I. Evans County Schools Student Handbook and Code of Conduct Affirmation

As the custodial parent of a child enrolled in Evans County Schools, my child and I acknowledge by signing this form, that we have reviewed the **Evans County Schools 2019-20 Student Handbook and Code of Conduct** and our school’s supplemental handbook and acknowledge receipt of the **Parent Occupational Survey**, **School-Parent Compacts**, the **Title 1 Parent and Family and Engagement Plan** and **ESSA Waiver**. My family and I understand and agree to abide by the policies, agreements, procedures, and directives set forth in these publications. We understand failure to sign or return this acknowledgement form does not excuse any individual from complying with school system policies, regulations, and guidelines. We also acknowledge we have read the **Parent/Guardian Annual Notices** listed below.

II. Telephone Consumer Protection Act

The Evans County Board of Education, its central office, and its schools use an electronic messaging system to provide informational and emergency telephone calls about your child, his/her school, and the school system. I understand that I provided a landline and/or cellular telephone number(s) when I registered my child for school. I grant express consent for the Evans County Board of Education, its central office, and its schools to contact me using its electronic messaging system. I understand that it is my responsibility to contact the school with any changes to my telephone information. I will indemnify and hold harmless the school and the school system from and against any claims, damages, or causes or action arising from the school system’s use of its electronic messaging system and the telephone contact information I provide to the school.

(Check One)  
Yes [ ]  
No [ ]

Review and sign this form. Detach it along the perforation and return it to school by 8/16/19 or within 10 days of enrollment.

(PRINT) Student’s Last Name          First          Middle

(SIGN) Student Signature  
Custodial Parent’s/Guardian’s Signature  
Date

Parent/Guardian Annual Notices

* **Family Educational Rights and Privacy Act (FERPA)**  
  Pursuant to the **Family Educational Rights and Privacy Act**, the Evans County Board of Education designates certain student information as non-confidential, directory information. This includes the following: a student’s name, address, telephone number, email address, date and place of birth, school, grade level, participation in officially recognized school activities and sports, weight and height of members of athletic teams, date of attendance at schools within the district, diplomas, certifications, honors and awards received during the time enrolled in the district’s schools, previous school or educational institution attended by the student, official school photo, and parents’/guardians’ legal names. **You have the right to request your child’s directory information not be released. If desired, complete a FERPA Request to Restrict Directory Information Form**, available at the school office.

* **Elementary and Secondary Education Act (ESSA)**  
  Pursuant to the **Elementary and Secondary Education Act**, public school systems are required to provide high school students’ directory information to military recruiters and colleges/universities by request. **You, or your child if he/she is 18 years of age, have the right to request directory information not to be released. If desired, complete a FERPA Request to Restrict Directory Information Form**, available at the school office.

* **Student Media Release**  
  Evans County Schools and its education partners would like to obtain, reproduce, use, exhibit, display, broadcast, distribute, and create students’ feedback, derivative works, photographs, videotaped images, and/or likenesses for these express purposes:

  - To promote, publicize, or explain classroom instructions, athletics, or extracurricular events and activities
  - To publish images and information in newsletters, newspapers, magazines, websites, social media, and marketing materials in order to promote the mission and accomplishments of the school system, its schools, and its students
  - To fulfill student teachers’ required coursework documentation for the **Teacher Performance Assessment (edTPA) Portfolio**
  - To participate in the anonymous Georgia Student Health Survey 2.0 (Grade 4-12) given annually by the GaDOE to determine each school’s Climate Star Rating.

  **You have the right to request your child’s directory information not be released. If desired, complete a FERPA Request to Restrict Directory Information Form**, available at the school office.
Internet Access and Google Applications (Apps) for Education Access
You have the right to request your child’s access to the Internet and Google Apps be restricted at school. If desired complete a Request to Restrict Internet Access Form available at your child’s school.

☐ Parent Portal Registration
Parents/Guardians can have access to the Parent Portal, which allows the user to view grades, attendance, etc. Those wishing to be granted access need to complete the Parent Portal Registration Form which is available on the Evans County Schools website, available in each school’s main office, or can be requesting by e-mailing Anita Dasher at adasher@evans.k12.ga.us

- Requesting Accommodations in the School Meals Program for Students with Disabilities
Students whose disabilities restrict their diet may request meal modifications with proper documentation. The form is available in each school’s main office or can be requested by emailing Tonya Blocker at: tblocker@evans.k12.ga.us

- Medical Authorization and Release
Students who need to take medication while at school need to complete a Medical Authorization and Release Form, which is available in each school’s main office or by visiting the Evans County School’s website.

- ECSS Special Education Child Find
“Child Find” refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, age birth to 21, living in the Evans County School district who are suspected of having a disability, may be referred for a possible evaluation to determine if they are eligible for special education services. The Individuals with Disabilities Act (IDEA) requires school systems to locate and identify disabled students attending private schools within their boundaries. If a disabled student is designated to receive special education, a service plan is developed for the disabled private school student. Evans County will spend a proportionate share of federal funds on such students for appropriate special education services. Home-schooled children are considered in the same category and are also eligible for services under this provision of the law. Parentally-placed disabled children in private schools or home-school disabled students are not entitled to a free appropriate public education (FAPE), but the district will provide services based on a proportionate share of federal funds. Contact Tracey Bardak, Director of Special Education for more information at 912-739-3544.
2019–2020

Evans County
Student/Parent Handbook

We are Evans County:
Expecting excellence…no exceptions, no excuses!
EVANS COUNTY BOARD OF EDUCATION

Martin G. Waters, Ed.D. Superintendent

BOARD MEMBERS

Mr. Durell Lynn  
School Board Chairman  
Email: dlynn@evans.k12.ga.us

Ms. Barbara Murphy  
District 1  
Email: bmurphy@evans.k12.ga.us

Ms. Joyce Lockwood  
District 2  
Email: jlockwood@evans.k12.ga.us

Ms. Sharon Haire  
Vice Chairman, District 3  
Email: sharonh@gbankgroup.com

Mr. Job Gutierrez  
District 4  
Email: jgutierrez@evans.k12.ga.us

Mr. Ed Mosley  
District 5  
Email: emosley@evans.k12.ga.us

Ms. Vernella Welch  
District 6  
Email: vwelch@evans.k12.ga.us

All schools are accredited by the Georgia Accrediting Commission and AdvancED.
Central Office Directory

613 West Main Street Claxton, GA 30417 (912-739-3544)

Superintendent’s Office
Dr. Martin G. Waters, Superintendent
   Mrs. Amy R. Rogers, Administrative Assistant

   Mrs. Alison Boatright, Chief Financial Officer
   Mrs. Kayse Hodges, Payroll and Benefits Clerk
   Mrs. Amy Ray, Accounts Payable Clerk

   Dr. Karen Bland, Human Resource Officer
   Mrs. Stacey Dees, Records Officer

Assistant Superintendent of Academic Services
Dr. Kristy Vandenberg, Assistant Superintendent
   Ms. Shelly Brinkley, Administrative Assistant

   Mrs. Tracey Bardak, Special Education Director
   Mrs. Anita Dasher, Testing Coordinator & Student Information Systems Coordinator

   Ron Myers, Director of Technology
   Jared Duval, Technology Specialist

Assistant Superintendent of Student Services
Dr. Toney Jordan, Assistant Superintendent

   Mark Stroud, Director of Facilities and Athletics
   Dr. Tonya Blocker, Director of School Food
   Tracy Beasley, Director of Transportation and Safety
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Evans County Schools Calendar
2019-2020 (175 student days / 190 teacher days)

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NOTES:
October 18, 2019 is Homecoming.
October 21-25, 2019 is Ogeechee Fair.
March 14, 2020 is Wildlife Festival.

Staff required to work two extracurricular events per semester and attend graduation.

Red: School Closed/ Holidays
Yellow: Half Day
Green: First and last day of school for students
Pink: Graduation (staff attendance required)
Blue: Teacher Inservice/Workday (no school for students)
Gray: Possible weather make-up dates

Board approved 12/10/18
Welcome to the 2019-2020 school year!

Whether you are a returning family or new to the Evans County Schools, we warmly welcome you to this school year. We are proud of the efforts of our students and staff and we know there is still work to do in improving learning for ALL students. Among the successes of 2018-2019:

- CES has undergone Phase II of the facilities renovation and looks forward to new playground equipment in part to the generosity of the Strickland Foundation. CES will also welcome a new principal, Dr. Bobby Costlow.
- CMS welcomes Dr. Charlie Frazier as a new principal. CMS also hosted our first annual Camp LEAD.
- CHS graduated the first class of Manufacture Ready students and the first to graduate under and alternative graduation plan in welding.
- Second Chance Academy completed its second year and is looking at ways to expand non-traditional approaches to learning with Dr. Mary Felton, new principal.

It is our goal to have ALL students meeting or exceeding typical achievement growth, and 100% of our graduates prepared for their post-secondary opportunities. This year the district moves to a Charter System Status which has allowed us to expand college and career opportunities for our students. Each school will see an increase in foreign language, fine arts, STEM, and academic programs. We also desire to see an increase in Dual Enrollment and work-based learning courses at the high school level.

Safety is of utmost importance. As we return this school year, there has been revisions within our safety protocols and policies. We apologize in advance for any inconveniences, but we do not want to take any chances in protecting our students and employees. Please be aware that we will be conducting frequent safety drills to be sure we are all prepared in an emergency.

As you all prepare for the start of the school year, we hope you can feel the excitement in the air. When your students enter our doors, our mission will be to ensure a commitment that ALL students have the opportunity and support to achieve the high levels of learning and character development required for successful college and career endeavors through partnerships with students, parents, staff, and the community.

We are looking forward to a successful year and invite you to partnership with us!

Dr. Martin G. Water, Superintendent
Safety Protocol Memo

Dear Evans County Parents and Students:

First, let me make it very clear that safety has been and will always be a priority focus of Evans County Schools. We will not tolerate aggressive behavior (fighting) among students while on campus. We will not tolerate students bringing weapons to school or even making threats to bring weapons to school. We will not tolerate students that make threats to bring harm to anyone at school. There will be severe consequences to any student found guilty of the above, or any other act that severely disrupts the learning process.

In addition to asking for your help, this letter serves as notice of procedures and practices that will take place at Evans County Schools to help insure this safety.

Please review the following items carefully with your child:

1. **Increased level of safety searches.** We will implement a routine and random method of searching students’ book bags and lockers. Therefore, students should understand that they have no expectation of privacy with lockers or with a book bag if they choose to bring a book bag to school. It is not our intention to “catch and punish” but rather to deter students from bringing drugs and weapons on school property. We ask that you talk with your child about these increased measures so that they will understand why these procedures are being implemented.

2. **Verbal threats will result in discipline.** When students say things like, “I’m going to bring a gun to school,” or I’m going to kill someone,” or any statement that resembles a threat to violate the weapons policy or to inflict harm to another, the student will be disciplined. The Principal’s Investigation will determine if expulsion or an Alternative school assignment will be added to the suspension. Please explain to your child that these statements cannot be made lightly or even in joking.

3. **Aggressive behavior among students.** Our handbooks are very clear about students fighting at school. Students guilty of fighting will be suspended, possibly recommended for expulsion, and could be turned over to Law Enforcement. Please review the section of the student handbook that explains the consequences of aggressive or violent behavior.

4. **Finally, inform an adult when something is wrong.** It takes everyone working together—parents, teachers, administrators, and especially the students, to keep our schools safe. When a student has knowledge that another student has brought a weapon, drugs, or anything that could cause harm to another, that student should immediately report it to a school staff member. Please encourage your child to tell school staff when they see or hear about dangerous items at school and contact the school as soon as possible if your child relays such information to you.

Our Principals and staff members are diligent in providing a safe school environment but we need your help as well. Talk with your child about the points in this letter, and monitor their book bags from home. We encourage you to call your administrator if you see or hear anything you think they should know. Working together, we can and will provide a safe environment.

Sincerely,

Martin G. Waters, Ed.D.
Superintendent
The Framework of Evans County Schools

**Our VISION:**
Prepare ALL students for success in College, Career and Work readiness for ALL in order to become citizens who contribute positively to society.

**Our MISSION:**
To achieve the high levels of learning and character development required for successful post-secondary endeavors through partnerships with students, parents, staff, and the community.

**College, Career and Work Readiness:**
*Having the necessary skills, knowledge, and soft skills to be successful in a four-year university, two-year college, technical college, military service, and/or career.*

**Our Collective Commitments:** In order to fulfill our fundamental purpose and become the district described in our vision, each member of the staff commits to the following:

- I will be a positive, contributing member of my collaborative team.
- I will teach the essential learnings of our agreed-upon curriculum, unit by unit.
- I will monitor each student’s learning on an ongoing basis through classroom and team developed formative assessments.
- I will use evidence of student learning to inform and improve my practice and to better meet the needs of individual students.
- I will work with my colleagues to achieve our SMART goals.
- I will seek out the most promising practices to support student learning.
- I will adopt a “whatever it takes” mentality towards student achievement.
- I will keep students and parents informed of the progress in a timely manner.

**As a result of these commitments our governance protocols will ensure high levels of learning for all students.**

- The interdependent, collaborative team (PLC) is the fundamental structure of the district guided by four questions:
  1. What do we want our students to learn?
  2. How do we know if they have learned it?
  3. What do we do when they have not learned it?
  4. What do we do when they have already learned it?
- The district supports the continuous learning and ongoing professional development of its educators.
- The district has a strong partnership with parents and provides parents with the information they need to monitor and support the learning of their children.
• Schools are characterized by a collaborative, continuous improvement culture in which all staff take collective responsibility for helping all students learn at high levels.
• The staff will constantly seek out the most promising practices that support student learning and utilize assessments to differentiate instruction.
• Classrooms will be student-centered, welcoming, nurturing and engaging environments that provide a variety of rigorous real world learning experiences, utilizing multiple modalities, embedded with 21st century skills.
• Students are provided a guaranteed and viable curriculum, unit by unit, that is standards-based, organized by prioritized learning targets, and rigorous.
• The learning of each student is monitored on an ongoing basis through a variety of daily formative assessments in the classroom and team-developed common formative assessments for each unit.
• Schools have RtI systems in place to ensure that evidence of student learning is used to:
  o Provide additional time and support for students who are struggling in a way that is timely, diagnostic, and directive.
  o Enrich and extend the learning for students who have demonstrated they are highly proficient.
  o Inform individual educators regarding their strengths and weaknesses in helping students learn at high levels.
  o Alert a collaborative team to areas of concern in student learning that warrant the attention of the entire team.

Our District Goals:

We will monitor the following indicators to mark our progress.

1. Increase the percentage of graduates to be equal to or exceeding the state graduation rate, with 100% of graduates prepared to be successful in post-secondary learning.
   a. Ensure a guaranteed and viable curriculum (GVC)
   b. Strengthen RtI supports and interventions
   c. Increase academic, fine arts and career pathways
2. Close 5% of the gap between the CCRPI baseline score and 100 annually with 100% of students showing typical or high growth.
   a. Establish highly functioning PLCs
   b. Increase reading and writing proficiencies at all grade levels
   c. Implement a standards-based measuring and monitoring system for student achievement
   d. Implement a comprehensive and fully aligned K-12 guidance plan
3. Increase our stakeholder engagement
   a. Optimize human resources
   b. Improve parent communication
   c. Improve school climate ratings and support services
4. Optimize our resources
   a.Maximize flexibility and support within a balanced budget
   b. Provide safe and functional facilities, which support instruction
   c. Improve operational efficiencies’

MOTTO:

Expecting Excellence...No Exceptions, No Excuses!
Evans County Schools Handbook

EFFECT OF STUDENT HANDBOOK

Should there be required policy changes based on actions of the State Board of Education, General Assembly or local Board of Education, the handbook’s contents are subject to change without prior notice. The policies, rules and regulations in the Handbook are regulatory in nature and shall not be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for each school is vested in the principal, who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the student concerned, the other students in the school, and the ongoing educational mission of the school and Evans County School System.

Rights of Students
Students shall have the right to:
1. Pursue a successful education in a safe environment without disruption;
2. Receive fair and equitable treatment without discrimination in every aspect of the educational system;
3. Be treated respectfully and as an individual; and
4. Be informed of their rights, responsibilities and discipline policies.

Responsibilities of Students
All students share with the administration and faculty responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:
1. Attend school regularly, arrive on time, and bring materials;
2. Respect the personal, civil and property rights of others;
3. Put forth conscientious effort in classroom work and homework;
4. Groom and dress appropriately;
5. Have knowledge of and conform to school rules and regulations;
6. Not use indecent, obscene, or foul language; and
7. Report incidents or activities that may threaten or disrupt the school environment.
8. Be responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, and any other services provided to them during the school year. Each item must be returned at the end of the semester or year to the teacher or individual who issued the item. Students are expected to pay for any damaged equipment, materials, or other property, and any fees due.

Rights of Parents/Guardians
Parents shall have the right to:
1. Receive regular official reports on their child’s academic progress;
2. Receive an explanation for the basis of any grade given by the teacher;
3. Request a conference with the teacher and/or principal;
4. Receive a prompt report of their child’s attendance to class or school;
5. Bring an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student’s limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing;
6. Appeal disciplinary actions of suspensions of 10 days or more.

Responsibilities of Parents/Guardians
Parents/guardians shall have the responsibility to:
1. Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
2. Enroll their child in another school if he/she is expelled from ECS;
3. Present to school officials any concern in a calm, reasonable manner;
4. Work with the school on academic, disciplinary, or other related matters pertaining to their child;
5. Plan the time and place for homework assignments and provide necessary supervision;
6. Talk with their child about school activities and expected behavior;
7. Know the rules set forth in this Code and review them with their child; and
8. Ensure that their child receives the periodic student health examinations that are required by law.
**PARENT & STUDENT NOTIFICATIONS**

1. **ANTI-DISCRIMINATION AND TITLE IX COMPLAINT**
   
   **Notice to Students, Parents, & Employees:** If you believe you or your child are being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin, or disability, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you or your child are being treated, and why. You also may contact the school system’s Equity Compliance Officer/Title IX Coordinator for assistance by writing or calling:
   
   **Dr. Toney Jordan, Assistant Superintendent of Student Services, Evans County Board of Education, 613 West Main Street, Claxton, Georgia 30417, (912) 739-3544.**

2. **COMPLAINT PROCEDURES UNDER THE NO CHILD LEFT BEHIND ACT**

   Any individual, organization or agency (“complainant”) may file a complaint with the Evans County Board of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”) is violating a Federal statute or regulation that applies to a program under the No Child Left Behind Act. The complaint must allege a violation that occurred no 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. For more information, please contact **Dr. Kristy Vandenberg, Assistant Superintendent, Evans County Board of Education, 613 West Main Street, Claxton, Georgia 30417, (912) 739-3544.**

3. **EQUAL OPPORTUNITY**

   The Evans County Board of Education does not discriminate on the basis of age, disability, race, ethnic origin, religion, color, or sex/gender in its educational programs and activities, athletic programs, or employment practices as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (Title II); Title VI of the Civil Rights Acts of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and the Equity in Sports Act, O.C.G.A. 20-2-315.

   **Questions, concerns or complaints relating to the nondiscrimination policies and practices for students of Evans County Schools should be addressed to the following officials:** **Dr. Toney Jordan, Assistant Superintendent of Student Services, Evans County Central Office, 613 West Main Street, Claxton, Georgia 30417 (912) 739-3544.**

4. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

   Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

   • The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
   
   • Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
   
   • The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
   
   • The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
   
   • School Officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other party to whom school system services or functions that would otherwise be performed by school employees has been outsourced or assigned.
   
   • A legitimate educational interest is a need that arises out of a school official’s role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system; to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student’s enrollment or transfer; to specified officials for audit or evaluation purposes;
in connection with the student’s application for financial aid; to state and local officials pursuant to State law; to organizations conducting studies on behalf of the school; to accrediting organizations; to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986; to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.

Parents and Protection of Pupil Rights Amendment (PPRA)
The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and

- **Surveys.** The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the Parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the Parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. “Protected Information” is information in the following categories:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental and psychological problems of the student or the student’s family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating, and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
  8. Religious practices, affiliations, or beliefs of the student or parents.

- **Physical Examinations.** Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

The Evans County Board of Education has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution procedures. The Evans County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and eligible students, at least annually, at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in collection, disclosure, or use of personal information for marketing, sales or other distribution.

A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

5. **HARASSMENT STATEMENT**
The Evans County Board of Education does not and will not tolerate harassment of our students or employees. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnic group, color, gender, religious belief, national origin, citizen- ship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Furthermore, Evans County Schools complies with all federal, state, and local laws, and provides an equal opportunity for all students.
ECS prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality, or citizenship. All decisions of ECS will be administered without regard to any of the categories listed.

Therefore, it shall be a violation of this policy for any student, teacher, administrator, or other school system employee, through conduct or any form of communication of a sexual nature, or regarding race, color, or disability, as defined below, to harass school system students.

Evans County Schools will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, creed, gender or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including exclusion from school.

**Student Complaints and Grievances**

If a student believes he or she is being mistreated because of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure below.

**Step I:** If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the principal, the local school’s Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

**Step II:** If, after meeting with the school principal, the student is not satisfied with the principal’s decision, a written appeal may be submitted to the Dr. Toney Jordan, 613 West Main Street, Claxton, GA 30417, 912.739.3544, tjordan@evans.k12.ga.us within 10 working days of the receipt of the principal’s decision.

The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal’s decision, and be limited to the matter under review.

*Retaliation because of filing a complaint at any level is strictly prohibited.*

6. **HOMELESS CHILDREN AND YOUTH**

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate nighttime residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Evans County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to needed services to support their academic achievement as they work to meet the same challenging standards to which all students are held. For more information, please the Evans County School System Homeless Liaison, Lynn Peacock 613 West Main Street, Claxton, Ga 30417 at 912-739-3544.

7. **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically Section 504 states: No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity, which benefits from federal financial assistance. Under Section 504, a person with a disability (handicap) is anyone who has a mental or physical impairment, which substantially limits one or more major life activities. It is the policy of ECBOE to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, based on disability.
ECS has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities. If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact the district’s designated Section 504 representative: Tracey Bardak, Director of Special Education, Evans County BOE, 13 West Main Street, Claxton, Ga 30417, 912-739-3544.

8. SEXUAL MISCONDUCT

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

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

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

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

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

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

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

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

9. TITLE I SERVICES

The purpose of Title I, Part A funds is to ensure that all children have an opportunity to obtain a high-quality education and to achieve proficiency on high academic standards. Districts and schools with high numbers or percentages of low-income children receive funds to ensure that all children meet challenging State academic content and student academic achievement standards. Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement.
PARENT AND FAMILY ENGAGEMENT PLAN

Parent and family engagement in the Evans County Schools is an important component in a student’s success in school. The board encourages parents to become involved in their child’s education to ensure the child’s academic success.

Evans County Schools puts into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESSA). These programs, activities, and procedures are planned and operated with meaningful consultation with parents of participating children and are described in more detail on pages:

Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. Evans County Schools takes the following actions to involve parents in the joint development of its district wide Parent and family engagement plan under section 1112 of the ESSA:

- Conducts an annual fall meeting to inform parents of school’s Title I participation and to discuss the Title I program:
- Involves parents in the planning, review, and improvement of the school’s Title I program and Parent and family engagement through the annual evaluation of the Title I program conducted each year during programs, participation on the Title I Advisory Council, use of parent surveys, memberships on committees, school wide planning teams, school councils, and involvement in developing the school’s improvement plan;
- Creates a District Parent family engagement Council to provide advice on matters related to parent involvement in programs supported by Title I funds;
- Adopts district model approaches to improving parent and family engagement at the school level;
- Allocates district resources to parent and family engagement activities;
- Provides a Parent Involvement Coordinator for Title I schools;
- Meets with parenting personnel from Head Start, Pre-K and the English Language Assistance Programs to collaborate while planning for parent workshops when feasible;
- Conducts other activities such as parent resource centers in all Title I schools that encourage and support parents in more fully participating in the education of their students;
- Communicates with parents in a format and language that they can understand;
- Invites families and preschool children into the schools to visit, have lunch, and participate in planned activities;
- Provides to parents, as appropriate, information to help them understand the State’s academic content standards, the State’s student academic achievement standards, and the State and local academic assessments including alternate assessments;
- Provides parents with timely information about the Title I program through parent meetings, the school website and newsletters throughout the school year.

District, Title I School-wide Program Model

A School wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal of school-wide programs is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. This School wide reform strategy requires that a school:

- Conduct a comprehensive needs assessment;
- Identify and commit to specific goals and strategies that address those needs;
- Create a comprehensive plan; and
- Conduct annual evaluation of school-wide program’s effectiveness and revise plan as necessary. Adopting this strategy should result in an ongoing, comprehensive plan for school improvement that is owned by the entire school community and tailored to its unique needs.

Professionally Qualified Teachers and Paraprofessionals

All of Evans County’s Title I schools use title funds to support instructional strategies which are effective with students who are at risk of not meeting state standards. Programs of high quality are in place and offer strategies to ensure academic success. Professionally qualified teachers are placed in all our schools to provide instruction on a regular basis to all students. Paraprofessionals hired after 01/08/2002 must have the following:

- Completed two years of study at any institution of higher learning;
• Obtained an associate’s degree (or higher);
• Demonstrated through an academic assessment the knowledge and the ability to assist in the instruction of reading, writing, and math.

**Parents Right-to-Know**

School districts are required to inform parents regarding the qualifications of their child’s classroom teachers as well as the school improvement status of the school. Parents have the right to know the following:

- The professional qualifications of their child’s teacher(s) including degrees and certifications held
- The respective area of instruction in which the teacher is certified
- The school improvement status of the school
- The level of achievement of their child in each area of the state assessment
- If their child has been assigned, or has been taught for at least four consecutive weeks by a teacher who does not meet the highly qualified definition

Parents have a right to be involved in the planning and implementation of the parent involvement program in their school. For additional information regarding Title I and /or parental and family engagement, visit the GaDOE website: [http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Title-I-Resources.aspx](http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Title-I-Resources.aspx) or contact Evans County Federal Programs Department at 912-739-3544. Complaints to: Dr. Kristy Vandenberg, 613 West Main Street, Claxton, GA 30417, kvandenberg@evans.k12.ga.us

Records may be requested by completing an Open Records Request. Visit [www.evans.k12.ga.us](http://www.evans.k12.ga.us) to access the form.
ACADEMIC SERVICES INFORMATION (ALL GRADES)

Note: Any student missing more than \( \frac{1}{2} \) of instructional time within a class will be counted absent for that period.

SCHOOL-SPONSORED NON-INSTRUCTIONAL ACTIVITIES (Absences)

Georgia School Standards prohibit students from being absent from class due to school related non-instructional activities for more than ten (10) percent of the school year. A student may be absent because of his/her involvement in school-sponsored, non-instructional activities such as participation in athletics or club functions on the local, state, or national level, beyond the ten (10) percent if the student receives specific exemption from the ten (10) percent rule from the school administrator. (The days missed by a student for school-sponsored, non-instructional activities are not computed as part of the absentee policy that establishes a maximum number of absences from class beyond which a student cannot receive course credit for a class.) A student who wishes to participate in a school-sponsored, non-instructional activity that will require him/her to exceed the ten (10) percent per scheduled class period per year maximum must apply for an exemption prior to the absences.

MAKE-UP WORK

Make-up work is defined as work assigned on a day the student is absent and is not to be confused with previously assigned work. (Previously assigned work includes but is not limited to reports, projects, homework, and term papers which were assigned when the student was present. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.) Students are required to complete make-up work within 5 days of returning to school, unless additional time is approved by the school administrator. Teachers have the discretion to require students who were present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. (Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)

MATERIALS

Students are expected to have textbooks, notebook paper, and pencils at all times for use in class.
I. PROMOTION/RETENTION PROCEDURES FOR GRADES 3, 5, 8

The promotion of students in grades 3, 5, and 8 shall be determined in accordance with State Board Rule 160-4-2-.11 PROMOTION, PLACEMENT AND RETENTION as follows:

A. A third grade student may not be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading and meet promotion standards and criteria established by the local board of education for the school that the student attends.

B. A fifth grade student may not be promoted to the sixth grade if the student does not achieve grade level on the state-adopted assessment in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

C. A eighth grade student may not be promoted to the ninth grade if the student does not achieve grade level on the state-adopted assessment in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

When a student does not perform on grade level in either grade 3, 5 or 8 on the state-adopted assessment in the specified area(s) above, parents will be notified of a retest opportunity. If the student fails to achieve at grade level mastery standards on the retest opportunity, then the promotion/placement decision will be determined as outlined in the procedures of the State Board Promotion and Retention Rule (160-4-2-.11). Students must also pass four of five subjects (ELA, Math, Science, Social Studies and Connections) in grades 3, 5, and 8.

Claxton Elementary School Course Requirements

- K-2 Student performance data will be reviewed on a case-by-case basis.
- Grade 4 Students must pass four of five subjects (ELA, Math, Science, Social Studies, and Connections)
- Grade 6 Students must pass four of five subjects (ELA, Math, Science, Social Studies, and Connections)
- Grade 7 Students must pass four of five subjects (ELA, Math, Science, Social Studies, and Connections)

II. APPEALS PROCESS

1. If the parent/guardian or teacher(s) should appeal the retention of the student, then the school principal or designee shall establish a placement committee to consider the appeal.

2. The placement committee shall be comprised of the principal or designee, the student’s parent/guardian, and the teacher(s) of the subject(s) of the state-adopted assessments.

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

The placement committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment and locally adopted assessment instrument as well as promotion standards and criteria established in this policy when making a determination to promote or to retain.

4. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given intensive, differentiated, or supplemental additional instruction during the next year, the student is likely to perform at grade level by the end of the school year.

5. The placement committee shall provide a plan for continuous monitoring during the subsequent school year in order to monitor the progress of the student.

6. The decision of the placement committee, regarding the retention appeal, shall be final.

III. REQUIREMENTS FOR GRADES 9 - 12

The Evans County Board of Education (Board) shall require that students satisfy all state graduation and assessment requirements set by the State Board of Education (SBOE) and/or any local graduation requirements set by the Local Board in order to earn a high school diploma. Students and their parents shall be advised of specific graduation requirements applicable to their graduating class through student handbooks or through advisement materials when they develop their individual graduation plans as required by state law, the applicable SBOE graduation rule, and guidance issued by the State Department of Education.
GIFTED EDUCATION SERVICES

The procedures for identifying and placing student’s in Evans County’s gifted program are governed by the rules and regulations approved by the State Board of Education.

There are three steps in the process for identifying and placing gifted students.

1. **Nomination** – The purpose of referral is to gather existing information about the student.
   a. The first step for entrance into the gifted program-referral may come from teachers, parents, and peers or as a result of system wide testing scores.
   b. Referrals are reviewed by each school’s local gifted referral team. (The gifted referral team at each site will be composed of at least three members such as a school administrator, counselor, teacher/gifted specialist at the minimum, and anyone deemed to have special knowledge about the child.) The participants of each school eligibility committee must be provided to the gifted education coordinator along with the qualifications of each participant. Information will be kept on file at the central office.
   c. Samples of student work and the referral form are submitted to the Eligibility Committee.
   d. A Notification of Nomination will be sent to the parent/guardian. This must be signed and returned in order to continue with any additional evaluation.

2. **Automatic Referral** - Automatic referrals for consideration will be made for all students who score at or above the 90th percentile on system-wide mental ability composite tests or sub-tests. Talent search may include student Measures of Academic Progress (MAP) scores.

3. **Evaluation** – Once parental consent is granted, the local school evaluates the student’s mental ability, achievement, creativity, and motivation through the use of nationally normed group tests, product, performance assessment, and survey checklists. (See attached chart for specific criteria.)

4. **Eligibility** – The school-gifted referral team studies the evaluation information about the referred student. At this point, the team makes a decision about the student’s placement in the gifted program. The school notifies parents as to the team decision. The parents shall be afforded the right for a conference to discuss the criteria and decision.

A student needs to qualify in three of four areas to be placed in the gifted program. Data in all four areas will be available for each student’s eligibility determination.

**Gifted Program Assessment and Eligibility Criteria**

To be eligible for gifted education services under Rule 160-4-2-.38, a student must meet the requirements of Procedure One or Procedure Two, as determined by the data categories of mental ability, achievement, motivation, and creativity. Any data used to establish eligibility in one category shall not be used to establish eligibility in another category. Any test score used to establish eligibility shall be current within two calendar years.

**Procedure One**

<table>
<thead>
<tr>
<th>Mental Ability (Intelligence)</th>
<th>K-2: 99th percentile (age) composite score on standardized mental ability test 3-12: 96th percentile (age) composite score on standardized mental ability test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>K-12: 90th percentile composite score, total math or total reading score on a standardized achievement test</td>
</tr>
<tr>
<td>Motivation</td>
<td>K-12: Motivation scale (for information only)</td>
</tr>
<tr>
<td>Creativity</td>
<td>K-12 90th percentile on standardized creativity test (for information only)</td>
</tr>
</tbody>
</table>
## Procedure Two

| Mental Ability | a. Mental ability tests shall be the most current editions of published tests that measure intelligence or cognitive ability, and have been reviewed for bias and normed within a ten-year period (group tests) prior to administration on a nationally representative sample that included minority representation. These tests shall yield percentile rankings by age(s).  

b. Mental ability tests designed to be administered individually must be administered by a qualified psychological examiner. This would apply only after the group evaluation has been completed and determined not to be a valid estimate of cognitive abilities. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Students in Grades 3-12 shall score ≥ 96th percentile on composite/full scale or appropriate component score on a standardized mental ability test</td>
<td></td>
</tr>
<tr>
<td><strong>Achievement</strong></td>
<td>Standardized achievement tests shall be the most current editions of tests that measure reading, inclusion comprehension, and shall give a reading total or math total based on a combination of scores in math concepts and applications. These tests shall have been reviewed for bias and normed within a 10-year period prior to administration, on a national representative sample that included minority representation. These tests shall also yield percentile ranking by age(s) or grade if Iowa Test of Basic Skills</td>
</tr>
<tr>
<td><strong>Creativity</strong></td>
<td>Creative products and performance will be evaluated with a rubric by 3 or more evaluators per product.</td>
</tr>
</tbody>
</table>
| The student must score ≥ 90 percentile, by age, on the total battery score of a standardized creativity test  
Or must score ≥ 90th% on standardized rating scale  
Or score ≥ 90th% on a product or performance | |
| **Motivation** | GPA must be calculated by grades for the past two years in ELA, Math, SS, Sci, and Foreign Language. Must ensure that the student is within top 10% of GPA. |
| **GPA ≥ 3.5** | |
| Standardized Motivational Characteristics Rating Scale > 90th% | |
Students shall maintain a satisfactory performance in gifted classes with a total academic average 85 each semester. Any student not meeting satisfactory performance will be placed on probational status and a plan of improvement will be completed. Students should not be placed on a plan of improvement more than one time in an instructional level. At the conclusion of a probational period (one semester), the plan of improvement will be reviewed to determine if the student met the prescribed goals. If the event the goals are not met, gifted education services will be discontinued.

Grading System & Information

ELEMENTARY GRADING SYSTEM (Grades 1-5)

90-100.................................A
80-89.................................B
70-79.................................C
69 and below.............................. F
E ......................................... Excellent
S ........................................ Satisfactory
N .................................. Needs Improvement
U .................................... Unsatisfactory

MIDDLE SCHOOL GRADING SYSTEM & INFORMATION (Grades 6-8)

90-100.................................A
80-89.................................B
70-79.................................C
69 and below.............................. F
INC......................................... Incomplete
WD......................................... Withdrawal

ACADEMIC COUNSELING

Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature. Parents are encouraged to make an appointment to discuss their child’s problems or progress with counselors and/or their child’s faculty advisor and/or teacher(s).
ELIGIBILITY FOR PARTICIPATION IN COMPETITIVE INTERSCHOLASTIC ACTIVITIES
Sixth, seventh and eighth grade students participating in competitive interscholastic activities (including activities governed by the Georgia High School Association) must meet eligibility requirements for the region. Competitive interscholastic activities are defined as any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

Eligibility is concerned with subjects passed the previous semester. If a student has an incomplete, the student is ineligible until all incompletes are made up and the passing grades are recorded in the student’s permanent record. (Independent study course credit taken in summer school or summer tutorial credits earned in a non-accredited home study program or non-accredited private schools may not be used to gain eligibility.)

A student who participated in competitive interscholastic activities may have 14 calendar days after the close of each semester to complete make-up work, provided this is available to all students. OTHERWISE, THE STUDENT IS INELIGIBLE FOR THE ENTIRE SEMESTER. Students who are ineligible for competitive interscholastic activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program. Ineligible students cannot try out for a team or program, even though the team or program will not be in operation until the next school year.

HIGH SCHOOL ACADEMIC INFORMATION AND GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89</td>
<td>B</td>
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<td>70-79</td>
<td>C</td>
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<td>69 and below</td>
<td>F</td>
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<td>INC</td>
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<td>WD</td>
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ACADEMIC COUNSELING
Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature. Parents are encouraged to make an appointment to discuss their child’s problems or progress with counselors and/or their child’s faculty advisor and/or teacher(s). Information concerning post-secondary education and training, college admissions testing, (ACT, SAT, ACCUPLACER, etc.), scholarship searches, military options, and career decision-making is also available through classroom guidance and individual guidance services. Parents and students are encouraged to utilize all of the services provided by the Georgia Student Finance Commission website, www.GAfutures.org for helping students plan, apply, and pay for college.

GRADUATION REQUIREMENTS
Students must earn the appropriate number of units listed below to be considered on-track for graduation. Students will be asked to make up course work not passed by completing credit recovery programs, attending Second Chance Academy or Summer Tutorial, (fees may be required). Students will not repeat courses that they have passed. Exceptions to this practice will be made only in extenuating circumstances. Exceptions are to be considered on an individual basis by the principal and are to be documented with details in the student’s academic folder with a statement signed by the principal.
Juniors and seniors who are transferring to Evans County Schools and have met state graduation requirements may be exempt from additional system requirements. To participate in a graduation ceremony, a student must:

- Meet all unit requirements and meet all state testing requirements.
- Meet the requirements for a “Diploma of Performance” as specified in a student’s Individual Education Plan (IEP).

**Diploma of Performance**— Students with disabilities who have not met the state assessment requirements or who have not completed all requirements for a high school diploma, but have completed his/her Individualized Educational Program are eligible to receive a diploma and participate in the graduation ceremony.

**END OF COURSE TESTING**
The Georgia Milestones Assessment System’s End-of-Course Tests will be given at the end of these courses:

- Ninth Grade Literature and Composition
- American Literature and Composition
- Algebra I
- Geometry
- Physical Science
- Biology
- United States History
- Economics

Students enrolled in these courses regardless of their grade level will be required to take the Georgia Milestones End-of-Course Tests. The Georgia Milestone’s End-of-Course tests, which will count as 20 percent of the course grade.

All students enrolled in the final course of a Career Technical & Agricultural Education (CTAE) pathway are required to take an End of Pathway Assessment (EOPA) assigned to the respective program area. Assessments are provided free of charge to Evans County students. EOPAs are authored by such national industry agencies as Microsoft, NOCTI (National Occupational Competency Testing Institute), AAFCS (American Association of Family and Consumer Sciences), and ASE (National Institute for Automotive Service Excellence).
Upon passing an EOPA, students may be issued an official certificate from the testing agency and will receive an honor cord to wear with their school’s graduation regalia. Students who do not initially pass the EOPA may be allowed to retest once, but students must attend the required study/remediation session offered by the teacher.

**EARNING CREDIT BY TESTING OUT**

Beginning in school year 2013-14, a student may demonstrate subject area competency by testing out of any course that has an associated Georgia Milestones End of Course assessment (EOC). A unit of course credit is awarded to students who reach the highest performance level on the Georgia Milestone EOC assessment prior to taking a specified EOC course. Please see your child’s guidance counselor for more information.

- The student must not be currently or previously enrolled in the course for which the EOCT is being exempted.
- The student must have earned a grade of B or better in the most recent course that is in the same content area of the course for which the student is attempting the EOCT.
- The student must receive a teacher recommendation from the teacher in the most recent course in the same content area for which the student is attempting the EOCT.
- The student must have parent/guardian permission if the student is less than 18 years of age.
- If the student does not reach the performance level of Exceeds when attempting to test-out will be required to enroll and complete the associated course to receive credit and will retake the EOCT following the course.
- A $50 deposit is required for any student taking the test.

**ELIGIBILITY FOR ACADEMIC AND ATHLETIC ACTIVITIES**

A student will have the first fourteen (14) calendar days after the close of the semester to complete work and change an incomplete grade. If a student with an incomplete grade has not passed three (3) subjects the previous semester on block scheduling or (5) subjects the previous semester for traditional scheduling, the student will be ineligible. The student is ineligible to participate in extracurricular activities during these fourteen (14) days and cannot practice, play, or participate until he or she has passed the required number of subjects. If the required number of subjects have not been passed by the end of the fourteen (14) calendar days of the semester, he or she is ineligible for the entire semester.

**HIGH SCHOOL COURSE REQUIREMENTS**

*Areas of Study*

1. **English/Language Arts**
   4
2. **Math**
   4
3. **Science**
   4
4. **Social Studies**
   4
5. **CTAE and/or Modern Language/Latin and/or Fine Arts**
   3
6. **Health and Physical Education**
   1
7. **Electives**
   4

**TOTAL UNITS (MINIMUM)**

24

**High School Required/Core/Elective Credit**

Students earn unit credits for courses listed under listed in Rule 160-4-2-.03 List of Funded K-8 Subjects and 9-12 Courses.

1. **English/Language Arts**
   Four units of English shall be required, including one unit of American literature/composition. Courses are to be taken in sequence unless extenuating circumstances are well documented by the Principal in the student’s permanent records.

2. **Mathematics**
   Four units of Math are required. Students entering high school in 2012-13 or after will take algebra, geometry, algebra II, and an approved fourth math.

3. **Science**
   Students shall earn four (4) units in science including one unit of biology; one unit of either physical science or physics; one unit of either chemistry, earth systems, environmental or an AP course; and one additional science unit. All courses meeting the science. Requirements for graduation must be laboratory-based.
1. **Social Studies**
   Four units of credit shall be required in social studies: one in world history, one in economics, one in U.S. History, and one in government/citizenship.

2. **Health and Physical Education**
   Students shall earn ½ unit of health and ½ unit of physical education (P.E.) to satisfy the requirements of one unit of health and P.E. Students shall combine one semester of personal fitness or advanced personal fitness with one semester of health to satisfy requirement. Courses in physical education shall be taken to enhance lifelong fitness through physical activities rather than development of athletic performance.

3. **CTAE and/or Modern Language/Latin and/or Fine Arts**
   Any course or combination of courses from the Fine Arts area may be selected to earn unit credit to satisfy the requirements in Fine Arts/Music for Core Area of Study 5. Any of the courses may be used to satisfy the elective unit requirements.

4. **Foreign Language**
   Two units of the same foreign language are required for students who plan to pursue a college degree. Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option if they are proficient in their native language with credit being established through a formal examination. Any of the courses may be used to satisfy the elective unit requirements.

5. **Career, Technical, and Agricultural Education (CTAE)**
   The Evans County Career, Technical, and Agriculture Education program seeks to provide meaningful school-to-career initiatives that will prepare students for life beyond high school. With a variety of career programs offered at our middle and high schools, Evans County students are able to explore their interests and use advanced applications as they take courses in their chosen pathway. As students gain technical skills, they are also connecting the relevance of the academic skills embedded in their CTAE coursework through real-world scenarios, labs, and work settings.

   Evans County offers CTAE courses in the high school program areas of Agriculture, Business and Technology, Early Childhood Care & Education, Entrepreneurship, Nutrition and Wellness, and Work Based Learning. Students who complete the three required pathway courses in a program of study are considered pathway completers. Pathway completion is not required, but it is highly encouraged in order for students to carry with them a defined set of skills to take into college and career settings. While any of the CTAE courses may be used to satisfy the elective unit requirements for graduation, the following courses may count towards satisfying the fourth science graduation requirement and are recognized as a fourth science by the Board of Regents: General Horticulture and Plant Science, Animal Science Technology, Plant Science Technology, Forest Science, Wildlife Management, Essentials of Healthcare and Food for Life, and Food Science.

**SUMMER SCHOOL QUALIFICATIONS**

- A student may take any course, which he/she has failed during the regular school year.
- A student may take electives, which are above the requirements for the track, which he/she plans to graduate. Other courses may be taken if extenuating circumstances exist and the principal approves.
- Doubling-up of required courses during the regular school year and taking electives is more desirable than taking required courses in summer school for the first time.
- A student may take courses which would make it possible for him/her to graduate at the end of the summer (and which he or she could not take during the regular school year).
- No Evans County student shall be allowed to participate in summer school to earn units toward graduation unless his/her application is signed by his/her school counselor.
- Summer school is only for students enrolled in Evans County Schools.
- Tuition may be charged for summer school.
DUAL ENROLLMENT

In 2015, the Georgia General Assembly passed a law that streamlined the existing dual-enrollment programs. As a result, Accel, Dual HOPE Grant, and the original Dual Enrollment have been combined into one program entitled Dual Enrollment, in which high school students may earn high school course credits while taking college courses. Georgia’s Dual Enrollment dual-credit program is available to any Georgia student in grades 9-12 enrolled in a public school, private school, or home-study program operated pursuant to O.C.G.A. 20-2-690 in Georgia. Dual Enrollment program now covers tuition, mandatory fees and required textbooks.

To participate in Dual Enrollment, students must sign an advisement form with their high school counselor, meet the admissions requirements at the post-secondary institution of their choice, and make satisfactory academic progress.

Approved courses for Dual Enrollment are listed in the Move on When Ready Approved Course Directory (https://apps.gsfc.org/secure/dsp_accel_course_listings.cfm). Approved classes may include degree level or non-degree level courses in the five main academic areas (English, math, science, social studies and foreign language), as well as electives, career, technical and agricultural offerings. The courses a student chooses each term must be listed on his or her Dual Enrollment application and must be approved by his or her high school and the post-secondary institution he or she will be attending.

Students who meet all eligibility requirements will receive a student-specific award amount to be applied to tuition, mandatory fees and books. The post-secondary institution cannot charge the student any additional tuition or mandatory fee costs for approved Dual Enrollment courses. The post-secondary institution must provide the required textbooks for the approved Dual Enrollment courses. The post-secondary institution determines how the books are provided to the Dual Enrollment student.

Students may incur expenses for course-related fees and supplies required for a particular course or optional fee charged by the post-secondary institution. If the post-secondary institution provided the textbooks through a lending program, the student may be charged a lost or damaged book fee if the book is not returned in the required condition.

Dual Enrollment Facts

- Dual Enrollment is a dual-credit program
- Provides assistance for post-secondary tuition, mandatory fees, and books. In some cases, students may be charged or be expected to purchase course-related fees, supplies, or equipment.
- Eligible students may participate part-time or full-time at multiple post-secondary institutions, but applications for Dual Enrollment must be completed every term (semesteror quarter).
- Beginning with Summer 2016, students are eligible to participate in Dual Enrollment program courses during the summer.
- College courses must be selected from the approved Dual Enrollment Course Directory.
- Dual Enrollment will pay a maximum of 15 semester hours or 12-quarter hours per student and per post-secondary institution.
- Once all high school graduation or home-study requirements are met, students are no longer eligible to participate in the Dual Enrollment dual-credit program.

Dual Enrollment Registration

- The eligible student and parent/guardian should schedule a required Dual Enrollment advisement session with the school counselor to discuss the dual-credit program options.
- The student must apply and be accepted to a participating eligible postsecondary institution (University System of Georgia, Technical College System of Georgia or private institutions).
- The student and parent/guardian must sign a Student Participation Agreement during a follow-up advisement session with the high school counselor.
- Eligible students may participate in high school competitive and other extracurricular events.
- Courses do not count against any maximum hourly caps for the HOPE scholarships or grants.
- College courses taken must count toward local and/or state high school graduation requirements.
- The Georgia Student Finance Commission will manage funding and payments to the postsecondary institutions provided by annual state appropriations.
- The Dual Enrollment dual-credit program is not available for coursework exempted or given credit by examination, testing, training, or prior experience.
Dropping a course or not following program rules and regulations may result in students being removed from Dual Enrollment; thus, affecting their high school graduation requirements.

- Students must make annual progress towards graduation and completion of their Individual Graduation Plan to participate in the Dual Enrollment dual-credit program.

**Grade Conversion Scale**
The following conversion scale will be used for converting letter grades from the outside schools, districts, or postsecondary institution’s official transcript to numerical averages on the high school transcript:

- A = 95,
- B = 85,
- C = 75,
- D = 65,
- F = 60

**HONOR GRADUATES**
In order to qualify as an honor graduate from high school, a student must have attained a non-rounded 90 or better average in core academic courses (HOPE), including 2 units of foreign language and a 4th upper level science course. All transfer grades must have been from an AdvancED (formerly the Southern Association of Colleges & Schools) approved school or the equivalent. Middle school courses that count for High School graduation credit, DO NOT count for this calculation.

No residency requirements exist concerning the qualification of honor graduate. Grades from Dual Enrollment core courses will be considered in calculations of the numerical averages based on the district’s conversion scale.

For purposes of identifying honor graduates, the averages shall be computed at the end of the third nine weeks of the student’s senior year (or year of graduation).

**VALEDICTORIAN AND SALUTATORIAN**
The valedictorian and salutatorian for each graduating class shall be those students pursuing a regular education diploma who have attained the highest academic averages over four (4) years and must meet all honor graduate requirements. In addition, the student should have taken at least one AP course or approved comparable Dual Enrollment core course. No student shall be entitled to be valedictorian or salutatorian who does not enroll at the high school during the first ten (10) days of his/her senior year.

For purposes of identifying the valedictorian and the salutatorian for respective classes, the averages shall be computed at the end of the third nine weeks of the student’s senior year. Credit in lieu of course work (middle school credits) will not be included in the overall academic average.

The Valedictorian will be the student with the highest class ranking. The Salutatorian will be the student with the second highest class ranking.

In the event of a tie for Valedictorian or Salutatorian, the student who has completed more Advanced Placement and/or approved Dual Enrollment classes will be named Valedictorian or Salutatorian for reporting to the Georgia Student Finance Commission. If a tie continues, students’ scores on the Advanced Placement exams will be used to break the tie. If a tie continues, a method will be determined by the school administration.

**COMPETITIVE INTERSCHOLASTIC ACTIVITIES ELIGIBILITY**
All students participating in competitive interscholastic activities, as defined by GHSA, must be on track for graduation and meet eligibility requirements.

Eligibility is based on the subjects/units passed the previous term and being “on track” which is based on the accumulated Units at the end of each school year. Summer school is considered part of the second semester/term.

First-year students (entering 9th grade) are eligible academically. To be eligible to participate in interscholastic activities, a student must not have reached his/her nineteenth birthday prior to May 1, preceding the year of participation.

If spring semester and summer school are being used to determine fall eligibility, then the semester averages and subjects passed will involve ALL subjects taken in spring semester and summer school. The course must be listed in the school course offering and credit must be applied toward graduation. Independent study course credit taken in summer school is not acceptable for gaining eligibility. In determining eligibility for students, summer school credits earned on non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects/units passed the previous semester, and grades made in a semester.
If a student has an incomplete, all work must be completed within the first fourteen (14) calendar days after the close of the semester. Students who are ineligible for extracurricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program even though the team or program will not be in operation until the next school year.

Students must be present for one-half (½) or more of the school day on the day of the activity in order to participate in that activity unless granted permission by the principal or his/her designee.

All other academic eligibility requirements can be found in athletic handbooks, GHSA policy or specific region policy.

*NCAA may accept credits earned in computer-based courses. NCAA does not accept math support classes as core math courses.

**ONLINE COURSES**
In July 2012, Senate Bill 289 passed allowing students to take online courses. This legislation does not require an online course to graduate, but provides an online learning option for your student. Please see your child’s guidance counselor for more information.

**HOPE PROGRAM**
The HOPE (Helping Outstanding Students Educationally) grant and scholarship programs will assist graduating high school students, who meet certain requirements, with financial assistance for post-secondary study at Georgia public colleges, universities or technical institutes and in some instances, private institutions.

**WORK BASED LEARNING (WBL)**
The Work Based Learning program represents the pinnacle of the Career Technical and Agricultural Education (CTAE) programs by allowing qualified students who have mastered skills in pathway areas the opportunity to work at an approved job placement to gain valuable work experience while receiving CTAE course credit. A job placement may be a placement arranged by the WBL coordinator, the CTAE pathway teacher, or an approved part-time job arranged by the student.

To be considered for the WBL program, students must complete an application to his or her high school WBL coordinator. Applications will be reviewed and ranked based on the student’s CTAE course completion, attendance, discipline, grade point average, and teacher recommendations. Applications received after the due date will be ranked, placed on a waiting list, and considered if space is available in the program.

**Student Qualifications:**
1) Student’s job placement must be approved by the WBL Coordinator and must align with CTAE courses taken and a clearly defined career goal;
2) Student must be classified as either a junior or senior and be at least 16 years old;
3) Student must maintain a passing average in all classes and be on-track for graduation.
4) Student must have an acceptable attendance and discipline record;
5) Student must work a minimum of 7.5 hours for one period of WBL release and a minimum of 15 hours for two periods of WBL release; and
6) Student may need to provide his or her own reliable transportation.

**Extracurricular Activity Expectations**
Participation in interscholastic athletic competitions is a privilege extended to the students by the Evans County Board of Education. Students participating in Georgia High School Association (GHSA) extracurricular athletic activities act as representatives of Evans County Public Schools (ECS). All students are expected to conduct themselves in such a manner as to meet the highest standards of ECS at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in GHSA sanctioned athletic activities. All students, parents, and coaches understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur. The Code of Conduct goes into effect on the first day a student joins an ECS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session. The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct. All consequences listed in this Code of Conduct are minimum standards. The coach has the discretion to set consequences over and above the minimum standards.
Violation A: Long-term Suspension (exceeding 10 days, with or without alternative school placement)

Consequence: Ineligible to attend or participate in any athletic or extracurricular activity during time of suspension

Violation B: Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school)

Consequence: Immediate suspension from all participation until such time as:

a. School officials determine that the student did not commit the act(s) or other felony conduct; or
b. Local prosecutors dismiss or drop all pending charges and petitions; or
c. The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code; or

d. The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct, which if committed by an adult could be charged as a felony and serves any and all portions of the sentence, including all periods of probation.

For the following violations (C, D, and E), the school administration must have valid evidence and/or verification of the violation as defined in the following:

1. Self-admitted involvement by the student
2. Witnessed student involvement by the sponsor, coach, or any staff member
3. Parent admission of their student’s involvement in tobacco, alcohol or other drugs
4. Verified by official police report given to the school
5. Evidence of violations through investigation by school officials

If the offense occurs at school or on school property (at any time), off school grounds, at a school-sponsored activity, function, or event or in route to and from school, the student will be subject to the actions described in the Student Conduct Behavior Code and the following consequences for extracurricular activities.

Violation C: Tobacco (any type)

Consequence:
1st Offense – Consequence determined by approved local school athletic/extracurricular policy.
2nd Offense – Suspension from athletic extracurricular competition for a minimum of 10% of the remainder of the season.
3rd Offense – Dismissed from team but allowed to try out for subsequent athletic extracurricular activities after that sport/activity has completed its season

Violation D: Alcohol/Other Drugs (Possession and/or Use)/Misdemeanor Criminal Law Violations

Consequences:
Coach/Sponsor and Administrator will meet with the student and parent(s) or guardian.
1st Offense – Consequence determined by approved local school athletic/extracurricular policy
2nd Offense – Suspension from athletic extra-curricular activities for a minimum of 20% of the season.

Violation E: Violations of school rules that result in OSS

Consequences:
Out-of-School Suspension (Short-term, not exceeding 10 days) – Participation may resume after suspension is served.

Violation F: Hazing

Consequences:
Coach/Sponsor and local administrator will meet with the student and parent(s) or guardian.
1st Offense – Suspension from any athletic extracurricular activity for a minimum of 10% of the remainder of the season.
2nd Offense – Suspension from all athletic extracurricular activities for remainder of school year extracurricular activities.
3rd Offense – Possible permanent suspension from all athletic and school activities.

ATTENDANCE POLICY

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Georgia Standards of Excellence (GSE) curriculum. The responsibility of school attendance is that of both parents and students.

Student attendance is one specific indicator on the College and Career Ready Performance Index (CCRPI). Student attendance affects all additional areas of CCRPI as well. CCRPI is the accountability measure that has replaced Adequate Yearly Progress (AYP) in the No Child Left Behind Act. Under the laws of Georgia, school attendance is compulsory for all children from age six to age sixteen.

The Official Code of Georgia (O.C.G.A.) 20-2-690.1
Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study.
program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child’s failure to enroll and attend is caused by the child’s parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested.

Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

**State School Board Policy on Absences and Excuses**

Local boards of education shall adopt policies excusing students from school under the following circumstances: Personal illness; Serious illness or death in a student’s immediate family; Court order; Religious holidays; Conditions rendering attendance impossible or hazardous to student health or safety; One day to register or vote in a public election; or Parent being deployed or returning from military duty (up to five days per year). **NOTE:** School boards are allowed to require appropriate documentation in order to determine if an absence is an excused absence.

Evans County Schools believe that regular school attendance is essential to gaining a quality education. Each school may intervene early when students begin to accumulate absences. These interventions may include telephone calls, letters, home visits and conferences informing of absences and resource referrals to parents offering assistance in resolving attendance problems. If attendance problems continue, a referral to the Attendance Support Hearing (ASH) may result. The purpose of the Attendance Support Hearing is to provide school and community-based assistance to families when needed to address attendance concerns. The Attendance Support Hearing is intended to be a preventative and not punitive means to promote excellent, regular attendance.

**Students Found Truant**

In the event of being reported or found truant (purposefully not attending school) pursuant to O.C.G.A. 20-2-698, 20-2-699, and/or 20-2-700, the student, along with their parent/guardian, will be immediately referred for an Attendance Support Hearing.
Absences, Excuses and Early Dismissals

Students are expected to be in attendance in Evans County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed by law. 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.

If a student is absent for half (½) of the scheduled classes in a school day, that student is considered absent for the entire school day. Unexcused absences no longer affect a student’s ability to obtain a driver’s license. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school. A certificate of Enrollment Form will replace the Certificate of Attendance Form. (TAADRA).

No student shall encourage, urge or counsel other students to violate this policy. Absences will be considered either excused or unexcused.

Pre-approved Absences

Absences for EARLY DISMISSAL and OUT-OF-TOWN trips, which are approved by the administration before the absence occurs, will result in the student being allowed to make up work and not receive a zero on work missed. In case of an emergency, parents must make arrangements within a reasonable period of time.

Excuses

Excuses for absences shall be furnished in writing, must be signed by the student’s parent or guardian and shall specifically state the dates and reasons for the absence. Excuses written by parents will be accepted for up to (5) days of absences per year. Any absence thereafter will require an excuse from a medical professional or other medical documentation (as required by the principal or designee).

Early Dismissal

For the academic advantage of a student being in school, a student should not be taken out of school during the school day including the latter part of the day. When necessary, a student is permitted to leave during the school day if a parent, guardian or other approved person comes to school to get him/her. The person picking up the student must sign him/her out at the school office. Arrangements for early dismissal should be made by a written note or in person. When dismissed early from school, students are counted absent for classes missed and are subject to all absentee policies. Early dismissals require a note signed by parent/guardian including a phone number for verification, or a parent must be present.

Absences due to out of school suspensions shall be unexcused. Work missed due to unexcused absences may be made up at the discretion of the principal or his designee under extenuating circumstances. All make-up work must be completed within five (5) school days of the student’s return to school, unless the school principal or his or her designee allows the student additional time to complete such make-up work. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student. In order for any absence to be excused, the student must present the written excuse within five (5) school days after returning to school.

Tardies

Missing less than ½ of a class will constitute a tardy/early dismissal in that class.

When students are suspended short-term (1–10 days), work missed will not count against their final grade. Suspended students shall make up those tests, assignments that the teachers determine will have an impact on the student’s final grade, and mastery of course content. Assignments that the teacher does not require to be made up will not count toward a student’s final grade. Students are responsible for making arrangements and completing make-up work within five school days.
Students not subject to compulsory school attendance laws who are enrolled for the current school year who do not attend school for ten (10) consecutive days and the local school is not notified of the absence by parent/guardian are considered withdrawn. These students may be dropped from the school’s rolls after attempting to notify the parent or guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences. For currently enrolled students who are subject to compulsory school attendance laws, it is required that schools make a good-faith effort to obtain documented information that the student no longer resides in the school’s attendance zone before the student is withdrawn.

**Grades K-8 Policy**
Students shall be in attendance at school as directed by the compulsory attendance law. Students who have successfully completed a course will receive credit if they have been absent 10 percent or less per school year (EANC). In the event a student misses more than ten percent in a particular class, credit may be denied for that class unless the school is provided with:

1. An excuse from a doctor, the Health Department, or a governmental agency
2. There is evidence of a verifiable death in the immediate family
3. If a court order for each day of absence beyond the 10 percent limit.

**Grades 9-12 Policy**
Students shall be in attendance at school as directed by the compulsory attendance law. Students who have successfully completed a course will receive credit if they have been absent 10 percent or less per semester (EANC). In the event a student misses more than 10 percent in a particular class, credit may be denied for that class unless the school is provided with:

1. An excuse from a doctor, the Health Department, or a governmental agency
2. There is evidence of a verifiable death in the immediate family
3. If a court order for each day of absence beyond the 10 percent limit.

When a student is ill and sent home by a school administrator or a school nurse, the absence is considered excused. Parents/guardians will be notified when the student has accumulated an excessive number of absences.

**GENERAL INFORMATION**

**ACCIDENT/ILLNESS**
Any accident on the school campus, which is serious enough to require first aid, should be reported to the principal’s office immediately. Parents will be notified in case of serious accidents or illnesses at school.

**ADDRESSING CONCERNS**
Students/parents who are concerned about a specific classroom situation should first confer with the teacher. If the issue is not resolved, the student/parent should make arrangements to see an administrator of the school. If the problem is not solved at this time, contacting the appropriate Central Office personnel such as the Assistant Superintendent of Student Services or the Superintendent would be the next appropriate step.

**AFTER SCHOOL ACTIVITIES**
All after school activities sponsored by the school are under the jurisdiction of the school, and the same rules and regulations cover them as during school hours. To participate in Non-Georgia High School Association (GHSA) activities, students must be in attendance for at least half the school day of the event unless otherwise cleared by the administration. The GHSA regulates attendance for participation requirements for activities sanctioned by the GHSA. All other activities are under the jurisdiction of the sponsoring organization. Students may not be eligible to participate in practice or competition unless cleared by an administrator.

**ATHLETIC MEDICALS/PHYSICALS**
Athletes who have been restricted from play or practice secondary to a medical condition or injury must have a release from the doctor to return to play/practice.

**BICYCLES**
Students riding bicycles to school are expected to lock the bicycles at a determined location set by the principal or designee as soon as they arrive at school.

**BOOK BAGS** (See school supplemental handbook.)
STUDENT-OWNED ELECTRONIC DEVICES
Student-owned electronic devices will be confiscated if they disrupt the learning environment. Confiscated electronics may be retrieved from the school for a fee of $25.00 or returned. Schools are not responsible for lost or stolen property.

EXTRACURRICULAR ACTIVITIES
Each school’s supplemental handbook will provide a listing of extracurricular offerings and the opportunity for parents to decline permission for students to participate in a specific club or organization.

FUNDRAISING
The Board of Education specifically prohibits prekindergarten through fifth-grade students to be involved in door-to-door fundraising activities.

COUNSELING SERVICES - School guidance counselors are available in each school.

REPORT CARDS
Report cards will be issued at the end of each nine weeks, with progress reports issued every 4-1/2 weeks. See system calendar for specific dates.

PARENT PORTAL
You can review your child’s academic progress and student records - not just during regular school hours but anytime it is convenient for you. Contact your child’s school for information about how to set up an account.

PERSONAL BELONGINGS
Personal belongings should be left at home. The school is not responsible for personal belongings of a student including belongings left in a locker.

SCHOOL PROPERTY AND STUDENT DEBTS
Students marking or damaging school equipment or property in any way will be required to clean the article and/or pay for the damage. When issued a textbook, the student becomes responsible for assuring that the book does not become lost or damaged beyond normal usage. Loss or excessive damage to textbooks will result in the student paying for the book or for damages. The law specifically provides that parents and students are responsible for materials lent to the student. Students shall be notified in writing of any debt charged to them. Opportunity shall be given for the student or parent to meet with a school official to discuss any debt the student owes.

TRANSPORTATION CHANGES
If a student needs to make a transportation change, he/she must present a written request signed by the parent to the office, and the office must approve it before the change is made. This will apply whether the transportation is by car or by school bus. Permanent address changes are addressed under Registration and Admission Services.

VIDEO/AUDIO TAPING
The school system reserves the right to videotape or audiotape students in school programs, school events and student evaluations, as well as on the bus. This includes videotaping of student teachers during classroom work for the Teacher Performance Assessment (ed TPA). The school system also reserves the right to tape any meetings concerning the student where a parent may be present.

VISITORS
Any person entering the school campus or any school building, who is not a student at the school or an employee of the school system authorized to conduct business at that school, shall check in at the Main office, provide a reason for his or her presence at the school, sign the school registry with the date and time of his or her visit, and obtain a school pass. The only exceptions to this policy shall be specified under provisions of Georgia law. Whether or not a visitor has registered, a school administrator may at any time ask the visitor to explain his or her presence in the school building.
1. Parents and other visitors shall register with the office secretary upon arriving on campus. Interruptions to school/class are not permitted.
2. Food from outside restaurants cannot be brought to school for use during breakfast or lunchtime.
3. The school shall not issue visitor permits except to those persons on school related business as sanctioned by administration. Students are not permitted to bring visitors with them to school.
4. The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file charges with the local law enforcement agency. Disruption of school operations is a misdemeanor.
5. Parents (except) as invited by the administration and other non-students cannot ride buses. Appropriate charges may be filed upon a person’s refusal to leave abus.
6. Violation of safe, security, or health procedures will result in forfeiture of visitation privileges.

**VOLUNTEERS**

Volunteers should complete a volunteer request form through the main office of your child’s school. Volunteers should be working under the direct supervision of an Evans County BOE Employee. If a volunteer is responsible for working with students in an unsupervised setting, he/she must complete a background check through the Evans Count Schools Department of Human Resources and Student Services.

**Financial Procedures**

All monies collected by the school or school groups must be deposited with the school secretary/bookkeeper. The secretary/bookkeeper will issue a receipt to the depositor(s). Separate accounts will be maintained for each organization. All school monies are deposited in the bank each day.

Any check issued to the school or school system that is returned for insufficient funds or closed account may be transferred to an outside agency for collection.

**Money and Valuable Objects**

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen or lost money or other articles.

**Other Services to Students**

No deliveries of flowers, balloons, or other such items can be accepted at school because of safety concerns and because of resulting disruptions to instruction.

**Posters, Invitations, and Announcements**

1) All posters/announcements to be displayed must first be approved by the administration. An indication of that approval must be displayed on the poster/announcement.
2) The individual posting the posters/announcements is responsible for removing them.
3) Personal invitations cannot be delivered at school or posted on school property.

**Student Solicitations and Fundraising**

The principal, superintendent, and the Board of Education must approve any fundraising project prior to its commencement. Individual student, staff, parent fundraising is not permitted.

School facilities are intended for use for programs for students, for staff, and for the community. Guidelines for community use of school facilities and forms for handling requests are available in school offices.
Accident Insurance:
Student accident insurance is offered as a voluntary benefit to all students enrolled in Evans County Schools. Forms will be sent home the first day of school. Accident insurance coverage is offered annually as a service, and the school does not receive a profit from the fees paid. When an insured student has an accident in school, or on his way to or from school, he/she should report it immediately to the teacher in charge or to the principal's office. This insurance is a secondary coverage and will pay only after the insurance carried by the parents/guardians has paid. All athletes are required to have proof of individual accident insurance coverage, school supplemental insurance, or signed a waiver releasing Evans County Schools of injury liability.

Evans County School System Safety Plan:
The Evans County School System has developed an Emergency Preparedness Plan for the school system and for each of the Evans County schools. A copy of each plan is on file in the Evans County Board of Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school’s approved plan. Every school and the central office monitor weather conditions on a continuous basis.

Child Abuse and/or Neglect:
All Evans County Schools faculty and staff are state mandated reporters and are required to report any suspected instances of child abuse or neglect to designated school officials, who in-turn report to the appropriate authorities.

Concussion Policy
In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

  1. No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
  2. An appropriate health care professional prior to resuming participation in any future practice or contest shall clear any athlete diagnosed with a concussion medically. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
  3. It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years – beginning with the 2013-2014 school year.
  4. Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

Emergency Contact Information
In the event of an emergency/illness, it is very important that the school have up to date contact information. Please call the school when you change your phone number, address, or if emergency contact numbers change. It is the responsibility of the parent/guardian to make transportation arrangements to pick up sick and/or injured student from school promptly. If no one can be reached within an hour of the student presenting to the nurse’s room the SRO/or police officer can be notified and a home visit maybe necessary.

First Aid/Illness
Students who become ill during the school day or are in need of first aid must report to the nurse’s room. If it is deemed necessary to call an ambulance, the parent will be notified immediately. Someone from the school will accompany the student and the parent is expected to come and assume responsibility for the student. All other arrangements for the student will be made by the parent/guardian.

A student with a fever over 100.4 will be sent home by the school nurse or their designee. When a student is sent home with fever they may NOT return to school until they have been fever free (without fever medication) for 24 hours. If a student is sent to school and it has been less than 24 hours a parent/guardian will be notified to come and pick them up.
Head lice
Teachers will send students to the nurse to be checked if there lice is suspected. The school nurse will check the student and notify parents if live bugs are found. When live bugs are found the student must be picked up. They are not allowed to ride the bus until the school nurse or health department has cleared them. A letter will be sent home with the student that have live bugs or nits. After live bugs are found the student must be accompanied by a parent/guardian the day after treatment and either present a copy of clearance by health department or cleared by the school nurse. If live bugs are still present they will not be allowed to stay at school. If only nits are detected, a letter will be sent home to parents. They will be checked again in 2 days and if nits are still present a call will be made to parents and another letter will be sent home. The student may also be sent home by the nurse and can also not be allowed to ride the bus. After 2 consecutive checks and nits or live bugs are still present administration will be notified of situation. If the school nurse cannot get in touch with a parent, emergency contacts will be notified.

Hospital/Homebound Program
The Hospital/Homebound Program is available for students who have a serious illness necessitating absence of ten days or more or who have a documented chronic illness or psychiatric condition necessitating frequent, intermittent absences. The parent must obtain forms from the school counselor and have a doctor complete a statement that the student is too sick to attend school. When this form is returned to school, a meeting will be scheduled to develop an educational service plan. The student is counted present for the time of confinement as long as he is served three hours or more per week by the Hospital/Homebound Teacher.

Students who miss more than four weeks of school due to an illness should be referred to the student support team at the school. Modifications and adaptations in the classroom; services of the school nurse, and/or counselor; modifications in the length of day; and other alternatives should be considered in an effort to enable the student to participate in the educational process on the actual school campus. Hospital/homebound services are not a substitution for the on campus academic curriculum. Students should be educated at school, when at all possible.

Cause for Dismissal
1) If the licensed physical or licensed psychiatrist recommends that the student is able to attend school or can no longer participate or benefit from HHB services, the student will be removed from the program.
2) If the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined at home, the student will be removed from the program.
3) If the parent, guardian, emancipated minor, student 18 years of age or older or adult parent designee cancels three sessions without 24 hours’ notice, the student will be removed from the program.
4) If the conditions of the location where HHB services are provided are not conducive for instructions or threaten the health and welfare of the HHB teacher, the student will be removed from the program.
5) A child who returns to school will be automatically removed from the hospital/homebound program.

For questions, contact: Tracey Bardak, Director of Special Education at (912)739-3544

Medication
All medications, along with a completed Authorization for Administration of Medicine form, must be carried to the clinic by a parent/guardian in the original labeled bottle and logged in with the school nurse. DO NOT SEND MEDICATION TO SCHOOL WITH STUDENT. Medication brought in by students will not be given and will be held until logged in by a parent/guardian. While the student is at school, medication will be kept and administered by the school nurse or designee in the clinic or office, and the inventory will be updated as medication is taken.

School Closings
School closings are determined by the Superintendent, not by the local school. If bad weather causes school to be cancelled or dismissed early, public announcements will be made on the school system’s website (www.evans.k12.ga.us). The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 a.m.

IMMUNIZATION ADMINISTRATIVE PROCEDURE
No child can attend public school without a Certificate of Immunization (form 3231) provided by the Department of Human Resources (DHR), the Evans County Health Department or a licensed physician. Georgia law allows for two types of exemption from this code: Medical or religious. The school principal or school system superintendent may grant a 30 calendar day waiver of the immunization certificate for either of these exemptions provided documentation is provided by a physician or the Health Department that either the immunizations are required documentation are in process. If the child withdraws from school and later re- enrolls, the parent/guardian will not be granted another 30-day waiver.

A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date the next required immunization is due or the date on which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or facility within 30 days after expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.
A medical exemption must be recorded on the Certificate of Immunization (form 3231) by the licensed physician. This exemption requires an annual recertification by the physician.

A religious exemption must have a written, notarized affidavit from the parent/legal guardian, which certifies that the immunization requirement conflicts with the religious beliefs. This documentation is only required of the parent one time. The school system does not offer notary services to the public. Immunization may be required by the system should a disease be in an epidemic stage in the school/system.

During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Georgia Department of Human Resources, children who have not been immunized may be excluded from the school until (1) they are immunized against the disease unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant health danger.

Out of state students must meet all requirements for Georgia Immunization and the documentation must be provided on the Georgia Certificate of Immunization Form as provided by Rule 290-5-4-.04, or a Certificate of Immunization indicating medical exemption as provided by Rule 290-5-4.05. Code Section Code 20-2-771 and Chapter 290-5-4 (Rules of DHR and PH) Please direct your questions to Marsha Fletcher, Lead Nurse, at 912-739-3646.

**PROCEDURES FOR SCHOOL NURSE (Temperatures)**

Evans County Schools’ nurses will consider contacting parents and sending a child home if he/she has a temperature of 100 degrees with symptoms of coughing, sore throat, and malaise. If the temperature is 100.4 degrees, the school nurse will contact the parent and send the child home. If a student is sent home from school with a fever, he/she should not return to school until 24 hours after fever is gone without the use of any fever-reducing medication.

**PROCEDURES FOR MEDICATION IN SCHOOLS**

Evans County Schools acknowledge that some students may require medication during the school day. School system personnel will administer medications in accordance with law and system procedures. Whenever possible, parents/guardians are encouraged to administer their child’s medications before and after school hours. Appropriate forms will be sent home the first day of school.

**Parent/Guardian Authorization/Consent**

Parent/Guardian consent is required for each medication (prescription and non-prescription) to be administered to a student.

1. Regardless of whether prescription or non-prescription, parent/guardian must complete an “Authorization of Medication Administration” form for each medication. A new “Authorization of Medication Administration” form must be completed for any change in dosage of existing medication.

2. Medication will be administered according to prescription pharmacy label unless the prescribing physician has submitted a written change order to the school nurse.

3. Non-prescription medications will be administered according to labeling directions on the original container, unless a doctor’s order is received stating otherwise.

4. New “Authorization of Medication Administration” forms must be completed each school year even if the medications remain the same.

**Delivery of Medication to School**

Prescription medication must be delivered to the school in its original container with the original pharmacy label containing the student’s name, date, name of the medication, dosage, and expiration date. (Medications arriving in baggies, envelopes, or other types of packaging will NOT be accepted.)

Non-prescription medication must be delivered to the school in its original container with manufacturer’s directions clearly visible. (Medication arriving in baggies, envelopes, or other types of packaging will NOT be accepted.)

It is recommended that parent/guardian obtain a second container/bottle of medication from the pharmacy (one for home and one labeled for school) as medication will NOT be sent home with students.

Allergy shots will not be given at school. School personnel will NOT administer alternative medications such as vitamins, minerals, essential oils, herbs or dietary supplements unless prescribed by a physician.
All medications will remained locked in the nurse’s office.

Self-Administration of Asthma Medication/Epi-Pen
Georgia law to possess and self-administer inhaled asthma medication or an Epi-Pen during the school day, at school-sponsored activities, or while on the school bus or other school property after physician and parent/guardian approval permits a student with a diagnosis of asthma or a severe allergic reaction. The parent/guardian of the student, the student, and the prescribing physician must complete the “Authorization for Student to Carry a Prescription Inhaler or Epi-Pen” form and return it to the school nurse.

As a precaution, it is a good idea to also supply the school nurse with this medication.
Permission for self-administration of asthma inhalers/Epi-Pens is effective for one school year and must be renewed yearly. Inhalers must be marked in permanent ink with the student’s name. Epi-Pens must contain the pharmacy label and directions for the student.

ALL OTHER MEDICATIONS MUST BE DISPENSED THROUGH THE NURSE’S OFFICE IN COMPLIANCE WITH THE POLICIES ABOVE.

Disposal of Medications
The responsibility of the parent/guardian is to pick up their child’s medication (prescription and non-prescription) by the end of the school year. For safety reasons, medications will NOT be sent home with students. A written reminder will be sent home with students that have medication at school. If medication has not been picked up by the last day of school, the school nurse will dispose of and document the disposal of the medications.

Students with Diabetes
An individualized health 504 plan may be developed for each student in coordination with the treating physician and the needs of the student. The nurse must be given a copy of the current doctor’s orders to keep on file. If any changes are made a doctor’s order must be provided. The student must supply their own glucometer, ketone strips, and all supplies needed. Parent/Guardian will be notified to pick up a student when their blood glucose level is to high or to low.

Students with asthma requiring medicine must have a copy of current doctor’s action plan. The parent/guardian is responsible for bringing all supplies and medicine needed to the nurse. All medicine should have prescription label attached. The nurse will supply the nebulizer machine.

Caution about Drugs
Students and parents/guardians should be aware that the sale, transfer (to include giving away, or making available in any manner), possession, or use of any drugs/medications except as outlined above is a violation of the Student Code of Conduct and such conduct will be subject to disciplinary action.

Specialized Health Procedures
A physicians’ order and parent/guardian consent is required for specialized health procedures (catherizations, tube feedings, ostomy care, etc.). The parent/guardian is responsible for furnishing all equipment, supplies, medications, formulas, or other items necessary for the administration of the procedure and to provide replacements and maintenance as necessary. Please call Marsha Fletcher, Lead Nurse at 912-739-3646 or the school nurse at your student’s school with any questions you may have concerning health services for students.

REGISTRATION AND ADMISSION SERVICES

ADMISSION/WITHDRAWAL/TRANSFERS – SCHOOL REGISTRATION
All children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage, or maintain policies that have the effect of prohibiting or discouraging, children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law. REGISTRATION IS COMPLETED AT YOUR CHILD’S SCHOOL.

Establish Identity –Parent/legal guardian registering the child must establish their identity by producing a valid driver’s license or a picture ID. Legal parental/guardianship of the child is established by providing one (1) of the documents listed:
- Birth certificate – Must show name of parent(s)
- Magistrate court documents indicating custody
- Power-of-attorney documents (military or civilian)
- Letter of placement from the Department of Family & Children’s Services
- Custody documents.
Establish Residency - Residency must be established to enroll a student. The parent/guardian must produce one (1) of the acceptable forms of proof. These are examples of acceptable proof of residency documents:

- current lease
- property tax notice
- homeowner’s insurance bill
- mortgage statement
- current vehicle registration form
- letter from shelter
- letter from employer if employer provides housing
- A utility bill (electricity, gas, water, or landline telephone) listing the residence as the service address
- current PeachCare eligibility documents for the child

A cell phone bill or a driver’s license is not an acceptable proof of residency.

If a student’s family is living with someone else, parents should provide a notarized affidavit from the property owner stating where the child’s family is residing, plus a copy of the property owner’s proof of residency (any items listed above).

Evans County offers a non-resident application process for students who live outside of Evans County wishing to attend school at CES, CMS, or CHS. See the school guidance counselor for an application.

Establish Proof of Immunization/Dental - These two (2) required forms are available from the Evans County Health Department (855-473-4374) or your child’s pediatrician. For Pre-K students who have not yet turned four at the time of the March 2017 registration, you may provide these forms later.

- Child’s Immunization Record (Form 3231)
- Eye, Ear, Dental and Nutrition (EEDN-Form 3300)

Child’s Social Security Card: According to Georgia Law 20-2-150d, an official copy of the student’s Social Security card/number is required for enrollment. However, no student may be denied enrollment for failing to provide his/her Social Security number. Any parent/legal guardian who objects to the incorporation of the Social Security number into the child’s school records may have the requirement waived by signing a statement objecting to the requirement. However, a Social Security Number will be required by the state for a student applying for the HOPE scholarship in the future.

CHANGE OF ADDRESS

If a student is enrolled in Evans County Schools and changes residence within the county at any time during the year, a parent/guardian must fill out an Address Verification Form and provide new proof of residency. Schools must have this form before changing addresses on students, and before bus routes can be adjusted.

CUSTODIAL/GUARDIANSHIP CHANGES

Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

ADMISSION OF SUSPENDED/EXPELLED STUDENTS

A placement committee will determine whether students returning from a Youth Detention Center will be placed at their home schools or in the Alternative Program.

A student suspended or expelled from another school system will not be permitted to enroll in the Evans County School System. Students in grades 6-12 must furnish a copy of the discipline record from the sending school.
WITHDRAWL FROM SCHOOL

Any student leaving school permanently should be withdrawn by the person who registered the student in school or make legally acceptable arrangements for someone else to withdraw the student. Students between the ages of 16 and 18 must have written permission from a parent/guardian to withdraw.

Transfers and Withdrawals

1. In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.
2. The school shall forward a transcript of the student's records to the target school upon receipt of a signed request of the parent or guardian.
3. Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
4. Any student who fails to withdraw properly shall be considered a dropout and must go through the proper withdrawal procedure before being readmitted to school.

SCHOOL NUTRITION SERVICES

The Evans County School Nutrition Program is designed to provide nutritious meals to all students free of charge. Nutritious meals and snacks are planned, prepared and served daily. All meals served meet the USDA meal plan requirements. Contact Dr. Tonya Blocker, Director of School Nutrition, at 912-739-3544 with any questions you may have concerning School Nutrition Services.

Meal Costs

The Evans County School District will continue to implement the Community Eligibility Provision (CEP) during the 2019-2020 School Year. All enrolled students of Evans County Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household each school day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Students will not be allowed to charge for any items in the lunchroom. Students will still be allowed to use meal accounts to purchase extra items in the cafeteria. Parents can prepay online at www.lunchprepay.com or in any cafeteria in the school district.

If the School Food Service Program receives two insufficient funded checks on a student/family account, the program will no longer accept checks as the method of payment for that student/family for the current school year.

Special Diets

Parents with students with special dietary needs must meet with the School Nutrition Director, School Nurse, and Lunchroom Manager. Please contact the cafeteria manager at your child’s school to set up an appointment.

If a special diet is needed for religious purposes, a note should also be on file with manager. A student will receive the meal planned for the day unless there is a note on file.

Meal Program Guidance

Breakfast and lunch is available to all students beginning the first day of school. A student may eat the school meal, which conforms to government specifications, or bring a meal from home. Fast food items bought at local franchises must be packed as a meal from home. A container/bag bearing any franchise name is not acceptable. For example, a parent cannot bring a child a lunch from McDonald’s in a McDonald’s bag.

Unlimited access to water fountains will be available to all students during the meal periods. All students will have a choice of menus. The Evans County School Nutrition Program participates in a USDA meal program titled “offer vs. serve.” USDA regulations require that the school lunch meal consist of five components: 1) Meat/Meat Alternate, 2) Vegetable 3) Fruit 4) Bread/Grain 5) Milk. Students must choose at least three (3) of these components for their lunch to be reimbursable, and one of the chosen components must be a fruit or a vegetable. Students must also choose at least three (3) items at breakfast to make that a reimbursable meal as determined by USDA, and one of the chosen items must be a fruit or a vegetable. Pre-K students do not participate in Offer vs. Serve, and will be provided with all meal components on his/her meal tray.

Breakfast

There is well-documented research demonstrating that children who eat breakfast at school have improved classroom performance, better test scores and grades, increased ability to concentrate, better attendance and less disciplinary problems, tardiness and visits to the nurse. All Evans County students will be provided an opportunity to get a free breakfast at school.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

SCHOOL SAFETY PROTOCOLS

Safe Learning and Working Environments - Creating and maintaining safe schools for students, faculty, staff, and visitors is one of our main priorities every day. Parental support and community involvement are vital to helping the district maintain safe orderly schools. The district regularly works in partnership with the Evans County Emergency Management Agency and all of our law enforcement agencies within the county and state to develop and implement school and district emergency plans that help create safe school environments.

Emergency Preparation is Critical
The school district works closely with local government, law enforcement and other emergency management officials to monitor safety concerns and respond quickly to situations as they arise. The district and all of our schools have plans to respond to emergencies including inclement weather, fire, dangerous items on campus, utility outages, intruders, etc. Our district maintains up-to-date Safe School Plans developed with assistance from law enforcement. The district also provides several training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, all schools conduct emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. Each school has assigned key staff members to perform roles and responsibilities during emergency situations.

Parents Have a Key Role in Emergency Response
During and following an emergency, school and district officials must act quickly and follow established emergency protocols to safeguard students and staff, secure schools, and communicate accurate information in a timely manner. Parents can assist greatly by helping with preparation before the emergency. Here are a few critical steps you can take:

- Do not call or go to your child's school during an actual emergency. Local law enforcement advises you to remain out of the area and keep lines of communication open. Please do not go to your child’s school unless you have received direction from the school or district officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- Do not attempt to contact your child or school faculty and staff during an emergency. Students need to focus on emergency direction from school personnel and school personnel will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff and emergency responders.
- Give school officials accurate contact information so you can be reached in case of emergency
- Keep contact information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home, office and mobile telephone numbers and email addresses. Also important, in case you cannot be reached are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
- Be alert for an Evans County Schools notification. The district and schools will send emergency and routine messages to parents/guardians via our mass telephone, email and text notification. Parents may register multiple phone numbers with their child's school to ensure messages are received.
- Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
- Stay informed about emergencies, potentially serious situations or inclement weather. When serious conditions arise at school
or in the community that may result in school evacuations, early dismissals, or school closings, monitor school system messages and local media outlets. Information will be broadcast on Evans County Schools' electronic messaging system via telephone, email and text, the district's website [www.evans.k12.ga.us](http://www.evans.k12.ga.us), and local media outlets: WJCL radio station, WTOC, WSAV, and WJCL.

- Notify school officials if you see or hear of anything that could create a danger at school. If you prefer, you may call the law enforcement tip lines listed above. Monitor local news.
- All schools are equipped to safely continue operations and food services despite unforeseen utility outages. There is no need to come and pick up your child due to a utility outage unless you have been notified by the school to do so.

**Delayed Dismissal and Emergency School Closings**

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools, or alter opening and closing times is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the district maintains close contact with the National Weather Service, the Evans County Emergency Management Agency and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions.

The district's electronic messaging system will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up. Bus riders will be delivered home when conditions allow for a safe dismissal.

**Emergency Release of Students to Parents**

School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification.

For your child's safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification. Noncustodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and also must show proper identification.

**Reuniting with your child**

When the situation allows, students will be released following reunification procedures. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.

- **Alternate pick-up site** - In some emergencies, it may become necessary to move students and staff from their school to an off-campus evacuation location. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including the district's electronic messaging system and local media.

- **Students who remain at school** - If a parent, guardian or authorized designee cannot pick up their child following an emergency, they will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

**Emotional Support for Students during Emergencies**

It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need, the district can provide counseling services to students and/or staff through the school counselors, school psychologists, and/or nurses.

If you have any concerns or questions about Evans County Schools' emergency protocols, please contact your school's principal or Dr. Toney Jordan, Assistant Superintendent, 912-739-3544.
STUDENT CODE OF CONDUCT: PURPOSE AND SCOPE

Evans County Schools (“ECS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. ECS will work to assure that all students and staff are well motivated, fully aware of their potential, and dedicated to pursue excellence in academic knowledge, skills and behavior. ECS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels.

ECS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. ECS does permit corporal punishment with parent written permission.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not a contract between the District and the students, and may be amended at any time. It is a place for ECS to explain certain policies applicable to students.

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not acceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school

Scope of the Code

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

5. On school grounds at any time;
6. Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
7. Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student’s continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
8. 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;
9. Off school grounds when the misconduct is directed at a school student or employee and is related to the victim’s school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
10. Off school grounds and when a student leaves without permission (AWOL) of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

GENERAL EXPECTATIONS

Students will be expected to behave themselves in such a way to facilitate a positive learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the Evans County Board of Education and obey student behavior rules established by individual schools.

Students are encouraged to seek the help of school officials in resolving conflicts with other students. Fighting is not permitted under any circumstances. Parents and guardians are encouraged to inform your children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

A student who believes he/she has been the victim of sexual harassment, racial harassment, or disability harassment by another student or by any school employee should immediately report the incident to a teacher, counselor, assistant principal, principal, superintendent, or to another adult or school official in the school system.

The following student conduct regulations are applicable to students at any time on school grounds, off the school grounds, at a school activity, function, or event, and on school transportation:
LAW ENFORCEMENT OFFICIALS (NOTIFICATION OF)
Under the laws of Georgia, any teacher, principal or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or at any school function has a duty to make a written report of that act in order that the act shall be reported to the appropriate law enforcement officials.

The acts, which must be reported to law enforcement officials, include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/transfer of marijuana or illegal drugs, and certain sexual offenses. In addition, terroristic threats will be reported.

QUESTIONING & APPREHENSION BY LAW ENFORCEMENT ON SCHOOL PREMISES
Please be advised that Georgia Law authorizes law enforcement personnel to come onto school campuses for the purpose of both interviewing and arresting students. Although every effort will be made to contact parents prior to the student’s interrogation or arrest, the school system cannot impede law enforcement personnel in their investigative efforts.

Further, Georgia Law provides that juveniles charged with crimes do not have a right to have their parents present when being questioned by law enforcement officials. Law enforcement officials will be asked to sign a release form prior to removing a child from school.

DUE PROCESS RIGHTS OF STUDENTS SEARCH AND SEIZURE POLICY
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 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 policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches will be considered grounds for disciplinary action.

For the safety of all persons on school campuses, buses and at school activities, school administrators may use metal detectors to search students and their personal property on a random basis for firearms and other weapons before, during or after the school day on school property, school transportation and at school related activities.

1. **Personal Searches**
   A school administrator may search a student’s person and/or personal effects (e.g., purse, wallet, etc.) whenever a school authority has reasonable suspicion that the student is in possession of a weapon or any other object in violation of school policy. The search is not to be intrusive. A student who refuses a reasonable request by an administrator to submit to a personal search shall be suspended for ten (10) days and the principal shall recommend his/her expulsion from the Evans County School System.

2. **Locker Searches**
   Student 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. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

3. **Automobile Searches**
   Students are permitted to park on school campus as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property. Automobiles may be opened and the interiors of the students’ vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief illegal or unauthorized materials are contained inside whether or not the illegal or unauthorized materials are in plain sight. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle’s windows, from the school having been informed by a staff member or student that a weapon, drug or some other unlawful or dangerous item is located in the vehicle or from other such circumstances.

4. **School Safety Searches**
   Searches by Drug-Sniffing and/or Weapon Sniffing Canine and/or by Metal Detectors: Students should understand that school lockers, vehicles, classrooms, and other areas of the campus may be searched during school safety searches conducted by appropriate law enforcement agencies in cooperation with local school officials on unannounced dates during the school year using drug sniffing or weapon sniffing canines. In addition, in the interest of school safety, hand held and/or walk through metal detectors may be used during school safety searches.
Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition.

CORPORAL PUNISHMENT
Corporal punishment may be administered to a student when the student’s parent(s)/guardian(s) have provided a written statement to the school requesting that corporal punishment be considered a disciplinary option for the child.

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

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standard of behavior various violations of the Code which may result in a staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to participate in school activities such as PTO, Boosters, etc. regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

SUSPENSION
Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. After the commission of the offenses, after the investigation by the principal of the circumstances surrounding the offense, and after notification to the parents/guardians the days of suspension shall be specified by the principal/designee and such days shall begin as soon as reasonably prudent. Ordinarily, a student will not be suspended during a semester exam period.

Every reasonable effort shall be made to notify parents when a student is suspended. Days missed under the suspension will be counted as unexcused absences. A zero will be given in each subject in which a grade was assigned for an activity during the days of suspension and make-up work will be permitted.

Before being suspended, a student has a right to a conference with the principal or his designee where the following takes place: (1) the charges against the student are explained to him/her; (2) if the student denies his guilt, the evidence against the student is outlined for him/her; and (3) the student is given the opportunity to tell his/her side of the story.

A student who has been suspended out-of-school (OSS) for any disciplinary reason and has been assigned to OSS shall not be present on ANY school property for ANY REASON AT ANY TIME during the term of the suspension except to attend hearings.

In addition, a student who has been assigned OSS shall not participate in, or attend, any school-sponsored, extra-curricular activities (on or off campus) beginning with the specific time the OSS is assigned (which may not be the time suspension actually begins) until the beginning of the calendar day following the last day of out-of-school suspension. A student who has been suspended out-of-school (OSS) for any disciplinary reason will not be allowed to attend or participate in field learning trips due to safety concerns.

IN-SCHOOL SUSPENSION
In school suspension is an additional alternative to suspension that maybe utilized by a school administrator. Students will not be counted absent. Students will not receive zeroes unless they fail to make up work missed in their classes. The student has a responsibility to complete make up work missed consistent with provision for making up work outlined earlier in this handbook. Students may not participate in or attend extracurricular activities during the school day while in in-school suspension. ISS may be assigned on a period-by-period basis.

A student who has been assigned to In-School Suspension (ISS) shall not participate in or attend any school-sponsored extra-curricular activities (on or off campus) including extra-curricular activities requiring leaving or arriving on campus which occur from the official beginning of the school day until the end of the school day during which the student is assigned to ISS. The student may participate in activities, which occur entirely outside of the official school day when the student is assigned ISS.
EXPULSION
If a recommendation for expulsion is submitted to the Board of Education, written charges for the expulsion recommendation shall be provided to the student and his/her parent(s) or guardian(s) along with the expulsion proceedings outlined in accordance with applicable law and the Evans County Board of Education policy JCEB.

The Board of Education may refer any disciplinary action to the System Student Disciplinary Hearing Officer, which shall conduct a hearing of the matter consistent with the Board policy. The issues to be determined at the hearing shall be whether the student is guilty of the alleged violation of student regulations and, if so, what appropriate punishment shall be imposed.

In determining the appropriate punishment to impose upon the student, the hearing officer shall review the student’s academic and disciplinary record and the specific circumstances of the incident that gave rise to the hearing. The maximum punishment that may be imposed is permanent expulsion from the school and from the Evans County School System.

SYSTEM STUDENT DISCIPLINARY HEARING
Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et. Seq., (Ga. Laws 1984 VI, p. 908), the Evans County Board of Education shall appoint a hearing officer to hold disciplinary hearings.

Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a System Student Hearing Officer. The hearing officer will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and will determine appropriate punishment to impose taking into consideration the circumstances of the offenses, the student’s academic record, and the student’s disciplinary record.

A student found guilty of violations of weapons, drugs, alcohol, sex offenses, assault on school personnel or other students, or bullying shall not participate in school activities, on or off campus, while the student is assigned to alternative programs. For students found guilty of violations other than those mentioned in the previous sentence, the hearing officer will determine whether or not a student may attend or participate in school sponsored and/or extracurricular activities unless the activity is governed by GHSA and attendance/participation is predetermined by the circumstances.

The hearing officer notwithstanding rules/regulations/procedures of the organization and/or activity will determine attendance and participation in activities not governed by GHSA. The decision concerning attendance will be made a part of the minutes of the hearing.

The hearing officer will determine whether or not a student will be allowed to apply to the Second Chance Academy (SCA) and whether or not transportation will be provided. The hearing officer will base their determination upon the nature of the offense committed and the student’s prior discipline record on school buses.

The disciplinary violations, which will result in a hearing before the hearing officer, are as follows:

1. An alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than ten school days; or
2. An alleged assault or battery by a student upon any teacher or other school official or employee, if such teacher or other school official or employee requests.

PHYSICAL VIOLENCE RESULTING IN SUBSTANTIAL INJURY TO A TEACHER
In accordance with Georgia Law, students are prohibited from engaging in physical violence on a school campus or at a school activity. For purposes of this policy, physical violence shall be defined as Type One Physical Violence and Type Two Physical Violence, each of which shall mean the following:

**Type I: Without harm.**
Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in the Handbook as “Type One Physical Violence”); or

**Type II: With harm**
Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in
defense of himself or herself, as provided under Georgia law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as “Type Two Physical Violence”).

If a student commits any act of Type I Physical Violence or Type II Physical Violence against a teacher, school bus driver, or other school official or employee, the following disciplinary procedures and consequences shall apply:

1. A student who is alleged to have committed an act of physical violence shall be immediately suspended and referred to the System Student Disciplinary Hearing Officer for a hearing regarding the charges.

2. The student shall be suspended out-of-school pending the hearing by the Hearing Officer;

3. The Hearing Officer shall determine all issues of fact and intent and shall submit its finding and recommendations to the Board of Education for imposition of punishment;

4. If a student has engaged in Type One Physical Violence, the Hearing Officer’s recommendations may include a recommendation as to whether the student may return to his or her school, and if return is recommended, a recommended time for the student’s return to school. A student who is found by the hearing officer to have committed an act of Type One Physical Violence which involves physical contact of an insulting or provoking nature but does not result in physical harm, may be disciplined by expulsion, long-term suspension, or short-term suspension.

5. If, after the hearing, the hearing officer finds that a student is guilty of Type Two Physical Violence, which caused the physical harm of a teacher, school bus driver, school official, or school employee, the student shall be expelled from the Evans County School System permanently. Upon the review of the Hearing Officer’s decision, the Board of Education, may, in its discretion, permit the student to apply to the Second Chance Academy for the balance of his school career.

6. If a student who is in Kindergarten through Grade 8 commits Type One Physical Violence, the Board of Education in its discretion and on recommendation of the Hearing, may permit the student to re-enroll in the regular school program for Grades 9-12.

7. If, at the time, a student in grades K-5 has committed Type Two Physical Violence against a school employee and the school system does not operate an Alternative School for Grades K-5, the Board of Education may, in its discretion, permit the student who committed such an act to re-enroll in the school system.

Any student who is found by the hearing officer to have committed any act of physical violence, whether Type One or Type Two, against a teacher, school bus driver, school official, or school employee shall be referred to Juvenile Court Services with a request for a petition alleging delinquent behavior or shall be reported to the District Attorney’s Office and to the appropriate law enforcement officials in accordance with the reporting requirements imposed upon school officials by Georgia Law.

State and Federal law provides that this shall not be applied in a manner that will infringe upon any right provided to students with Individualized Education Programs Pursuant to the Federal Individuals with Disabilities Educational Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

Neither the Evans County Board of Education nor any other board of education in Georgia is authorized under Georgia law to enroll a student who has been suspended for committing an act of physical violence, which results in substantial injury to a teacher during the term of suspension.

**SPECIAL EDUCATION**

The conduct of a special education student shall be governed by the student conduct applicable to any other student. Any disciplinary action taken as a result of a special education student’s violation of the student conduct regulations, however, must be in accordance with state law, federal law and local practice/procedure and must be determined by the student’s IEP or Behavior Intervention Plan (BIP).
ALTERNATIVE SCHOOL

Second Chances Academy addresses the general educational needs of students who have been unsuccessful in a traditional school setting. SCA will serve as an alternative learning environment for students in grades 6-12 who have been referred to an alternative education setting.

The SCA program is a technology driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is Edgenuity. Students and parents/guardians will complete an interview as part of the intake process. All parties must agree to the structured terms of the agreement. Upon acceptance, students will attend a non-traditional school day.

Graduating seniors who attend the Second Chances Academy due to disciplinary reasons or by choice are allowed to participate with their home school graduation exercises.

VIOLATIONS OF STUDENT CODE OF CONDUCT

Each classroom teacher will deal with disruptions by taking in-class disciplinary actions, by making a personal telephone call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher or other staff is ineffective, or the student’s behavior substantially disrupts the class, should the student be referred to the principal or his/her designee.

Failure to bring notebook, writing instruments, books or required materials and equipment to class is not cause for disciplinary referrals; however, defiance of a teacher concerning those areas is cause for disciplinary referral. The teacher of students who consistently exhibit poor work habits should notify parents and guardians.

The policy of the Evans County Board of Education is that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student-learning environment and which will comply with the state law and State Board of Education Rule 160-4-8-15.

BEHAVIORS THAT WILL RESULT IN DISCIPLINARY PROCEDURES

The list of school rules is not an all-inclusive list of violations for which a student may be disciplined. Any conduct disruptive of the educational process or detrimental to the safety or welfare of others shall be a violation of this code of conduct. Such an act of misconduct not listed will be subject to the discretionary authority of the principal or his/her designee.

Rule 1: DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall:
1. Set fire to or in any buildings or property. Mandatory report to law enforcement
2. Discharge or otherwise threateningly use explosives. Mandatory report to law enforcement
3. In any other manner, by the use of violence, force, noise, coercion, threat, resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.
4. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program or activity associated with the Evans County Schools.
5. Make a bomb threat. Mandatory report to law enforcement
6. Cause a false fire alarm or disengage a fire extinguisher. Mandatory report to law enforcement
7. Continuously and intentionally make noise or act in any other manner to interfere seriously with the teacher’s ability to conduct class.
8. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.
9. Horseplay: Engaging in any activity, which resembles fighting, could result in injury, could lead to an altercation/fight, or otherwise disrupts the order of the school.
Rule 2: BURGLARY, DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY
A student shall not cause damage to, steal, or attempt to steal school property. This includes, but is not limited to, marking, defacing, or destroying school property. Mandatory report to law enforcement

Rule 3: DAMAGE, DESTRUCTION, OR THEFT OR EXTORTION OF PRIVATE PROPERTY
A student shall not cause or attempt to cause damage or destruction to private property, shall not steal or extort private property of any other student or employee of the school system or other person at the school.

Rule 4: VERBAL ASSAULT OF A PERSON EMPLOYED BY THE SCHOOL SYSTEM
A student shall not threaten to cause physical injury to a school system employee on school board property or at a school related event. This includes but is not limited to, threatened violence against a school system employee. Immediate suspension and automatic referral to a disciplinary tribunal shall occur if a student is alleged to have committed a verbal assault of a teacher, bus driver, administrator, or other school personnel. Mandatory report to law enforcement

Rule 5: PHYSICAL ASSAULT OR BATTERY ON A PERSON EMPLOYED BY THE SCHOOL SYSTEM
A student shall not cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on school board property or at a school related event. Immediate suspension and automatic referral to a disciplinary tribunal shall occur if a student is alleged to have committed an assault or battery upon a teacher, bus driver, administrator, or other school personnel. Mandatory report to law enforcement

Rule 6: VERBAL ASSAULT OF ANOTHER STUDENT OR PERSON NOT EMPLOYED BY THE SCHOOL
A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to another student or non-school employee on the school board property or at a school-related function. This includes, but is not limited to, threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972, or the use of vulgar or profane language. Possible referral to a disciplinary hearing may occur if a student is alleged to have committed a verbal assault upon another student or non-school employee. Mandatory report to law enforcement

Rule 7: PHYSICAL ASSAULT OR BATTERY ON ANOTHER STUDENT OR PERSON NOT EMPLOYED BY THE SCHOOL
A student shall not cause or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to another student or non-school employee on the school board property or at a school-related function. This includes, but is not limited to, sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972. Immediate suspension and automatic referral to a disciplinary tribunal shall occur if a student is alleged to have committed an assault or battery upon another student or non-school employee. Mandatory report to law enforcement

Rule 8: POSSESSION OF A WEAPON ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION
The Evans County Board of Education adopts and incorporates by reference the Georgia provisions pertaining to school safety zones as set forth in O.C. G. A. §16-11-127.1: It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school, or within 1,000 feet of any school property. The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two (2) or more inches, straight-edged razor, razor blade, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun cha, nun chuck, nuncha, 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 weapon of like kind, and any stun gun or taser. A student who possesses firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. Mandatory report to law enforcement
Rule 9: POSSESSION OF POTENTIALLY DANGEROUS OBJECTS OR REPLICAS OF OBJECTS
A student shall not carry, possess, or have under control any object or replica of object such as, but not limited to, mortar shell, firearm, cartridge, explosive device, any suspicious looking object, or any potentially dangerous object. **Mandatory report to law enforcement**

In addition, an article which is designed for other purposes by which easily could be used to inflict injury (e.g. pencil, comb, compass, or pair of scissors) shall be considered a weapon if used in an aggressive or belligerent manner.

Rule 10: NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS OR ANY OTHER CONTROLLED SUBSTANCE
A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, any drugs requiring a prescription controlled by the Georgia State Board of Pharmacy, alcoholic beverage or intoxicant of any kind, nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances. **Mandatory report to law enforcement**

Any medication taken by a student must be sent from home. Parents/guardians must send the medication to school in the original bottle, which is labeled with the name of the medication, dosage, and time to be given. Parents/guardians must also sign an Evans County School System Medical Authorization and Release form authorizing the school to administer the medication. A student shall not sell, use, or transmit any medication, prescription or non-prescription, to another student.

Rule 11: DISREGARD OF DIRECTIONS OR COMMANDS
A student shall not fail to comply with reasonable directives or commands of teachers, paraprofessionals, principals, school bus drivers, or other authorized personnel.

Rule 12: SKIPPING
A student shall not skip class, skip school, leave campus without authorization, or urge others to violate this rule.

Rule 13: VIOLATION OF THE STUDENT DRESS CODE
The current student dress code is explained in another section of this handbook.

Rule 14: INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION
A student shall not engage in any inappropriate public display of affection, including but not limited to, handholding, caressing, or kissing.

Rule 15: PARKING AND TRAFFIC VIOLATION ON CAMPUS
Students shall not abuse school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas.

Rule 16: USE OF PROFANE, VULGAR, OR OBSCENE WORDS, OR OTHER RUDE AND DISRESPECTFUL BEHAVIOR, WHICH DISRUPTS SCHOOL OPERATION
A. A student shall not use profane, vulgar, or obscene gestures, or perform other similar actions that disrupt school operations.
B. A student shall not curse, talk back, sass, or intentionally argue in a demanding or disruptive manner with any school personnel.
C. A student shall not otherwise show disrespect for school personnel, other students, or persons attending school-related functions.

Rule 17: GAMBLING OR GAMES OF CHANCE OR POSSESSION OF GAMBLING DEVICES
A student shall not gamble or participate in games of chance nor urge, encourage, or counsel other students to gamble or participate in games of chance; nor shall a student possess gambling devices.

Rule 18: MISBEHAVIOR ON BUS
Students are prohibited from the following behaviors on a school bus at any time:
A. Any act of physical violence:
   a. Intentionally making physical contact of an insulting or provoking nature with another person. This includes, but is not limited to fighting, hitting, pushing, and/or tripping.
   b. Intentionally making physical contact, which causes physical harm to another person unless such physical contacts or harms were in self-defense. This may include, but is not limited to fighting, hitting, pushing, and/or tripping.
c. Bullying – 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 giving the victim reason to fear or expect immediate bodily harm.

d. Physical assault or battery of other persons on the school bus.

e. Verbal assault of other persons on the school bus.

f. Disrespectful conduct toward the bus driver or other persons on the school bus to include, but not be limited to:
   a. Refusing to obey the driver.
   b. Displaying rude or discourteous behavior.
   c. Using profane or unacceptable language or gestures.

B. Other unruly behavior to include, but not be limited to:
   a. Behaving in a manner that is contrary to the safety and well-being of any person.
   b. Improper boarding or departing.
   c. Possessing any object/weapons that may cause bodily harm (pencils, pens, markers, and crayons must be kept in a closed container).
   d. Moving about or standing.
   e. Failing to remain in assigned seat.
   f. Talking loudly or making unnecessary noise.
   g. Damaging any part of the bus.
   h. Littering.
   i. Eating, drinking, using any form of tobacco, or chewing gum.
   j. Possessing or using alcohol or other illegal substances.
   k. Stealing or gambling.
   l. Transporting bulky items. Items transported must be such that they can be held in the student’s lap.

C. Any behavior that will distract a bus driver’s attention or disrupt or interfere with the safe operation of a school bus, including the proper operation of school bus communication equipment, including, but not limited to, the following:
   a. Using any electronic devices during the operation of a bus. Such devices include, but are not limited to cell phones, pagers, radios, tape or compact disc players.
   b. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.

Rule 19: CRIMINAL LAW VIOLATIONS
A student whose off-campus behavior could result in the student being charged with a felony and would make the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the education process will be subject to disciplinary action. The disciplinary action may include in-school suspension, short-term suspension, and/or referral to a disciplinary tribunal.

Rule 20: SEXUAL MISCONDUCT OR OFFENSE
No student shall be guilty of molesting another student, indecent exposure, rape or any other overt heterosexual or homosexual act. Mandatory report to law enforcement

Rule 21: USE OR POSSESSION OF TOBACCO
The use or possession of tobacco is prohibited.

Rule 22: CHEATING
Cheating is dishonorable and is not acceptable or tolerated by the faculty and administration. Cheating involves one or more of the following actions:
1. To use the work of another person as your own.
2. To copy information from another student’s test, homework, book report, or research paper.
3. To plagiarize – plagiarism means using another person’s idea, expression, or words, without giving the original author credit.
4. To prepare for cheating in advance. Such action involves having in possession a copy of a test to be given or having been given by a teacher; using the test or notes during a test or examination; talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising hand to ask questions, etc.).

Rule 23: POSSESSION OF POCKET PAGER, ELECTRONIC COMMUNICATION DEVICES, OR LASER LIGHTS
A student shall not carry a pocket pager, telephone, other electronic communication device (including cell phones), or laser light in school except for health or unusual reasons approved by the Board of Education.
Rule 24: HARASSMENT
A. A student shall not harass another student or employee through disparaging conduct or communications. Harassment includes racial harassment, sexual harassment, and bullying.

B. Racial Harassment may include:
   1. Oral or written statements having racially demeaning implications made or sent to an individual.
   2. Gestures or conduct rooted in racial prejudice or racial factors of consideration that signal contempt toward another of any race.

C. Sexual Harassment is an unwelcome advance, request, or other verbal or physical conduct of a sexual nature that results in the conduct having the purpose or effect of unreasonable interfering with work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

D. Bullying is 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 giving the victim reason to fear or expect immediate bodily harm. Georgia law mandates that upon a finding that a student in Grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

Rule 25: GIVING FALSE INFORMATION TO SCHOOL OFFICIALS
School officials have the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct. In the process of such interrogations or at any time when a school official asks a student for reasonable information, a student is expected to give truthful and factual information.

Rule 26: FIGHTING
A. No student shall engage in fighting.
B. A fight is defined as an exchange of physical blows (hitting, slapping, and shoving). Students who do not fight back will not be subject to punishment. Those students should report the incident to an administrator or teacher. Students should not take matters in to their own hands, but should allow the administrator to handle the situation.

C. In the event a fight breaks out, students are advised to move away from the area of the disturbance, attend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in the aisles so as to hinder school officials, refusal to leave the scene when asked to do so—are all violations of the no fighting policy. They constitute the offense “party to an affray,” and disciplinary action may result. In more severe cases, prosecution may be an alternative.

D. Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. In sum, fighting will not be tolerated on campus, on the school bus, or at any school-sanctioned event. Mandatory report to law enforcement

Rule 27: DISRESPECTFUL CONDUCT TOWARD TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL AND OTHER STUDENTS
A student shall not engage in disrespectful conduct including the use of vulgar or profane language toward teachers, administrators, other school personnel, other students, or other persons at school or when attending school-related functions.

A student who does not attend school on a regular basis (seven or more absences) or who are truant or who are tardy or take early dismissals (10 or more in any combination of tardies or early dismissals) will be subject to the Attendance Support Team procedures.

Rule 29: WILLFUL AND PERSISTENT VIOLATION OF THE STUDENT CODE OF CONDUCT
A student who willfully and persistently violates any portion or portions of this Code of Conduct will be subject to increasingly tougher consequences, including possible referral to a disciplinary hearing tribunal.

Rule 30: INCITING, ADVISING, OR COUNSELING OTHERS TO ENGAGE IN VIOLATIONS OF THE CODE OF CONDUCT
A student will not encourage, incite, advise, or counsel other students to violate any of the preceding rules in this Code of Conduct.

Rule 31: ENGAGING IN GANG ACTIVITY
A student who engages in gang activity may be suspended for up to ten (10) school days for each incident and may be referred to a disciplinary hearing. Mandatory report to law enforcement
Rule 32: Other Actions
Any act not covered by the above mentioned rules in which the administration finds evidence of wrongdoing and a need for the student to be disciplined accordingly.

CLASSIFICATIONS:
Violations are grouped into three classes. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. The principal or his/her designee will determine the classification of the violation, which will lead to the disciplinary procedures that will be implemented. NOTE: Student violations of the code of conduct outside of school time related to school activities will be subject to consequences, and if student is transitioning schools, the consequences will follow the student to the next school.

ELEMENTARY CONSEQUENCES
LEVEL I OFFENSES:
First Offense
In-school conference and parent contact when warranted; correction and/or replacement of defaced/damaged personal and/or public property; other appropriate consequences. Special circumstances may warrant disciplinary action as outlined under Subsequent Offenses below.

Subsequent Offenses
In-school disciplinary action such as probation, detention, after school detention, discipline contract, time-out, extended time-out, corporal punishment, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for up to ten school days for bus related offenses.

LEVEL II OFFENSES:
First Offense and Subsequent Offenses
This may include extended time-out, detention before or after school, suspension - up to 10 days, other appropriate consequences, and/or suspension from the bus for ten days or longer for bus related offenses.

LEVEL III OFFENSES:
The disciplinary actions for these offenses will be out-of-school suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for up to the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year, at a minimum shall result in the student being assigned to an alternative school or other alternative education program.

The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Hearing Officer will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Hearing Officer determines not to expel the student or impose some other punishment, which includes the interim suspension, the interim suspension shall be considered void.

1. The student shall be shown as present and the days absent will not show on the record.
2. The student will be allowed to make up all work missed.
If the hearing officer finds a student guilty of a drug or alcohol offense, the student and his/her parent or legal guardian must satisfactorily complete a substance abuse program approved by the Evans County Board of Education and must submit written documentation of the completion or of continuing satisfactory involvement in said program to the principal of his/her school within ninety (90) days after the date of the disciplinary hearing.

**MIDDLE AND HIGH SCHOOL CONSEQUENCES**

**LEVEL I OFFENSES:**

*First Offense*
In-school conference and parent contact when warranted. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

*Subsequent Offenses*
In-school disciplinary action such as probation, detention, corporal punishment, in-school suspension, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for up to ten school days for bus related offenses—Special circumstances may warrant a recommendation for an alternative educational program apart from the normal school setting.

**LEVEL II OFFENSES ● DISCIPLINARY ACTIONS**

*First Offense*
In-school suspension and/or suspension and/or suspension from the bus for ten days or longer for bus related offenses. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

*Subsequent Offenses*
This may include long-term suspension and/or recommendation for an alternative educational program. The third offense of bullying in a school year, at a minimum shall result in the student being placed into the Second Chance Academy.

**LEVEL III OFFENSES:**
The disciplinary actions for these offenses will be out-of-school suspension, application to Second Chances Academy, suspension for 10+ days, and/or recommendation for expulsion by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year by a student in grades 6 - 12, at a minimum shall result in the student being allowed to apply to the Second Chances Academy.

For students who violated any of the drug or alcohol offenses, the principal shall recommend expulsion for the remainder of the semester. A student who is expelled for violation of the drug and alcohol policy may not receive credit for the semester. An expulsion for a violation of the drug and alcohol policy shall not be effective until action by the Evans County School System Disciplinary Hearing Officer. The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Disciplinary Hearing Officer will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Disciplinary Hearing Officer determines not to expel the student or impose some other punishment that includes the interim suspension, the interim suspension shall be considered void.

1. The student shall be shown as present and the days absent will not show on the record.
2. The student will be allowed to make up all work missed.

If the hearing officer finds a student guilty of a drug or alcohol offense, the student and his/her parent or legal guardian must satisfactorily complete a substance abuse program approved by the Evans County Board of Education and must submit written documentation of the completion or of continuing satisfactory involvement in said program to the principal of his/her school within ninety (90) days after the date of the disciplinary hearing.
DISCIPLINARY EXPULSION PROTOCOL FOR GRADES 6-12

The Evans County School System is committed to providing a quality education to all students in a safe and positive learning environment. Our mission is to ensure the best possible educational environment for all learners.

The Student Handbook states for Class III offenses, the disciplinary action taken can include expulsion from the school system. A student committing a violation of the following Class III offenses may result in expulsion from the Evans County School System for a minimum of one hundred and eighty (180) school days without an option to apply to the alternative school program:

1. Terroristic threats against students and/or personnel of the Evans County School System.
2. Violation of the drug and alcohol policy as defined in the Code of Conduct.
3. Fighting that results in substantial injury and/or requires medical attention.
4. Possession and/or use of any type of weapon, or the use of other objects as a weapon, with the intent to do harm.
5. Committing a sexual offense as defined in the Code of Conduct.
6. Assaults against any staff member and/or the intended misuse of electronic devices such as inappropriate internet use, which defames the reputation of a staff member, uses racist remarks and/or sexually provocative language interfering with the safe operation of a class, a school and/or a school system.

The previous list of offenses will be enforced with a standard of “No Tolerance.” A substantiated violation of any of the items listed above, based on the severity of the incident, could result in permanent expulsion. Based on the severity of the violation, other offenses not listed above, may also be subject to punishment up to and including permanent expulsion from the Evans County School System.

Grades 4-12

A monthly disciplinary review may reveal chronic disciplinary issues. These students may be referred to a review team which may elect to change their placement to SCA. This decision and terms will be final.
Range of Consequences
The decision to charge a student for violation of this Student Conduct Behavior Code shall be made by the administration of the local school.

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

• Warning and/or Counseling with a School Administrator or Counselor
• Loss of Privileges
• Isolation or Time Out
• Temporary Removal from Class or Activity
• Notification of Parents
• Parent Conference
• Detention/Saturday School
• In School Suspension
• Referral to a Hearing Officer
• Short-term Suspension
• Restitution for stolen or damaged property
• Suspension or Expulsion from the School Bus
• Suspension or Expulsion from the School
• Placement in an Alternative Education Program

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this Code.

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.

Student Removal from Class
A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher’s ability to teach students in his or her class or the ability of other students to learn in the class. O.C.G.A. § 20-2-738 (a-h). Where a teacher has previously filed a report of a student’s repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student’s classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

Each school will have a placement review committee. The placement review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student’s return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. O.C.G.A. § 20-2-738(d).

Evans County Schools may utilize physical restraint in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The physical restraint techniques used in the schools work to assure that students are restrained in a manner that is safe to the student and the staff implementing the restraint.
STUDENT DRESS EXPECTATIONS (DRESS CODE)

Good grooming and personal appearance are essential elements to the teaching and learning process. Students’ dress and personal appearance are expected to not interfere with the health and safety of all people in the school and not be disruptive or interfere with the legitimate interest and welfare of the students.

The principal or designated person(s) at each school have the authority to determine inappropriate dress. Any student violating the dress code must modify the infraction per the administrator’s request. Refusal to obey a request to modify a dress code infraction is treated as insubordination/refusal to obey an official as described in the Violations of Student Code of Conduct section of this Handbook. At the school official’s discretion, this act will be a Level I, II, or III offense. While at school students must be dressed clean and neatly and should adhere to the following dress expectations/or OSHA standards:

1. Shoes or sandals must be worn. Closed-toe shoes must be worn in laboratory and shop-type course areas consistent with OSHA standards. No bedroom shoes are permitted.

2. Hair must be clean, neatly styled, not in the eyes, of a natural color, and not of a length to be dangerous around machinery and equipment; long hair worn on males or females in these areas must be secured at the back of the head.

3. Clothing with pictures, writings, messages and/or symbols related to or promoting or considered to promote racism, sex, obscenities, alcohol, tobacco, violence and/or drugs are considered disruptive to the educational process and are prohibited.

4. Hats, athletic sweatbands, bandanas, curls, picks, hair nets, head gear of any kind, and sunglasses are not to be worn at school or on school buses. These items must be placed in book bags prior to loading the bus or in lockers immediately upon arriving at school if a car rider.

5. Pants/shorts with holes above the knee are unacceptable. Students wearing pants/slacks/skirts or shorts at an unacceptable level shall move the clothing to an acceptable level and secure it with their own personal belt, or with means supplied by the administration of the school. An appropriate length for shorts/skirts is a mid-thigh length or fingertip length with hands down by the side for grade levels 4 - 12. Pants/slacks/skirts/shorts worn by a student at an unacceptable level after having been instructed to do otherwise will be considered an act of insubordination. Pants must be worn on the hips/waist area; sagging pants are prohibited.

6. Belts must be buckled, sashes tied, straps strapped, and suspenders properly worn.

7. Shirts must be of a length to be tucked, have a sleeve (no muscle shirts) and mid-section must be covered at all times (seated/standing). Females should not wear tops that show cleavage, bare tank tops alone, or spaghetti strap type tops without an over shirt/jacket. No bright-colored undergarments under light-colored shirts, shorts or pants.

8. Pajamas may not be worn to school. Gang-related clothing may not be worn. Biker pants, sagging pants, jeggings, uncovered spandex, strapless attire, tank tops, half shirts, bare midriff tops, halters, see-through clothing, exposed underwear, unbuttoned shirts revealing bare chests, hanging chains (including those attached to clothing), or coats/jackets that go below the waist (including dusters/trench or other similar styles) are not to be worn.

9. Tattoos that are disruptive to the learning environment must be covered. Facial piercings and tooth grills are potential safety hazards and can be unduly disruptive to the learning environment and should not be worn at school.

10. Changing of clothes on school property is to be restricted to restrooms, dressing rooms, and other appropriate assigned places and is not to occur in classrooms or school buses.

Any clothing and/or accessory deemed to be a distraction to the learning environment is prohibited. School administration has the final authority in decisions regarding dress code.
| **Accessories** | Leggings must be worn under skirt or dress of the appropriate length. |
| | Undergarments must be worn and remain covered. No bright-colored undergarments under light-colored shirts, shorts or pants. |
| | Tattoos that are disruptive to the learning environment must be covered. Facial piercings and tooth grills are potential safety hazards and can be unduly disruptive to the learning environment and should not be worn at school. |
| | Other accessories must be worn in a non-distracting manner and must be deemed appropriate by school-level administration or must be removed. |
| | Insignias that are deemed offensive to a given sector or the school population or cause a disruption to the school’s routines or the smooth operation of its educational process are forbidden. |
| **Belts** | Must be worn if belt loops are present or pants were designed to have loops (males). Females are not required to wear belts as long as clothing fits appropriately. |
| | Must not be offensive in design, excessively large (including buckles), or decorative and must be worn in a non-distracting manner. |
| **Dresses/Skirts** | Dresses must have sleeves. Cleavage should not be visible. |
| | An appropriate length for dresses is a mid-thigh length or fingertip length with hands down by the side (whichever is longer) for grade levels 4 - 12. |
| | Wrap around dresses are inappropriate. |
| **Headwear** | Hats, athletic sweatbands, bandanas, curlers, picks, hair nets, head gear of any kind, and sunglasses are not to be worn at school or on school buses. These items must be placed in book bags prior to loading the bus or in lockers immediately upon arriving at school if a car rider. |
| **Hair** | Hair must be clean, neatly styled, not in the eyes, and not of a length to be dangerous around machinery and equipment; long hair worn on males or females in these areas must be secured at the back of the head. |
| | Of a natural color (not necessarily the original color, but a natural color). |
| **Jackets / Coats / Hoodies / Sweatshirts** | Any color or pattern. |
| | Students must have a shirt underneath. |
| | Pictures, writings, messages and/or symbols related to or promoting or considered to promote racism, sex, obscenities, alcohol, tobacco, violence and/or drugs are considered disruptive to the educational process and are prohibited. |
| **Pants** | Jeans are acceptable. No holes or rips in the jeans. |
| | Not baggy or excessively large (drop crotch) nor excessively tight fitting (ex. Jeggings, yoga, lounge wear, exercise pants, etc.). |
| | Pants/shorts with holes or rips are unacceptable. |
| | Sweatpants shall not be worn. |
| | Pictures, writings, messages and/or symbols related to or promoting or considered to promote racism, sex, obscenities, alcohol, tobacco, violence and/or drugs are considered disruptive to the educational process and are prohibited. |
| | Male shirts must be tucked in; Females must be tucked if longer than the student’s wrist with hands at the side. |
| | No low-cut or revealing shirts/sweaters/vests. Shirts with holes are not acceptable. |
| **Shirts, Blouses, Sweaters, and Vests** | Mid-drifts are not allowed. |
| | Must have sleeves. |
| | Cleavage should not be visible. |
| | Bow Ties/Ties must be professional looking and non-offensive. |
| **Shoes** | Sandals are appropriate if back strap is present. |
| | Closed-toed shoes must be worn in lab settings which are governed by OSHA. |
| | No flip-flops, shower shoes, heelies, slides, or bedroom slippers shall be worn. |
| **Shorts** | Not baggy or excessively large (drop crotch) nor excessively tight fitting (spandex). |
| | An appropriate length for shorts is a mid-thigh length or fingertip length with hands down by the side (whichever is longer) for grade levels 4 - 12. |
| | Gym shorts are only allowed in PE classes. |
| | Gym shorts must meet an appropriate length stated above. |
TECHNOLOGY SERVICES FOR STUDENTS

STUDENT NETWORK FOLDERS AGREEMENT
Each student is provided storage space on Evans County School’s network. These network folders are a privilege and should be used to store only school/classwork related files. Each student’s folder is limited to 500 MB. Each student is expected to maintain his/her folder within 500MB. Failure to do so will result in all files being deleted. If a student continues to fail to maintain his/her folder’s size, the student’s privilege of a network folder will be removed. Evans County Schools are not responsible for lost data due to a student’s failure to maintain his/her foldersize.

Student Internet Use Agreement
The Evans County Board of Education recognizes that as telecommunications and other new technology change the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate suchresources.

The Evans County Board of Education makes available to its students and employees a wide variety of media resources, including electronic media such as the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects employees will blend thoughtful use of such information throughout the curriculum and that employees will provide guidance and instruction to students in the appropriate use of such resources.

Evans County utilizes Google Apps for Education for all students in grades three through twelve. Students have access to all tools within the Google Apps Domain, with the exception of Google+ unless specifically allowed by parents. Access to Google Apps includes Email, Drive Documents, Calendar, Google Classroom, etc. All web traffic accessed on school property is appropriately filtered according to current CIPA compliance requirements.

Access to Internet resources will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Please read the following “Student Internet Appropriate Use Regulations and Administrative Procedures.”

You and your child’s signatures on this Student Handbook’s Affirmation Page indicate you have read the previously mentioned documents to which you are bound and by which your actions are governed if your child accesses the Internet at any time and under any circumstances as a student of Evans County Schools. To that end, Evans County Schools supports and respects each family’s right to deny Internet and/or Google Apps for Education access for their child. Parent(s) or legal guardian(s) may obtain a “Request to Deny Internet Access” form available in the principal’s office.

Student Internet Appropriate Use Regulations and Administrative Procedures
The School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed ground for revocation of privileges, potential disciplinary and/or appropriate legal action.

Terms and Conditions:
Acceptable Use: Access to the school’s Internet is provided for educational purposes and research consistent with the school system’s educational mission and goals.

Privileges: The use of the school system’s Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these policies and procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use: The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:
1. Accessing materials or communications that are:
   a. Damaging to another’s reputation
   b. Abusive
   c. Obscene
   d. Sexually oriented
   e. Threatening or bullying in nature
   f. Contrary to the school system’s policy on harassment.
   g. Harassing
   h. Unauthorized access including so-called “hacking,” and
   i. Other unlawful activities
2. Sending or posting materials or communications which are:
   a. Damaging to another’s reputation
   b. Abusive
   c. Obscene
   d. Sexually oriented
   e. Threatening or bullying in nature
   f. Contrary to the school system’s policy on harassment
3. Harassing
4. Other unlawful activities
5. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and Stateregulations;
6. Copying or downloading copyrighted material on any system connected to the School System’s hardware/software without the owner’s permission. Only the owner(s) or individuals specifically authorized in writing by the owner(s) may copy or download copyrighted material to the system;
7. Copying or downloading copyrighted material without the owner’s written permission - Copyrighted materials can only be distributed with the owner’s written permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
8. Using the network for private financial or commercial gain;
9. Wastefully using resources;
10. Utilizing any software having the purpose of damaging the unit’s system or user’s system;
11. Gaining unauthorized access to resources or entities (hacking);
12. Invading the privacy of individuals;
13. Using another user’s account or password;
14. Posting material authorized or created by another without his/her consent;
15. Posting anonymous messages;
16. Using the network for commercial or private advertising;
17. Forging of electronic mail messages
18. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
19. Using the network while access privileges are suspended or revoked; and
20. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Compensation: The student and/or the student’s parent’s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures and policy.

Security: Network security is a high priority. If the student identifies or perceives a security problem or breach of these responsibilities on the Internet, the user must immediately notify the principal, his/her designee or other appropriate staff. They must not demonstrate the problem to other student users.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit’s equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.
Telephone Charges: The Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. DO NOT swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of any students.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.
7. Limiting streaming music and video files for educational use only.

Unauthorized Disclosure: Unauthorized disclosure, use, and dissemination of personal information regarding minors are illegal under the Children’s Internet Protection Act.

If you have questions about this policy and these procedures, you may wish to speak to your Principal, Media Specialist, and/or Technology Coordinator.

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

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

Bus routes and bus numbers will be published on the website prior to the beginning of the new school year. Direct your questions concerning school bus transportation to the Transportation Department. Tracy Beasley 912-739-3544.

Evans County Schools operates school buses during the week for all students who desire to participate in the transportation program. However, this service, which is determined by the conduct of the student rider, may be discontinued. A student is expected to behave by following school rules. For safety purposes, a student who misbehaves and threatens safety of students and/or staff will be reported to the principal. The principal will determine if the misbehaving student keeps or loses bus privileges. The principal’s decision is final.

Please speak with your child about his/her behavior on the bus. Help us help you get your child to school safely. Evans County School buses have video equipment on each bus. Videos are used to help deter bad behavior and to identify those who threaten the safety of school buses/children/drivers, etc.

Young Bus Riders

Young bus riders are defined as pre-kindergarten, kindergarten, and first grade students riding the school bus. All young bus riders unloading from the school bus alone must be met by an authorized person, unless you authorize the bus driver in writing to let your young bus rider unload from the school bus alone, without being met by a designated person.

A Young Bus Rider Form must be completed and signed before the first day of school by the parent or legal guardian of each “young bus rider.” Forms may be obtained at any elementary school or the bus garage and returned to your child’s school.

This change is for safety purposes to protect younger children and applies to Pre-Kindergarten, Kindergarten, and First-Grade students only.

Video Cameras on Buses

Evans County Schools has installed a video camera on all regular route buses. All students who travel on system buses are shown on the video as they board and disembark from the buses and ride to and from school and other locations. All video from this recording equipment are the property of the Evans County BOE. The camera is there for safety purposes and to assist the driver and principal with discipline problems on the bus. The camera records for about six hours then stops, and starts over. This might mean that something will not be recorded during this time. In addition, sometimes the equipment does not work properly even though every effort is made to maintain it in working order. The video may be pulled from the DVR by the principal, transportation director, or a person authorized by one of the above persons. The video will be labeled with the bus number, date, and the name of the person pulling the video. The video will be given to the principal, assistant principal, or transportation director for viewing.

Parents are not allowed to view bus video due to the privacy rights of other students.

The video may be pulled if an alleged disciplinary incident occurs involving, but not limited to, the following: a fight on the bus; illegal drugs/ weapons on the bus; verbal abuse/disrespect/ sexual harassment of the driver or another student; any act of physical violence upon another person; sex acts or sexual touching of any type; principal/ driver believes there to be a problem that the driver has not seen or heard; and/or altercation that results in law enforcement being called to the bus for assistance.

All video should be returned to the bus garage for storage. They will be held until the school year ends and then be destroyed. The video may be used as evidence in disciplinary hearing if requested by principal or hearing officer.

Bus Behavior

All students who utilize the county’s bus transportation system must observe appropriate school behavior. The school bus and the bus stop are extensions of the classroom. The same rules that apply on a school campus apply on a school bus and at the bus stop. Bus transportation is provided as a privilege to all students who attend Evans County’s public schools. A student may lose his/her privilege to ride the school bus by failing to obey the system’s rules. Students should respect their bus driver and cooperate with his/her instructions or requests. Students should remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisles and off other riders and their property.
Bus Discipline Procedures
The Principal or other designee at the local school administers disciplinary action for bus misbehavior. School buses and bus stops are considered extensions of the school campus. All rules that govern student conduct while on school campus/property apply while students are on the school bus or at the bus stop. School principals have the authority to impose an immediate suspension for serious offenses. The principal may also add any other disciplinary action deemed necessary. School bus drivers do not discipline children, although they have the prerogative to assign seats or move a child from one seat to another to solve a discipline problem.

ELEMENTARY PROCEDURES FOR BUS DISCIPLINE ARE AS FOLLOWS:

Offense 1: The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the driver will contact the parent. The driver will document these actions.

Offense 2: The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.

Offense 3: Student will be suspended from riding the bus for one (1) day.

Offense 4: Student will be suspended from riding the bus for three (3) days.

Offense 5: Student will be suspended from riding the bus for five (5) days.

Offense 6: Student will be suspended from riding the bus for 10 days.

Subsequent offenses will warrant 10 or more day’s removal from bus. The principal may also add any other disciplinary action deemed necessary.

MIDDLE / HIGH SCHOOL PROCEDURES FOR BUS DISCIPLINE ARE AS FOLLOWS:

Offense 1: The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.

Offense 2: Student will be suspended from riding the bus for one (1) day.

Offense 3: Student will be suspended from riding the bus for three (3) days.

Offense 4: Student will be suspended from riding the bus for five (5) days.

Offense 5: Student will be suspended from riding the bus for 10 days.

Subsequent offenses will warrant 10 or more day’s removal from bus. The principal may also add any other disciplinary action deemed necessary.

Misbehavior by students being transported to the Community Center will not be tolerated. Principals have the discretion to discontinue the transportation of students to the center upon the first offense of misbehavior. In addition to any other rules governing the behavior of students on school buses, every student who rides a school bus should understand that the following behaviors are specifically prohibited:

1. Any “act of physical violence” defined under Georgia laws as follows:
   a. Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as (“Type One Physical Violence”)); or
   b. Intentionally making physical contact which causes physical harm to another unless such physical contact or physical harms were in defense of himself or herself, as provided in Georgia Criminal law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as (“Type Two Physical Violence”).

2. Bullying as defined elsewhere in the Handbook;
3. Physical assault or battery of other persons on a school bus;
4. Verbal assault of other persons on a school bus;
5. Disrespectful conduct toward the bus driver or other persons on the school bus;
6. Other unruly behavior on a school bus;
7. Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; audible radios; tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication system or the school bus driver’s operation of the school bus.
8. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
Personal belongings should be left at home. The school bus driver is not responsible for personal belongings of a student including belongings left on the bus.

Bus drivers are not permitted to wait for students who are tardy. Students are to be at the bus stop on time each day. Students must be at the bus stop five minutes before the bus is due to arrive.

In order to transport items on a bus, students must be able to hold the item in his/her lap. Flowers, balloons, and other such items cannot be transported on the bus because of safety concerns. Parents must make provisions for transporting them.

Students are to ride only their assigned bus home or to their daycare provider. In emergency cases, the school will issue the student a bus pass for the student to present to the bus driver. Please provide information required on bus pass for the administration.

Students should learn the proper school bus evacuation procedures. There are three basic types of evacuations. Evacuation instructions will be given and drills will be held as follows:

**Type A:** Evacuations through the entrance door. Students should file out in order, beginning with the seat nearest to the entrance door and ending with the seat farthest from the door.

**Type B:** Evacuations through the rear emergency door. Students should file out in order, beginning with the seat nearest the rear door.

**Type C:** Evacuations through both doors. Students should file out of the door nearest them in order, beginning with the seats nearest the doors and ending with the seats farthest from the doors.
In support of strengthening student academic achievement, the Evans County School System receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA’s expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA’s plan submitted to the Georgia Department of Education.

The Evans County School System agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.

- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.

- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.

- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

  Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
(A) Parents play an integral role in assisting their child’s learning
(B) Parents are encouraged to be actively involved in their child’s education at school
(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
(D) Other activities are carried out, such as those described in Section 1116 of the ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Evans County School System will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

- Host a parent feedback meeting annually for all parents to participate in the analysis of the parent and family engagement plan and to discuss the plan’s effectiveness in meeting the needs of the students and requirements of the Title I program.

- Distribute parent feedback forms to all parents of students enrolled in Title I schools to involve parents in the development of this plan and use of parent and family engagement funds.

- Provide parents access to the information in the district’s parent and family engagement plan, the district’s Comprehensive LEA Improvement Plan (CLIP), and the school’s improvement plans, through the district website, which has a stakeholder feedback option, and engage in open communication about the plan during parent and family engagement meetings, such as the following:
  - Annual Title I Public Meetings
  - School Advisory Council Meetings
  - Migrant Parent Advisory Council Meetings
  - C.A.F.E. Meetings
  - Open Houses
  - Parent Workshops
  - Parent Conferences

**TECHNICAL ASSISTANCE**

The Evans County School System will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:
• Conduct district walkthroughs to provide schools with guidance as to how the school can ensure the environment is welcoming to parents, family, and community members.

• Provide notifications and resources from the district and the GADOE Family Engagement Program to help schools improve and strengthen family engagement.

• Provide guidance on appropriate use of parent and family engagement funds along with a periodic status report.

• Review school parent and family engagement plans, compacts, and communications to ensure compliance, including minutes from parent meetings showing it was developed jointly with parent input.

• Review school communications to parents and families to ensure documents are in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

• Assist in the coordination of translators for meetings and the translation of documents.

ANNUAL EVALUATION

The Evans County School System will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel, teachers, and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

To gain feedback from parents and families as to how the district can improve the academic quality of all Title I, Part A schools and remove any barriers that may be limiting parent participation, the district will do the following:

• Provide surveys (take-home and electronic)
• Feedback groups
• Parent and family meetings (School Advisory Council, Migrant PAC, Annual Title I)

The Executive Director of Curriculum, Instruction, and Federal Programs will coordinate parent and family feedback with the principals of each Title I, Part A School.
RESERVATION OF FUNDS

The Evans County School System will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools through the following ways:

- Provide copies of the parent and family engagement budgets at parent/family meetings and on school websites
- Include questions on the use of parent and family engagement funds within parent/family surveys (electronic and take-home)
- Ask for input on the use of parent and family engagement funds at parent and family meetings, such as the Annual Title I Meeting and School Advisory Council meetings

COORDINATION OF SERVICES

The Evans County School System will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: the district’s preschool program, Head Start, and other federal and state funded preschool programs in the district by inviting parents and family members to participate in transition sessions hosted by the elementary school for students entering kindergarten. Transition activities will also be hosted for students entering sixth grade and ninth grade. Additionally, the high school will provide transition activities for students focused on postsecondary schools or careers.

BUILDING CAPACITY OF PARENTS

The Evans County School System will, with the assistance of its Title I schools, build parents’ capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children’s academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child’s progress
- How to work with educators by doing the following:
  - Hosting parent meetings/workshops/classes
  - Sending home information via take-home correspondence
  - Posting information on the district’s website
  - Using the automated calling system to provide information and event parent/family engagement activity reminders
BUILDING CAPACITY OF SCHOOL STAFF

The Evans County School System will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

- Hosting parent meetings for parents to provide feedback regarding the best ways for schools to communicate with them
- Disseminating a parent survey annually requesting input about effective school/home communication
- Providing adequate professional development on parent involvement for teachers and administrators to address topics such as:
  - Communicating with Parents
  - The Basics of Parent Involvement/Engagement
- Providing parents with information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand by using GADOE Family Engagement templates/examples and by translating documents into the parents’ home language whenever possible.

BUILDING CAPACITY FOR INVOLVEMENT

The Evans County School System will build the schools’ and parents’ capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community by the doing the following:

- Providing literacy training for parents through take-home resources and workshops
- Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

ADOPTION

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by survey feedback and meeting agendas and notes.

This policy was adopted by the Evans County School System on June 10, 2019 and will be in effect for the period of the 2019-2020 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before August 1, 2019.
### Glossary

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<td>ABA</td>
<td>Applied Behavior Analysis</td>
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<td>Americans with Disabilities Act</td>
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<td>ADD; AD/HD; ADHD; ADD/In</td>
<td>Attention-Deficit/Hyperactivity Disorder; ADD Inattentive</td>
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<td>Advanced Placement</td>
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<td>BIP; BMP</td>
<td>Behavior Intervention Plan; Behavior Management Plan</td>
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<td>BOE</td>
<td>Board of Education</td>
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<td>C.A.F.E.</td>
<td>Circle of Adults For Education</td>
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<td>CAP; CAPD</td>
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<td>DOE</td>
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<td>Local Education Agency</td>
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<td>LRE</td>
<td>Least Restrictive Environment</td>
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<tr>
<td>MIID</td>
<td>Mildly Intellectually Disabled</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>MOID</td>
<td>Moderated Intellectually Disabled</td>
</tr>
<tr>
<td>OCD</td>
<td>Obsessive-Compulsive Disorder</td>
</tr>
<tr>
<td>O.C.G.A</td>
<td>Official Code of Georgia Annotated</td>
</tr>
<tr>
<td>OCR</td>
<td>Office for Civil Rights</td>
</tr>
<tr>
<td>ODD</td>
<td>Oppositional Defiant Disorder</td>
</tr>
<tr>
<td>OHI</td>
<td>Other Health Impaired</td>
</tr>
<tr>
<td>OT</td>
<td>Occupational Therapist; Occupational Therapy</td>
</tr>
<tr>
<td>PLC</td>
<td>Professional Learning Community</td>
</tr>
<tr>
<td>PSAT</td>
<td>Preliminary Scholastic Aptitude Test</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Therapist; Physical Therapy</td>
</tr>
<tr>
<td>PTA</td>
<td>Parent-Teacher Association</td>
</tr>
<tr>
<td>PTSD</td>
<td>Post-Traumatic Stress Disorder</td>
</tr>
<tr>
<td>RTI</td>
<td>Response to Intervention</td>
</tr>
<tr>
<td>SAT</td>
<td>Scholastic Aptitude Test</td>
</tr>
<tr>
<td>SGT</td>
<td>School Governance Team</td>
</tr>
<tr>
<td>SLD</td>
<td>Specific Learning Disability</td>
</tr>
<tr>
<td>SLP</td>
<td>Speech and Language Program</td>
</tr>
<tr>
<td>SNP</td>
<td>School Nutrition Program</td>
</tr>
<tr>
<td>SPED</td>
<td>Special Education</td>
</tr>
<tr>
<td>SPLOST</td>
<td>Special Purpose Local Option Sales Tax</td>
</tr>
<tr>
<td>SST</td>
<td>Student Support Team</td>
</tr>
</tbody>
</table>