention

2nd Offense: 1 to 3 days OCS & parent conference before returning to class

3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

**(Note: All gambling devices and/or money will be confiscated and given to law enforcement or returned to parent.) \*Law enforcement may be notified.**

## **19. HOMICIDE**

**OFFENSE:** Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Tribunal referral, Notification of Law Enforcement.

## **20. \*INAPPROPRIATE BEHAVIOR**

**OFFENSE:** Exhibiting or participating in inappropriate behavior in the hall, media center, cafeteria, restroom, or playground, which may include but is not limited to scuffling, tussling, shoving, minor campus disturbances, throwing objects, running away, or cheating. This also includes inappropriate expressions of affection.

### **CONSEQUENCES:**

1st Offense: 1 to 3 days After School Detention

2nd Offense: 1 to 3 days OCS & parent conference before returning to class

3rd Offense: 3 to 5 days OCS & Parent Notification of Continuous Violator Letter  
4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **21. INDECENT EXPOSURE**

**OFFENSE:** Violating the school's dress code and/or removing one's own or another's clothing or acts which offend against commonly recognized standards of good taste.

### **CONSEQUENCES:**

Penalty at the discretion of the administrator which may include In-School Suspension, Suspension, or Suspension for a formal hearing.

## **22. MISBEHAVIOR IN OUT-OF-CLASS SUSPENSION (OCS)**

**OFFENSE:** Acting in a rude, disobedient, disrespectful, and/or insubordinate manner, causing a disruption, use of profanity, and/or failure to follow rules while in OCS.

### **CONSEQUENCES:**

1st Offense: 1 day OSS, meet with counselor

2nd Offense: 3 days OSS, parent conference prior to returning from OSS, and Parent Notification of Continuous Violator Letter

3rd Offense: 3 to 5 days OSS

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **23. MISCONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES**

**OFFENSE:** A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult; or is charged with an assault upon another student; a violation of the drug laws; or sexual misconduct and whose presence at school is reasonably certain to endanger another student or staff or cause disruption to the educational climate, may be disciplined or excluded from school.

**CONSEQUENCES:** Penalty at the discretion of the administrator.

## **24. NON-SANCTIONED GROUP ACTIVITIES/GANGS/GANG RELATED**

**OFFENSE:** Participating in an activity related to non-sanctioned groups while on the school premises or at a school function. Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Sumter County School System through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate in unlawful acts such as intimidation, violence, or destruction to property. Gangs shall

not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a disruption to the education process and a threat to the safety and wellbeing of the students and faculties of the Sumter County System. Membership in or affiliation with gangs as defined above shall not be permitted. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

There is zero tolerance in the Sumter County School System for non-sanctioned group activities which are detrimental to a healthy and safe school environment.

1. No colors, bandanas, articles of clothing, or paraphernalia which promote or identify with a non-sanctioned group is acceptable. No extremes in dress and/or grooming will be permitted.
2. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
3. No signs, symbols, gestures, songs, drawings, or writings which show an allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.
4. Any items found on school property which display signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with a non-sanctioned group will be confiscated by school officials and turned over to law enforcement agencies.
5. No student shall threaten to commit, or actually commit, any crime of violence or damage property with the purpose of terrorizing another; cause the evacuation of a building, place of assembly, school bus, or other school facility, or otherwise disrupt the orderly operation of any activity on any school campus or school property in reckless disregard of the risk of causing such terror or disruption.
6. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other students to violate any section or paragraph of this policy shall be deemed to have violated this policy.

**CONSEQUENCES:**

- 1st Offense: 1 day OSS, meet with counselor
- 2nd Offense: 3 days OSS, parent conference prior to returning from OSS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OSS
- 4th Offense: Up to 10 days OSS with possible tribunal (4<sup>th</sup> and subsequent)

## **25. OBSCENITY**

**OFFENSE:** Students are prohibited from using obscene or profane language (written and oral), vulgar, and/or obscene words or gestures, or improper dress, and/or being in possession of pornographic material.

### **CONSEQUENCES:**

1st Offense: 1 day OCS, meet with counselor

2nd Offense: 2 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter

3rd Offense: 3 to 5 days OCS

4th Offense: Up to 10 days OSS with possible tribunal (4<sup>th</sup> and subsequent)

*NOTE: If obscenity is directed toward any school system employee, consequences will result in a minimum of five (5) days suspension from school and may result in a formal hearing.*

## **26. PHYSICAL VIOLENCE AGAINST A SCHOOL EMPLOYEE**

**OFFENSE:** Physical violence or the threat of physical violence against a school employee is prohibited. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. (GA Code 20-2753) 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.

**CONSEQUENCE:** Penalty at the discretion of the administrator and can include - Out of class suspension or ten (10) days out of school suspension pending a formal hearing.

## **27. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS (LIGHTER/MATCHES)**

**OFFENSE:** Carrying, possessing or having under such person's control while at school building, school function, on school property, on a bus or other transportation furnished by the school, ammunition of any type or explosive compound, (matches, lighter, explosives, fireworks, flammable incendiary devices). (GA Code OCGA. 16-11-127.1)

**CONSEQUENCES:** Penalty at the discretion of the administrator with confiscation - and can include: \*After School Detention, \* OCS, \* OSS, and/or \*Up to 10 days OSS & Possible Tribunal

## **28. \*POSSESSION OF BANNED OBJECTS**

**OFFENSE:** Electronic devices, toys, games, and nuisance devices will not be allowed at school. This also includes unauthorized possessing/chewing/eating/drinking of soft drinks, food, and gum. Devices necessary for student learning will be allowed.

**CONSEQUENCES:**

1st Offense: Confiscate & 1 to 3 days After School Detention

2nd Offense: Confiscate & 1 to 3 days OCS, Parent Conference

3rd Offense: Confiscate & 3 to 5 days OCS, and Parent Notification of Continuous Violator Letter

4th Offense: Up to 10 days OSS (4<sup>th</sup> and subsequent)

## **29. SEXUAL BATTERY**

**OFFENSE:** Forcible sexual union against a person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of age or mental incapacity, (Includes rape, attempted rape, fondling, indecent liberties, child molestation).

**CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

## **30. SEXUAL HARASSMENT**

**OFFENSE:** Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. 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, request 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 complaint 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. 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. 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 Sumter 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 communications of a sexual nature as defined.

**CONSEQUENCES:**

- 1st Offense: 1 day OCS, meet with counselor, After school detention, Parent Conference
- 2nd Offense: 2 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OCS
- 4th Offense: Up to 10 days OSS with possible tribunal and referral to law enforcement (4<sup>th</sup> and subsequent)



### **31. SEXUAL MISCONDUCT**

**OFFENSE:** A student shall not engage in physical sexual activity on school property or at school sponsored events. A student shall not be in possession of any asexually oriented device or material.

Parents and students should be aware of the consequences, including potential criminal penalties, of underage sexual conduct that can include criminal charges. Sexual offenses are prohibited with and against members of the same sex as well as members of the opposite sex. Students may not engage in consensual sexual acts on school grounds or at a school activity, function, or event whether on or off school grounds. Sexual Misconduct is defined as amorous kissing or similar displays of affection; any form of sexual activity; or exposing one's intimate body parts or "mooning" to another student or adult. A student may be charged with Sexual Battery for intentionally making physical contact with the intimate parts of another person without the consent of that person. A student may be charged with Sexual Molestation for doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes forcing another person to make physical contact with the student's intimate body parts. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to immediately make a report of the act to any teacher, counselor or administrator at his/her school.

**CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

### **32. SKIPPING OR LEAVING CLASS/SCHOOL WITHOUT PERMISSION**

**OFFENSE:** Students must not leave class or school without permission or fail to report to class. A student shall not be absent from school or from any class or other required school function during school hours except for illness or other providential cause, nor shall any student encourage, urge or counsel other students to violate this rule. Truancy, skipping class or required in-school activity out of class without valid permission, being in areas designated as unauthorized (students are not to be in unauthorized areas of the school without written permission.) and/or leaving campus without permission constitute skipping.

**CONSEQUENCES:**

- 1st Offense: 1 day After School Detention, Parent Conference
- 2nd Offense: 3 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OCS
- 4th Offense: Up to 10 days OSS with possible tribunal and referral to law enforcement (4<sup>th</sup> and subsequent)

**33. \*STUDENT INCIVILITY (DISOBEDIENCE, DISRESPECT AND/OR INSUBORDINATION)**

**OFFENSE:** Acting in a rude, disobedient, disrespectful and/or insubordinate manner, and/or refusing to identify oneself correctly upon request. Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

**CONSEQUENCES:**

- 1st Offense: 1 day After School Detention, Parent Conference
- 2nd Offense: 3 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OSS
- 4th Offense: Up to 10 days OSS with possible tribunal (4<sup>th</sup> and subsequent)

***\*Blatant disrespect may result in immediate suspension***

**34. TERRORISTIC THREATS TOWARDS SCHOOL**

**OFFENSE:** O.C.G.A. 16-11-37(a) A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in Code Section 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

Students **charged** with making a terroristic threat toward the school or students (verbally or via social media) the student may be permanently expelled or expelled for a specific period of time. OCGA 20-2-690.1 clearly gives the school system the authority to expel a student, particularly when there is a threat to the safety and security of the school.

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days OSS, Parent Conference before returning to school
- 2<sup>nd</sup> Offense: Minimum of 5 Days OSS or 10 days with Referral to Tribunal

***\*(Law enforcement officials will be notified in all incidents)***

### **35. \*THEFT OR POSSESSION OF STOLEN PROPERTY**

**OFFENSE:** Theft without threat, violence or bodily harm of public or private property located on school premises or at a school function. Based on the value of the object, law enforcement may be notified. **Consequence may result in immediate suspension based on administrative discretion.**

**CONSEQUENCE:**

- 1st Offense: 1 day After School Detention, Parent Conference
- 2nd Offense: 3 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OCS
- 4th Offense: Up to 10 days OSS with possible tribunal (4<sup>th</sup> and subsequent)

**(\*Possible referral to law enforcement officials or juvenile authorities.)**

### **36. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT**

**OFFENSE:** Threatening and/or intimidating another student: touching, striking, pushing, or threatening the person bodily or psychologically. Possible referral to law enforcement

**CONSEQUENCES:**

- 1st Offense: 1 day OCS, meet with counselor, After school detention, Parent Conference
- 2nd Offense: 2 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 3 to 5 days OCS
- 4th Offense: Up to 10 days OSS with possible tribunal and referral to law enforcement (4<sup>th</sup> and subsequent)

### **37. TOBACCO USE / POSSESSION**

**OFFENSE:** The possession, distribution, or use of tobacco products (a.k.a., Cigarettes, E-Cigarettes, E-Cigs, Hookah, Snuff, & Juuls) on school campus and/or school property is not permitted. In addition, cigarettes, lighters, and matches should not be brought to school. Possible referral to law enforcement and immediate suspension.

***No student, staff member or school visitor is permitted to use any tobacco product at any time on any school district owned/leased property or at any school event (including non-school hours, 24 hours a day, seven days a week)***

**CONSEQUENCES:**

- 1st Offense: 1 day OCS, meet with counselor, After school detention, Parent Conference
- 2nd Offense: 3 days OCS, parent conference prior to returning from OCS, and Parent Notification of Continuous Violator Letter
- 3rd Offense: 5 days OCS
- 4th Offense: Up to 10 days OSS with possible tribunal and referral to law enforcement (4<sup>th</sup> and subsequent)

**38. TRESPASSING**

**OFFENSE:** Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry (includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.) No trespassing or loitering is allowed.

**CONSEQUENCE:** Administrative discretion and/or legal action.

**39. VANDALISM**

**OFFENSE:** Destroying, vandalizing of, and/or threatening to destroy public or private property located on school premises or at a school function. (This may include such actions as use of bombs, explosive devices, setting fires, pulling or vandalizing fire alarms, calling 911, the deliberate destruction or defacement of school property.)

**CONSEQUENCE:** Administrative discretion and/or legal action.

**(Immediate restitution for damages and possible referral to law enforcement. May result in immediate suspension)**

**40. VAPES / ELECTRONIC SMOKING DEVICES**

**OFFENSE:** Vapes and/or Electronic Smoking Devices include any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. The possession or use of a vape or electronic smoking device on school campus and/or school property is not permitted. This includes all school related activities that meet inside school facilities or sponsored by an organization of the school meeting elsewhere.

### CONSEQUENCES:

- 1st Offense: 1 Day OSS, meet with school counselor, mandatory parent conference prior to return from OSS, and after school detention
- 2nd Offense: 3 Days OSS, meet with school counselor, mandatory parent conference prior to return from OSS, and after school detention
- 3rd Offense: 5 Days OSS, mandatory parent conference prior to return from OSS and after school detention.
- 4th Offense: 10 Days OSS with a referral to tribunal

### **41. WEAPONS (Hand Gun, Knife, Rifle, Firearm, Other)**

**OFFENSE:** Possessing a dangerous instrument or weapon on school property or at a school event. 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:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight- edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. **Such terms shall not include any of these instruments used for classroom work authorized by the teacher.**

**Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion.** The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the

superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

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

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

If a student turns in a weapon found, school authorities have to make an insightful determination as to whether the student is truthful in reporting *finding* a weapon as opposed to being in *possession* of the weapon. In cases where doubt exists, proof remains with the student. Please be reminded that the case law ruling from the State Board of Education is that **intent** must be determined in order to expel a student for possession of a weapon.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

A student is deemed to be in possession of an illegal and/or banned item(s) under BOE 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.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Notification of Law Enforcement

### **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, student desks, student lockers, or student automobiles under the

circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this discipline code, the term "unauthorized" means any items dangerous to the health or safety of students or school personnel, or disruptive to any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

**Personal Searches:** A student's personal belongings and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted by a school employee of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**Desk and Locker Searches:** Student desks and lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. **Periodic general inspections of desks and lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.**

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

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk,

any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

**THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE DECISIONS ON OTHER SCHOOL MATTERS IN THE BEST INTEREST OF THE STUDENT BODY IN ANY OR ALL MATTERS NOT SPECIFICALLY ADDRESSED IN THIS HANDBOOK. ANY ITEM BROUGHT ONTO SCHOOL PROPERTY MAY BE SEARCHED AT ANY TIME.**

**SCHOOL ADMINISTRATORS RESERVE THE RIGHT TO CHANGE THE CONSEQUENCE FOR ANY DISCIPLINE VIOLATION BASED ON THE SEVERITY OF THE INFRACTION AND ADMINISTRATIVE DISCRETION.**

**CONTINUOUS VIOLATORS:**

- **STUDENTS MAY SERVE A MAXIMUM OF 15 DAYS IN ISS (IN SCHOOL SUSPENSION). ONCE A STUDENT HAS REACHED THE 15 DAY MAXIMUM, ANY FUTURE OFFENSES WILL RESULT IN IMMEDIATE OUT OF SCHOOL SUSPENSION.**
  
- **STUDENTS WHO ACCUMULATE 5 DISCIPLINE REFERRALS (to not include bus and tardy referrals) IN A SCHOOL YEAR WILL RESULT PARENT NOTIFICATION OF CONTINUOUS VIOLATOR LETTER.**
  
- **STUDENTS WHO ACCUMULATE 8 DISCIPLINE REFERRALS (to not include bus and tardy referrals) IN A SCHOOL YEAR WILL RESULT IN A MANDATORY 10 DAY SUSPENSION AND REFERRAL TO TRIBUNAL.**



# 2023-2024

## Sumter County Schools

### Transportation Manual

#### **Safe Student Riding Instructions**

Welcome to another great year! We look forward to transporting your child this school year. To ensure that your child will have a safe riding experience this year, we ask that you review the safe riding instructions with your child now and periodically during the school year.

Statistics show children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Sumter County Board of Education believes the school bus is an extension of the classroom; therefore, the same rules of "Respect Yourself" and "Respect for Others and Other's Property" will apply in route to the bus stop, departing from the bus stop, and while on the bus.

Safe riding begins before your child leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop approximately five minutes before the scheduled pick-up time. These few minutes will allow your child time to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and exposure to various weather conditions for prolonged periods.

#### **While Waiting For the Bus**

Students should wait away from the roadway at their designated stop. There should be no horse playing, pushing or shoving while on the way to the bus stop or at the bus stop. Students who do not live on the same side of the road as the bus pick-up must wait on their side of the road until the bus arrives. If your child has to cross the road, he/she must wait for the bus to come to a complete stop and wait for the driver to give instructions when it is safe for him/her to cross.

#### **While Loading the Bus at Designated Stop (same side of road)**

Students must wait for the bus to come to a complete stop, wait for the entrance door to open, and make sure that the red stop lights are flashing before approaching the bus to board. When more than one student boards at the same bus stop, they must line up in a single file line just prior to the arrival of the bus. There should not be pushing, shoving or horse playing while boarding the bus. Students should always use the handrail when stepping onto the bus. Students should be seated in their seat as carefully but as promptly as possible and remain there until they reach their school or destination.

#### **While Loading the Bus at Designated Stop (opposite side of road)**

When a student has to cross the road to board the bus, he/she must stand on their side of the road. Students must wait for the bus to come to a complete stop, wait for the entrance door to open, and be sure the red stop lights are flashing before approaching the bus to board. Students must wait for the driver to give a verbal or physical sign that it is all clear

to cross the road. Even after all the above, students must quickly look both ways to be sure the road is still clear and all other vehicles have stopped. Students must always cross in front of the bus and should always use the handrail when stepping onto the bus. There should not be pushing, shoving or horse playing while loading the bus. Students should seat themselves as carefully and as promptly as possible and remain seated until they reach their school or destination.

### **While on the Bus**

Once students board the bus, the driver has total responsibility of your child's safety. Students must follow the listed "Bus Regulations" found in "Code of Student Conduct" to ensure a safe ride, whether they are being transported from home to school or back home or any school-sponsored trips.

### **While Unloading the Bus at School or Destination**

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing while unloading the bus. Students should use the handrail as they depart the bus until both feet are on the ground. Students should check for an approaching bus on the door side before exiting the bus.

Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should **never** return to the bus without the supervision of an administrator.

### **While Loading the Bus at School**

Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop and your child must wait for the driver to open the entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses pulling up on the right side while loading the bus. Students should line up in single file according to the order they arrive to the bus and should use the handrail to board. There should be no pushing, shoving or horse playing while coming to, while loading or while getting to their seat. Students should be seated as carefully but as promptly as possible and remain seated until they reach their designated stop.

### **While Unloading the Bus at Designated Stop**

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing. Students should use the handrail as they depart the bus until both feet are on the ground. Students should exit the bus and clear the roadway and continue to move until they are safely away from the bus. Students who live on the opposite side of the road must cross in front of the bus while the bus is at their stop. When a student must cross the road, they should stop at the front of the bus and look both ways before continuing to cross. When all is clear, students should clear the roadway as quickly as possible. Students should go directly home and **never** return to the bus for any reason. Please instruct your child to **never** retrieve an item that rolls under the bus. Students who have permission from parents to check their mailbox who live on the same side of the road as their mailbox must clear the

roadway and wait for the bus to depart and for traffic to clear before returning to the roadway to the mailbox. If your child lives on the opposite side of the road of their mailbox, they must cross over to their side of the road while the bus is at their stop. If your child has permission from you to check the mailbox and you live on the opposite side of the road from your mailbox, your child must also wait until after the bus has departed their stop and for traffic to clear before crossing the road to check their mailbox.

### **Railroad Crossing**

History has shown that more lives are lost in school buses at railroad crossings than at any other location. Each time a school bus and a train collide, the train wins! This is why it is so important for the driver to have their full attention on the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent At All Railroad Crossings."

### **Bus Evacuation**

Due to unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be based solely on having the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance to arrive.

Most evacuations are due to breakdowns which may leave the bus in questionable surroundings. Not all breakdowns result in an evacuation; several factors are taken into consideration before the decision is made to evacuate a bus. The location of an inoperative bus is the greatest factor when making a decision to evacuate a bus. A bus may be required to be evacuated if it is disabled next to a high volume roadway, high speed limit roadway, on or near a bridge, on a steep hill or in a curve or near water, or any unsafe area.

When any type of evacuation occurs, students must follow the instructions of the driver to safely unload and to relocate in a safe location away from the hazard. On rare occasions, the driver may be incoherent so we may depend on the older, mature students to help with evacuation. This type of evacuation is practiced with all students during the beginning of each school year. There are several reasons that students may have to be unloaded from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason and to always use their "While Loading and Unloading the Bus" directions.

All buses are designed with several "Emergency Exits"; these locations are, but are not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the service door is not available, the second choice should be the back door. All other exits should be used only when the loading door and the back door are not practical. When the rear door is the chosen exit, selected students designated by the driver are instructed to assist students to the ground. All students are instructed to leave all personal belongings on the bus and to exit from the front to the back of the selected exit location. Students are instructed to walk at least 100 feet away from the bus at the direction away from the recognized hazard or hazards.

School bus transportation is such an important part of the educational system in Sumter County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our precious cargo-your children!

### **SCHOOL BUS DISCIPLINE POLICY (PreK-6th)**

#### **BUS PASSES:**

If a student needs to ride a bus other than their assigned bus, they **must bring** a letter stating the bus number, reason for bus pass request, parent name, signature, and contact number. All bus pass requests should be submitted to the front office no later than 10:30 a.m.

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to share with their children the importance of obeying the rules so that all students may be transported safely and comfortably. If a student is suspended from the bus, he or she may also be suspended from school depending on the severity of the offense. The school reserves the right to combine school consequences with transportation consequences. When a student is suspended from school, he or she **CANNOT** ride any Sumter County School Bus. This rule also applies to activity buses.

#### **FIGHTING**

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

#### **PROMOTING A FIGHT, THROWING OBJECTS, SPITTING, ARGUING/ PROFANITY/RACIAL SLURS**

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Twenty (20) days bus suspension.
- 5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

#### **DISOBEYING AUTHORITY (Driver, Monitor and School Staff)**

- A.** Refusing to obey the driver or person in authority.
  - B.** Refusing to sit in an assigned seat.
  - C.** Refusing to answer the driver when a question is asked.
  - D.** Giving the driver the wrong information.
  - E.** Getting off the bus at the wrong stop without a note from the school.
  - F.** Refusing to obey the railroad crossing rule.
  - G.** Disrespecting the bus driver.
- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
  - 2<sup>nd</sup> Offense:** Five (5) days bus suspension.

- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Twenty (20) days bus suspension.
- 5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **BULLYING**

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Twenty (20) days bus suspension.
- 5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **GENERAL BUS RULES**

**The following are not allowed on the bus:**

- A.** Food, gum chewing, juice or sodas.
  - B.** Toys of any size.
  - C.** Supplies out on the bus except a book to read.
  - D.** Sexual gestures.
  - E.** Graffiti.
  - F.** Extending any part of the body or other objects out the windows, doors and aisles of the bus.
  - G.** Standing, walking, playing or kicking.
  - H.** Sunglasses unless prescribed by physician.
  - I.** Yelling out the window or inside the bus.
  - J.** Getting on or off the bus while in motion.
  - K.** The use of mirrors, lasers, flash cameras, lights, reflective devices, or any electrical communication devices in a manner that might interfere with the operation of the school bus.
  - L.** Any other action that might cause disruption for the driver.
- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
  - 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
  - 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
  - 4<sup>th</sup> Offense:** Twenty (20) days bus suspension.
  - 5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **MAJOR OFFENSES**

The following behavior will not be tolerated in any form and **MAY** result in an automatic suspension for the entire year. Additionally, students may be referred for a disciplinary tribunal for these offenses:

- A.** Sexual misconduct offenses (engaging with or fondling one another).
- B.** Ignition of lighter, matches, and /or combustible or flammable materials, etc.
- C.** Possession of a dangerous instrument /Firearm/Other Weapon.
- D.** Physical assault /Physical Violence.
- E.** Smoking, dipping, use of drugs/alcohol, or possession of related products.
- F.** Theft/Vandalism of school or personal private property.
- G.** Arson/Unlawful and intentional damage real or personal property by fire.
- H.** Sexual Harassment.

### **CONSEQUENCE:**

Minimum of 10 days' suspension pending tribunal unless another penalty is given at the discretion of the administrator according to the policy listed above, including, but not limited to an automatic suspension of bus riding privileges for the remainder of the school year.

### **BROUGHT BACK to SCHOOL**

If the student is returned to school when no one is home to get him/her off the bus, the following **Consequences** will occur:

**First Offense**--Meet with Parent and present a letter with Consequences for them to sign.

**Second Offense**--Student suspended from the bus for three (3) days.

**Third Offense**--Student suspended from the bus for five (5) days.

**Fourth Offense**--Student suspended from the bus for eight (8) days.

**Fifth Offense**--Student suspended for the Remainder of the Year.

**\*\*\*No student shall be allowed to ride any school bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year. \*Restitution for damaging bus seats and/or property is required (up to \$75.00).**

## **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, student desks, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this discipline code, the term "unauthorized" means any items dangerous to the health or safety of students or school personnel, or disruptive any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

**Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**Desk Searches:** Student desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

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

## **DISCIPLINARY JURISDICTION OVER STUDENT CONDUCT**

The Sumter County School District has discipline authority over its students whenever the interests of the School District are involved. Therefore, the Code of Student Conduct applies at the following times and places:

- On school grounds at any time;
- Off school grounds at a school bus stop or at a school activity, function, or event;
- While the student is on a school bus or School District-sponsored transportation;
- When either the alleged perpetrator or the alleged victim is in route to or from school, or to or from a school activity, function, or event;
- Off school grounds while the student is participating in or attending school-sponsored or school-related activities, such as field trips, conferences, or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- Off school grounds while attending a school-sponsored or school-related activity of another school system in Georgia;
- Off school grounds when the behavior of the student 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 (O.C.G.A. § 20-2-751.5(c));
- Off school grounds when the misconduct is directed at a School District student, employee, or volunteer and is related to the victim's affiliation with the School District;
- Off school grounds when a student leaves school without permission of a school official (Absent Without Leave); and
- Off school grounds when the misconduct adversely affects the safety and welfare of the school community or the orderly mission and function of the school.

## **INVESTIGATION OF MISCONDUCT**

When a violation of school rules is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should be timely and include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff

members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. If administrators believe a request for a due process hearing will be made, he/she should attempt to preserve video surveillance of any misconduct. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

The determination of whether or not a student has violated the Code of Student Conduct will be made based solely on a preponderance of the evidence. In other words, is it more likely to be true than not true, based on the evidence, that the student did violate the rule?

## **SECTION VI: APPENDIX A**

**COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES**

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

### ***Coverage***

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

### ***Treatment***

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

Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.

Eligibility for and receipt or enjoyment of benefits and services.

Use of facilities.

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

### ***Health Education***

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



### ***Physical Education***

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

### ***Athletics***

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

### ***Organizations***

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

### ***Counseling Materials***

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

### ***Employment***

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

- ✓ Employment criteria
- ✓ Recruitment
- ✓ Compensation
- ✓ Job classification and structure
- ✓ Fringe benefits
- ✓ Marital or parental status
- ✓ Effect of state or local law or other requirements
- ✓ Advertising
- ✓ Pre-employment inquiries

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

### ***Student Records***

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

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

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW.  
Washington, DC 20202-4605

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

Student's name, address, and telephone listing;  
Date and place of birth;  
Dates of attendance;  
Participation in officially recognized activities and sports;  
Weight and height of members of athletic teams;  
Diploma awarded.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to Sumter County School District, Attention: Director of Human Resources, 100

Learning Lane, Americus, Georgia 31719 no later than 30 days after the first day of school.

**Research**

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation conducted by or for the school district, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis or evaluation.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the following information without prior consent of the student (if an adult or an emancipated minor) or of the student's parent or guardian:

Information concerning political affiliations, mental and psychological problems potentially embarrassing to students or their families, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom students have close family relationships, legally recognized privileges and analogous relationships such as those with lawyers, physicians and ministers, or income (other than that required by law) to receive eligibility for participation in a program or for receiving financial assistance under such program.

**Compliance**

The Director of Human Resources has been named to coordinate the school district's activities in complying with all regulations and purposes cited above.

**Grievances**

If employees or students think that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, they should contact:

Director of Human Resources  
Federal Regulations Compliance Officer  
Sumter County School District  
100 Learning Lane  
Americus, Georgia 31719  
(229) 931-8500

OR

The Office of Civil Rights  
U.S. Department of Education  
101 Marietta Towers  
Atlanta, GA 30323  
(404) 221-2352

**Public Notice**

Prior to the beginning of each school year, each school system must provide public notice to advise students, parents, employees, and the general public that all technical and vocational programs will be offered without regard to race, color, national origin, sex, or handicap. The

notice must include the name, office address, and telephone number of the person designated to coordinate Title VI, Title IX, and Section 504/ADA.

***Discriminatory Disclosure***

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

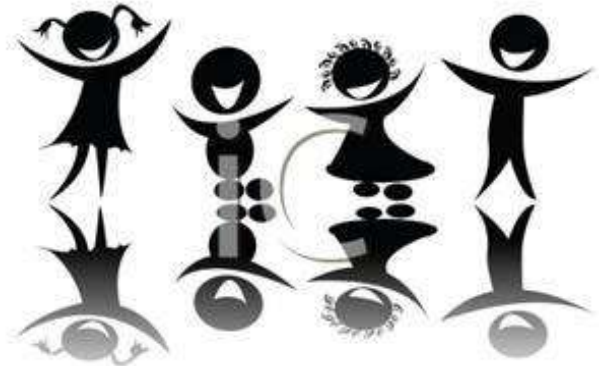
Students, parents, employees and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

Title VI  
Gayla Braziel  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
229-931-8500

Section 504  
Director of Special Programs  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
229-931-8500

Title IX  
Helen Ricketts  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
229-931-8500



## **APPENDIX B**

### **SUMTER COUNTY FEDERAL PROGRAMS COMPLAINT PROCEDURES**

Complaint Procedures under the Elementary and Secondary Act of 1965

#### **Section 9304 - General Applicability of State Educational Agency**

#### **Assurances Section 9503 - Complaint Process for Participation of Private School Children**

##### **A. Grounds for a Complaint**

Any individual, organization or agency ("complainant") may file a complaint with the Sumter County Board of Education ("Department") if that individual, organization or agency believes and alleges that a local educational agency ("LEA"), the state educational agency ("SEA"), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Act of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

##### **B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children  
and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title I, School Improvement Grant 1003(a)
7. Title II, Part A: Teacher and Principal Training and Recruiting Fund
8. Title II, Part D: Enhancing Education through Technology
9. Title III, Part A: English Language Acquisition, Language  
Enhancement, and Academic Achievement
10. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
11. Title IV, Part A, Subpart 2: Community Service Grants
12. Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers
13. Title V, Part A: Innovative Programs
14. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
15. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments  
Competitive Grant Program
16. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
17. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for  
Participation of Private School Children
18. Race To The Top, RT3
19. SIG 1003(g)
20. Title VI, Part B; the McKinney-Vento Act
21. Title X Part C - McKinney-Vento Homeless Education

### **C. Complaints Originating at the Local Level**

As part of its Assurances within NCLB program grant applications and pursuant to Section 9306 of the No Child Left Behind Act, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue at the local level.

### **D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and;
7. The address of the complainant.

The complaint must be addressed to: Sumter County Schools  
Director of Federal Programs  
100 Learning Lane  
Americus, GA 31719

Once the complaint is received by the Director of Federal Programs, it will be copied and forwarded to the district Superintendent's office as documentation of complaint being received and investigated.

### **E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the district received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the district may investigate or address the

complaint; and

4. Any other pertinent information.

The Department will have thirty (30) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

Appropriate Department staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Department will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

#### **F. Right of Appeal**

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal.

Revised 6/11/15

Sumter County Schools  
**Complaint Form for Federal Programs under the Elementary  
 and Secondary Act of 1965**

Please print

Name (Complainant): _____		
Mailing Address: _____		
Phone Number (Home): _____		
Phone Number		(Cell): _____
Phone Number		(Work): _____
Email Address: _____		
Agency/Agencies complaint is being filed against: _____		
Date on which violation occurred: _____		
Statement that the Sumter County Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):          		
The facts on which the statement is based and the specific requirement allegedly violated (attached additional sheets if necessary):          		

\_\_\_\_\_  
 Signature of Complainant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of District Receiving

\_\_\_\_\_  
 Date

**\*In order to file a complaint regarding Fraud, Waste or Abuse involving US Department of Education funds or programs, please visit <http://www2.ed.gov/about/offices/list/oig/hotline.html>**

Revised 6/11/15



## Behavior Expectations Matrix

	<b>S</b>	<b>T</b>	<b>A</b>	<b>R</b>
<b>Location</b>	<b>Safe</b>	<b>Trustworthy</b>	<b>Act Responsibly</b>	<b>Respectful</b>
Hallway	Walk face forward One student in one square Keep to the right Keep hallways clear and clean	Go directly to your destination Set a good example During class have a pass	Follow directions Hold doors for others	Keep hands and feet to self Stay quiet - classes are in progress
Restroom	Wash hands Report problems to an adult Walk at all times Keep water in sink	Throw trash in receptacle Use time wisely	Wait your turn Go, flush, wash	Respect privacy Use kind words and actions Use equipment and supplies properly
Assembly	Enter and exit quietly Walk at all times Stay in designated area	Keep hands and feet to yourself Sit appropriately	Follow directions from adults Enter and exit quietly	Eyes and ears on speaker Participate Use appropriate applause
Playground	Stay in designated area Report problems to an adult Walk to and from building	Line up when you are called Set a good example Use equipment appropriately	Play by the rules Invite others to play	Take turns Use kind words and actions
Cafeteria	Follow directions from adults Walk at all times Eat only your food	Leave a clean table, chair and floor	Sit with feet under the table Noise level "0" when music is playing Use an inside voice when music is off	Respect other's space Use kind words and actions Raise your hand for help
Library	Follow directions from adults Walk at all times	Stay on task Put things away in their proper place Return materials on time	Be quiet Use time wisely	Take care of books and equipment Respect others trying to read and learn
Classroom	Use classroom materials appropriately Walk at all times Keep hands, feet, and objects to yourself	Complete your work Organize	Be ready to learn Try your best Stay on task Participate	Pay attention to your teacher Follow instructions Use kind words and actions Raise your hand to speak
Bus/Car	Stay seated face forward Watch for traffic when entering/exiting Keep hands and feet to yourself	Listen to bus driver No eating or drinking Keep track of your belongings Listen to the announcements	Keep your book bag closed Report problems to adult	Keep noise down Use kind words and actions Listen for your stop Remember your bus/car number

## CELL PHONE POLICY

Please refer to the School Board policy – POSSESSION/USE OF ELECTRONIC DEVICES BY STUDENTS in the Sumter County Schools Student Code of Conduct manual regarding cell phones and other electronic devices. The school will not be held responsible for lost or damaged student cell phones.

### Cell Phone Policy

1) Cell phones are not to be used during the school day. If a cell phone is seen or heard, it will be confiscated. The guidelines for cell phone violations are as follows:

1ST Offense Student must pay \$6.00 at end of day (or the following day if it is taken up after 11:00 A.M.)

2ND Offense Student must pay \$7.00 after phone is kept for a week.

3RD Offense Student must pay \$10.00 after phone is kept for two (2) weeks.

After 3rd Offense - Discipline will be at the discretion of the administrators.

A parent or guardian may come to the school between 3:15 p.m. and 4:00 p.m. to pick up cell phones without paying, but the holding time of phone remains as above.

2) If a student refuses to give a cell phone to a teacher, teacher may write the student up on a discipline referral. Administrator may assign up to five (5) days in In-School Suspension (ISS) for non-compliance as well as ABE interventions will be put in place.

**Administrator will then take up the cell phone and it will be held for one (1) month.**

---

### ADMINISTRATIVE PROCEDURE

Sumter County Board of Education

Approved: 4/13/2017

**SUMTER COUNTY BOARD OF EDUCATION – 100 LEARNING LANE – AMERICUS, GEORGIA 31719 -229-931-8500**

*The Sumter County School System does not discriminate on the basis of race, color, national origin, sex, age or handicap in any educational program/activities or in employment practices*

## **BOARD POLICY      Descriptor Code: IHE Promotion and Retention**

---

It is the policy of the Sumter County Board of Education that placement or promotion of a student into a grade, class, or program be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement. The Board further requires that each principal shall annually notify parents or guardians that the promotion, placement or retention of a student will be based on the academic achievement of the student and criteria established by the Sumter County Board of Education.

### **DEFINITIONS**

- (a) **Accelerated instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/ or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in the shortest possible time.
- (b) **Additional instruction** – Academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/ or summer/intersession instruction.
- (c) **Differentiated instruction** – instructional strategies designed to meet individual student learning needs.
- (d) **Grade level** – the standard of performance as defined by the Office of Student Achievement.
- (e) **Placement** – assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- (f) **Placement committee** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet established criteria to be considered on grade level. This committee shall be comprised of the principal or designee, the student's parents or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level.
- (g) **Promotion** – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade level.
- (h) **Retention** – the re-assignment of a student to the current grade level during the next school year.

### **Promotion, Placement or Retention for Kindergarten**

A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

**All of the following (Steps 1-3) must be true for a student to be promoted to the next grade.**

1. A student must demonstrate readiness by scoring "Ready for 1<sup>st</sup> grade" on the state kindergarten assessment;
2. A student must master an acceptable number, as defined by a committee of kindergarten administrators and teachers, of skills identified in reading, language arts and math;
3. Attendance/Tardies – A student in kindergarten must not be absent for more than 15 days in a school-year. If a pupil is absent more than 15 days, he/she shall be retained.

4. The retention decision may be appealed to the principal within 10 working days.
- B. Should a student be recommended for retention in kindergarten, then:
  1. The information obtained by the state kindergarten assessment shall be considered as part of the required documentation.
  2. The student's parent(s)/guardian(s) shall be notified of the retention decision.
  3. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.
  4. A locally developed rubric/and or set of content mastery criteria will be used by the placement committee to determine placement.
  5. To override the recommendation to retain the student requires unanimous support of the placement committee.
  6. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.

**Promotion, Placement, or Retention for Grades 1-5**

- A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

**All of the following (Steps 1 and 2) must be considered for a student to be promoted to the next grade:**

1. A student in grades 1-5 must achieve a final grade of 70 or above in reading, language arts, and math courses.
2. Attendance/Tardies – A student in grades 1-5 must not be absent more than 15 days in a school-year. If a pupil is absent more than 15 days, he/she shall be retained.
3. The retention decision may be appealed to the principal within 10 working days.

**\*Grades 3-5:** A student in Grades 3-5 shall take the Georgia Milestones Assessment and a converted grade equivalent score from the assessment score will count as 10% of his/her final grade in each assessment content area tested (i.e. English Language Arts, Math, Science, Social Studies).

**\*\*If a student does not take the Georgia Milestones Assessment in any assessment content area, a score of 0 be calculated as 10% of his/her final grade in the assessment content area missed.**

- B. Should a student be recommended for retention in grades 1-5, then:
  1. The student's parent(s)/guardian(s) shall be notified of the retention decision.
  2. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.
  3. A locally developed rubric/and or set of content mastery criteria will be used by the placement committee to determine placement.
  4. To override the recommendation to retain the student requires unanimous support of the placement committee.

5. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.

**Promotion, Placement, or Retention for Grades 6-8**

A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

**All of the following (Steps 1 and 2) must be true for a student to be promoted to the next grade.**

1. A student in grades 6-8 must achieve a final grade of 70 or above in at least three out of four academic subjects and at least one exploratory course.

2. Attendance/Tardies – A student in grades 6-8 must not be absent more than 15 days in a school-year. If a pupil is absent more than 15 days, he/she shall be retained.

3. The retention decision may be appealed to the principal within 10 working days.

**\*Grades 6-8:** A student in Grades 6-8 shall take the Georgia Milestones Assessment and a converted grade equivalent score from the assessment score will count as 10% of his/her final grade in each assessment content area tested (i.e. English Language Arts, Math, Science, Social Studies).

\*\*If a

student does not take the Georgia Milestones Assessment in any assessment content area, a score of 0 be calculated as 10% of his/her final grade in the assessment content area missed.

B. Should a student be recommended for retention in grades 6-8, then:

1. The student's parent(s)/guardian(s) shall be notified of the retention decision.

2. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.

3. A locally developed rubric/and or set of content mastery criteria will be used by the placement committee to determine placement.

4. To override the recommendation to retain the student requires unanimous support of the placement committee.

5. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.

**(1) REQUIREMENTS FOR GRADES 3, 5, AND 8.**

(a) Promotion of a student shall be determined as follows.

1. No third grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends.

2. No fifth grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia

Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

3. No eighth grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

4. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

(i) The student's below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;

(ii) The specific retest(s) to be given the student and testing date(s);

(iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones End-of-Grade Assessments; and

(iv) The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Georgia Milestones End-of-Grade Assessments or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

(c) When a student does not perform at grade level on the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting (*note that this is sample verbiage and is not mandated for inclusion in the policy*); and

(iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

(iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.

(iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

### **Decision of Placement Committee**

The decision of the placement committee shall be final.

### **SPECIAL EDUCATION K-12**

Special Education students shall meet criteria for promotion or placement as established in their Individualized Education Plan. The IEP committee shall serve as the placement committee for these students.

### **PROMOTION REQUIREMENT FOR GRADES 9-12**

#### **Credit for Courses in Grades 9-12 and Lower Grades where High School Credit is Awarded**

For a student to earn high school credit, all of the standards must be met as listed below:

A. To earn credit for a course, the student must have a passing grade of 70 or higher. The number of units required for promotion shall be specified in the student handbook.

\*To graduate, students must meet the requirements established by the Sumter County Board of Education.

B. Meet attendance requirements established by the Sumter County Board of Education.

C. Meet assessment requirements as listed in State Rule 160-3-1.07 (Testing Programs – Student Assessment) and the testing requirements established by the Sumter County Board of Education.

D. Students passing a Georgia Milestone course with a 70 or higher grade but not making at least 68 on the assessment shall receive an Incomplete (I) for the course and must complete 8 to 10 hours of remediation and retake the Milestone for that course. This will be a one-time retake. The only course exception shall be Economics.



---

## Student Internet Acceptable Use Policy

### Procedures for Internet License

1. Parent(s) must sign the Sumter County School System Student Internet Acceptable Use Policy Agreement.
2. Students will be instructed on Internet policy and usage.
3. Students must sign the Sumter County School System Student Internet Acceptable Use Policy Agreement.
4. Each time a student logs onto the Internet, they are agreeing to the Acceptable Use Policy.

### Netiquette

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (see Parent-Student Handbook). The Internet is provided for students to conduct research and communicate with others. Access to Internet services will be provided to students who agree to act in a considerate and responsible manner.



# Student Internet Acceptable Use Policy Agreement



STUDENT'S FULL NAME \_\_\_\_\_ SS# \_\_\_\_\_  
Application Date \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_

.....

**Parent(s) or Guardian(s) Agreement: (If under 18 years of age.)**  
**Signature required for all students' Internet Access Privileges**

As the parent or guardian of this child, I have read the Sumter County School Student Internet Acceptable Use Policy Terms and Conditions. I understand that this access is designed for educational purposes and that the Sumter County School System has taken some available precautions to eliminate controversial materials. I will **not** hold the Sumter County School System responsible for materials acquired on the Internet. I hereby give permission to issue Internet privileges for my child and certify that the information contained on this form is correct. I may withdraw my permission at any time and my child's access privileges will be canceled within 24 hours (working days only). I understand that the Sumter County School System may cancel my child's access privileges at any time for Internet policy violation.

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

.....

**Student Agreement:**

I understand and will abide by the Sumter County School System Student Internet Acceptable Use Policy Terms and Conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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

User Name (Please Print): \_\_\_\_\_



**SUMTER COUNTY SCHOOLS**  
**Image-News Release Form**



I, the undersigned, being parent or legal guardian of the below named student, do hereby grant permission for the student's name(s) to appear in photographs or in video tape to be used by Sumter County Schools, their Board of Education, and other video media organizations. This permission is not limited to inclusion in newspaper articles, photographs, school publications, and/or SCS' "KIDS UNDER CONSTRUCTION," a television production with Georgia Southwestern State University. I further release the Sumter County Board of Education, Sumter County Schools, and any representatives, agents, and employees from any liability related to the creation or use of a student's image, excepting only such injury or damages resulting from the willing act of said representatives, agents, or employees.

STUDENT: \_\_\_\_\_

SIGNATURE OF PARENT/LEGAL GUARDIAN: \_\_\_\_\_

PRINTED NAME OF PARENT/LEGAL GUARDIAN: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

HOME OR CONTACT TELEPHONE NUMBER(S): \_\_\_\_\_

EMERGENCY TELEPHONE NUMBER(S): \_\_\_\_\_

\_\_\_\_\_

## AFFIRMATION OF KNOWLEDGE

I have **READ** and **STUDIED** the contents of this **HANDBOOK**. With my signature below, I am saying that I am aware of the:



- (1.) **Attendance (Absences and Excuses),**
- (2.) **Attendance Law,**
- (3.) **Car Rider Procedures,**
- (4.) **Checkout Procedures,**
- (5.) **Morning Procedures,**
- (6.) **Student Dress Code,**
- (7.) **Transportation Changes,**
- (8.) **SCS Student Behavior Code and the Offenses and Consequences,**
- (9.) **SCS Transportation Manual (Safe Student Riding Instructions),**
- (10.) **School Bus Discipline Policy,**
- (11.) **Cell Phone Policy,**
- (12.) **Promotion and Retention Policy,**
- (13.) **Computer Use/Appropriate Use Policy,**
- (14.) **Student Acceptable Use Guidelines,**
- (15.) **COVID-19 Procedures,**
- (16.) **Behavior Expectations Matrix, and**
- (17.) **Student Internet Acceptable Use Policy at my child's school, Sumter County Elementary.**

**PLEASE SIGN AND RETURN THIS PAGE TOMORROW.**

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

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

Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_