



Student / Parent Handbook  
2015-2016

**TIM SAWYER**  
*PRINCIPAL*

**LYN JACOBS**  
*COUNSELOR*

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[nes.brantley.k12.ga.us](http://nes.brantley.k12.ga.us)

This handbook belongs to:

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Name of Student

## A Message from the Principal:

Welcome to a new year at Nahunta Elementary School! I'm enthusiastic about the year ahead of us, and I trust that you are too. Whether you are a veteran NES parent or are new to our school, please know that you can look forward to excellent teaching in a school full of educators who are committed to doing whatever it takes to ensure success for our students.

NES faculty and staff maintain high expectations for themselves and their students in attitude, effort, and achievement, and our students consistently rise to those expectations, resulting in a positive school culture replete with a strong work ethic and academic success. And I know that our faculty and staff will continue placing the bar this high – because of their pride in their accomplishments and desire to keep moving forward, and because they know that our continual improvement (i.e., extending our “REACH” – see main handbook section, page 4, under “System Statements”) means the best possible education for our students. That's our passion!

There are many things that students and parents can do to continue our progress. These include...

Students:

- **Be at school!** Good attendance is crucial! We can't teach you if you're not here, and we have a lot for you to learn. (Also, we miss you when you're not here! 😊)
- Arrive to school **on time**; tardiness hurts everyone (interrupting the learning environment for all), but especially the one who's late – you're missing out on important instruction!
- **Stay** in school **all day**. Early pick-up hurts everyone too (disturbing all learners in the class), but again, especially the one who's being picked up early. As with tardiness, you're missing out on important instruction!
- Comply with our teachers and staff. They only want to help you “be the best that you can be.”
- **Do your best**. Whether you're at the top of your class or barely passing, your best is all that we ask.

Parents:

- **You're the one** who will either **get your child to school** or not, **get him/her here on time** or not, and **pick him/her up from school at the appropriate time** or not. Show, *through your expectations and your actions*, that you know **school is important** for your child – *every minute of every day*.
- Have daily discussions about school. **Show interest** in your child's educational progress.
- Check your child's “**agenda**” (the calendar booklet that every student receives) *every day*.
- Support our folks if they are having trouble with your child. Help us find a way to **succeed!**
- Help us to **encourage** your child. We're excited about every success, and we invite you to join us as we give **praise** for a job well done.
- Find and take advantage of organizations, such as **PTO**, that help build a bridge between parents and NES faculty and staff, and provide support and encouragement as we work together for our children!

Our faculty and staff remains largely unchanged this year, as we retained almost all of our terrific faculty and staff from last year. We do have a few new folks, though, and we're excited about what they'll be bringing to NES. Parents, I hope you'll take the time and effort to come meet, and get to know, your child's teachers and others with whom they work.

I'm confident that NES will continue with its tradition of success and high levels of achievement in the 2015-2016 school year. We look forward to working with you!

Sincerely,



Dr. Tim Sawyer, Principal

## **Nahunta Elementary School Faculty and Staff**

### **Administration / Leadership**

Tim Sawyer, Principal

Lyn Jacobs, Counselor

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

Laura Aldridge, English / Language Arts  
Bambi Carter, Math  
Kim Crews, Social Studies  
Dana Davis, Reading  
Reada Harris, Science  
Angie Steedley, Special Education

#### **Connections Teachers:**

Ashley Hooker, Band  
Susan Thomas, Physical Education

#### **Speech & Gifted:**

Wendi Lee, Speech  
Cheryl Smith, Speech  
Donna Rowell, Gifted

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

Diana Carter, Reading  
Carla Chesser, Science  
Yvonne Gibson, English / Language Arts  
Merrell Padgett, Social Studies  
Aundrea Ternest, Special Education  
Sarah Thompson, Math

#### **Paraprofessionals**

Lynn Edwards, Special Education Clerk  
Jeannee Hedrick  
Courtney Parsons  
Karla Perkins  
Leslie Wilson

#### **6<sup>th</sup> Grade Teachers:**

Wallace Crews, Special Education  
Letitia Green, Social Studies  
Ruthie Millwood, Reading  
Lori Slover, Science  
Renee Smith, English / Language Arts  
Stuart Thrift, Math

#### **Secretaries**

Priscilla Popwell (Bookkeeper)  
Lynn Niece

#### **Nurse**

Michelle Fox

#### **Custodians**

Joel McLune  
Carol Thompson

#### **Media Specialist**

Tracey Perryman

## **Nahunta Elementary School Council Meetings**

Our first meeting is TBA, and the three remaining meeting dates and times are TBD at that time. As members go off of the Council, those positions will need to be filled. I'll let you know if/when that occurs, at which point please consider nominating someone (including yourself!) for this important advisory organization! Also, please feel free to call Dr. Sawyer with comments or suggestions.

## **Nahunta Elementary PTO Meetings**

PTO meetings are tentatively scheduled for 3:15 in the Media Center on the second Wednesday of each month, beginning with August 12, 2015. However, we try to be flexible so the greatest amount of parents and teachers can attend. Please let us know how we can best schedule our meetings, if possible and as much as is practical, to maximize your involvement.

**BRANTLEY COUNTY**  
**ELEMENTARY / PRIMARY SCHOOLS**  
**STUDENT / PARENT HANDBOOK**

**2015-2016**

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**Brantley County Schools**

2015 – 2016 School Year

<b>Pre-Planning / In-Service for Faculty / Staff .....</b>	<b>July 29-Aug 4</b>
<b>First Day of School.....</b>	<b>Aug 5</b>
<b>1<sup>st</sup> 9-Weeks Mid-term Progress Reports Issued.....</b>	<b>Sep 4</b>
<b>Labor Day Holiday .....</b>	<b>Sep 7</b>
<b>End of 1st 9-Weeks.....</b>	<b>Oct 7</b>
<b>Fall Break (no school).....</b>	<b>Oct 12</b>
<b>Planning / In-Service for Faculty / Staff .....</b>	<b>Oct 13</b>
<b>1<sup>st</sup> 9-Weeks Report Cards Issued.....</b>	<b>Oct 16</b>
<b>2<sup>nd</sup> 9-Weeks Mid-term Progress Reports Issued .....</b>	<b>Nov 11</b>
<b>Thanksgiving Holidays .....</b>	<b>Nov 23-27</b>
<b>End of 1<sup>st</sup> Semester / End of 2nd 9-Weeks.....</b>	<b>Dec 18</b>
<b>Christmas Holidays .....</b>	<b>Dec 21-Jan 1</b>
<b>Planning / In-Service for Faculty / Staff .....</b>	<b>Jan 4/5</b>
<b>First Day of 2nd Semester .....</b>	<b>Jan 6</b>
<b>2<sup>nd</sup> 9-Weeks Report Cards Issued.....</b>	<b>Jan 8</b>
<b>Dr. Martin Luther King, Jr. Holiday .....</b>	<b>Jan 18</b>
<b>3<sup>rd</sup> 9-Weeks Mid-term Progress Reports Issued.....</b>	<b>Feb 5</b>
<b>Winter Break (including Presidents Day Holiday) .....</b>	<b>Feb 15/16</b>
<b>End of 3rd 9-Weeks .....</b>	<b>March 11</b>
<b>3<sup>rd</sup> 9-Weeks Report Cards Issued .....</b>	<b>March 18</b>
<b>Spring Break .....</b>	<b>April 4-8</b>
<b>4<sup>th</sup> 9-Weeks Mid-term Progress Reports Issued.....</b>	<b>May 6</b>
<b>Last Day of School, 2<sup>nd</sup> Semester, &amp; 4<sup>th</sup> 9-Weeks.....</b>	<b>May 20</b>
<b>Post-Planning / In-Service for Faculty / Staff.....</b>	<b>May 23/24</b>
<b>Final Report Cards Mailed .....</b>	<b>May 27</b>

## Telephone Directory

Board of Education .....	462-6176
Special Education.....	462-6612
Bus Transportation .....	462-5159
Georgia Toll-Free School Safety Hotline .....	1-877-729-7867

## Central Office Staff

**462-6176**

**[www.brantley.k12.ga.us](http://www.brantley.k12.ga.us)**

Greg Jacobs .....	Int. Superintendent
Anthony Smith .....	Assistant Superintendent
Read Carter .....	Assistant Superintendent
Roxie Tumlin .....	Director of Special Education
Laura Lynn .....	School Food Service Director

## Board of Education

David Herrin  
Brenda Johns  
Wiley Crews  
Kerry Mathie  
Cindy Morgan

## Elementary / Primary School Principals

Lori Anne Lee .....	Atkinson Elementary.....	778-6098
Kim Morgan.....	Hoboken Elementary.....	458-2135
Tim Sawyer .....	Nahunta Elementary.....	462-5166
Brandon Carter.....	Nahunta Primary .....	462-5179
Adrian Thompson .....	Waynesville Primary.....	778-3068

## System Statements

**Vision:** Reach every student, every day!

**Mission:** The mission of the Brantley County School District is to graduate and to prepare students with the skills and knowledge needed to make positive contributions in the world.

**We believe in.....**

Rigor, Relevance Relationships

Extraordinary, not ordinary

A Strong Work Ethic

Community Involvement

High Expectations

## Statement of Nondiscrimination

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

Employees, students and the general public are hereby notified that the Brantley County Board of Education does not discriminate in any educational programs or activities or in employment practices.

The following individual has been designated as the employee responsible for coordinating the Brantley County school system's effort to implement this nondiscriminatory policy.

Roxie Tumlin, Brantley County Board of Education, 272 School Circle, Nahunta, Georgia 31553. Ms. Tumlin may be reached by phone at (912) 462-6612.

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the school may be addressed to the person listed above.

### **Gender Equity**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. & 20-2-315). Students are hereby notified that the Brantley County school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Selena Tumlin, Brantley County Athletic Director. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator at (912) 462-5121.

### **Student Records**

#### **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- (1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer,



or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

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

(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **Process for Parents to Address Concerns**

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

1. The first step is to talk with the teacher(s) of the child. This should take place in a scheduled parent teacher conference which is scheduled through the School Counselor.
2. If the parent is not pleased with the outcome or response after working with the teacher(s) on the specific concern the parent needs to address his/her concerns to the principal of the school.

3. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.
  - Transportation - Mr. Jeff Johns, 462- 5159
  - Maintenance - Mr. Craig Morgan, 462-6344
  - Personnel, Student Discipline - Mr. Anthony Smith, 462-6176
  - School Nutrition Program - Mrs. Laura Lynn, 462- 6109
  - Testing, Federal Programs, Financial Services, Facilities - Mr. Read Carter, 462-6176
  - School Social Worker Services - Mr. Teri Hendrix, 462-6176
  - Special Education, Section 504 services, RTI and Gifted services - Mrs. Roxie Tumlin, 462-6176
  - Curriculum and Instruction, Teacher and Leader Effectiveness, Professional Learning - Dr. Greg Jacobs, 462-6176
  - Athletics – High School - Ms. Selena Tumlin – 462-5121
  - Athletics – Middle School - Mr. Biff Lee – 462-7092
4. The Superintendent of Schools is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child’s classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue. If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact the Superintendent’s Secretary at 462-6176.

### **Statement from the Georgia General Assembly**

The General Assembly of Georgia encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be treated as an adult.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

### **Tardiness / Time Required To Be Counted Present For the Day**

Students arriving at school after the school’s beginning time are considered tardy unless riding a “late bus.” For grades K – 3, students must stay at school until 10:15 or be checked in to school by 12:45. For grades 4 and 5, students must stay at school until 10:30 or be checked in to school by 12:30. For grade 6, students must stay at school until 10:45 or be checked in to school by 12:15. For all check in times mentioned above, it is assumed that once the student is checked in for the day he or she will remain at school until the end of the day to be counted present. It is also assumed that if a student leaves at 10:15, 10:30, or 10:45 (depending on his/her grade) that he or she arrived on time and was not tardy.

### **Check Out Procedures**

Please do not check students out early unless absolutely necessary. Students need to be in class in order for learning to occur. Students who are leaving school early on a given day for any reason must be signed out in the school office by the parent/guardian or an adult properly identified to school officials. Students returning to school before the end of the day should sign in on the same sheet. Students are to remain in the classroom until notified to come to the office for dismissal. When a situation arises that a student needs a message delivered to him or her

regarding transportation home from school, we ask that all of those messages be brought to the school's attention by 2:15.

### **Hospital/Homebound**

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

### **Request for Assignments**

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

### **Makeup Work**

Students must arrange to make up work missed resulting from an excused absence **within 2 days** of returning to school. It is the student's responsibility to contact the teacher within 2 days of returning to school and to make arrangements for making up work. The makeup work is to be completed within two days after returning to school unless arrangements are made with the teacher to give extended time for makeup work. Makeup work is not scheduled during class, but on the student's time and at the teacher's convenience. Students who fail to make up work in the allotted time shall receive a zero for the work missed because of the absence.

### **School Nutrition**

The Brantley County School Nutrition Program (SNP) will be continuing a Community Eligibility Option program. This CEO Program will continue to allow all students to eat breakfast at No Cost and allow all students in the elementary and middle school to eat lunch at No Cost. We are able to carry out this program because of the number of directly certified students and the great participation we have at lunch in these schools. There will be no free and reduced applications gathered from parents, which means students are no longer categorized by income. There will be no charges allowed. Primary/Elementary and Middle School students will have the opportunity to purchase extra items as long as they have money in their account or money in hand.

### **Parent Notification**

#### **Pyramid of Interventions**

- Tier 1: ALL students are receiving differentiated instruction and frequent progress monitoring in their current standards-based classroom.
- Tier 2: Students struggling in Tier 1 are provided more focused interventions through methods that differ from Tier 1 and that provide more frequent monitoring.
- Tier 3: Through the Student Support Team (SST) process, students that continue to be unsuccessful are given more individually-targeted instruction in addition to the Tier 1 & 2 strategies.
- Tier 4: Students are entered into a specialized learning program to help provide for their instructional needs.

### **Student Support Team/Response to Intervention**

The purpose of a Tier 3/Student Support Team (SST) is to support and assist students who may be having difficulty at school academically or behaviorally. The team assists teachers in providing interventions through the pyramid of interventions for struggling students and/or providing referrals to other school programs to assist students in becoming more successful. RTI/SST referrals may be made by a student, counselor, teacher, administrator or parent. This team is responsible for writing the education plan and monitoring the progress of students receiving interventions.

### **Student Services:**

#### **Child Find Notice**

In accordance with IDEA regulations, the Brantley County School System seeks to ensure that all disabled students (ages 3-21) who are in need of special education within its jurisdiction are identified, located, and evaluated, including those attending private school and home school. Final identification of students with disabilities and programming for such students occur only after an appropriate evaluation and determination by a Multidisciplinary Placement Team. If the “child find” process indicates that a student may require special education and supportive services in order to benefit from the regular education, the student shall be referred to a Multidisciplinary Placement Team to determine the student’s eligibility for special education services.

If you know a child with a disability that is not being served, please notify:

Brantley County School System  
Special Education Department  
272 School Circle  
Nahunta, GA 31553  
912-462-6612

#### **Special Education**

Special education services are provided to students with disabilities who need specialized instruction. Programs are provided in all areas of disability: intellectual disabilities, specific learning disabilities, emotional/behavioral disorders, orthopedic impairment, other health impairment, visual impairment, hearing impairment, speech/language impairment, autism, significant developmental delay (ages 3-5), and traumatic brain injury. Parents who suspect their child may have a disability should contact the principal or the chairperson of the school’s Response to Intervention Team.

#### **Georgia Special Needs Scholarship**

Under provisions of the Georgia Special Needs Scholarship, parents of students who receive special education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of education website at <http://public.doe.k12.ga.us>, or contact the Brantley County Schools Special Education Department at 912-462-6612.

#### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically, Section 504 states: No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance. Under Section 504 a person with a disability (handicap) is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring

for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; communicating; and major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions). The term “substantially limits” means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is significantly restricted in the performance of a major life activity in comparison to a non-disabled person. It is the policy of Brantley County School System to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability. The Brantley County School System has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities. If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact Roxie Tumlin at 912-462-6612. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website ([www.brantley.k12.ga.us](http://www.brantley.k12.ga.us)) or may be picked up at the Brantley County Board of Education office or at any of the schools.

### **Gifted Education Program**

A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of intellectual, creative, and motivation ability(ies); possesses exceptional leadership skills or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student’s abilities. Students, grades kindergarten through twelve, in the Brantley County School System who demonstrate a high degree of intellectual, academic, creative, and motivation ability shall be provided special services by the Program for Gifted Students. Students currently enrolled in the Brantley County School system may be nominated for consideration in the gifted program during the months of December, January and February of the current school year. These nominations may be made by teachers, parents, peers, or the students themselves. The gifted coordinator at each school site will be responsible for providing the documents for this nomination process. All nominations are reviewed by the system Eligibility Team during the months of February and March of the current school year for consideration for referral for formal evaluation. Students referred for formal evaluations will have data gathered in four assessment areas – aptitude, achievement, creativity, and motivation. Students who qualify for eligibility will begin gifted services at the beginning of the next school year. Gifted students who were enrolled in a gifted program from another state will be evaluated immediately upon receipt of records. Newly enrolled students who were in a gifted program in another Georgia school will be placed immediately upon written confirmation of eligibility.

### **Parent Information-Title I Federal Programs**

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

- Whether the teacher has met State qualifications for certification at the grade level(s) and subject area(s) that they teach.
- Whether the teacher is teaching under a certificate that waives the qualifications and criteria for certification.

- The baccalaureate degree major or other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether their child is provided services by paraprofessionals and, if so, their qualifications.

Parents will be informed as to the status of their child's school making progress towards state goals.

NES's current status is that it is not a reward school, nor is it a priority, focus, or alert school.

### **Student Support Process**

The Brantley County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems.

School counselors, social workers, psychologists, and Student Support Team / RTI coordinators use a team approach to assist students, staff members, and parents in developing and implementing disciplinary and behavioral correction plans for students with behavioral problems. Such support personnel also assist in meeting the needs of students by networking appropriate home, school, and community services to address identified student behavioral problems.

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

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

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

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

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

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

## **Complaint Procedures for Students**

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

## **Grievance Procedure**

This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by system personnel, which is alleged to violate either system policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher and principal do not resolve the matter to the satisfaction of the aggrieved. Any student may bring a grievance, or the parents of such student, whose rights under system policy or application of law have allegedly been violated. The system Title IX/Section 504 Coordinator should be consulted whenever discrimination or harassment is alleged. (See Nondiscrimination Notice)

- **Level One**

If a grievance cannot be resolved informally the person(s) may submit a grievance within ten school days in writing to the principal of the school in which the grievance arose.

- **Level Two**

A notice, in writing, to the Superintendent within five school days may be filed. Copies of the original grievance and the decision made at level one must accompany such notice.

- **Level Three**

The aggrieved may request a hearing before the Board of Education by submitting notice of appeal with the Superintendent within ten school days. Copies of the original grievance and decisions made at levels one and two must accompany such notice. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. Further information concerning this procedure may be obtained by contacting the Central Office at 462-6176.

## **Non-Resident Students**

Brantley County Board of Education Policy JBCB states:

The Brantley County Board of Education's primary mission is to offer and provide a free appropriate public education to all students residing in the Brantley County School District's jurisdictional area.

In addition, Georgia law 20-2-293 allows non-resident students to attend and be enrolled in the school in which a parent or guardian is employed full-time as a teacher, professional, or other employee if the parent or guardian is a Georgia resident.



Students residing outside of the School District's jurisdictional area may be eligible to enroll in and receive educational services from Brantley County Schools after first satisfying the specified admission criteria and after obtaining administrative approval. In deciding whether to grant or deny requests from students who reside out of district, it is Brantley County Schools policy to give preference to intra-district transfer requests and to comply with the provisions of O.C.G.A. § 20-2-2131.

\*\* (Non-resident students must complete an application for admission to Brantley County Schools on an annual basis or upon entry from another school system. The acceptance of a non-resident student's application may be revoked upon actions or events that would have caused initial entry of the non-resident to be denied.)

### **Enrollment**

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

1. A birth certificate with a State file number.
2. An up-to-date Immunization Record.
3. A dental, vision, and hearing screening record.
4. An official copy of child's Social Security number.
5. A transcript and/or clearance form from the school last attended.
6. A signed student registration card indicating that any false information provided at enrollment may result in the denial of the child from the Brantley County School System.

### **Head Lice**

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

### **Immunizations**

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

### **Insurance**

The school makes a group accident insurance policy available. Students are provided information concerning coverage and rates to take home to parents at the beginning of the school year. This policy protects students while at school, en route to and from school, and while participating in all school activities. A 12-month, 24-hour coverage is available

### **Medical Concerns**

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

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

If parents do not pick up student medication within one week after school is out, the school system will dispose of the medication.

### **Physical Education Exclusion**

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

## **Textbooks**

All schoolbooks are supplied by the Board of Education. Students are responsible for all books issued to them. The student must pay for any books that are lost or damaged. Failure to make restitution for lost or damaged books becomes a part of the student's record.

## **School Council**

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

## **Pick up / Drop off Zone Information**

Each school will identify an area(s) where student(s) may be dropped off for school and picked up after school dismisses. A person who carries a student(s) to school or picks a student(s) up from school may do so at the designated drop/pickup area. Any person who accompanies or meets the student(s) beyond the designated drop/pickup area is considered a visitor. A person on school grounds other than the designated drop/pickup area is considered a visitor. Visitors must first sign in at the front office.

NES has two drop/pickup areas. One is at the front of the school, and the other is on the west side (NES side) of the gym, between the gym and the playground.

Extracurricular sponsors/coaches will designate drop off and pickup areas for their respective clubs or teams.

## **Academics**

Academic excellence is our major objective at the elementary school level. Teachers help students every way they can, but students must do their part as well. Students are expected to complete all assignments given to them and to try their best to succeed. If they have any problems understanding the work they have been assigned it is their responsibility to ask questions and to tell the teacher that they do not understand and need help.

## **Grading System**

A=100-90

B=89-80

C=79-70

F= below 70

## **Honor Roll and Principal's List**

In order to recognize academic excellence, elementary schools in Brantley County have both an "Honor Roll" and a "Principal's List".

In order for a student to earn a place on the "**Honor Roll**" for each nine-weeks grading period, the following two criteria must be met:

- The student must earn a grade average of 90 or above in all courses.
- All grades must be above 69. A student cannot have a failing grade in any course.

In order to be placed on the school's "**Principal's List**" for each nine-weeks grading period, the following two criteria must be met:

- The student must earn a grade average of 95 or above in all courses.

- All grades must be above 69. A student cannot have a failing grade in any course.

The End-Of-Year Honor Roll and Principal's List students will be determined from the first three nine-weeks grading periods.

### **Report Cards**

Report cards will be issued at the end of each nine-weeks grading period. The report card will be taken home and signed by a parent or by a guardian. If a conference is desired with the teacher, the parent can make the arrangements by calling the school office.

### **Progress Reports**

At mid-point of each nine-weeks grading period students will be given a progress report. This will help both the student and the parent to assess the progress that the student is making and to make recommendations for improvement if needed.

### **Promotion / Retention**

The Board of Education shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. To be promoted students should meet the following minimum requirements excluding any requirements tied to state assessments when applicable:
  - A. Kindergarten: First grade promotion or placement decisions are made on an individual basis, using the Georgia Kindergarten Inventory of Developing Skills (GKIDS) results in concert with teacher recommendations and other relevant information.
  - B. Grades 1-5: An elementary student shall be promoted to the next grade if he/she passes reading and math and at least two (2) of the following three (3) subjects: language arts (English), social studies, science/health. Students who do not meet all of the above criteria shall be referred to the Retention Review Committee as described in # 4 of this policy.
  - C. Grades 6-8: A middle school student shall be promoted to the next grade if he/she passes:
    - Grade 6: Four (4) out of Five (5) academic courses. The required academic courses for 6<sup>th</sup> grade are: language arts, mathematics, social studies, science, and reading;

- Grade 7-8: Three (3) out of Four (4) academic courses. The required academic courses for 7<sup>th</sup> and 8<sup>th</sup> grades are: language arts, mathematics, social studies, and science.
  - The equivalent of 75% of the connection courses in which the student is enrolled during the school year.
4. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
  5. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
  6. School level promotion and retention decisions shall be final and not subject to further appeal.

### **Visitors**

For the protection and safety of our students, visitors and parents coming to campus must report to the main office. Students are not permitted to bring visitors to school during the school day.

### **School Safety**

Our school safety committees have developed plans to address and help curb the growing incidence of violence in schools to respond effectively to such incidents, and to provide a safe learning environment for our children, teachers and other school personnel. The plan addresses preparedness for natural disasters, hazardous materials, acts of violence, and acts of terrorism. Parental and community input is welcome. Georgia has a Toll-free School Safety Hotline available to the public: 1-877-729-7867

### **Search and Seizure**

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

### **Internet Use**

#### Purpose of INTERNET service:

The purpose of the INTERNET service is to provide students and employees access to the INTERNET to: 1) enhance delivery of education; 2) provide access to career and professional development activities; 3) allow for limited high-quality self-discovery.

The purpose of education is to prepare students for success in life and work in the 21st Century.

- (a) Students must learn what actions are appropriate on a limited purpose network as compared to what actions might be appropriate through a general personal account.
- (b) District employees have an obligation to use the district system in a manner specified by their employer.

Specifically, the System supports resources that will enhance the learning environment under directed guidance of the school staff. Therefore, students' access to and use of the INTERNET at school will be under staff direction and will be monitored, as is any other classroom activity.

### Limited Access Level:

The level of access for students and employees is limited as set forth in the purpose of INTERNET service. The use of the INTERNET will reflect on the district; therefore, employees and students are to guide their activities accordingly.

### Expectations:

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school rules and standards. The use of the network is a privilege, not a right, and may be revoked if abused. The users are personally responsible for their actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The district AUP prohibits the use of the INTERNET for the purpose of purchasing products or services. The district will not be responsible for financial obligations arising from the unauthorized use of the INTERNET.

### INTERNET Activities That are Not Permissible:

The following practices shall be prohibited:

1. Searching, viewing or retrieving materials that are not related to the district's stated educational purpose;
2. Copying, saving or redistributing copyrighted material outside the guidelines of "fair use" copyright law;
3. Subscribing to any service or ordering goods or services;
4. Sharing of a student's home address, phone number or other personal identification;
5. Playing games unless specifically assigned by a teacher;
6. Visiting/participating in chat rooms;
7. Disrupting the use of the network;
8. Any activity deemed unsuitable or undesirable by the local administrator;
9. Any activity that violates a school rule or local, state or federal law.

All users should also be advised that any other use which is not in keeping the purpose as stated in this policy shall also be prohibited and result in disciplinary action. Student violations may result in discipline up to and including loss of privileges, suspension or expulsion. Staff violations may result in discipline up to and including dismissal.

### Publication of Materials:

The publication of any materials (e-mail, web page, etc.) must contain the author's e-mail address. Plagiarism is considered inappropriate, and students and employees are to stay within the bounds of what is acceptable and the "fair use doctrine" of copyright law. All users should give credit where credit is due.

Copyright law prohibits the transfer of a work, in the form of digital date, without the explicit written consent from the creator of the work. No copyright notice or registration is required in order to be considered a copyrighted piece of work.

### Online Safety Education:

All students attending Brantley County Schools will receive Internet safety education including appropriate online behavior, cyber bullying awareness and response, and interacting with others on social network sites.

### Parental Permission:

A parental permission form will not be required. Only a form RETURNED will automatically deny the student access to this resource unless it is part of teacher-directed large group demonstration.

## **Media Center**

Your Media Center is an outstanding facility that can be both enjoyable and enlightening. Students may use the center as part of a class, as an individual, or as a member of a small group. When visiting the center without a teacher, students must present upon arrival a library pass to the Media Specialist. The Media Center is an extension of the classroom. Therefore, students should always have a planned purpose for their visits. Instruction is often being conducted and any student wandering aimlessly around the center and/or talking excessively with friends disrupts the learning environment. Any student not performing their assigned media related activities will return to the classroom. Before checking out materials each student shall receive orientation on the check out procedure. Each student shall receive a patron card that is required for book check out. Lost or damaged cards may be replaced for \$1.00. Materials may be checked out for a period of two weeks unless otherwise designated. Reference materials and magazines will not be checked out and must be used in the Media Center. Do not remove materials from the Media Center without first checking them out at the circulation desk. Each student who borrows Media materials is responsible for their return within the specified time and in good condition. Failure to do so shall result in the restriction of Media privileges (no additional materials may be checked out).

## **Parental Involvement**

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

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code that may result in a school staff member's request that a parent or guardian come to school for a conference. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote good choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **Progressive Discipline Procedures**

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

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

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

- Verbal Reprimand
- In-class isolation
- Loss of recess or other free choice time
- Lunch detention
- Requirement to obtain appropriate articles of clothing
- Telephone parent
- Parent conference with teacher, student, parent
- Writing assignment
- Change seating
- Send to another classroom
- Participation in service project which allows student to engage in desired character traits
- Restriction from school programs/assemblies
- Compensation-cleaning repair
- Compensation-financial
- In-School Suspension
- Corporal Punishment
- Out of School Suspension
- Suspension or expulsion from the school bus
- Assigned to Alternative School
- Expulsion from school
- Referral to Law Enforcement or Juvenile Court officials

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

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion. Those punishments will be determined by a disciplinary tribunal as outlined in the Brantley County Board of Education policies.



In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or student waiving a right to a hearing before the disciplinary tribunal. Such an agreement and waiver must be approved also by the tribunal facilitator from the superintendent's office.

In the event the student to be brought before the Brantley County Board of Education or the tribunal is with a disability or is receiving special education services from the school system; the foregoing procedures shall be modified in accordance with the requirements of the state and federal law. The Director Special Education and building Coordinator for Special Education shall be consulted and appropriate steps taken pursuant to the provisions of the Individuals with Disabilities Education Act of 1997 (IDEA) and Section 504 of the Rehabilitation Act of 1973. This process will be followed to determine an appropriate placement for the student and to ensure that all of the student's procedural rights are protected.

### **Students Subject to Discipline of other schools / systems**

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

### **Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in The Code of Conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

### **Authority of the Teacher**

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

### **Code of Conduct**

It is the purpose of the Brantley County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all

students who attend schools within the district. In accordance with that purpose, the Brantley County Board of Education has adopted a policy which requires students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.
- While waiting for or departing from school transportation.

Also, students may be disciplined for criminal conduct off campus which may pose a threat to the school's learning environment or the safety of students and employees.

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

## **Student Conduct and Discipline**

### **001 Alcohol**

A student shall not manufacture, sell, purchase, transport, possess, or use intoxicating alcoholic beverages or substances represented as alcohol during the school year.

Disposition

1<sup>st</sup> Offense – Up to 10 days OSS and notification of law enforcement.

2<sup>nd</sup> Offense – 10 days OSS and referral to a disciplinary tribunal or up to 10 days OSS with placement by waiver of a disciplinary tribunal into the Brantley County Alternative School and notification of law enforcement.

3<sup>rd</sup> Offense – 10 days OSS and referral to a disciplinary tribunal or up to 10 days OSS with placement by waiver of a disciplinary tribunal into the Brantley County Alternative School and notification of law enforcement.

### **002 Arson**

A student shall not unlawfully or intentionally damage or attempt to damage any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire.

### **003 Battery**

A student shall not physically attack or “beat up on” another individual. This refers to the actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This includes an attack with a weapon or one that causes bodily harm to the victim.

### **004 Burglary**

A student shall not enter, unlawfully, a school building or activities related to a school, with the intent to commit a crime.

### **005 Computer Trespass**

A student shall not delete, obstruct, interrupt, alter, damage or in any way cause a malfunction of the computer, network, program(s), or data. This includes the unauthorized use of a computer or computer network.

**006 Disorderly Conduct**

A student shall not in any manner, substantially disrupt the orderly conduct of a school function, substantially disrupt the orderly learning environment, or pose a threat to the health, safety, and/or welfare of students, staff, or others.

**007 Drugs, Except Alcohol and Tobacco**

A student shall not use, cultivate, manufacture, distribute, sell, purchase, possess, transport, or import any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or substances represented as drugs. This includes over the counter medications if abused by the student. For disposition of this infraction see below:

Possession, Use, or Under the Influence of Drugs:

Distribution of, Selling, Giving, or Providing Drugs:

Disposition

1<sup>st</sup> Offense – 10 Days OSS with a Referral to a Disciplinary Tribunal or up to 10 Days OSS with placement by waiver of a Disciplinary Tribunal Hearing into the Brantley County Alternative School and notification of law enforcement.

2<sup>nd</sup> Offense – 10 Days OSS with a Referral to a Disciplinary Tribunal or up to 10 Days OSS with placement by waiver of a Disciplinary Tribunal Hearing into the Brantley County Alternative School and notification of law enforcement.

3<sup>rd</sup> Offense – 10 Days OSS with Referral to a Disciplinary Tribunal Hearing with a possible recommendation of expulsion and notification of law enforcement

**008 Fighting**

A student shall not fight or cause a fight on school grounds or during a school function. This includes the mutual participation in a fight involving physical violence where there is no one main offender and no major injury. A fight does not include verbal confrontations, tussles, or other minor confrontations.

**009 (Homicide) Omitted from Elementary code of Conduct**

**010 (Kidnapping) Omitted from Elementary code of Conduct**

**011 (Larceny/Theft) Omitted from Elementary code of Conduct**

A student shall not participate in the unlawful taking, carrying, leading or riding away of property of another person without threat, violence, or bodily harm. This includes pocket picking, purse or backpack snatching, if left unattended; theft from a building, theft from a motor vehicle, theft from a coin operated machine, and all other types of larcenies.

**012 (Motor Vehicle Theft) Omitted from Elementary code of Conduct**

**013 Robbery**

A student shall not take, or attempt to take, anything of value that is owned by another person or organization, and under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is the threat or battery. Examples: Extortion of lunch money.

**014 Sexual Battery**

A student shall not sexually molest another person, indecently expose himself, rape or engage in any heterosexual or homosexual act on school property during school functions, or under school supervision. This includes the touching of private body parts of another person either through human contact or using an object.

**015 Sexual Harassment**

A student shall not use deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples: leering, pinching, grabbing, suggestive comments, jokes, or pressure to engage in sexual activity. Sexual harassment consists of unwelcome sexual advances, inappropriate touching, requests for sexual favors, sexually motivated conduct or other verbal or physical conduct or communication of a sexual nature.

**016 Sex Offenses**

A student shall not participate in any sexual behavior or contact intended to result in sexual gratification. This includes indecent exposure and obscenity. Examples: downloading pornographic content on school computers or possession of pornographic materials on school grounds.

**017 Threat/Intimidation**

Unlawfully placing another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.

\*\*For incidents involving threats...At the discretion of the Principal, the student may be required to enroll in and complete a self-funded Brantley County Board of Education approved intervention/counseling program.

**018 Tobacco**

A student shall not possess, use, distribute, or sell tobacco products, including cigarettes, tobacco, and snuff, in any form on school grounds, at school-sponsored events, or on transportation to or from school.

**019 Trespassing**

A student shall not enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.

**020 Vandalism**

A student shall not destroy or deface private property or school property, either on school grounds or during a school activity, function, or event off school grounds or while under school supervision. This includes the willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples: graffiti, destroying school computer records, carving initials or words in desk tops, spray painting on walls.

**021 Deleted**

**022 Weapons Possession – Knife**

A student shall not possess, use, or intend to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

**023 Weapons Possession – Other**

A student shall not possess, use, or intend to use any instrument or object to inflict harm on another person or to intimidate any person. This includes, but not limited to weapons as defined in the local Board Policy.

The administration reserves the right to determine inappropriate objects that they deem unsafe and unacceptable at school such as knives less than two inches, toy guns, cigarette lighters, or any other object which is potentially dangerous.

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or

leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

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

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

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

#### Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

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

#### **024 Other Serious Discipline Incident**

Any other discipline incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request.

#### **025 Weapons Possession – Handguns**

A student shall not possess a handgun of any kind, loaded or unloaded, operable or inoperable.

#### **026 Weapons Possession – Rifles**

A student shall not possess a rifle or shotgun of any kind, loaded or unloaded.

#### **027 Serious Bodily Injury**

“Serious bodily injury” means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

**028 Other Firearms**

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

**029 Bullying**

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

Bullying is defined as follows: An act 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.

The term applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of

his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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

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

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

**030 OTHER - Attendance Related**

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

**031 OTHER – Dress Code Violations**

Violation of school dress code that includes standards for appropriate school attire: A student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Students cannot wear hats or shirts with profanity. Hats or any other head coverings may be worn only on special occasions and students must have permission before wearing them. Students will not be allowed to wear tank tops or mesh shirts. Students should not have any under clothes showing. Students may not wear tops that allow their navel to show and shoulder straps must be at least 3 fingers wide. Shorts and skirts should come to the fingertips when hands are extended along side. If a student is dressed inappropriately parents will be called to either bring proper clothes or take the student home. For safety reasons, students will be asked to bring appropriate shoes to participate in physical education. Also for safety reasons, shoes with wheels or that otherwise allow a student to be self-propelled or propelled by others will not be permitted.

**032 Academic Dishonesty**

Receiving of unauthorized assistance on classroom assessments and assignments.

**033 OTHER – Student Incivility**

Insubordination or disrespect to staff members or other students; Includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, inciting, advising, or counseling others to engage in prohibited acts, and misrepresentation of the truth.

**034 OTHER – Possession of Unapproved Items**

The use or possession of any unauthorized item disruptive to the school environment.

Due to the potential for class disruptions, as well as for theft or damage, ELECTRONIC DEVICES are not permitted at school unless approved by the school principal for educational purposes: such items may include but are not limited to, personal music devices, cameras, electronic gaming devices, cell phones etc...(If an electronic device is allowed by the principal

for an educational purpose, the school is not responsible for any theft or damage since it is the choice of the student/family to bring such a device).

Confiscated cell phones may be used in school investigations. Students are responsible for all material on cell phones (images, pictures, video, text messages, audio messages, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

**035 Gang Related**

Any group of three or more persons with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior

**036 Repeated Offenses**

**040 Other Non-Disciplinary Incident**

This code is used exclusively for reporting Physical Restraint.

**Elementary School Codes**

**049 Altering Records or Misrepresenting Information**

A student shall not alter grades in teacher's grade book, or any other school record. A student shall not misrepresent information on school records. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee.

**051 Buying/Selling/Trading Items**

A student shall not buy, sell, or trade personal items at school or on the bus.

**052 Misuse of Equipment**

A student shall not misuse playground equipment, computers, or any other equipment belonging to the school.

**054 Bus Safety**

**Misbehavior on the Bus**

A student shall not misbehave on any Brantley County School Bus. At the principal's discretion and in cooperation with the transportation department, suspension from bus and/or school is permissible.

As adopted by the General Assembly in 2002 (SB 291):

- A. Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other person on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- B. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- C. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

**According to Brantley County Board of Education policy:**

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



For your safety and the safety of others:

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

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

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

**055 Other Misbehavior**

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

**072 Display of Affection**

An outward display of affection through physical contact is inappropriate at school. Violation will result in a disciplinary referral and parent notification. Examples of inappropriate displays of affection may include but not be limited to the following: kissing, holding hands, leaning on one another, arms around one another while walking to class.

**NAHUNTA ELEMENTARY SCHOOL TITLE I PARENTAL INVOLVEMENT POLICY**

*This Title I Parental Involvement Policy is in effect during the 2015-2016 school year.*

*Nahunta Elementary School has collaborated with participating parents to develop the School Parental Involvement Policy as required by Title 1 Section 1118 of the Elementary and Secondary Education Act of 1965. A written copy of this policy will be distributed to all students. The policy will also be posted on the school website.*

Nahunta Elementary School will:

- I. Convene an annual meeting with parents:
  - a. at a convenient meeting time for parents to encourage all parents to attend
  - b. to review and revise the School Parental Involvement Policy
  - c. to evaluate effectiveness of parental involvement activities and initiatives
  - d. to inform parents of Title 1, explain Title 1 requirements, Title 1 programs, and a parent's right to be involved

- II. Make the policy available to all parents and community members through a variety of means including, but not limited to, the student handbook, school website, and a written copy sent home with every student.
- III. Provide parents with:
  - a. flexible meeting times.
  - b. timely information concerning:
    - Title 1 programs and funding.
    - results of the annual school review including school performance profiles (e.g., CCRPI school designation).
    - individual student assessment results and interpretation of those results.
    - a description and interpretation of the school curriculum.
    - assessments used to measure student progress and proficiency levels that students are expected to meet.
  - c. timely responses to parent concerns/suggestions.
  - d. reasonable support for parental involvement activities as requested.
  - e. opportunities to participate in parental involvement meetings where parents can share suggestions and have input into educational decisions.
  - f. opportunities to participate in an ongoing and end of year assessment to evaluate the effectiveness of the parent involvement initiatives.
  - g. opportunities to participate in the development of school-parent compact that outlines how parents will be responsible for supporting student learning.
- IV. Provide parents with assistance in understanding:
  - a. National Educational Goals.
  - b. Georgia Performance Standards and Common Core Georgia Performance Standards.
  - c. components of the NES Title I Schoolwide Program.
  - d. Standardized tests (e.g., Georgia Milestones Assessment) and local benchmark assessments.
  - e. requirements of Title 1, Part A.
  - f. responsibilities of the student, parent, teacher, and administrator in the student's learning as defined in the Student/Parent/Teacher/Administrator Compact.
- V. Provide parent materials and/or training in:
  - a. effective ways that parents can monitor their children's progress and work with educators to support their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
  - b. ways parents can participate in decisions relating to the education of their children.
  - c. ways to help parents work at home with their children on skills that will improve their achievement.
  - d. parent resources, including the state's online parent resource center.
  - e. effective use of technology in increasing their child's academic achievement.
- VI. Educate all faculty and staff in
  - a. the value and utility of parental input and contributions.
  - b. how to reach out to, communicate with, and work with parents as equal partners.
  - c. implementing and coordinating parent programs.
  - d. improving working relationships between home and school.
- VII. Coordinate and integrate parent involvement programs, activities, and strategies.
- VIII. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.
- IX. Provide information to Limited English Proficiency parents in a language and format that parents can understand.
- X. Provide high-quality curriculum and instruction in a supportive and effective learning environment.

Throughout the year, NES provides many opportunities for parents to be involved in the school life of their children, and we strive to maintain strong lines of communication. Below are some of the means through which our school promotes parental involvement.

- Staff development opportunities for staff and parents are provided in order to be able to establish and maintain a working relationship. These opportunities include the following:
  - ❖ Title I Staff Orientation – during pre-planning – The staff is reminded of the value of communicating with parents positively through conferences, phone calls, letters, and/or weekly notifications of behavior and/or academic progress. The staff is notified each year that NES is a Schoolwide Title I School and that all teachers are considered Title I teachers so that the funds available can be spent to benefit the overall improvement of instruction in any classroom. Results of the Title I monitoring are discussed and corrective actions are outlined.
  - ❖ Title I Parent Orientation Opportunities:
    - Open House – Parents are encouraged to visit the classroom to meet the teacher on this date. Teachers will have opening day packets prepared to share with the parents.
    - PTO Meetings – Parents are encouraged to attend these meetings and help our PTO as it benefits our students and the school as a whole. The more parents who join and participate in PTO, the more we can do for our kids. Please come to our meetings so you can find out where you can “plug in.”
    - Curriculum Night – TBA – During the program, the principal will provide a brief explanation of the Title I Schoolwide Plan, the Parent-Student-Teacher Compact, and the Parental Involvement Policy. The compacts should be signed and returned to school at the beginning of the school year or when a new student registers during the year. Copies of the Parental Involvement Policy will be available in the rooms and at the office.
    - Title I Parent Meetings – TBA – During the Fall, this doubles up with our Curriculum Night. Another meeting may be held in early Spring to disseminate similar information.
- Accelerated Reader / Self-Selected Reading (AR/SSR) – Our AR/SSR program has built into it some “at home” reading time, so it’s a perfect opportunity for teachers and parents to work together to encourage reading and promote literacy in our students.
- Access – NES will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports, required by Title I, in a format and to the extent practicable in a language such parents understand in order to eliminate language barriers.
- Agendas and Communicators – The agenda is a book that provides space for students to write down their assignments for homework, projects, book reports, research papers or other upcoming assignments. A space is provided for the teacher or parent to write notes to facilitate teacher/parent communication. Teachers also use this to provide other information such as website URLs and passwords. The Communicator (used in 4<sup>th</sup> grade) is a folder with pockets to send home papers, newsletters, and information to be signed. A separate pocket is labeled as “return to school” so that the parents will know what to keep at home and what to sign and return to school.
- Alert Solutions – (aka “Power Announcement”) This powerful tool gives us the capability to communicate with parents via e-mail, voice, and SMS messaging for emergency messages, student bulletins, school cancellations, attendance notifications, and general announcements.
- Attendance – We can’t teach students if they’re not here, so we want to work with parents to ensure good attendance. Parents are held accountable for student attendance (through BOE policy and state law), but we will work with you to monitor attendance and keep the lines of communication open through phone calls and attendance letters when needed.
- “Celebrate Excellence!” – During our 9-weeks awards ceremony (a.k.a., “ribbon day”) we encourage parents to join us as we “Celebrate Excellence” in their children’s work. Invitations are sent out to parents of all students who will be receiving any award.
- Council – the NES Council is an advisory body comprised of parents (2), business persons who are also parents (2), NES teachers (2), and the principal. This important group provides valuable input on our School Wide Plan, this Parental Involvement Policy, and the like.

- E-Mail – School e-mail addresses are provided for teachers, partially to facilitate parent contact. E-mail addresses for teachers will be provided at the parent’s request, and teachers will happily use this valuable tool to keep the lines of communication open.
- Field Day Activities – Field Day activities are competitive events and parents are encouraged to attend and enjoy watching the activities on this day.
- Newsletter – This communication from the principal and grade-level teachers to parents describes upcoming events (e.g., Celebrate Excellence, Honors Day, Academic Brunch) as well as concerns that affect the performance of students in the academic program.
- Newspaper Articles and Pamphlets – The school and/or system will use news releases and pamphlets to inform parents and the general public of school assessments, the status on the CCRPI Report, and progress toward the school improvement goals.
- Nutrition Newsletter – This reproducible family newsletter gives important information concerning nutrition and the diet of students. Our School Food Director sends this out along with the monthly breakfast and lunch menus.
- Parent Notifications – Parents will be notified of grades through the sending home of Progress Reports at the midpoint of the nine-weeks grading periods, Report Cards at the end of grading periods, student assessment expectations, and student assessment results.
- Parent Participation in Surveys – Parents are asked to participate in surveys to determine the effectiveness of various programs.
- Parent Representation on NES Council – Parent members will be present on our School Council, an advisory body comprised of the principal, two teachers, two businesspersons (who are also NES parents), and two parents of NES students.
- Parent Representation on Title Programs Team – At least one time annually, a team will meet to review NES Title I and Title II-A documents (e.g., surveys, school-parent compact, Title I School Wide Plan), policies, plans (like this one), and procedures for accuracy, effectiveness, and relevance.
- Parent-Teacher Conferences – Faculty members are available for conferences upon request by the parent at any time during the year at a mutually convenient time for all parties involved. Parents should contact the school receptionist or school secretary to set up a conference. Parents should also make themselves available for conferences when requested by teachers or school administration. Sometimes it becomes necessary, or at least advisable, to meet as a team to assess student progress in academics or discipline. Parent conferences, phone calls, and positive letters to parents should be maintained by each teacher on a log that can be produced for the evaluating administrator.
- Parent Teacher Organization (PTO) – This organization provides opportunities to parents who are available during the day to carry out projects to raise money to support the school program. The officers encourage all available parents to assist with projects such as the Book Fair, Santa Shop, Miss NES Pageant, School Socials, 6<sup>th</sup> Grade Send-off, Concession Stands for certain events, and other projects that may be planned by the PTO.
- PowerSchool Access – Parents can apply for access to view grades and attendance online through the PowerSchool Parent Portal. Parents should contact the school receptionist or school secretary to obtain access. A valid, government-issued photo ID must be provided.
- Radio Station (1610 AM) – This is a VERY low-power station that can only be heard in the immediate vicinity of the school (for you to hear while you’re waiting for school to let out, for instance). It is also patched into the phone system so it plays while callers are on hold. PTO provided this for us some years ago.
- “Remind101” – The principal and many teachers use a website called “Remind101” to e-mail and/or text such news to students and parents. It is a great, SAFE way for teachers to communicate with students and parents. See the principal, teachers, and/or the office for details.
- Report Cards / Progress Reports – In addition to providing parents with information regarding their children’s academic progress and achievement, we also use these to communicate important information, such as upcoming events, to parents.
- Social Media – NES personnel do their best to update the NES Facebook and Twitter accounts (for example) to inform parents of important news and events in the life of their children.

- Test Results – Students’ standardized test scores, and interpretations of those scores, are provided to parents. Examples include the Georgia Milestones Assessment.
- Thanksgiving Dinner – usually the week before Thanksgiving holidays – During this day, parents, grandparents, and other loved ones are invited to come to school and eat lunch with the children. Parents may come on other days for lunch by following the Visitor Policy.
- Transition to BCMS – In the spring of the year, NES personnel take 6<sup>th</sup> grade students to the middle school for an orientation provided by BCMS personnel.
- Volunteers – While there are safety and security procedures we must follow (background checks, for instance), we appreciate our NES volunteers! Our administration will provide opportunities for volunteers to work at the school to help our faculty and staff better serve NES students, and will find as many ways as possible to show our appreciation to these volunteers. If you are interested in becoming a volunteer, please contact the school.
- Website – School ([nes.brantley.k12.ga.us](http://nes.brantley.k12.ga.us)) – This provides parents with information about upcoming events and news regarding significant achievements and accomplishments by our school, its faculty and staff, and its students.
- Websites – Teacher (accessed from the School Website) – These provide parents with up-to-date information and news from that grade level and/or teacher.

Revised 04/13/15

## **NAHUNTA ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT**

*This school-parent compact is in effect during the 2015-2016 school year.*

### **School Responsibilities**

The Nahunta Elementary School Staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
  - *All teachers employed at Nahunta Elementary hold a Georgia professional certificate.*
  - *Students are provided with motivating and interesting classroom learning experiences based on the Georgia Performance Standards (GPS) and Common Core Georgia Performance Standards (CCGPS).*
  - *NES will continue to implement Standards-Based Classrooms strategies to meet the individual needs of all learners.*
  - *NES faculty will evaluate disaggregated data from the Georgia Milestones Assessment and universal screening scores to determine areas for improvement.*
2. Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:
  - *NES will schedule Parent Involvement meetings (in conjunction with PTO meetings) at least once per year. Parents will have the opportunity to attend and have input on the Title I Schoolwide Plan and the Parent Involvement Action Plan.*
  - *Parent-teacher conferences may also be scheduled at other times during the school year at the parent’s request.*
  - *Teachers at NES are encouraged to have a parental contact for each student at least once every nine weeks.*
3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:
  - *Communications to parents will be written in a language that parents can understand.*
  - *NES will provide mid-term progress reports to parents concerning student achievement once each nine-weeks grading period.*
  - *Parents will have access to the parent portal of PowerSchool, which allows parents to access student information (e.g., grades, assignment completion, attendance) at home over the Internet.*
  - *NES will issue report cards at the end of each nine-weeks grading period.*
  - *Periodic newsletters are sent home to keep parents abreast of the standards being addressed and upcoming projects.*
  - *When needed, weekly grade reports are sent home indicating weekly averages and any incomplete assignments.*

- *NES will provide parents with reports of student achievement on state mandated testing.*
4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
- *Teachers at NES have daily planning periods, which allows for conferencing whenever needed. Conferences may be at the request of teacher, parent, or student. A conference room in the office complex is available upon request.*
  - *NES will provide parents with an email listing for all NES faculty members along with a listing of planning periods. NES teachers will be available for parent contacts as needed throughout the school year.*
  - *Communication is also provided through the use of student agendas.*
  - *NES will host Parent Night(s) to better acquaint parents with requirements in the different content areas and to educate parents about the Georgia Milestones Assessment, preparation for the test, and strategies for achievement.*
  - *NES will host PTO meetings throughout the school year.*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- *Nahunta Elementary believes that volunteers are a vital part of our school. Parent volunteers may assist in the media center and in classrooms with small groups of children. Volunteers also serve as chaperones on educational field trips.*
  - *Parents are invited to attend special programs and events within individual classrooms as well as to have lunch with their children.*
  - *The NES counselor serves as a parent involvement coordinator, and will provide parent volunteer awareness information at our annual Curriculum Night. Volunteer packets will be provided as requested. Parent volunteer information will be provided to all NES faculty. As per BCBOE policy, all parent volunteers must pass all appropriate background checks.*

**Teacher Responsibilities:**

As a teacher, I agree to:

- *provide motivating, engaging, and interesting learning experiences based on the Georgia Performance Standards (GPS) or Common Core Georgia Performance Standards (CCGPS).*
- *use a variety of teaching strategies that meet the individual needs of all students.*
- *help to provide a safe and positive learning environment within the school.*
- *demonstrate exemplary attendance as a model for my students.*
- *explain assignments clearly to students, and parents when appropriate.*
- *give feedback to the student about his/her progress through mid-term progress reports, report cards, and the Power School Parent Portal (updated weekly), as well as copies of state testing.*
- *utilize available teacher-parent communication resources, such as posting information for students to write in their planners.*
- *be available before school, after school, or during planning for parent conferences.*
- *have parent contact as needed and as requested by the parent.*
- *encourage parents to participate in PTO, volunteering, Open House, and family academic nights (such as Curriculum Night).*
- *show respect for each child and his/her family.*
- *through high expectations and support, help each child grow to his/her potential.*

**Parent Responsibilities:**

As a parent, I agree to:

- *have my child at school every day, unless he/she is ill (with a debilitating or contagious illness).*
- *have my child to school on time, and not pick him/her up early except in cases of emergency.*
- *schedule appointments (such as doctor's appointments) that don't interfere with school whenever possible.*
- *be sure my child has all necessary materials (pencils, paper, etc.) at all times.*
- *encourage my child to discuss his/her school activities every day.*
- *encourage good study habits, both in school and at home.*
- *attend conferences.*
- *read, sign, and return all papers that require a parent or guardian's signature.*

- *utilize available teacher-parent communication resources, such as student planners (reading the information that teachers have posted for students to write in there), as well as Internet services such as Power School, teacher webpages, Facebook, Twitter, and Remind101.*
- *be knowledgeable and supportive of school rules as stated in the student handbook.*
- *show respect and support for my child, the teacher, and the school.*

**Student Responsibilities:**

As a student, I agree to:

- *arrive at school ready to learn every day unless I am sick.*
- *do my best to be on time to school every day and stay for the whole school day.*
- *have all necessary materials (pencils, paper, etc.) at all times.*
- *complete and do my very best on each and every assignment.*
- *work cooperatively with my classmates.*
- *ask my teacher questions when I have tried my best and still don't understand.*
- *show respect for myself, as well as the rights and property of my school and other people.*
- *do my best in my behavior, complying with all NES rules of student conduct.*
- *encourage others to do their best.*
- *deliver to my parent or guardian any communication sent to them by teachers or other school personnel, including the information posted by the teacher for me to write in my planner.*

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I have received a copy of the 2015-2016 NES School-Parent Compact:

Principal's Signature:  Date: August 5, 2015

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Handbook sample - no need to sign and return this page.*

Revised 04/13/15