

# Social Circle Middle School

## STUDENT HANDBOOK

### 2018-2019

**A Premier  
School**



**In A Premier  
School District**

Mrs. Lottie Aziamadi  
*Principal*

Dr. Patty Jo McCain  
*Assistant Principal*

Mrs. Tammy Lumpkin  
*Counselor*

Mr. Jason Austin  
*Athletic Director*

154 Alcova Drive  
Social Circle, GA 30025  
Telephone: (770) 464-1932  
Fax: (770) 464-2612

**Dear Students:**

Welcome to Social Circle Middle School and the Redskins Family! We are very excited to have you here at SCMS. The 2018-2019 school year promises to be an exciting and memorable one. I hope you are ready to buckle-down and work hard, because I know the year will fly by.

This student handbook is one of the most important items you will have at SCMS. Please know that in order for SCMS to help prepare you to be successful academically, we need your help and hard work. There is no replacement for good work ethic. Remember... our teachers and staff are here to help you. Always do what they ask you to do.

Again, we welcome you and wish you a great year!

**Dear Parents:**

On behalf of the faculty and staff at Social Circle Middle School, I am delighted to welcome you to the 2018-2019 school year! We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education.

As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily, arrives on time, dresses appropriately, and is ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to become a productive citizen

In academics, arts, and athletics, please consider volunteering your time and talents at SCMS as our students can greatly benefit from your involvement and contributions to the school's program and its operations.

It is very important that you and your child are fully informed regarding standards, policies, and procedures related to appropriate behavior/dress code for a safe and productive school year. Please feel free to review the SCMS Student Handbook which can be accessed at <http://www.socialcircleschools.com/2/Home> .

Sincerely,

**Lottie L. Aziamadi, Principal**  
**Social Circle Middle School**

### **DISTRICT MISSION**

The mission of our Social Circle Schools is to provide a premier education for all students.

### **SCHOOL MISSION**

The mission of Social Circle Middle School is to provide a premier education for all students and to holistically prepare all students for high school.

### **DISTRICT & SCHOOL VISION**

Social Circle Schools will be a premier school system that provides a world-class education to ensure that all students are college and career ready with the knowledge, skills, and values necessary to lead productive lives in a changing world.

### **SCHOOL MASCOT**

REDSKINS

### **SCHOOL COLORS**

RED AND WHITE

### **PHILOSOPHY OF SOCIAL CIRCLE MIDDLE SCHOOL:**

The Social Circle Middle School faculty and staff believe that our primary function is to create a nurturing and safe learning environment that is highly conducive to holistic student achievement. At Social Circle Middle School, we are completely committed to creating a learning “Circle” that seeks to amply prepare students academically, socially, and emotionally to become outstanding assets to our community, state, country, and world. We are 100% committed to improving the overall quality of life of our students by creating and maintaining a collaborative and cooperative team which is comprised of students, parents, teachers, staff, administrators, community members, and other stakeholders who are driven by a compassionate commitment to our children and excellence.

Social Circle Middle School believes that all children have the capacity to be academically successful when provided with middle quality instruction that is innovative, engaging, rigorous, and differentiated towards our various learners. At Social Circle Middle School we understand that it is our responsibility to equip our students with tools such as critical thinking, effective communication, interpersonal life skills, and middle academic standards that will prepare them to excel in our ever changing and highly competitive world. Ultimately, at Social Circle Middle School, our goal is to prepare our students to be successful in every aspect of their lives.

Lastly, at Social Circle Middle School, we understand that our middle expectations for systemic student achievement can only be attained through shared effort, shared leadership, and shared responsibility. Parents and community members, we welcome your input and value your participation in our quest to make Social Circle Middle School a world class school.

**PARENTS HAVE THE RIGHT...**

1. to know the professional qualifications of their child's teacher(s) including the degrees and certifications held, and whether the teacher is certified in their respective area of instruction.
2. to know the school improvement status of the school.
3. to know if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition.
4. to be involved in the planning and implementation of the parent involvement program in their school.

**SOCIAL CIRCLE MIDDLE SCHOOL ADMINISTRATIVE/OFFICE STAFF**

Principal-----Lottie Aziamadi  
Assistant Principal-----Patty Jo McCain  
Athletic Director-----Jason Austin  
Guidance Counselor-----Tammy Lumpkin  
Media Specialist-----Michelle Spell  
Secretary/Bookkeeper-----Cindy Young  
Registrar-----Tamara La Guins

**BOARD OF EDUCATION**

John Callahan-----Board Member/Chair  
Tonia Lumpkin-----Board Member/District 1  
Rico Jackson-----Board Member/District 2  
Patrick Dally-----Board Member/District 3  
Sabrina Sanford-Flint-----Board Member/Vice-Chair/District 4  
Randy Carithers-----Advisory Board Member/Zone 5  
Lowana Bell-----Advisory Board Member/Zone 5

**CENTRAL OFFICE**

Superintendent-----Dr. Todd McGhee  
Assistant Superintendent-----Dr. Carrie Booher  
Assistant Superintendent-----Laurie Allison  
Curriculum/Special Education Administrative Assistant-----Pam Gauntt  
Student Services Director-----Dr. Juanasha Watkins  
Chief Financial Officer-----Allison Pittard  
Financial Assistant/School Nutrition Financial Assistant-----Karen Monroe  
Human Resource Officer-----Debra Didier  
Administrative Assistant-----Rosie Giddings  
Special Education Director-----Dr. Christina  
Sneed  
Food Service Director-----Melinda Marshall  
School Psychologist-----Patrick Kennedy  
Technology Director/Safety-----Todd Hilton  
Technology Specialist-----Michael Yearby  
Instructional Technologist-----Sallie Robinson  
Data Specialist/Testing Coordinator-----Tammy Pitzer  
Student Data Records Coordinator-----Marci Griffin  
Maintenance Director-----Greg Morgan  
Transportation Director-----Greg Morgan

## Social Circle City Schools 2018-2019 Calendar

July 23	Educator Induction
July 24	District Wide Orientation for New Hires
July 25,26,27	Preplanning
July 30,31	Preplanning
August 1	First Day of School
September 3	Labor Day Holiday – Students and Staff
October 3	End of First Quarter
October 4	Professional Learning Day, Student Holiday
October 5	Holiday – Students and Staff
October 8,9	Holiday Students and Staff
November 19–23	Thanksgiving Holidays - Students and Staff
December 18	End of Second Quarter
Dec. 19– Jan. 2	Christmas Holidays - Students and Staff
January 3	Professional Learning Day, Student Holiday
January 4	Students Return from Christmas Holidays
January 21	Martin Luther King Holiday - Students and Staff
February 18	President’s Day: Students and Staff Holiday
February 19	Holiday, Students and Staff
March 12	End of Third Quarter
March 13	Professional Learning Day, Student Holiday
March 29	Holiday, Students and Staff
April 1 – 5	Spring Break - Students and Staff
April 19	Good Friday Holiday - Student and Staff or Inclement Weather
May 24	Early Release 12:00 Last Day of School for Students /End of Fourth Quarter
May 27	Holiday- Memorial Day
May 28-29	Post-Planning & System Professional Learning Days



## Middle School Bell Schedule

6th Grade		7th Grade		8th Grade	
Homeroom	7:45 - 8:00	Homeroom	7:45 - 8:00	Homeroom	7:45 - 8:00
Connections	8:03 - 9:06	1st Academic	8:01 - 9:05	1st Academic	8:01 - 9:05
1st Academic	9:09 - 10:13	Connections	9:09 - 10:12	2nd Academic	9:08 - 10:12
2nd Academic	10:16 - 11:59	2nd Academic	10:15-11:18	Connections	10:15 - 11:18
Lunch	11:03-11:28	3rd Academic	11:21-1:04	3rd Academic	11:21-1:04
3rd Academic	12:02 - 1:06	Lunch	11:30 - 11:55	Lunch	11:57-12:22
4th Academic	1:09 - 2:13	4th Academic	1:07 - 2:11	4th Academic	1:07-2:11
TED	2:16 - 3:00	TED	2:14 - 3:00	TED	2:14 - 3:00
Locker Times	HR, 12:00, 2:15	Locker Times	HR, 11:21, 2:11	Locker Times	HR, 11:18, 2:57



## SCMS 2018-2019 Progress Reports & Testing Schedule

<b>PROGRESS REPORT DATES</b>	<b>SCHOOL-WIDE TESTING SCHEDULE</b>
<p><b>Ends: Sept. 4th</b>  <b>Grades Posted: Sept. 5th</b>  <b>PR Sent Home: Sept. 10th</b>            (4 ½ wks.)</p>	<p><b>Aug. 10th - Sci/SS Pretest-II</b>  <b>Aug. 13th - MAP Testing Reading-All Grades</b>  <b>Aug. 14th - MAP Testing Language Usage-All Grades</b>  <b>Aug. 15th - MAP Testing Math- All Grades</b>  <b>Aug. 16th - MAP Makeups</b></p>
<p><b>Ends: Oct. 3rd</b>  <b>Grades Posted: Oct. 4th</b>  <b>PR Sent Home: Oct. 10th</b>            (9 wks.)</p>	<p><b>Sept. 4th - Mar. 22nd - GAA Testing</b>  <b>Sept. 27th - Oct. 2nd -</b>  <b>1<sup>st</sup> Semester Midterms (ELA, Math, Science, SS)</b></p>
<p><b>Ends: Nov. 5th</b>  <b>Grades Posted: Nov. 7th</b>  <b>PR Sent Home: Nov. 12th</b>            (13 ½ wks.)</p>	<p><b>Dec. 10th - 13th</b>  <b>1<sup>st</sup> Semester Finals (ELA, Math, Science, SS)</b></p>
<p><b>Ends: Dec. 18th</b>  <b>Grades Posted: Dec. 19th</b>  <b>PR Sent Home: Jan. 7th</b>            (18 wks.)</p>	<p><b>Dec. 14th - MAP Testing Reading-All Grades</b>  <b>Dec. 17th - MAP Testing Language Usage-All Grades</b>  <b>Dec. 18th - MAP Testing Math-All Grades</b></p>
<p><b>Ends: Feb. 6th</b>  <b>Grades Posted: Feb. 7th</b>  <b>PR Sent Home: Feb. 11th</b>            (22 ½ wks.)</p>	<p><b>Mar. 5th - 8th</b>  <b>2<sup>nd</sup> Semester Midterms</b></p>
<p><b>Ends: Mar. 12th</b>  <b>Grades Posted: Mar. 13th</b>  <b>PR Sent Home: Mar. 18th</b>            (27 wks.)</p>	<p><b>Apr. 15th - 26th</b>  <b>GA Milestone Assessment</b></p>
<p><b>Ends: Apr. 19th</b>  <b>Grades Posted: Apr. 24th</b>  <b>PR Sent Home: Apr. 29th</b>            (31 ½ wks.)</p>	<p><b>May 6th - MAP Testing Reading-All Grades</b>  <b>May 7th - MAP Testing Language Usage-All Grades</b>  <b>May 8th - MAP Testing Math-All Grades</b>  <b>May 9th - 10th - MAP Makeups</b>  <b>May 15th - 20th - 2<sup>nd</sup> Semester Finals</b></p>
<p><b>Ends: May 24th</b>  <b>Grades Posted: May 22nd</b>  <b>PR Sent Home: May 24th</b>            (36 wks.)</p>	



## Middle School Faculty and Staff

<p><b><u>Principal</u></b> Lottie Aziamadi</p>	<p><b><u>Asst. Principal</u></b> Patty Jo McCain</p>	<p><b><u>Athletic Director</u></b> Jason Austin</p>	<p><b><u>Bookkeeper/Secretary</u></b> Cindy Young</p>
<p><b><u>Counselor</u></b> Tammy Lumpkin</p>	<p><b><u>Registrar</u></b> Eyvette Raettig</p>	<p><b><u>Nurse</u></b> Carla Griffey</p>	<p><b><u>Receptionist/Secretary</u></b> Marlene Wanek</p>
<p><b><u>Media Specialist</u></b> Michelle Spell</p>	<p><b><u>Media Parapro</u></b> Joy Howard</p>	<p><b><u>CIS</u></b> Paige Lewis</p>	<p><b><u>ISS/ISD</u></b> Jessica Hester</p>
<p><b><u>6th Grade</u></b> Jennifer Bennett - SS Susan Bohannon-SC/MA Stephen Diaz-SC Tonya Simpkins - LA Lori Smith-LA/SS Tyneisha Tolbert-MA</p>	<p><b><u>7th Grade</u></b> Jill Batchelor SC/MA Kathy Boyd - LA/SS Shelby Casey -SC Marie Haynie - MA April McCafferty - LA Leshia Nix - SS</p>	<p><b><u>8th Grade</u></b> Sandy Briscoe - MA Stacey Cleary - MA/SC Kimberly Dutton - LA/SS Amber Mann-LA Debra Taylor- SC William Wells - SS</p>	<p><b><u>ESOL &amp; Speech</u></b> Tiffany Rhoades-ESOL Kayce Whitley-Speech</p>
<p><b><u>Exceptional Education</u></b> Jason Austin Caleb Reaves Candice Snowden Olivia Williams</p> <p><b><u>Ex Ed Parapro</u></b> Tyeisha Atkinson Kamwanya Collier Charlene Woods</p>	<p><b><u>Connections</u></b> Brook Adams - PE Kaitlin Merck - Band Rhonda McFarland - Art Charles Reynolds - Business Computer Science Ben Reaves- PE Tamarra Soto - French</p> <p><b><u>CLC</u></b> Megan Phillipus Stephanie Dills</p>	<p><b><u>Cafeteria</u></b> Eugene Barrett Deborah Caldwell Shelly Lackert Rachel Lawson Sandra McCaleb – Mgr. Rhonda Mooney</p>	<p><b><u>Alternative Education</u></b> Eddie Barrett Juanita Nash</p> <p><b><u>Interventionist</u></b> Sheri Wortham - Math Charles Reynolds -Reading</p>

## SOCIAL CIRCLE CITY SCHOOLS STUDENT PHOTO RELEASE FORM

**\*\*\*THIS FORM SHOULD ONLY BE COMPLETED, SIGNED AND RETURNED TO YOUR CHILD'S ADVISOR IF YOU OBJECT TO YOUR CHILD'S PHOTOGRAPH BEING PUBLISHED.\*\*\***

The Social Circle City School System continually shares its successes with the community. In order to make our information as attractive and interesting as possible, we often include pictures of people involved in school functions along with textual information. Various types of student work (e.g., creative writing, artwork, slide presentations, multimedia projects) and student photographs (groups or individuals) are used in the following types of media:

School/System-based website(s)  
Local/School radio, television or cable broadcast  
Local/School newspapers or newsletters  
Local/National educational periodicals

The use of text information about a person or the use of a picture of a person generally will be restricted to just the minimum information needed to tell the story of the program to make it interesting and attractive. We will not publish home addresses, telephone numbers, personal e-mail addresses, or materials protected by federal regulations.

Although our school generally has the right to produce news information such as this and publish it at its discretion, this form is an effort on our part to make sure the persons shown in pictures and mentioned in articles agree to having this information displayed. By completing and returning the form below, you are stating that you do not agree to your child's photo being released by the school for publication.

Student's Full Name (printed) \_\_\_\_\_

I hereby do not give permission and release the Social Circle City Schools and School System from any liability resulting from or connected with the publication of my child's photograph as outlined above.

Parent or Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## **INTERNET ACCEPTABLE USE**

### **Appropriate Use of Social Circle City Schools Computers and Network Resources**

It is the belief of the Social Circle City Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21<sup>st</sup> century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Social Circle City Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

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

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

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

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Social Circle City Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should

not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

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

## **STUDENT ACCEPTABLE USE GUIDELINES**

Form to be signed each academic year prior to student being given access to system resources.

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

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

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to go into the operating system to look around, run programs, or attempt to do anything they are not specifically authorized to do.

Students bringing any storage media from outside the school must have them scanned for viruses by an authorized staff member prior to their use on a computer or the network.

Safety Issues:

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

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

- Accessing, sending, creating or posting materials or communications that are:
  1. Damaging to another person's reputation,
  2. Abusive,
  3. Obscene,
  4. Sexually oriented,
  5. Threatening or demeaning to another person's gender or race,
  6. Contrary to the school's policy on harassment,
  7. Harassing, or
  8. Illegal
- Using the network for financial gain or advertising.

- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous or forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.
- Loading or using games, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- Using the school's computers or network while access privileges have been suspended.
- Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
- Attempting to vandalize, disconnect or disassemble any network or computer component.
- Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher.
- Utilizing "Proxy" sites to gain access to sites otherwise restricted by the system's resources.
- Providing another student with user account information or passwords.
- Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

**Parental Agreement:**

As the parent or guardian of this student, I have read and discussed with my child the Social Circle School District Acceptable Use Regulations governing student access to the Internet in the SCMS Student Handbook pages 12-13. I understand that this access is designed for educational purposes and that student access will be monitored; however, I also realize it is impossible for the agencies involved to restrict all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the Internet is extended beyond the school day and/or school building. I hereby give permission for my child to have Internet access.

*I understand and will abide by the Social Circle School District Acceptable Use Regulations governing student access to the Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I engage in unacceptable activities as outlined below, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.*

Student's Full Name (printed) \_\_\_\_\_

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

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

Student's Home address: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_

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

Contact Phone #1: \_\_\_\_\_ Contact #2: \_\_\_\_\_

Parent/Legal Guardian's Email address: \_\_\_\_\_

Student's Email address: \_\_\_\_\_

## **ALTERNATIVE EDUCATION**

It will be a priority of this administration to maintain a safe, disciplined, and drug-free learning environment for our students. Therefore, students demonstrating gross misconduct or repeated offenses, which hamper the learning process, may be placed in the Alternative School.

## **ALTERNATIVE EDUCATION CHECKOUTS**

The parent/approved adult will come over to the Middle/High School campus and sign the student out. We will give the parent/approved adult one of the GREEN EXCUSED passes to leave campus. On the back of the pass will have the date, a staff signature and time that the student was signed out. We will ask the parent/approved adult to give the green excused pass to the Alternative School staff in order to check the student out. We will also follow up by immediately sending an email from the M/HS Campus to let Alternative School staff know that a student is being checked out. The Alternative School staff will also call to verify that they have received a green slip and the parent/approved adult is there to check the student out. If there is a substitute teacher in building that day, we will have the substitute teacher call to verify that they have received a green slip and the parent/approved adult is there to check the student out.

## **ANNOUNCEMENTS**

Announcements will be made at the start and as needed at the end of each day. If you wish to have an announcement made and/or posted in the building, print or type the information and present it to the media specialist before 10:00AM the day before.

## **ATHLETICS/ACTIVITIES**

Social Circle Middle School offers a wide range of activities to all students. In order to participate in these activities, a student must:

1. Attend school as a full-time student.
2. Have passed at least five(5) subjects the previous grading period.
3. Have regular attendance.
4. Have a certificate of an annual physical examination on file prior to tryouts, practices and/or games.

A \$30.00 Eligibility/Activity fee will be assessed per student per year for students participating in any sport. This fee and all other obligations from previous and/or other sports activities must be paid to the coach/sponsor of the respective sport/activity prior to first contest in order to participate.

## **ATTENDANCE**

NOTICE TO PARENTS O.C.G.A. 20-2-690.1 requires the parent, guardian, or other person who has control or charge of a child or children to sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. The law requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, or homeschooling. This law states that any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this

part after the child's school notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.

In order for a student to benefit from the educational opportunities provided by the school, attendance is paramount. A relationship between success at school and consistent attendance exists. Your knowledge and adherence to attendance policies and procedures will enable you to be successful and productive as a student.

***Attendance letters will be mailed at 5 and 10 unexcused days.***

The Students shall be considered excused for the following reasons:

1. When personally ill and when attendance in school would endanger their health or the health of others.
2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school.
3. On special and recognized religious holidays observed by their faith.
4. When mandated by order of governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order).
5. Children may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
6. Children who are serving as pages of the Georgia General Assembly shall be credited as present by the school in which they are enrolled for days missed from school for this purpose.
7. A student may be granted an excused absence not to exceed one day in order to register to vote or to vote in a public election.
8. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
9. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2.

***All other absences will be considered unexcused.***

- For perfect attendance purposes, students serving as pages of the Georgia General Assembly shall be counted present on the days missed for this purpose. For perfect attendance purposes, students who are tardy to school more than ten (10) times in a school year shall not receive recognition for perfect attendance.

However, students who are present for at least one-half of the instructional day shall be counted present.

- The principal has the authority to require additional proof of the legitimacy of excessive requests for early checkouts.
- A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities within three (3) days of returning to school and shall be signed by the student's parent/guardian and/or licensed physician. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to not accept parent notes as valid excuses when not received in a timely manner and has the authority to require additional proof of the legitimacy of the excuse. The school system also reserves the right to verify the accuracy of physician's notes/excuses. It is the student's responsibility to bring a



written excuse from a parent/guardian, medical or governmental authority upon returning to school within three days after an absence. This excuse should be turned in to the attendance clerk who will record the information in our student database (excused or unexcused). It is the student's and/or the parent/legal guardian's responsibility, not the teacher's, to make arrangements for make-up work.

## **BICYCLES ON CAMPUS**

Bicycles may be brought on campus but must be parked and locked in the provided bike rack. The school accepts no responsibility for lost or stolen bicycles. All traffic laws and school rules must be followed at all times.

## **BULLYING (Board Policy Revised 2016)**

The Social Circle City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

Bullying is defined as follows:

An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied
2. Any intentional display of force such as would give the victim reason to fear or
3. Any intentional written, verbal, or physical act, which a reasonable by an apparent present ability to do so; expect immediate bodily harm; or 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; person or property or has a middle 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, photoelectronic 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.

### **BUS BEHAVIOR MANAGEMENT PROGRAM**

Students residing within the Social Circle City Schools attendance area are provided the opportunity to utilize public transportation. School bus safety procedures (Safety, Order and Respect, S.O.A.R.) will be issued to students in compliance with SB291, and reviewed by the bus manager (driver). Failure to comply with all school bus safety procedures will initiate the enactment of appropriate consequences and/or removal from the bus. The opportunity to utilize public transportation is a privilege, not a right.

### **THE FOLLOWING BUS SAFETY RULES WILL BE ENFORCED**

1. School system and local school discipline rules are enforced on school buses.
2. Conversation should be with other students unless you must talk to the driver.
3. Distraction of the driver in any way may jeopardize the safety of students on the bus.
4. Playing of musical instruments, radios, and tape/CD players is prohibited.
5. Seats are designed for three students. Seat saving will not be permitted.
6. The driver and principal have the authority to assign seats or seating order.
7. Students and the driver share the responsibility of keeping the bus clean. Help keep the interior free of dirt and debris by placing trash in the proper container located at the front of the bus.
8. Students should stand on the curb or sidewalk while waiting for the bus. Always remain clear of the bus until it has completely stopped before attempting to load.
9. Take your seat promptly when boarding the bus.

10. State regulations require that bus windows be lowered no more than half way. Student's body parts (arms, heads, legs, etc.) should remain in the bus at all times.
11. When loading or unloading, students should pass at least 12 feet in front of the bus. Be sure to look both ways before crossing the road and always cross in front of the bus, never behind it. The driver will signal when it is safe to load or unload. Follow the driver's hand signals before crossing.
12. Students are to be transported to the school where they attend. The driver is not permitted to make unauthorized stops at stores or businesses.
13. Students shall not be permitted to change buses without written approval from the parent and consent of the principal. They should ride their regular assigned bus to and from school.
14. Students should remain quiet at all railroad crossings and must respect the driver's request for silence at any time.
15. No standing allowed. No student is allowed to ride in the step well or anywhere within the driver's seat area.
16. No pushing or shoving when loading or unloading is permitted. Remain seated while the bus is in motion.
17. Students shall not carry drink bottles, cans, or glass containers onto the bus.

***The Director of Transportation can be reached at 770-464-2731.***

### **Important Bus Information:**

In order to better maintain safety and management on the school bus to and from school, this serves as written notification of our bus discipline policy and procedures. The driver will do all he/she can do to handle mild misconduct on the bus by conference with the student and parent, assigning a seat, and providing verbal warnings and reminders.

If misbehaving continues, the bus driver will complete a bus Discipline Referral, which will be given to the principal or assistant principal. The administrators will conference with the student and call parent. This will serve a written warning.

Chronic misbehavior, or incidents that jeopardize the safety of the student(s), will result in the following disciplinary action(s):

- 1<sup>st</sup> Referral: Warning/Conference
- 2<sup>nd</sup> Referral: One-day suspension from the bus (Primary & Elementary School Students)  
Three-day suspension from the bus (Middle & High School Students)
- 3<sup>rd</sup> Referral: Three-day suspension from the bus (Primary & Elementary School Students)  
Five-day suspension from the bus (Middle & High School students)
- 4<sup>th</sup> Referral: Five-day suspension from the bus (Primary & Elementary School student)  
Ten-day suspension from the bus (Middle & High School Students)
- 5<sup>th</sup> Referral: Ten-day suspension from the bus (Primary & Elementary School Students)  
Loss of bus privileges for the remainder of the school year (Middle & High School Students)
- 6<sup>th</sup> Referral: Loss of bus privileges for the remainder of the school year (Primary & Elementary School Students)

*No courtesy rides or business drop-offs will be provided*

***\*ALL OF THE ABOVE CONSEQUENCES MAY BE ADJUSTED AT THE DISCRETION OF THE ADMINISTRATION***

We appreciate your support as we do all we can to assure a safe ride on our school buses.

## **BUS CHANGES**

If your child is going to ride a different bus from the one he or she is assigned to, he/she must take a note to the middle school office in the morning for approval from the office staff. The note must include your name, the different bus number, delivery address, parent signature, and a phone number for parental contact. Emergency changes must be called in before 12:00 pm in order for us to deliver the message to the student.

## **BYSTANDER BATTERY**

When a student encourages, promotes, urges, instigates or agitates another student or students to fight, the student will be charged with bystander battery. The principal may assign in-school or out-of-school suspension for this infraction. Students can also be suspended from riding the bus or removed from the bus permanently. This also applies to the SCMS campus.

## **CAMPUS HOURS**

The school campus will be open from 7:15 a.m. to 3:30 p.m. Please note that students who arrive before 7:15 will not be allowed in the school and/or Activity Center. The front office will be open from 7:30 a.m. to 3:30 p.m. All visitors should enter the building through the front entrance, and sign in with the secretary and receive a visitor's pass. Students remaining on campus after 3:15 p.m. must be under the direct supervision of an administrator, teacher, or extra-curricular supervisor.

## **CELL PHONES/ELECTRONIC DEVICES**

Student personal cell phones, music devices, cameras, earbuds/headphones, and other communication devices shall not be seen, used, or heard in the school building or at car-rider or bus lanes unless directed by the teacher or principal. Watches may not be used as communication devices. Devices should be turned off and placed in bookbags before entering the school building. Devices should remain in the bookbag for the entire day unless directed by a teacher for a specific period. Students cannot check the time on their electronic devices during school. Students may use the school phones in the clinic or middle school office if a parent/guardian needs to be contacted. Students should not text or call a parent regarding an illness, school work, etc. without permission from a teacher or staff. Parents should contact the middle school secretary, Mrs. Young, if there is an emergency. It is not appropriate to communicate with students during the school day via a personal device. Students in violation of this expectation will have their device collected and stored in the middle school office for parent pickup. Parents may pick up cell phones/electronic devices between 3:00PM-3:30PM. Violators will receive disciplinary consequences. The consequences for cell phones/electronic devices are on a three step plan:

1. Teacher Warning - Phone is confiscated for parent/guardian pick up
2. Detention - Phone is confiscated for parent/guardian pick up
3. Suspension - Phone is confiscated for parent/guardian pick up

\*Additional Infractions (4+) for repeated behavior include Suspension and Phone Confiscation.\*

**The school is not responsible for any lost, damaged, or stolen communication devices.**

## **CHANGE OF ADDRESS**

If you move during the school year, you must report the change of address and phone number to the registrar's office within ten days. This is important in the event of an emergency that might arise during the hours of the school day.

## **CHARACTER EDUCATION**

In accordance with state law (code section 20-2-145) and state board of education policy, Social Circle Middle School has created and implemented a character education program based on the suggested state curriculum. Monthly activities are centered on character traits that have been selected and planned by our counselor, Mrs. Tammy Lumpkin

## **CHECK OUTS**

Students may leave school early with a parent/guardian or those persons listed on the student information form. If the emergency information changes during the year, please keep us informed. Adults may be asked for identification before taking a student off campus. Students will not be called from class until the parent or guardian is physically on school property and signed student out in the front Office. Student can be dismissed no later than 2:15PM. Students who check out of school early will be considered absent from the classes they missed.

## **CHECK OUTS: ALTERNATIVE EDUCATION**

The parent/approved adult will come over to the Middle/High School campus and sign the student out. We will give the parent/approved adult one of the GREEN EXCUSED passes to leave campus. On the back of the pass will have the date, a staff signature and time that the student was signed out. We will ask the parent/approved adult to give the green excused pass to the Alternative School staff in order to check the student out. We will also follow up by immediately sending an email from the M/HS Campus to let Alternative School staff know that a student is being checked out. The Alternative School staff will also call to verify that they have received a green slip and the parent/approved adult is there to check the student out. If there is a substitute teacher in building that day, we will have the substitute teacher call to verify that they have received a green slip and the parent/approved adult is there to check the student out.

## **CLUBS ORGANIZATIONS TEAMS (COTS)**

A wide variety of extracurricular activities are provided for students. These activities are voluntary in nature; however, each of them has specified qualifying conditions for membership and/or eligibility. Dues or fees may be required of certain clubs or activities. We strongly urge your participation in one or more of the following extracurricular activities:

- Athletics
- Beta Club
- National Honor Society
- Fellow Christian Athletes
- Peer Leaders
- Social Circle Singers
- Yearbook Club
- Social Circle Cares
- Social Circle Serves

## DRESS CODE

The **dress code** is designed to reduce the likelihood of distraction or disruption to the daily academic focus. Social Circle Middle School should be considered a workplace and students should dress accordingly. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. If, in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing or call home for new clothing. Special Circumstances will be addressed in writing to the Principal.

1. Dress Code requirements apply to all school days and on field trips/school functions.
2. Any student dress/appearance not specifically stated which the faculty or staff deems undesirable will not be permitted.
3. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit taste in attire, but to better facilitate the process of education through reasonable guidelines of dress, instilling dignity and pride.
4. The appropriateness of anything not covered by the above dress code will be at the discretion of the administration
5. **Headgear:** Hats and other head coverings are not permitted. Headgear is prohibited and must be kept out of site in the building. A doctor's written permission/prescription is needed for use of headgear in the building. Also, religious reasons for headgear are excused. Hats will not be carried or worn in the building. This includes, but is not limited to, hoods, hairnets, bandanas, du-rags, scarves, wave caps, sweatbands, sunglasses, or any other head wearing. No combs, rakes, curlers, or picks may be worn in the hair. **Shirts/blouses/tops/t-shirts:** Blouses/shirts will be constructed so that there is some amount of sleeve (no sleeveless tops, halter tops, strapless tops, spaghetti straps or bare shoulder tops of any type will be allowed). Blouses/shirts, which expose any portion of the waist, hips, or midriff, are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable). Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless or tube tops. Rips or holes are not allowed in shirt/tops. Undergarments will not be visible. Boys are not to wear sleeveless shirts. All attire should be sized to fit without exposing undergarments, buttocks, stomach, or cleavage.
6. **Dresses/shorts/skirts:** All dresses, shorts and skirts must be within 3-inches above the knee. Waistline of shorts/skirts/pants must be on or above hips with no underwear showing, and with no holes above the knees.
7. **Pants:** There should be no slits, rips or holes above the knees of any pants. All pants will be worn at the waist. No sagging pants. Undergarments will not be visible.
8. **Pajamas and sleepwear:** No pajamas, pajama pants, blankets, pillows, house slippers, or sleepwear will be worn or brought to school during school or school sponsored activities.
9. **Shoes:** Shoes must be worn at all times – no house slippers or flip flops. \*Unless permission is granted for a specific school sponsored activity.
10. **Leggings or Spandex Tights:** No spandex pants, see-through tights, leggings OR jeggings worn alone or without an appropriate shirt that is 3 inches above the knee.
11. **Proper undergarments:** They must be worn and not visible.
12. No clothing or accessories that promote drug, alcohol or tobacco either by brand or message or lifestyle may be worn.
13. No clothing or accessories with sexually suggestive language, messages or images may be worn.

14. No clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or clothing or accessory that physically or symbolically intimidate or threaten others) may be worn.
15. No clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains may be worn.
16. No attire, accessories or manners of grooming indicative of affiliation with a gang, secret society, or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, makeup, hats, emblems, trademarks, badges, insignia, logos, belt buckles, bandaids on clothing, color shoestrings and jewelry may be worn.
17. No trench coats and other like jackets capable of easily concealing weapons may be worn.

### ***DROP-OFF & PICK UP LOCATIONS:***

NO admittance before 7:15 a.m. Supervision WILL NOT be provided before 7:15 a.m. For the safety of child, please do not drop off any student before 7:15 a.m. Drop off location is behind the middle school at Activity Center.

7:15 a.m. - 7:45 a.m. Student Activity Center (behind Middle School)

7:45 a.m. - ... Front Office

\*\* Dropping off or picking up students in the front /teacher's parking lot is PROHIBITED Monday -Friday; prior to, during, or at the close of the school day. For the safety of everyone, please do not drop off or pick up students in front of the teacher's parking lot.

### ***PICK-UP LOCATIONS:***

3:00 - 3:15 p.m. Student Activity Center (behind Middle School)

3:15 - 3:30 p.m. Front Office

\*\* Dropping off or picking up students in the front /teacher's parking lot is PROHIBITED Monday -Friday; prior to, during, or at the close of the school day. For the safety of everyone, please do not drop off or pick up students in front of the teacher's parking lot.

### **EXPULSION**

Under extraordinary circumstance such as, but not limited to, distributing drugs, repeated fighting, use of a dangerous weapon, or aggravated assault upon a staff member or student, it may be necessary for the administration to recommend to the Superintendent of Schools that a student be expelled from school for a specified period of time.

### **FINES**

Students are responsible for checking Infinite Campus and the Media Center for fines that they have accumulated throughout their education in Social Circle City Schools. Students with outstanding fines will not be able to participate in Honors and Awards activities. Also, they will not receive their report card without paying the fines.

### **FIRE DRILLS**

State law requires fire drills. When the fire alarm sounds, all occupants will immediately evacuate the buildings. During the fire drill, good order is imperative. Be calm; go orderly and quickly from the buildings as specified by regulations posted in the classrooms. Teacher will use the card system (red, yellow, and green) to account for

students. Any student pulling a fire alarm without authority shall be suspended and possible assignment to a disciplinary hearing and/or subsequent charges.

### **FOOD AND DRINK**

With the exception of water, food and drink are not allowed in the classrooms. Food and drinks, including water, are NEVER allowed in the computer lab or Media Center. Outside restaurant food will not be delivered to classrooms or the cafeteria.

### **FUNDRAISERS**

The principal and the superintendent must approve all fundraising activities. Sale of items for personal profit is prohibited. All fund raising events must be placed on the activities' calendar for scheduling purposes. The State Department of Education and Georgia Law impose certain limitations on fundraising. All funds must be deposited with the school secretary to insure proper bookkeeping procedures. Receipts and school checks must be used at all times.

### **GENDER EQUITY**

#### ***Gender Equity in Sports Nondiscrimination Notification***

Georgia State Law prohibits discrimination based on gender in athletic programs of local systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Social Circle City Schools, local school system, does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school system is: Laurie Allison, 154 Alcova Drive, Social Circle, GA. 30025, 770-464-4826. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

### **GEORGIA VIRTUAL SCHOOL COURSES**

Georgia Virtual School courses taken by students will cost each student \$250 per half unit of credit. For more information go to <http://www.gavirtualschool.org/>.

### **GRIEVANCE POLICY**

Students/Parents who have a complaint about academics, school operations, discipline, or extracurricular activities must follow the proper chain of command: teacher/sponsor, building administrator, superintendent then the Board of Education.

### **GUIDANCE SERVICES**

Personal information that is shared with the school counselor will remain confidential unless the information that is shared requires that the counselor, by law, report the information to administration, social services, police, and/or other professionals that are deemed necessary and appropriate by law. Please note that the school counselor, as well as all other system-wide staff members, are, by law, Mandated Reporters.

### **HALL PASSES**

Students are not permitted in the hallways and/or out on the campus during class periods without a hall pass from their teachers. Students without hall passes may be issued consequences for being in an unauthorized area.

### **HEALTH AND IMMUNIZATION RECORDS**



Any student enrolling in a Georgia school for the first time must present a Georgia Health Certificate. This can be obtained from a private physician or the Health Department. All students must present a statement from the Health Department or a doctor indicating that all immunizations are up-to-date, or they will not be able to enter or remain in school. This includes eye, ear, and dental examination certificates. Ga. School Law, Title 20, Article 16, Part 3, 20-2-770 and 771

**HOMEBOUND SERVICE**

If students will be out for an extended time (ten days or more) due to illness, injury or contagious disease, s/he may be placed on homebound. Call the counselor to set up homebound services.

**HONORS NIGHT**

Professional dress is required.

**HONOR ROLL RECOGNITION:**

**Principal's Honor Roll:** All A's, S or E in conduct/effort, all classes.

**Academic Honor Roll:** All A's and B's, S or E in conduct/effort, all classes.

*\*End of year academic/attendance awards will be based on academic grades through May 10th, unless otherwise announced.*

*\*Effort and conduct grades will be calculated when determining the Honor Awards Night invitees.*

*\*Please see the school website for the promotion criteria.*

**ILLNESS**

Students who become ill during the school day should report directly to the clinic. The parents or guardians will be contacted by the clinic to receive permission for the student to leave campus. Students will not be allowed to leave without this authorization. Patterns of abuse of illness are subject to be investigated by the administration.

**INFINITE CAMPUS**

Parents are encouraged to visit the Social Circle Middle-High School office to request an Infinite Campus username and password so that you have access to your child's grades, attendance, and other important school information.

**INFORMATION GUIDE FOR STUDENTS**

<i>IF YOU NEED:</i>	<i>GO TO:</i>
Academic Advisement.....	Counselor
Advice About Your Schedule.....	Counselor/Registrar
Announcements over PA System.....	Administration
Approval for Activities.....	Principal
Athletic Information.....	Athletic Director
Attendance Information.....	MS Office
Audio-Visual Aids.....	Media Center
Band Information.....	Band Director
Bus Information.....	Board Office
Discipline Information.....	MS Office
Homebound Instruction.....	Homebound Instruction Coordinator
Lockers.....	MS Office
Lost and Found.....	MS Office

Lunch Information.....	Cafeteria/Lunchroom
Medical Attention/ Medicine Check-in/out.....	Clinic
Personal Guidance.....	Counselor
Schedule Change/Problems.....	Counselor/Registrar
To Report Theft/Vandalism.....	MS Office/SRO
Transcripts.....	Registrar
Withdrawal/Enrollment.....	Registrar

### IN-SCHOOL SUSPENSION PROGRAM

Students may be assigned to the In-School Suspension Program (ISS) for violations of the code of conduct. Students will be counted present and will be given credit for work successfully completed while in ISS. Compliance with all rules and regulations of the ISS program is expected for successful completion of the student's assigned time to ISS.

### INSURANCE

School insurance is made available to all students. School insurance should be viewed only as a supplementary coverage and not as a primary coverage. Parents have the option to accept or reject purchasing the coverage. Students participating in all athletic events are required to take out the coverage or sign a waiver. Due to the contact involved in football, football players are required to have separate coverage. We strongly urge all students involved in any school club or activity to purchase insurance. Peach-Care is available to families who qualify. For more information call: 1-877-GAPEACH (877-427-3224) or email at [www.ghp.ga.gov](http://www.ghp.ga.gov).

### LEAVING CAMPUS

After reporting to school each day, a student is not permitted to leave school without the permission of the principal. ***In the event of an emergency***, parents should come in person to request that the child be excused. If this is not possible, a telephone call from the parent or a written note, which will be verified by the school office by telephone, will be necessary for the student to be allowed to leave school. All excuses must be turned in to the principal's office before first period; a phone number where the parent/guardian can be reached must be included on the excuse. Only those adults who are noted on the student's parent/guardian approved pick-up list will be allowed to check a student out of school. ***Please make every attempt to schedule all non-emergency medical and dental appointments after school hours so as to minimize disruptions to the student's academic progress.***

### LOCKERS

Lockers may be rented during the school year for \$5.00. Student lockers are the property of Social Circle City Schools and are subject to random searches. Students may not share lockers or leave their possession in another student's locker at any time. In the event that a search of a student's person, personal possessions, locker, or vehicle, reveals the student is concealing material, the possession of which is prohibited by federal, state or local law; local law enforcement authorities shall be notified so that they may take appropriate action. (Legal Reference: State vs. Young, 234 GA 488, 1975)

## LUNCHES

Students are to eat lunch in the cafeteria or designated areas only. Students are not permitted to eat lunch off campus or have fast food or food brought or delivered to the school from local restaurants. Students are to dispose of all trash in the appropriate receptacles. Students may pay for their lunch and/or breakfast by the day, week or month. Free and Reduced Lunch Applications will be handled by School Nutrition Program.

Applications and inquiries should be made to School Nutrition Program Director.

<u>Meal Prices:</u>	Breakfast	Lunch
Free	Free	Free
Reduced	0.30	0.40
Paid	1.25	2.25
Adults	2.00	3.50
Visitors	2.00	3.50
Extra Milk	0.50	0.50
Fruit Juice	0.40	0.40

\*Students are not allowed to charge meals.

## MISSED WORK

Students will be allowed to complete work missed due to absence without penalty. Students will be allowed to make up work missed due to suspension without penalty. It is the responsibility of the students to obtain missed work before or after class. It is the teacher's responsibility to have the work readily available for the student. Students will be given one day per day absent to makeup work unless there are mitigating circumstances. Late work will not be accepted after the allotted days for absence makeup.

## MEDIA CENTER

The Social Circle Middle-High School Media Center is designed to locate, organize and disseminate all media to best serve the students, teachers, & administration. The Media Center must serve as a teaching instrument within the overall framework of the school. In order to provide better service, certain regulations govern the Media Center's operation. These include:

1. Books may be checked out for two weeks.
2. Students may print at the cost of 10 cents per page. No charging...Copies must be paid for when printed.
3. Appropriate charges will be made for damaged and overdue books.
4. Students causing a disturbance will be sent back to class and may be suspended from the Media Center for a length of time designated by the administration.
5. Students using the Media Center will not talk loudly, eat, drink (including water) or cause disturbances.
6. Students will keep their chairs on all 4 legs. The chairs in the Media Center cost about \$150 to replace them if the legs are broken.
7. Couches & chairs are to be used by students who are reading. Students should keep their feet on the floor.

## MEDICATIONS (Board Policy – Descriptor Code: JGCD)

All medications, whether prescription or over-the-counter, may be administered only in accordance with the guidelines as outlined in JGCD-R (1). Any possession of prescription or over-the-counter medication by students not in accordance with these guidelines will be considered a violation of school district policies and punished accordingly.

### Administrative Regulation (Board Policy - Descriptor Code: JGCD-R(1))

Taken from School Health Nurse Resource Manual, Georgia Department of Education:

1. All medications (*prescription and nonprescription*) must be taken directly to the clinic for safe storage.
2. All medications, *both prescription and over-the-counter*, must be brought to the school by the parent or guardian. *Parent must fill out the Administration of Medication Form, which can be obtained in the school clinic.*
3. All medications must be in the original child-proof container. Medications stored in envelopes, baggies, etc. will not be administered.
4. Parents should check with their physician regarding the need for medications to be administered during school hours.

### MESSAGES AND FLOWERS

Only in an extreme emergency can students be reached during school hours. Flowers or gifts will not be delivered to students during the day, but may be picked up at 3:00 PM or at the end of the student's day. There will be no glass vases or balloons allowed on buses for bus safety regulations.

### MOMENT OF SILENT REFLECTION

The 1994 Georgia General Assembly enacted SB 396 amending O.C.G.A. 20-2-1050 to read as follows:

1. In each public school classroom, the teacher in charge shall, the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils there in assembled.
2. The moment of quiet reflection authorized by subsection (a) of this Code section is not intended to be and shall not be conducted as a Religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

### NON-DISCRIMINATORY STATEMENT

No one in the Social Circle City School system will discriminate in relation to race, color, religion, national origin, political affiliation, age, disability or sex. This policy will prevail in all matters concerning employees, students, parents, the general citizenry, educational programs and services, and persons with whom the system does business.

### PERSONAL PROPERTY

Students are responsible for their own personal property. Great care should be taken not to leave purses, watches, billfolds, phones, etc., in places where they may be taken. Thefts should be reported immediately to the teachers or administration. P.E. lockers should not be shared and combinations to school lockers should not be shared with anyone.

The school is not responsible for the replacement of personal items that are lost, damaged and/or stolen. There are legal limitations to the searches that administrators are able to conduct when looking for stolen property. Stolen and lost items are rarely located and returned to the original owner.

### PLEDGE OF ALLEGIANCE TO THE FLAG

Each student at Social Circle Middle School shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. Students are requested to stand during the recitation of the pledge.

## **PUBLIC PROPERTY**

The school is public property financed through tax money. Please help the custodians by not throwing trash in the buildings or on the grounds. Pupils who tamper with, deface, or destroy property of the school, shall receive proper consequences for their action and may be required to pay for the damage and/or have charges filed through law enforcement.

## **READMISSION REFUSAL/TEACHER IMMUNITY**

State law authorizes each local board of education the right to refuse to readmit or enroll students suspended or expelled for having been convicted of or adjudicated to have committed, been indicted for, or had information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult. The student or his or her parent or legal guardian may request a hearing pursuant to the Public School Disciplinary Tribunal Act. At this hearing, officials may decide to place such students in an alternative school setting. Additionally, the state bill provides that no educator shall be liable for any civil damages arising out of any act relating to or resulting from the discipline of any student or the reporting of any student for misconduct, except for acts or omissions of willful or wanton misconduct. Educators will be immune from any criminal liability for any act relating to or resulting from the discipline of any student, provided the educator acted in good faith. School Safety Act (20-2-751.2) July 1, 1997

## **RESTRAINT COMPLIANCE NOTIFICATION**

Social Circle City Schools complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. Social Circle City Schools maintains written policies and procedures governing the use of restraint.

## **SCHOOL ASSEMBLIES**

All school assemblies and other sponsored activities are under the direct supervision of the teachers and administration. It is imperative that the conduct of students attending these activities be orderly and above reproach. For it to be otherwise, would seriously damage the reputation and image of the school and the student body.

## **SCHOOL GROUNDS AND BUILDINGS**

Students who deface, damage, or destroy school property will be responsible for the damage and may face school as well as criminal charges as a result of such behavior.

## **SEARCH AND SEIZURE**

Students' cars brought on campus, book bags, school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors provided that prior notice is given to the Superintendent or designee.

***School Property:***

School lockers, desks, and other school property in Social Circle City Schools shall be subject to inspection by dog sniffing and/or school authorities at all times. The principal of each school or a designee shall take reasonable steps to ensure that students are advised (by the student handbook or by some other means) each year of this policy.

***Student Searches:***

Individual student searches shall be conducted by school officials without the aid of law enforcement officers except in unusual circumstances. No search shall be conducted of a student's person, whether by dog-sniffing or otherwise, except where based on reasonable grounds for suspecting that the search will turn up evidence that the particular student has violated, or is violating, either state/federal law, and/or a school rule. Such search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

***"Prohibited Substance" defined:***

A prohibited substance is any substance prohibited from school premises by state/federal law, and/or by school rules. Examples of prohibited substances include, but are not limited to: narcotics, alcoholic beverages and firearms.

"Reasonable Grounds" defined:

"Reasonable grounds" shall exist when:

1. A particular student is observed by school officials or employees to be in possession of any material or substance prohibited by state/federal law.
2. A particular student is observed to be acting in such a strange or unusual manner as to reasonably suggest to the official or employee the likelihood of such possession.
3. Reliable sources report to school officials any of the matters referred to above; or
4. Any other evidence exists providing a reasonable basis for suspecting that the student has violated or is violating either state/federal law, and/or school rules. JACAB Policy 3/13/97

**SECTION 504**

Social Circle City Schools - Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Social Circle City Schools  
147 Alcova Drive  
Social Circle, Georgia 30025  
770-464-2731

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### ***Social Circle City Schools Section 504 Procedural Safeguards***

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

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

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

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

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

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue



pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
  - h. The hearing shall be closed to the public.
  - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
  - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
  - k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
  - l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
  - m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.
5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

#### Section 504 Resolution Agreement - Adopting 504 Safeguards Frequently Asked Questions

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GaDOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards. These actions must be taken by each LEA before June 15, 2012.

The following frequently asked questions are designed to help guide LEAs as they adopt and implement student rights and procedural safeguards under Section 504.

**1. Where can I find GaDOE's model student rights and procedural safeguards under Section 504?**

You may find GaDOE's model student rights and procedural safeguards under Section 504, as well as other information relevant to complying with the Section 504 Resolution Agreement on GaDOE's website at the following link:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx>

**2. Does my LEA need to adopt the exact same student rights and procedural safeguards as GaDOE?**

No. Your LEA may adopt the model rights and safeguards as written, or it may modify the model rights and safeguards in a manner that is consistent with Section 504 law and regulations. If you wish to modify the model rights and safeguards, we encourage you to seek advice of your legal counsel regarding your proposed modifications.

**3. Can my LEA adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?**

Yes. Procedural safeguards and student rights must be in place under Section 504 and Title II of the ADA. GaDOE encourages LEAs and schools to fulfill all obligations under Section 504 and Title II of the ADA in the manner it deems most appropriate, which may include adopting additional guidance or forms to assist decision-makers.

**4. Is GaDOE going to adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?**

GaDOE will not adopt additional guidance or forms as a result of the Section 504 Resolution Agreement. Though GaDOE does not have any current plans to adopt additional guidance or forms for implementing Section 504 or Title II of the ADA, any future guidance will be posted on the GaDOE website.

**5. What process does my LEA need to follow to adopt the student rights and procedural safeguards?**

To adopt the student rights and procedural safeguards, the LEA should utilize the same process as it would for any internal policy or procedure.

**6. How does my LEA notify OCR that it has adopted and implemented the student rights and procedural safeguards?**

By June 15, 2012, each must notify OCR in writing that the LEA has adopted and implemented its student rights and procedural safeguards. This can be done as a letter or email to OCR that includes the student rights and procedural safeguards adopted by the LEA, a link to where the student rights and procedural safeguards may be found on the LEA's webpage, a written description of the notice it provides to parents and guardians, a description of the hearing process, and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings, or the procedure by which a hearing officer will be obtained.

**7. To whom should my LEA send the notification to OCR that we have implemented the student rights and procedural safeguards?**

Written notification that the LEA has adopted and implemented its student rights and procedural safeguards should be sent via email or U.S. mail to:

U.S. Department of Education  
Office for Civil Rights  
ATTN: Vicki Lewis  
61 Forsyth Street S.W. Suite 19T10  
Atlanta, GA 30303 [vicki.lewis@ed.gov](mailto:vicki.lewis@ed.gov)  
You may also want to copy GaDOE at:  
Georgia Department of Education  
Office of Legal Services  
2052 Twin Towers East  
205 Jesse Hill Jr. Drive  
Atlanta, GA 30334 [legal.services@doe.k12.ga.us](mailto:legal.services@doe.k12.ga.us)

**8. What needs to be included in my LEA's notification to OCR that we have implemented the student rights and procedural safeguards?**

The notification must that include the student rights and procedural safeguards adopted by the LEA, a written description of the notice it provides to parents and guardians, a link to where the student rights and procedural safeguards may be found on the LEA's webpage, a description of the hearing process, and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings, or the procedure by which a hearing officer will be obtained.

**9. How does an LEA obtain a hearing officer for Section 504?**

An LEA may utilize any process for obtaining a hearing officer for Section 504 that is consistent with its internal policies and procedures for obtaining professional services. This may include soliciting requests for

proposals from qualified individuals, which in the context of hearing officers, typically includes law firms or other subject-area experts. GaDOE does not provide hearing officers for LEA hearings under Section 504.

**10. How does an LEA notify parents and students that it has implemented the student rights and procedural safeguards?**

At a minimum, the LEA must notify parents and students that it has implemented the student rights and procedural safeguards by including the student rights and procedural safeguards in its student handbooks and LEA website. The LEA must also furnish the student rights and procedural safeguards to those who request them.

**11. In what written materials do the student rights and procedural safeguards need to appear?**

At a minimum, the LEA must include the student rights and procedural safeguards in its student handbooks. LEAs are also encouraged to include the student rights and procedural safeguards in other materials it deems appropriate, such as a Section 504 Handbook or Student Services Manual.

**12. Do I need to print the entire student rights and procedural safeguards in our student handbooks?**

Yes.

**13. Do I need to post the entire student rights and procedural safeguards on our LEA's website?** Yes.

**14. Will adopting these student rights and procedural safeguards, and notifying OCR and parents satisfy my LEA's obligations under the Section 504 Resolution Agreement?** No. As part of the Section 504

Resolution Agreement, all LEA key administrators and critical staff must complete training from OCR by June 1, 2012 and the LEA must notify OCR of that training by June 20, 2012. LEA key administrators and critical staff that must attend training are those that are involved in the oversight for or identification, evaluation and placement of students under Section 504 and Title II of the Americans with Disabilities Act. You may find more information regarding this training requirement GaDOE's website in a document entitled "Section 504 Training Details" at the following link:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx>

Impartial Hearing Official

The Section 504 coordinator will obtain an impartial review official. This official will not be an employee of the District or a school board member and will have knowledge of Section 504 of the Rehabilitation Act of 1973.

## **SEXUAL HARASSMENT**

It is the policy of the Social Circle Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the school district's staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, physical or visual harassment or abuse of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic, co-curricular or extracurricular decisions affecting that individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's academic, co-curricular, extracurricular or professional performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, written, physical, or visual harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting, demanding, or threatening sexual involvement accompanied by implied or explicit actions concerning one's grades, job, reputation, etc.

### **SEXUAL HARASSMENT**

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or System Title IX Coordinator. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

### **SOCIAL SECURITY NUMBERS**

All students enrolling in Georgia Public Schools must present a copy of their social security card to a school official prior to admission. Should a parent object to the number being used on school documents they must file a notarized statement to that effect. 507-O.C.G.A. 20-2-150

### **STUDENT CODE OF CONDUCT**

The code of conduct shall apply to all children unless a child's individualized education program (IEP) specifically provides otherwise. The code of conduct is aligned with IDEA and the Georgia Discipline Rule for Students with Disabilities- Georgia Discipline Rule (160-4-7-.10).

Definition of often used terms

- Insubordination: Being asked to do something and refusing the request of the teacher
- Blatant Insubordination: Being asked to do something more than once.
- Disrespect: Making any comment to a staff member (other than agreeing to the staff member request) when asked by a staff member to do something.
- Blatant Disrespect: Making a comment that in which profanity is used, or getting loud with a response, or attempting to make the staff member appear to be at fault in front of other students.

This Handbook shall serve as official notification to parents/guardians and students of the expectations for student conduct while on campus or at school sponsored activities. This code of conduct is deemed to be age-appropriate. Consequences for infractions are progressive and provide for parental involvement for behavior intervention. Students, parents/guardians and staff yearly review it.

Teachers are authorized to organize their classes within the guidelines set forth by the administration. Students are expected to follow the teachers' instructions. Any disputes in reference to individual classroom procedures, guidelines or regulations will be settled in an appropriate manner by the administration. In the classroom, teachers have the responsibility to establish certain rules of conduct that they deem necessary in developing an atmosphere which is conducive to learning. It is the responsibility of each student to respect and comply with those rules as well as the general policies of the school. Conduct that interferes with a favorable school atmosphere will not be tolerated. Students are encouraged and expected to exhibit appropriate behavior and character and practice principles of good citizenship. Teachers and administrators will be using the Positive Behavior Intervention Support (PBIS) in conjunction with the Student Code of Conduct. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. We welcome this program as we work together to ensure our students are receiving the maximum amount of uninterrupted instructional time. The teacher is the first point of contact concerning classroom behavior. Parents are encouraged to "partner" with the teacher to maintain appropriate classroom behavior. In order to promote safety, order and discipline, the administration will impose the following consequences as a result of violations of the student code of conduct:

**SCMS will follow a uniform and cumulative 5 Step- Classroom Management Plan, which will reset every 9 weeks, for Level I Minor Offenses!**

Parent/guardian will be contacted after every incident and documentation will be entered into Infinite Campus.

Level I Offenses

**DEFINITION:** Behaviors that...

Do not require administrator involvement

Early offenses

Does not appear chronic

**EXAMPLES:**

**Out of Seat:** failure to remain in assigned area

**Physical disruption:** excessive noise, destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices

**Verbal Disruption:** talking out, tantrums, crying, yelling, making noise, speaking loudly

**Minor Verbal Aggression:** playful or minor taunting, teasing, making fun of another student, name calling, screaming at peers or teachers, disrespect toward adult (not including direct insubordination), obscene hand gestures

**Non-compliance:** doing opposite of what was asked, refusal to follow an adult's spoken direction, failure to attempt class work/stay on task, Dress Code violation

**Tardy:** Entering the classroom after class has begun without a pass.

**CONSEQUENCES: will be implemented by SCMS Professional Staff**

First Offense

Warning

Second Offense	Team Conference
Third Offense	Off Team
Fourth Offense	Administrative Detention 3:15 - 4:30pm
Fifth Offense	Discipline Referral

\*All of the above consequences may be adjusted at the discretion of the administration.

### Level II Offenses

**DEFINITION:** Behaviors that...

- Require administrator involvement
- Are chronic Level I behaviors

**EXAMPLES:**

- **Repeated and Excessive Level I Behaviors**
- **Continuous Non-Compliance and/or Overt Insubordination:** refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.
- **Dishonesty:** lying, omitting facts or details, giving false information to a teacher
- **Verbal Aggression to Student:** assaultive profanity, abusive and profane language, threatening gestures or pictures, verbal threats, gang gestures
- **Physical Aggression:** hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that are intended to result in physical harm, any action intent on resulting in physical or mental harm
- **Inappropriate Technology Use:** displaying pornographic or violent materials to others
- **Use of or Possession of Tobacco Products**
- **Out of area:** AWOL, severe truancy, skipping/cutting class

**CONSEQUENCES:**

The following consequences may be implemented at the discretion of SCMS

**Administration**

- **Administrative Warning**
- **Administrative Time Out**
- **Administrative Detention - Thursday from 3:15 - 4:30**
- **Partial Day ISS**
- **ISS**
- **OSS**
- **OSS Pending Disciplinary Hearing**

### Level III Offenses

**DEFINITION:** Behaviors that...

- Require administrator involvement
- Violate school district policies or state policies or laws
- Are chronic Level II behaviors

**EXAMPLES:**

- **Severe Physical Aggression:** destroying school property, fighting
- **Verbal Aggression to School Staff:** assaultive profanity, obscene or threatening gestures or pictures, threat

- **Possession of Banned Paraphernalia:** weapon, fireworks, alcoholic beverages, non prescribed drugs, illegal drugs
- **Illegal or Unauthorized Entry to School Facilities:** after-hour entry of school board property, returning to school during a designated suspension/expulsion period
- **Theft:** personal items, school property, identities
- **Inducing General Panic:** the willful making of any threat of false information in order to induce panic
- **Violation of State/Federal Laws**

### CONSEQUENCES:

A maximum of OSS up to 10 days per infraction and the scheduling of a student disciplinary tribunal which may impose more severe penalties.

Off campus behavior by any student which may result in that student being criminally charged with a felony which makes that student's presence at school a potential danger or which may disrupt the educational process, may result in a prohibition of attendance for a period of time to be determined by the administration.

\*By law, any student guilty of bullying for the third time in a school year will be recommended for placement in the alternative school.

\*Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

NOTE: Out of school suspension may be issued at the discretion of the administration for any offense. A complete copy of the Board Policy with definitions and legal references may be viewed at the board office.

### STUDENT HONOR CODE

It is expected of all students to follow the Student Honor Code. Social Circle Middle School students will be *Present and Prepared, On Task, Winning Attitude, Excellent, and Respectful*. Any action contrary to this will be considered a violation of the Student Honor Code. Students found in violation of the Honor Code will be subject to disciplinary action.

### STUDENT RECORDS

Students and their parents/legal guardians have the right to examine their educational records. Arrangements will be made through the office staff for the records to be examined in the presence of a school official. If copies are requested, 25-cent per page will be charged. If there is a question as to accuracy of the information contained in the records, a review by the principal should be requested. If the principal's decision is not satisfactory with the parent/guardian, the decision may be appealed to the Superintendent of Schools.

Where parents are separated or divorced, a required parental consent may be obtained from either parent, subject to agreement of such parents or a court order granting the right to one parent. Where a student's legal guardian is an institution, a party independent of that institution shall be appointed pursuant to state or local law to give consent.

In case of emergency, information on a student may be released to appropriate person without consent if such information is judged to be necessary to protection of the health and safety of a student or other persons. The

threat to health and safety of the student or other person must be judged serious. The need for such information is clear in the emergency. The persons to whom the information is released are judged to be in position to deal with the emergency, and that time is critical in the need for the information. While this provision is to be strictly construed, common sense is the standard of compliance.

### **TARDIES**

Students who are late to school must report to the secretary for an admission slip to be given to the classroom teacher. If a classroom teacher keeps a student late, the student should request an admission slip from that teacher. Upon receiving a fourth unexcused tardy, students will be referred to the office for disciplinary action. Disciplinary Action can range from a parent phone call to a parent conference to ISS. Chronic tardiness is considered truant and will be reported to appropriate authorities and/or to truant officer.

### **TELEPHONE USAGE**

Students are not permitted to use the phone during classes unless they have permission from a staff member.

### **TEXTBOOKS (Lost/Damaged)**

All lost books will be turned in to the office. If a student is missing a book, check in the front office to determine if the book was found and returned. Students issued textbooks, and related instructional materials, are responsible for maintaining their condition and possession. Damage or loss of textbooks and related instructional materials is the financial responsibility of the student with the cost being determined by the publisher. Students owing for these materials may not be permitted to: receive progress reports and/or report cards, have transcripts released, become a member of clubs and/or organizations.

### **TITLE IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance."

In order to comply with Title IX, the Social Circle City Schools has designated Laurie Allison, Curriculum Coordinator to oversee the Title IX Program. Ms. Allison should be contacted in reference to any grievance, questions or complaints dealing specifically with Title IX. Normal channels of communication, from student to administrator to Board of Education, are to be completed before the student grievance procedure is authorized.

### **TOBACCO USAGE**

State law prohibits the use of tobacco products by middle school students. Use of tobacco products will not be tolerated by Social Circle Middle School. Students found to be in possession of tobacco products or paraphernalia will be subject to disciplinary action.

### **TORNADO DRILLS**

State law requires tornado drills. Two types of tornado alerts may be issued:

1. Two short tones indicate a tornado watch is in effect. This means that conditions are favorable for the formation of a tornado. Students are to remain with the teacher in the room.
2. Five short tones indicate a tornado warning is in effect. This means a tornado has been sighted and students are to leave the room with the teacher and assume protective position (curl up and cover head) in the hallway. DO NOT MOVE until the all clear signal is activated.



## **TRANSFER STUDENTS/CRIMINAL HISTORY/RIGHT TO KNOW**

Transferring students applying for admission will be required, as a prerequisite of admission, to present a certified copy of his/her academic transcript and disciplinary record from the school previously attended.

A transferring student may be admitted on a conditional basis if the student and his/her parent or legal guardian execute a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administrator. The transcript must be received within 10 days. The parent shall be notified of the transfer of such records and be entitled to a copy of such records. Parents will have the right to request a hearing to challenge the content of such records.

A student transferring from a non-accredited school or home school will be required to take exams to determine placement in academic classes. These exams must be taken within the first ten days of attendance.

Students who transfer to SCMS may be placed in courses which are not equivalent to those taken at their previous school prior to the transfer. Credit will be awarded for courses in which the student is placed only if they meet all of the requirements of Social Circle City Schools.

The student or parent on such document shall also be required to disclose whether the student is currently serving a suspension or expulsion from another school, the reason for the discipline, and the term of such discipline. Schools shall be required to provide this information within a period of 10 days.

If a school administrator determines from such information that a student has committed a designated felony act, such administrator shall so inform all teachers whom the student is assigned that they may review the information in the student's file, provided the information shall be kept confidential.

Any court finding that a juvenile has committed a designated felony act shall identify the school last attended by the juvenile and the school which the juvenile intends to attend and shall transmit a copy of such adjudication to the principals of such schools within 15 days of the adjudication. GA Law (20-2-16.1) 1997

## **VISITORS**

1. All visitors must report to the Main Office first to get administrative approval and receive a visitor's pass.
2. Parents are always welcome at Social Circle Middle School. We do ask that an appointment be made to see a teacher or visit a classroom.
3. Former students or current students of other schools will not be allowed to visit other students/teachers during the school day.
4. The school policy is to accept only those visitors who have legitimate business at the school.
5. No guests are allowed unless pre-approved by the administration.

6. Visitor passes will not be issued during final examinations, or other testing periods, and any other times during which an administrator deems inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so.
7. Any person found on school grounds without permission is trespassing and is subject to arrest by the school resource officer or designee.
8. The 1000-foot safe school zone applies to visitors.

### **WEAPONS/SCHOOL SAFETY ZONE**

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, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal 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.

This handbook serves as the students' copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

***It shall be unlawful for any person to carry or to possess or have under control, any weapon within a school safety zone (1,000 foot radius) or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.***

The term “*weapon*” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

#### **WEAPONS - DRUGS – ALCOHOL**

If you think or know someone is carrying a weapon, drugs or alcohol on school property, please call the Confidential HOTLINE to help keep our school safe.

Please call: 267-1353 Or 1-877-SAY-STOP

**You do not have to give your name**

#### **WITHDRAWAL FROM SCHOOL**

The registrar will handle all withdrawals. The registrar will give you a withdrawal form; you must return all textbooks, clear all fees and return all equipment to the registrar. All grades and other information will be inaccessible for other schools unless you clear your record.