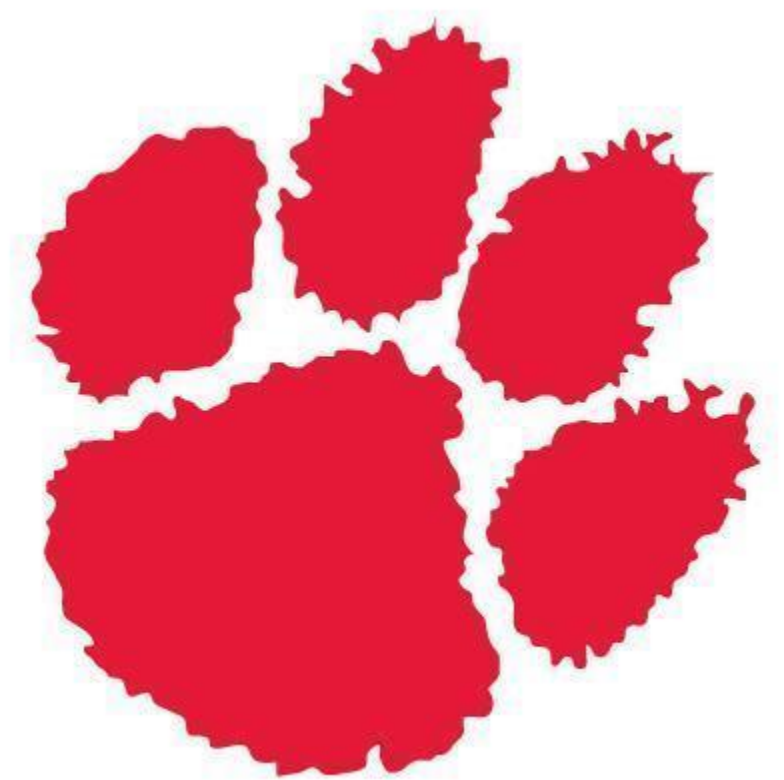


# ***STUDENT & PARENT HANDBOOK***

**2022-2023**



## ***Rabun County Primary School***

801 East Boggs Mountain Road – Tiger, Georgia 30576

Phone: 706-782-3831

***Carla Truelove, Principal***

***Keri Coleman, Assistant Principal***

***Avery Lawrence, Assistant Principal***

**RABUN COUNTY PRIMARY SCHOOL IS A  
SCHOOL WIDE/TITLE I SCHOOL**

*Rabun County Primary School  
801 East Boggs Mountain Road  
Tiger, Georgia 30576  
Phone 706-782-3831 FAX 706-782-0069*

*2022-2023 School Year*

*Dear Students and Parents,*

*I am so very excited to welcome you back to another year of amazing instruction at Rabun County Primary School! Through the combined collaborative efforts of staff, students, and parents, we are fortunate to have one of the best schools in the state!*

*This handbook is filled with important information regarding school policies and procedures. Please review each page with your child. If you have questions which remain unanswered after reviewing the handbook, please call the school office.*

*We are committed to a partnership with you to provide the most safe and enriching school environment possible for your child. It's going to be an amazing year!*

*Sincerely,*

*Carla Truelove  
RCPS Principal*

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# **Rabun County School System**

## **VISION**

We will educate every child for success in life.

## **MISSION**

We will lead all students to reach their individual potential by rigorously pursuing and evaluating achievement of high academic and ethical standards in a disciplined and nurturing environment.

## **Rabun County Primary School**

### **RCPS Mission**

We build solid foundations for success in life.

### **RCPS Vision**

Our vision at Rabun County Primary School is to cultivate responsible citizens by challenging learners to achieve high academic goals and ethical standards in a disciplined, nurturing environment.

### **RCPS Belief Statements**

- At Rabun County Primary School, we believe that success occurs when all learners are provided with valued relationships through:
- A nurturing and inspiring school climate where positive behaviors and achievements are encouraged and celebrated,
- A cooperative support system with mutual respect among students, parents, staff, and community,
- An interactive and enriching learning environment that fosters critical thinking and problem solving skills,
- An atmosphere of high expectations where risk-taking is valued as a part of learning,
- Differentiated experiences to meet every unique need,
- Opportunities for identifying and achieving educational goals, and
- Guidance in becoming responsible, self-directed learners.

**Rabun County Primary School**  
**Faculty and Staff**

**Principal**

Carla Truelove

**Assistant Principals**

Keri Coleman & Avery Lawrence

**Bookkeeper**

Robin Krivsky

**Counselor**

Lauren Shuman

**Secretaries**

Melanie Mangan & Jessica Shirley

**School Nurse**

Therese Hunter

**Teachers & Paraprofessionals**

**Pre-K**

Mary Dunham	Lori Hunter
Cynthia Hulsey	Emily Thompson
Megan Hunnicutt	Krissa Beers
Jennifer Mazarky	Megan Perteet
Latoya Nichols	Pam Stancil

**Kindergarten**

Amber Bagley	Dawn Hill
Lisa Brown	Stephanie Pate
Dee Craft	Jennifer Dills
Kim Judy	Angelia Speed
Erin Loggins	Lisa Giovino
Candie Moore	Jennifer Green
Krista Scott	Nita King
Lisa Talley	Becky Moore
Laura Welborn	Christy Stancil

**First Grade**

Bethani Allred	Alicia English
Stefanie Anderson	Hannah Sprinkle
Laurie Gragg	Natasha Thompson
Jamie Guffie	Katie Hibberts
Julie Speed	Sarah Aiken
Heather Spivey	Alora Burt-Johnson
Julie Steill	Hannah Scruggs
Sandy Wheeler	Kelsey James

**Second Grade**

Megan Coalley	Kaylyn Gragg
Rachel Dixon	Beth Thompson
DeAnne Gragg	Chesney Henson
Shanda Hunnicutt	Hollis McCracken
Carla Kilby	Micah Pate
Sharon Lampros	Chelcey Bleckley
Heather Stockton	Lynne Lancaster
Beth Scruggs	Makinzy Long

**Support Staff**

Lee Bass	Literacy Instructional Coach
Michelle Black	Family Engagement Specialist
Bruce Dale	Technology Specialist

DeeDee Dillard	Mathematics Instructional Coach
Laurie Griffin	School Psychologist
Jennifer Hollifield	Behavior Specialist
Whitney Kelly	MTSS Coordinator
Lauren Shuman	Counselor
Lisa Thompson	School Resource Officer

### **Special Education**

Mandy Garcia	Marisa Lovell
Janae Jarrard	
Haven Guyer	
Staci Patton	Cheyenne Lawrence
Tammy Rancourt	
Karla Remillard	
Melissa Shirley	
Lynn Talley	Cindy Woods

### **Specialty Teachers**

Kolby Byrd	Physical Education
Robin Dills	Media Para-pro
Pam Hurt	Music
Jenna Hinkel	ESOL
Heather McKay	Art
Guin Provance	Media
Sherry Schomburg	STEM
Adrian Hayes-Owens	Speech/Language Therapy

### **Food Service**

Deanna Arrant– Manager  
Celi Dominguez  
Debbie James  
Burnette Nichols  
Elisa Pate  
Brianna Stancil-Assistant Manager  
Shirley Webb (Part Time)

### **Custodians**

Arvid Gordon – Supervisor	
Breanna Ledbetter	Lorie Massengill
Roger English	Cassandra Eidson

## **ADMISSION REQUIREMENTS**

*(Rabun County Board of Education Policy)*

In order for a student to enroll in the Rabun County School System, the following records must be presented and maintained on file at the school:

1. *Birth Certificate*: A certified birth certificate or an alternate document authorized by the State Board of Education must be presented at the time a student enrolls in school.

a. In order to enter kindergarten, a child must be (5) years old on or before September 1, of that year.

b. In order to enter first grade, a child must be six (6) years old on or before September 1, of that year.

2. *Immunization*: DHR Certificate of Immunization Form 3231

An updated Certificate of Immunization certificates must be presented on the Georgia Department of Human Resources form within thirty (30) days of enrollment unless the student is eligible for a waiver as provided by state law. This form may be obtained from the health department or from your doctor.

3. *Examination Records: DHR Form 3300*

The following examinations are required and are performed at your doctor's office or at the Rabun County Health Department:

a. Dental screening

b. Vision Screening

c. Speech and Hearing Screening

4. *Social Security Card* unless the parent signs a form stating that they do not wish to provide the social security number.

5. *Proof of Residency*: 2 proofs of residency as outlined by Board policy JBC

6. *Copy of Driver's License or other valid photo I.D.*

PROOF OF RESIDENCE: Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and/or imprisonment. Proof of Residence is subject to investigation.

### **RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

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

The following information may be requested:

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's principal.

Carla Truelove, RCPS Principal

706-782-3831

[ctruelove@rabuncountyschools.org](mailto:ctruelove@rabuncountyschools.org)

## STUDENT ARRIVAL TO SCHOOL

- RCPS School Hours: 8:05 AM – 2:50 PM. In order to preserve instructional time, recognitions and special announcements will begin at 8:05 AM.
- Student arrival begins at 7:30. **Students arriving at school before 7:30 will be unsupervised.**
- If you park and walk your child into the school, you must walk your child all the way to the front office.
- At 7:30 a.m. all students will pick up breakfast, if needed, and go directly to their homeroom.
- If your child will be eating the school breakfast, please have your child at school by 7:45 a.m.
- Students arriving to the classroom after 8:05 a.m. will be counted tardy.
- Students arriving to school after 8:05 a.m. must report to the office with their parent for a tardy slip before reporting to class.

## STUDENT DISMISSAL

Student transportation change requests must be submitted in writing to the office before 2:15 p.m. each day in order for them to be approved. No changes will be made after 2:15.

### Bus Riders

Bus riders will be dismissed at the back of the school from 3:10-3:25. All bus notes must include the bus driver's name and the 911 address for the drop off location. Transportation changes must be provided to the office prior to 2:15 P.M.

### Parent Pickup

- ABSOLUTELY NO SMOKING or VAPING IN OR OUTSIDE OF VEHICLES ON SCHOOL PROPERTY.
- Parent pickup will begin at 3:00 p.m.
- Car riders must be picked up by 3:15.
- All pickup vehicles MUST have a current, visible RCPS Vehicle Tag identifying the child/children.

Pickup Tags can be picked up from the front office during Meet Your Teacher or from the front desk during registration.

Anyone that comes through the car rider line without a car rider tag will be asked to park and come in to the office to show proper identification.

## SCHOOL VISITATION

Parents and other interested persons are encouraged to visit our school. All visitors to classrooms must make prior arrangements with the teacher. Note: Restrictions designed to minimize the spread of COVID-19 or other illnesses may periodically limit the school visitation policy.

**Effective Monday, March 16, 2020, Rabun County Schools will ask all visitors to present identification (driver's license) to be scanned into our digital visitor management system. This is a District wide program, so all schools will continue to follow the procedures outlined.**

The system will require visitors to scan a valid driver's license prior to obtaining a badge to enter the school or pick up a student. Upon entry into the office, visitors will present their ID to the front desk at which time the employee will scan the license into the kiosk. Using the information from a driver's license or state identification card, the system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on campus. Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. Any visitor who is not wearing a badge will be escorted back to the front office until proper procedures have been followed. If you are picking up a child you will not receive a visitor badge after the scan, you will be instructed to complete the normal check out system for students.

**\*\*\* If you do not have a driver's license, please bring another form of valid photo ID or call ahead of time to speak with the staff in the main office.**



Our front office staff will keep either the driver's license or other identification of each visitor entering the school. All visitors must check out before exiting the building and retrieve their driver's license or other identification. If you have further questions please contact your school administration.

- It is important that students be able to walk to class on their own. For the safety of all students, parents will not be permitted to walk students to class after Friday, August 19, 2022.
- For safety and security reasons parents or other visitors are not permitted to eat breakfast at school with students.
- Approved visitors are welcome to have lunch with their child. Please call DeAnna Arrant in the cafeteria no later than 9:00 a.m. to make lunch reservations @ (706) 212-4372. Visitor lunches - \$3.85.

### **STUDENT WITHDRAWAL**

Please notify Rabun County Primary School several days in advance when your child is withdrawing from RCPS. A withdrawal form must be completed and submitted to the office. All school charges (library, meal, classroom, etc.) must be paid before withdrawal.

### **EARLY DISMISSAL AND SCHOOL CLOSING**

- If school is dismissed early for any reason, an All-Call message will be sent to parents/guardians by the RCSS Superintendent.
- On days when severe weather is expected, make sure your child/children know what to do if school is dismissed early.
- Please do not call the school or expect your child to call home during early dismissal.
- Send a note to the teacher if you want your child to do something other than what is stated on the Early Dismissal Form.

### **STUDENT ENROLLMENT**

Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages of 6 and 16 to a public or private school or to provide a home school program which meets the requirements set forth in law, unless the child is specifically exempt.

### **STUDENT RELEASE / EARLY CHECK OUT**

All students are required to remain at school at all times during school hours unless permission is granted by the principal, upon bona fide request of the parents or guardian, provided the reason meets attendance regulations.

The following policy will be observed concerning the need for a child to be checked out from school:

1. Parent/guardian or other adult established as an emergency contact will be called.
2. Approval of any check-out must come from the front office.
3. Parent/guardian will officially check the child out using our check-in/out system in the office. (photo ID required)
4. Students checked out before receiving 135 minutes of the required 270 minutes of instruction will be counted absent.
5. Excessive tardies and/or early check-outs may affect a student's perfect attendance status. An Attendance Support Team will meet to make these determinations on an individual basis.

### **TELEPHONE USE**

- Students may not use the school telephone to make or receive calls unless permission is granted by the principal, teacher, or other staff member.
- Messages for students will be taken in the office and delivered at an uninterrupted time.
- Students must register personal cell phones in the office.
- Cell phones must remain turned off and kept in backpacks during school hours.

## STUDENT ATTENDANCE

Rabun County Board of Education considers regular school attendance essential to student achievement. Punctual and regular attendance to RCPS is the responsibility of the parent.

*A full copy of the Rabun County Schools Student Attendance Protocol, which has been developed by the Rabun Student Attendance Protocol Committee in accordance with state law, State Board of Education rule, and local Rabun County Board of Education rules pertaining to attendance, can be requested from your child's school or can be found on the Rabun County School website at [www.rabuncountyschools.org](http://www.rabuncountyschools.org).*

### **Georgia Attendance Laws:**

Age 6 to 16: Mandatory attendance is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child during the ages of mandatory attendance shall be responsible for enrolling the child in a public school, private school, or home school program.

Age 5 and younger: All children enrolled for twenty school days or more in a public school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age.

**Consequences and Penalties for Violating Georgia Attendance Laws:** Rabun County Board of Education is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with Rabun County Juvenile Court for prosecution as a Child In Need of Services (CHINS) case and will result in the parents being served a summons to appear in court. All attendance specific CHINS cases will automatically become part of the "Success 180" Truancy Intervention Initiative.

"Success 180" is a Truancy Intervention Initiative established in partnership between the Juvenile Court of the Mountain Judicial Circuit and the Rabun County Board of Education. The goal of Success 180 is to address and improve school attendance, to increase awareness as to the importance of school attendance, to improve attitudes about being at school, to boost student achievement by ensuring students are at school and to provide accountability for students and parents in making sure students are at school every day.

"Success 180" is an accountability court specifically for juveniles who have attendance issues. Students and their parents, guardians and/or custodians will be expected to come to court once a month. At each court, the "Success 180" team (composed of the Juvenile Judge, DJJ, the school system, the child's attorney and any other service provider who may be involved) will meet with the student and their parents, guardians and/or custodians to discuss the student's progress (or lack thereof) in attendance and achievement. Sanctions, as outlined in Ga. Law and School Attendance Policies, will be used for failure to follow the rules and incentives will be used to reward compliance with the rules. The length of time in "Success 180" depends on the severity of the attendance issue and the progress (or lack thereof) of the juvenile in improving attendance and achievement.

**Parent(s) Consequences** The Court may order the following dispositions in reference to the parent, including, but not limited: using contempt powers to incarcerate the parent or guardian for up to 20 days; imposing a fine up to \$1000.00; requiring the child's parent, guardian, or legal custodian to participate in parenting classes; and/or requiring the child's parent, guardian, or legal custodian to enter into a contract or plan as part of the disposition of any charges against the child to provide supervision and control for the child.

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of said Code shall be guilty of a misdemeanor and, upon conviction 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.

Each day's absence from school in violation of this part after the child's school system notified the parent, guardian, or other person who has control of charge of a child of five unexcused days of absences for a child shall constitute a separate offense.

**Excused Absences:** For an absence to be excused, one of the following conditions must be met: A student shall not be absent from school or from any class or other required school hours except for conditions specified below:

Personal illness or attendance in school that endangers a student's health or the health of others.

A serious illness or death in a student's immediate family necessitating absence from school.

A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

The observance of religious holidays, necessitating absence from school.

Conditions rendering attendance impossible or hazardous to student health or safety.

A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.

1. Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor note) or other documentation (parent note or legal document) to the school for the purpose of validating that an absence(s) is excused. If a note is not submitted within three (3) days of return to school, the absence(s) will be recorded as unexcused.

2. A maximum of seven (7) days absent per school year may be excused with parent notes, provided they meet the above conditions. After seven (7) days of absences are validated as excused with a parent note, doctor's notes will be requested to validate additional excused absences. After a maximum of seven (7) days of absences are validated as excused with parent notes, all other absences (other than doctor's excused absences) will be recorded as unexcused.

**Unexcused Absences:** All absences that are not validated as excused according to the above conditions will be considered unexcused.

**Tardy:** A student is tardy when he/she arrives at school, an assigned class, or a school activity after the designated time.

**Checkout:** A checkout is when a student leaves school prior to regular dismissal time. A note signed by a parent stating the reason and time for the checkout must be turned in to the front office before the beginning of the official school day. All notes must be verified and approved prior to the student leaving campus.

**Counted as Present:** Students shall be counted present when they are:

- Present for at least half of the instructional time required at each grade level (grades Pre-K-2, 135 minutes of 270.
- Serving as pages of the Georgia General Assembly.
- Students in foster care attending court proceedings related to their foster care.
- Receiving hospital / homebound services.

**Grades and Absences:** Final course grades of students shall not be penalized because of absences if the absences are justified and validated for excusable reasons and the make-up work for excused absences is completed satisfactorily.

**Make-Up Work:** It is the student's responsibility to make up any work missed during his / her absence. After returning to school, all arrangements to make up work must be completed within three (3) school days.

**School Procedures:** In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year.

Unexcused Absences	Notification
<b>Beginning of School Year OR Upon Enrollment</b>	<p><b>Written Notice to Parents:</b> Parent will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><b>Written Notice to Students:</b> Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p>
<b>1+</b>	<p><b>Phone Call:</b> Parent will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's school counselor to discuss attendance issues as appropriate.</p>
<b>5</b>	<p><b>Letter:</b> Parent will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p>
<b>7</b>	<p><b>Meeting:</b> Parent will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p>
<b>10</b>	<p><b>Letter:</b> Parent will receive a letter from the school explaining the student has missed 10 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p><b>Certified Letter:</b> Parent will receive a certified letter from the school informing them a court referral is being made with the Juvenile Court of Rabun County once the 10<sup>th</sup> unexcused absence has occurred and been validated as unexcused.</p> <p><b>Juvenile Court Referral:</b> Parent will be notified by local law enforcement of the date and time to appear in court.</p>
<b>15+ (and at each occurrence of 5 unexcused absences)</b>	<p><b>Letter:</b> Parent will receive a letter from the school explaining the student has missed 15 days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the third occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p><b>A letter will be sent at each additional occurrence of 5 unexcused absences.</b></p>

Tardies and Checkouts (total combined)	Notification
<b>14</b>	<p><b>Meeting:</b> Parent will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. If the tardies and checkouts are excused with valid written excuses, the AST Chairperson will hold this meeting at his/her discretion. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p>
<b>15+</b>	<p><b>Excessive tardiness and checkouts interrupt the school day and can negatively impact student learning. A referral may be made to Juvenile Court when all efforts have been exhausted by the Board of Education to reduce number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.</b></p>

**Student Withdrawal Criteria:** For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Rabun County Board of Education shall withdraw students in accordance with the requirements of SBOE 160.5-1-.28.

If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the

student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A § 20-2-690.1(e).

### **HOMELESS ACT**

The McKinney Vento Act, 40 U.S.C.11432(g)(6), requires homeless student liaisons to work with homeless children and youth and their families to provide stability in school attendance and educational services. Information is available at each school.

### **HOSPITAL HOMEBOUND SERVICES**

Hospital Homebound services are available to students who miss 10 or more consecutive days of school due to hospitalization or confinement to the house. The county office must approve Hospital Homebound students before beginning the program. Teachers will be responsible for supplying the Hospital Homebound teacher with class work and tests during the assigned time.

### **SCHOOL NURSE**

School Nurses assist students with medication, perform assessments with complaints of illness, care for minor wounds, audit immunization forms, check for head lice and perform hearing, vision, dental and BMI screenings. First aid supplies and emergency medications are kept in the school clinic. If the nurse is not available, teacher, paraprofessionals or office staff will care for your child's needs.

Additionally, school nurses will, with the assistance of the parent/guardian and child's health care provider, formulate an Individualized Healthcare Plan (IHP) for students with chronic illness such as asthma, diabetes and seizure disorders. Please contact your school nurse if you believe your child needs an IHP for care during school hours. Parents are asked to notify and update their child's bus driver of any concerning health conditions as well.

#### **Permission to Receive Treatment from the School Nurse**

Below is a list of treatments the school may use for your child:

Acetaminophen (Tylenol)	Antacids (TUMS)	Calamine lotion	Aloe	Orajel
Ibuprofen (Advil/Motrin)	Salt water gargle	Alcohol	Vaseline	Peppermints
Triple Antibiotic Ointment	Elastic support wrap	Ginger Ale	Eye Rinse	
Meat tenderizer for stings	Cold/Warm Pack	Saltines		

Please contact your school nurse if any modifications are needed for your child. If you have any questions about the administration of medication or treatments in the schools, please contact the school nurse.

#### **Emergency Transportation and Treatment Release**

School personnel have permission to contact your child's healthcare provider for further medical information as it relates to treatment provided for school. In case of serious illness or injury, the school may call Emergency Medical Services (911) for immediate transportation to the hospital. Your signature for handbook receipt authorizes transport by EMS and treatment by the hospital emergency staff for your child. \*While parent or guardian will be contacted as soon as possible for medical direction concerning their child, our primary concern will be to stabilize the student as EMS advises.

#### **Students with Diabetes**

School Personnel will be trained to implement a student's Diabetes Medical Management Plan. This is a document provided by the student's doctor for all students with Diabetes. If authorized by the management plan and the parent/guardian, the student will be able to manage his/her own condition and carry the necessary supplies and equipment at all times.

#### **Accident/Illness/Medication**

It is important that all accidents be reported to the teacher. In the event of an accident, students will be brought to the office or nurse for first aid. Every effort will be made to encourage student to remain at school when they complain of minor pains and

Revised: June 21, 2022

discomfort. We will attempt to contact parent to help make decisions when a child is sick at school. Students sent home with a fever must be fever free for 24 hours without fever reducing medication before returning to school unless a doctor's note is provided stating the child is not contagious.

### **RABUN COUNTY SCHOOLS LETTER TO PARENT REGARDING MEDICATION IN SCHOOL**

We understand that in order to be safe and able to benefit from the educational program, some students will need to take medication at school. If your student must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your student at the appropriate time(s)
- Long Term prescriptions: Obtain a copy of a medication form from the school, take the form to your students healthcare provider and have the form completed by listing the medications needed, dosage, and time of day the medication is to be administered. The health care provider and parent must sign the form. Prescription medicines must be brought to school in a pharmacy labeled container with instructions on how and when the medication is to be given. Pharmacies will provide a second labeled container for this use.
- Over-the-counter drugs and short term medications must be received in **the original container** with the student's name, name of medication, times to be given, dosage to be given and a note signed by the parent including parent phone number to be reached if necessary. **DO NOT SEND MEDICATIONS WITH THE STUDENT ON THE BUS.**
- Emergency medications will be allowed to be carried by the student with an "Authorization to Carry Prescription" form signed by their physician, parent and student.
- School personnel will not give any medication to students unless they have received a medication form properly completed and signed by the appropriate persons, and the medication has been received in the original container. All medication **MUST** be brought to the school nurse or to the office by the parent/guardian.

### **SCHOOL INSURANCE**

School accident insurance is offered to each student on an optional basis. If interested, applications can be found in our school office. Health insurance for all children can be provided through Peach Care. Applications for Peach Care are at the Rabun County Health Department.

### **SCHOOL COUNSELOR**

Counseling in our school is a voluntary program that is available to help students, parents, and teachers develop positive learning experiences. The counselor is a certified professional who spends a major portion of the day performing services for children including presenting lessons in the classroom and meeting with students individually and in small groups. The counselor is also available to meet with parents and teachers. Call the school office or send a note by your child to ask further questions about the elementary counseling program. (706) 782-3831

### **RABUN COUNTY PRIMARY SCHOOL NUTRITION SERVICES**

The Rabun County School Nutrition program is committed to providing wholesome, nutritious meals to our students. Every effort is made to design a healthy breakfast and lunch menu that meets the USDA's nutrition standards as well as a menu the students will enjoy. The Rabun County Schools Nutrition Director is Kristin Schupp, [kschupp@rabuncountyschools.org](mailto:kschupp@rabuncountyschools.org), 706-212-4350. Menus can be found online at <https://rabuncountyschools.mealviewer.net>

#### **Breakfast & Lunch Prices**

All children will receive a free breakfast for the 2022-2023 school year. \*Visitors are not permitted to eat breakfast with students.

The cost for lunch at Rabun County Primary School will be as follows:

Full Pay Student Lunch - **\$2.25**      Reduced Pay Student Lunch - **\$0.40**      Visitor Lunch - **\$4.00**  
Extra Milk - **\$0.50**

\*Manage your student's meal account at [www.myschoolbucks.com](http://www.myschoolbucks.com)

In an effort to keep the breakfast and lunch lines running smoothly and quickly, students are encouraged to prepay weekly or monthly for meals. Our point of sale program is able to track student purchases and meal balance. Students are notified by the cashier when their account is reaching a “low” balance. Charge notices will be sent home with students periodically.

### **Student Charges**

Students are encouraged to make arrangements to pay for their meals before meal service. No student will be refused meals because of lack of funds. Students may not charge ala carte (extra) items. Student information system all-call technology, school-level administrators or designee will contact parent/guardian concerning high debt levels.

### **Free & Reduced Lunch**

**Any parent can apply for free and reduced lunches by visiting [www.EZmealapp.com](http://www.EZmealapp.com).** Lunch status is kept completely confidential. We recommend all parents apply at the beginning of the school year each year to help with lunch bills. Parents are expected to pay for charges which may have occurred before a child is approved for free or reduced-price meals.

### **Fast Food and Soft Drinks**

Food from fast food restaurants and regular soft drinks are prohibited from the cafeteria.

### **Food Allergies/Medical Issues**

Please notify the school nurse and school nutrition manager if your child has been diagnosed with a food allergy or has a medical condition that involves nutritional concerns. Juice cannot be served as a substitute for fluid milk as a part of the reimbursable meal.

### **USDA Nutrition Regulations**

Students are required to pick up a serving of fruit or vegetable with breakfast and lunch.

### **PARTIES**

Classes may have up to 3 parties each year as determined by the teacher. There will be no drawing of names or exchanging of gifts. Birthday snacks may be sent and given out at a time designated by the teacher (lunch or recess are preferred). Snacks must be individually wrapped and prepared in a commercial bakery. **Home baked items are not allowed.** Students may not bring individual party invitations to school unless all students in the class are included.

### **FIRE DRILLS**

Fire drills are conducted on a monthly basis so students may become familiar with procedures for exiting the building quickly and safely. Exit maps are posted in the rooms. Students are to follow the specific instructions given under the guidance of the teacher or responsible adult. There will be no talking while leaving the building or after reaching the designated area. We must remain silent for additional instructions and accurate reporting of the drill. All exit doors are marked with a lighted sign. If the exit door is blocked, exit through the nearest unblocked exit.

### **SEVERE WEATHER / TORNADO DRILLS**

Our severe weather/tornado plan is practiced school wide with at least 2 drills annually. If severe weather threatens the safety of people in this school, we will announce over the public address system that we will proceed with our severe weather plan. If electrical power were to be lost, we would deliver that message in person throughout the building. If the severe weather drill is called, proceed as follows: All persons should move to interior walls away from glass windows and doors and await further instructions. Students will follow the teacher’s guidance in order to prepare for severe weather.

### **MEDIA CENTER**

The Rabun County School System recognizes the media program as a vital part of our educational commitment to the students of Rabun County. The Board is committed to providing quality media programs in the schools by cooperatively

developing instructionally related media services. Services shall be accessible to all teachers and students and managed by media professionals. Media committees shall be established at the system and school level to help plan and develop these services.

The Media Center is open every day. Students are encouraged to use the Media Center for personal enjoyment as well as for research and discovery. Every student has the opportunity to check out books each week. Students may check out books for two-week periods. Books may be renewed if a student needs the books longer. Thank you for taking the time to share and read books to your children and for listening when they read to you.

Students are encouraged to return books on time. After two weeks, the student will receive an overdue notice. Overdue notices will be sent home to keep students, parents, and teachers aware of any late books. Students with an overdue book will not be allowed to check out additional materials until the overdue book is returned.

**If a book should be lost, destroyed, or damaged while in the possession of the student, the student will be required to pay for the book. Failure to do so may result in withholding report cards or progress reports until fees are paid. If the book is found within 90 days of payment, the student will be refunded for the cost of the book.**

Accelerated Reader is a reading program implemented at RCPS to promote reading fluency, comprehension, and most importantly a love for reading in our students. Students will have access to Accelerated Reader during the school day from 7:30-3:30. Parents will not be allowed to come to school and help their child take the Accelerated Reader tests.

### **CHALLENGE OF MATERIALS**

If there are any books or materials which are required reading or are in the media center that you do not feel are appropriate for your child, please tell the principal and you will be informed of what procedure to follow in order to challenge the material. A sincere effort is made to insure that all materials and books in the school are appropriate and inoffensive. If an oversight has occurred, please let the principal know immediately.

### **CURRICULUM**

The Rabun County School System implements the state curriculum, the Georgia Standards of Excellence (GSE) in all schools. Subject areas include Reading/Language Arts, Math, Science, Social Studies, Health, and Physical Education.

### **NOTIFICATION OF ONLINE OPTIONS**

Under state law, students are provided opportunities to take online courses. The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to:

[http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx)

Both Georgia Cyber Academy and Georgia Connections Academy offer courses relevant to elementary age students. Both are full-time providers and are tuition free.

### **PARENT-TEACHER CONFERENCES**

The school encourages teacher conferences with every parent. Please contact the office or teacher to set up conferences. Parents are required to go to the office before a conference or a visit. Please do not interrupt classroom instruction by showing up unexpectedly requesting a conference. In addition, teachers communicate with parents via a weekly newsletter sent home with the child in the homework folder. Please read this to know of events and activities occurring in your child's classroom. Additionally, first and second grade students are issued an agenda book to use for daily communication between parent and teacher.

### **SCHOOL-PARENT COMPACT AND FAMILY AND PARENT ENGAGEMENT PLANS**

All Title I schools are required to have school-parent compacts and family and parent engagement plans which are revised annually. The review and revision occur in the spring of each year at school events/ meetings, school council meetings, and



parent meetings/workshops. Additionally input is taken throughout the school year. The school district uses the comments provided by parents during the annual review/revision of documents to revise the compacts and the family and parent engagement plans.

After the school system review/revision process, district and school family and parent engagement plans are made available to parents on the district website and on Title I schools' websites. Copies are also available at each Title 1 school.

Parent compacts will include responsibilities for the teacher, parent, and students. Compacts will be distributed to all parties involved for signatures in the fall of the year.

The Rabun County Board of Education believes that the public schools belong to the people who create them and that student educational goals should reflect the goals of the community. We affirm and assure the rights of parents to participate in the development of the goals and objectives of the public schools and encourage involvement in all areas of their children's educational experiences.

## **GRADING PROCEDURES**

### **Pre-Kindergarten**

Student achievement for students in Pre-K will be reported through progress reports and a developmental checklist.

### **Kindergarten – Second Grade**

Student achievement for students in kindergarten through second grade will be reported through a standards-based report card. Standards-based report cards communicate efficiently and effectively what students are expected to know and be able to do as set forth in the Georgia Standards of Excellence (GSE).

## **HOMEWORK**

Students may have a short amount of homework to practice skills learned in class. They are expected to do this work and turn it in as instructed by the teacher. Please read with your child for 15-20 minutes every night. Studies show this increases student achievement as well as fosters a love for reading.

## **REPORT CARDS**

Report cards are issued every nine weeks. Parents are to sign and return the report card to the teacher as soon as possible after it is issued. Mid-term reports may also be sent by the teacher, for further communication with the parent/guardian. At the end of the year, the report card will be given to the child unless money is owed to the school. In that case, the report card will be held at school until all fines have been paid.

## **MULTI-TIERED SYSTEM of SUPPORTS (MTSS)**

Rabun County School System (RCSS) is implementing the Georgia's Multi-Tiered System of Supports for Students (MTSS). This practice allows teachers to intervene quickly in response to the different styles of learning for all students. This tiered system includes evidence-based interventions and screenings that will provide the different levels of support needed to maximize student achievement and reduce behavior problems.

MTSS includes the following three-tiered approach to prevention and intervention with varying levels of support beyond that used as the core curriculum:

- Tier I – This is the primary level of prevention. Classroom teachers use different strategies and may use additional or different materials so your child is successful.
- Tier II – An intervention team meets to assist students having difficulties in the regular classroom and to tailor an individual academic support plan that provides supplemental instruction to your child in the area of need. Tier II interventions

are applied for a minimum of 9-12 weeks in order to give your child additional instruction using scientifically based strategies and materials. Strategies are implemented to support your child in achieving the educational standards necessary for success in the Rabun County School System.

- Tier III – In the event that your child needs additional help to meet the standards, we utilize a third tier, which provides additional and more intensive intervention. Our Student Support Team will assist in developing an intervention plan at Tier III. At this tier, it may be necessary to alter your child's schedule and make some choices regarding subjects and provisions of educational services so the educational interventions may occur. Tier III is for a minimum of 12 weeks with frequent progress monitoring.
- If your child does not respond to the intensive interventions at Tier III, the Student Support Team may choose to refer your child for consideration of eligibility for Special Education services.

## **SPECIAL EDUCATION**

All Rabun County schools comply with the requirements for education of students under the Individuals with Disabilities Education Act. Programs are provided for students who qualify for instruction in special needs classes or in other remedial programs.

## **CHILD ADVOCACY**

We at RCPS feel strongly that it is the duty of everyone in our building to serve as advocates for our students. As child advocates, we seek to ensure that all children have access to positive influences or services which will benefit their lives. We are very fortunate at RCPS to have a certified teacher and para-professional working in each classroom.

We, at RCPS, advocate for our children in many ways. Below are some examples of ways we support our students:

- Our teachers, para-professionals, administrators, office staff, food service personnel, and custodial staff participate in our school-wide PAWS Code where we search out students who are making positive choices and acting as responsible citizens.
- Our faculty and staff volunteer to serve as individual advocates for specific at-risk students.
- Teachers hold parent conferences at a minimum of twice a year to keep parents informed on their child's progress and educational needs.
- Teachers and para-professionals often attend students' events away from the school building (sporting events, dance recitals, plays, etc.).
- Teachers, administrators, and parents serve on Student Based Intervention Teams (SBIT) and Student Support Teams (SST) to develop action plans to meet the needs of students who are struggling either academically or behaviorally.
- A variety of programs are offered at RCPS to meet the needs of different learners. Programs include gifted education, special education, early intervention, and English as a Second Language. RCPS is a School-Wide Title 1 school allowing us to offer smaller class sizes and more individualized instruction.
- Our Vertical Alignment committee meets once a month to plan effective transition plans to support children as they advance from one grade to the next. As part of this committee's work we offer opportunities for our 2<sup>nd</sup> graders to become familiar with Rabun County Elementary prior to their enrollment in 3<sup>rd</sup> grade.

All of us at RCPS believe that once a student enters our building, it is our responsibility to do everything we can to ensure that each individual experiences success. We are dedicated to serving as advocates for our children from pre-school until they become adults.

## **PROMOTION RETENTION POLICY**

The following guidelines are to be used in determining promotion, placement, advancement, and retention within the RCSS: A committee shall determine whether the student should be promoted, placed, or retained. This committee will be composed of the student's teacher, principal, parent, and/or another member of the professional staff of the school having knowledge of the particular student at issue and designated by the principal. The recommendation of this committee will be made based on an evaluation of any, or all, of the following criteria:

1. The student's mastery of the GSE for the grade
2. The student's performance on standardized and/or performance-based tests

3. The student's cumulative work folder
4. The student's overall class performance and participation
5. Previous interventions, including retention of the student
6. The student's age and level of social and emotional maturity
7. An interview with student

The principal will make the final decision concerning promotion/retention. The promotion /retention requirements set forth in this policy shall apply to all students except those in special education classes.

### **FIELD TRIPS**

- Students are required to have a signed permission slip form in order to participate in any school field trip.
- **Students and chaperones** on a field trip are subject to all school rules and regulations that apply on campus.
- Chaperones should read and follow the guidelines listed below.
- Chaperones may not use tobacco products during a field trip.
- Students with prior disciplinary referrals may be excluded from field trips.
- Students must be transported to the field trip destination by the school provided transportation.
- Field trips are considered a part of the instructional day. **Students planning to leave the field trip destination with a parent must make arrangements with the principal and teacher prior to the field trip.** An early checkout will be counted for the student.

### **FIELD TRIP CHAPERONE GUIDELINES**

We appreciate parents who are willing to chaperone field trips. The purpose of having chaperones is to help teachers ensure the safety of the children. If you wish to chaperone a field trip, please plan to assist with the following:

- supervise small groups of children
- passing out and cleaning up lunch items
- stand outside restrooms until all children in your care come back out
- take care of any task needed by the teachers

Due to limited seating on our buses, only two parents per class will be allowed to ride the bus to the field trip location. Those spots will be assigned on a first-come, first-served basis. Once those spots are filled, additional parent chaperones will be responsible for providing their own transportation to and from the event.

**We also ask that you refrain from the following:**

- bringing siblings of the students on our field trips - we cannot be responsible for children other than students, and you cannot do your part to help out as needed if you have other children in your care
- smoking, vaping, dipping, or using tobacco in any form
- purchasing items for your child in addition to planned purchases for all students

### **PHYSICAL EDUCATION**

P.E. is required by the State of Georgia. Every child is expected to participate unless a written statement from a physician is sent to the school stating the reason and length of time the child cannot participate. Students at RCPS have P.E. two times per week. Please be sure that your child dresses in or brings tennis shoes and appropriate clothing on those days.

### **WELLNESS POLICY**

The Rabun County Board of Education (District) is committed to student wellness as a vital component of the school district's educational program. To that end, the Board directs and authorizes the Superintendent to implement any regulations as may be necessary to establish a comprehensive school wellness program. At a minimum, the Superintendent or designee thereof must ensure that:

1. The School District engages students, parents, health and physical education teachers, food service professionals, school health professionals, board members, school administrators, and other interested community members in the development, implementation, and periodic review and update of the wellness program;

2. The wellness program includes setting measurable goals for promoting healthy eating behaviors, educating students about exercise and nutrition, and encouraging physical and other school-based activities that promote wellness;

3. The wellness program establishes nutritional guidelines for all foods available in schools during the school day and that those guidelines are intended to promote student health and reduce childhood obesity; and

4. The School District informs and updates parents, students, and other relevant members of the school community about the extent to which schools are in compliance with the wellness policy.

The Superintendent or designee will ensure the compliance and implementation of this wellness policy throughout the district.

### **DEVELOPMENT AND IMPLEMENTATION OF WELLNESS PROGRAM**

In accordance with federal law, the District has involved parents, students, representatives of food services, board members, school administration, health and physical education teachers, and the public in developing a district-wide wellness policy. After considering input from various stakeholders interested in the promotion of overall student health and well-being, the District has created this regulation which includes goals to promote student wellness.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis,
- Foods and beverages sold or served at school will meet the Federal nutrition requirements,
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and At-Risk After School Meal Program (Supper).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and the School Nutrition Program.
- The school district is committed to implementing a Farm to School initiative focused on serving locally grown foods as defined by the School Nutrition Program. This effort will be supported with nutrition education in the schools. Locally grown fruits and vegetables will be served in the cafeteria whenever possible.

### **NUTRITION GUIDELINES**

Meals served through the National School Lunch, Breakfast and Supper Programs will:

- follow the United States Department of Agriculture (USDA) regulations;
- be appealing and attractive to children while being served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- encourage the consumption of a variety of fruits, vegetables, whole grain and low fat/fat free dairy products.
- plan menus to accommodate the seasonality of local agriculture according to availability of produce from local farms and school gardens
- provide breakfast, lunch and supper meals in accordance with the District's approved free and reduced-priced meal agreement in compliance with local, state, and federal guidelines.
- ensure snack foods and beverages sold to children at school during the school day are USDA compliant.

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- **Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.**
- encourage standards that allow schools to offer healthier snack foods to children and ensure that students are only offered tasty and nutritious foods for a la carte sales.

#### *NUTRITION PROMOTION AND EDUCATION*

The District shall teach, encourage, and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attaining the following goals:

- The Nutrition Education program shall meet State standards.
- Emphasize the skills students need to adopt healthy eating habits.
- Be integrated into health education, physical education and core curriculum including math, science and language arts and is provided by staff with appropriate training.
- Schools shall conduct nutrition education promotions that involve parents and students.
- School menus are followed and analyzed using USDA-approved software and cafeteria lines are arranged to promote increased selections of healthy foods and identification of healthy choices.
- Teachers will be encouraged to incorporate the school garden as part of curriculum to enrich students' learning opportunities by presenting academic projects around food, nutrition, mathematics, science, language arts and the environment.
- **Use offer versus serve in grades K-12 to promote healthy food choices and prevent food waste.**
- **Schools will be USDA Team Nutrition Schools.**

#### **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

All students in grades K-12 shall have opportunities, support and encouragement to be physically active on a regular basis. The District shall provide:

- physical education consistent with federal and state requirements
- physical education will be taught by a certified physical education teacher
- standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health
- integration of physical activity into the classroom to support student achievement
- promotion of physical activities
- physical education resources readily available for students.
- encourages physical activity outside of the school day (before and after school day)
- recreational facilities that are safe, clean and accessible for all students
- opportunities for physical activity that are not withheld as punishment
- encouragement to provide recess in PK-5 prior to lunch

#### *OTHER SCHOOL BASED ACTIVITIES WHICH PROMOTE STUDENT WELLNESS*

##### **Meal Times and Scheduling**

School dining areas shall have sufficient space for students to sit and consume meals; be clean, safe and pleasant environments that reflect the value of the social aspects of eating; and provide enough serving areas to ensure student access to school meals with a minimum of wait time. Lunch times shall be scheduled near mid-day (suggested times between 11:00 a.m. and 1:00 p.m.); be a minimum of 30 minutes in length to allow students adequate time to enjoy healthy meals with friends. Schools will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat school meals during such activities. Schools will provide students access to handwashing or hand sanitizing before they eat meals or snacks. Food from fast food restaurants will not be allowed in the school cafeteria.

### **Fundraising**

School fundraising shall be encouraged to offer healthy food choices or non-food sale items. The District requires that all fundraising conducted during the school day (midnight to 30 minutes after school dismissal), must meet the federal or state fundraising requirements. Fundraising food sales are not allowed 30 minutes before or after or during meal service. (See Board policy EEF).

### **School Parties, Celebrations and Rewards**

School administrators shall determine ways to highlight seasonal events and birthdays in a way that is age appropriate and provides equal opportunity for each student to be involved. When food and beverages are provided during such activities, the provision of healthy food and beverage choices are recommended. Food as a reward or punishment will be discouraged.

### **Vending Machines**

Only foods and beverages that are USDA compliant are made available to students in vending machines throughout the school campus. The sales of foods of minimum nutritional value are banned.

### **Water**

All school meal periods must offer access to drinking water for students during meal times. Students are allowed to have access to drinking fountains either in or near the cafeteria during meal times.

### **Qualifications of School Nutrition Staff**

Qualified nutrition professional will manage and administer the School Nutrition Program. Continuing professional development should be provided for all nutrition professionals in compliance with USDA Professional Standards for All School Nutrition Program Employees effective July 1, 2015. Staff development programs should include appropriate certification and/or training programs for District School Nutrition Director, managers, and school nutrition assistants according to their level of responsibility.

## **COMPLIANCE**

### **Implementation and Monitoring**

Rabun County Schools will keep our school community informed about the local school wellness policy by placing the information in the student handbook, displaying it on the school's website, sharing it with their food service staff and parent organizations, and will be available in Parent Resource Centers.

The superintendent or designee will ensure the compliance and implementation with this wellness policy throughout the district. School principals shall be responsible for communicating the contents of this regulation and the implementation of the regulation in their respective schools. Principals shall report on their compliance as directed by the Superintendent.

The School Nutrition Director for the District shall be responsible for the nutritional component of this policy and shall be the functional expert in school nutrition matters, ensure compliance with nutrition staff and oversee the daily operation of the District's School Nutrition Program.

### **Policy Review**

Assessment will be conducted every three years in order to review policy compliance, assess progress, and determine areas in need of improvement. As a part of that review, the District will review the nutrition and physical activity policies; an environment that supports healthy eating and physical activity; nutrition and physical education policies and program elements. The District will revise the wellness policies and develop work plans to facilitate the implementation, if necessary.

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## **DRESS CODE**

Each student and faculty member is expected to dress in such a manner that does not cause disruption, ridicule, harassment, or distraction among students or faculty members. Please abide by the following guidelines:

- Wear clothing that is comfortable, safe, and does not interfere with learning.
- Wear shoes that are comfortable and allow for participation in all class activities including P.E.
- Do not wear shirts exposing bare mid-sections; tops with spaghetti straps; or low-cut or halter tops.
- Do not wear see-through clothing, miniskirts, dresses or shorts shorter than fingertip length with arms down by the side of the body; or clothing which advertises drugs, alcohol, or tobacco products or any inappropriate slogans.
- Remove caps and hats when inside the building.

\* Administration reserves the right to determine whether any form of dress or grooming is appropriate.

## **LOST AND FOUND**

Please place your child's name on all personal belongings brought to school, including sweaters, jackets, and coats. Any unlabeled item found will be placed on the lost and found rack. All unclaimed items will be disposed of at the end of each semester.

## **PTO**

The Rabun County Primary School PTO would like to take this opportunity to welcome and encourage you to become involved in you child's education through the PTO. As Parents, Teachers, and Students work together as a team to improve the school, this year can be a great success for all. The PTO works on special projects and investigates future needs for RCPS students and teachers. The PTO finances these projects through fundraisers because other resources are not available. The projects will be beneficial to RCPS students in their learning process. As concerned parents you can be involved in making the decisions and voicing concerns in our school through PTO meetings and by joining committees set up on various projects. Please plan on attending these meetings and support RCPS. If you are interested in helping with PTO events, please call the school office and let one of the secretaries know.

### **PTO OFFICERS**

President – Tiffani Cavender  
Vice-President – TBA

Treasurer - Jamie Guffie  
Secretary – TBA

## **SCHOOL COUNCIL**

The establishment of school councils is intended to help local boards of education by bringing parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement. The school council provides advice and recommendations to the principal and, when appropriate, the local board of education and superintendent, on matters related to student achievement and school improvement.

The members of the RCPS School Council and their year to rotate off) are:

Teacher –Deanne Gragg (2022-2023)  
Teacher – Beth Scruggs (2021-2022)  
Parent – Andrea Miller (2022-2023)

Parent – Misty Southards (2021-2022)  
Business Rep. – Abbigail Couey (2022-2023)  
Business Rep. – TBA

The school council meeting dates for 2022-2023 are listed below. All RCPS parents are invited to attend school council meetings.

Thursday, September 15, 2022  
Thursday, November 10, 2022  
Thursday, January 19, 2023

Thursday, March 9, 2023  
Thursday, April 27, 2023

Meetings will be held in the RCPS Family Resource Room at 8:30 A.M.

## **STUDENT DISCIPLINE PBIS & THE PAWS CODE**

At RCPS we use an evidence-based, data-driven framework known as Positive Behavior Intervention and Supports (PBIS) / PAWS CODE that is 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 feedback of positive student behavior, will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. Students are recognized and rewarded for meeting behavior expectations, and whole classes, as well as individual students, can earn paws throughout the school day. When a class receives twenty paws, the class is treated to a reward. Individual student paws can be exchanged weekly for rewards or saved for larger rewards that require more paws. In addition, we have celebrations each nine weeks for all students who have not been referred to the office. Students are explicitly taught expected behaviors throughout the school year and rewarded for showing those expected behaviors. Our school rules are P= Prepare to work, A= Always be safe, W= Walk quietly, S= Show respect. For those students needing further support to be successful, positive supports, interventions and individual behavior plans are utilized.

The teacher is in full charge of the classroom as well as proper conduct throughout the building and grounds. The teacher is primarily responsible for the maintenance of discipline of students under their authority.

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

**If you would like to request assistance with behavioral interventions for your child, we will be happy to help you. Please complete a Parent Request for Behavioral Assistance Form which you may obtain from your child's teacher or from the front office staff. A behavioral team will review the request and work with you to provide support and interventions for your child at home.**

## **DISCIPLINE PLAN: STUDENT CODE OF CONDUCT**

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

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

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

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

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

Revised: June 21, 2022



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

As required by the Georgia General Assembly, 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.

## **STANDARDS FOR STUDENT BEHAVIOR**

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district.

### **Behavioral Expectations**

Each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the Rabun County Primary School standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
- Respect the property of others, including Rabun County Schools property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

### **Disciplinary Procedures**

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations. Offenses are classified as Level One, Level Two, or Level Three.

## **DEFINITION OF TERMS**

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

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

**Bullying:** In accordance with Georgia law, bullying is defined as an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1 or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

d. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

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

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

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

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

**Harassment:** Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited. See also Sexual Harassment.

**Hazardous Object:** This term includes any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points

or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by a teacher.

**In-School Suspension:** Removal of a student from class(es) or the regular school program and assignment of that student to an alternative program isolated from peers.

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

**Sexual Harassment:** Sexual harassment as defined under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
  - "Dating Violence"- sex-based violence committed by a person-
    - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (i) The length of the relationship.
      - (ii) The type of relationship.
      - (iii) The frequency of interaction between the persons involved in the relationship; or
  - "Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
  - "Sex-based Stalking"- engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
    - (A) fear for his or her safety or the safety of others; or
    - (B) suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

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

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

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

**Weapons:** The term weapon is defined in criminal Code Section 16-11-127.1 and for the purpose of this handbook includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being.

### **LEVEL THREE**

Student offenses classified as **LEVEL THREE** are those that threaten the safety of students and staff, disrupt the orderly school environment, and/or may result in injury or loss of property.

Level THREE Offenses include:

- Possession of a weapon in a school safety zone
- Possession of a firearm in a school safety zone as defined by 18 U.S.C. § 921. A student who possesses a firearm, bomb, or other dangerous weapon is defined in the criminal code will be subject to a one calendar year expulsion from school.
- Use or possession of drugs or alcohol, including, but not limited to:
- Possession, distribution, sale, attempted sale, use, and/or under the influence of narcotics, alcohol, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana (broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law), drug paraphernalia or other intoxicant or mind-altering substance, (whether legal or illegal).
- Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
- Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.
- Possession/use of tobacco products, electronic cigarettes, or vapor products. This prohibition includes any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia.
- Possession of fireworks or any explosive.
- Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions
- Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions
- Physical violence against a teacher, school bus driver, or other school personnel:
- Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school.
- Marking, defacing, or destroying school property.
- Stealing, theft, or extortion of school district property or the property of others.
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law
- Bullying; Georgia law mandates that upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- Willful and persistent violation of the student code of conduct.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged

inappropriate behavior by a teacher, administrator, or other school employee toward a student.

## **LEVEL TWO**

Student offenses classified as Level Two are serious violations of the behavior code. Level Two offenses include, but are not limited to:

- Possession of a hazardous object in a school safety zone;
- Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language;
- Fighting;
- Possession/use of tobacco products, electronic cigarettes, or vapor products.
- Violation of school dress code.
- Disruption of the orderly school environment, including but not limited to the inciting, advising, or counseling of others to engage in prohibited acts or harassing other students or any school employee.
- Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy IFBG - *Internet Acceptable Use*;
- Leaving campus without proper authorization.
- Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 and the Rabun County Schools Attendance Protocol.
- Repeated occurrence of offenses listed under Level Three.
- Activating a fire alarm under false pretenses or making a bomb threat
- Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;
- Disobeying directives given by teachers, administrators, or other school staff
- Classroom and school disturbances
- Use of profane, vulgar, or obscene words or indecent exposure
- Use during instructional time of cell phone or electronic communication device, except for health or other reasons approved by an administrator
- Moving and non-moving driving violations
- Giving false information to school officials
- Chronic disciplinary problems

Before a student is suspended (in-school or out-of-school) for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended (in-school or out-of-school), a reasonable attempt will be made to notify the student's parents.

## **LEVEL ONE**

Offenses classified as Level One are less serious violations of the Behavior Code. Offenses classified as Level Three include, but are not limited to:

- Public affection;
- Gambling;
- Cheating;
- Violation of the Rabun County High School dress code;
- Forgery;
- Possession of explicit/obscene material;
- Profanity;

- Any behavior which disrupts the learning environment of the classroom or school not listed as a major offense.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

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

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

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

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

## **SEARCH & SEIZURE**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

## **STUDENT SUPPORT PROCESS**

Student support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school district and other public entities or community organizations which may assist students to address behavior problems.

Rabun County Schools provides a variety of resources to help address student behavioral problems. These resources include Student Support Teams, school counselors, principal and assistant principal, chronic disciplinary problem student plans, and the Rabun County Schools Attendance Protocol.

## **PARENTAL INVOLVEMENT PROCESS**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

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

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

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

Rabun County Schools shall involve parents in updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code.

## **BUS CONDUCT**

The student behavior code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation. The following are additional provisions prescribing and governing student conduct and safety rules on all school buses and at school bus stops:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players ; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

A meeting of the parent or guardian of the student and appropriate school officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in a physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to assigned seating, ongoing parental involvement, a suspension from riding the bus, and suspension from school. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Other infractions of bus conduct rules include:

- |  |   |
|--|---|
| • Failure to remain seated;                      | • Unnecessary noise;                        |
| • Eating or drinking on the bus;                 | • Loading or unloading at unassigned stops; |
| • Putting any part of the body outside a window; | and/or                                      |
| • Consistent tardiness to bus stop;              | • Refusal to sit in assigned seat.          |

Disciplinary actions by an administrator include, but are not limited to:

- |                                    |  |
|------------------------------------|--|
| • Conference with student;         | • In-school Suspension;                          |
| • Conference with parent/guardian; | • Suspension from the bus transportation system; |
| • Detention;                       | or   |
| • Saturday School;                 | • Suspension from School.                        |

Bus referrals are cumulative over the school year. Recommended action includes, but is not limited to:

- First referral - Form sent to parents (suspension is possible based on circumstances and administrative discretion);
- Second referral - Suspension for one day from the bus;
- Further referrals will result in extended suspension from the bus up to for the remainder of the school year.



## TRANSPORTATION

A public school transportation program has but one purpose; to transport the students safely. Therefore, it is extremely important that each student is aware of his/her role and responsibility in seeing that the entire operation works smoothly and efficiently. Several of the important areas in which students are asked to cooperate are as follows:

### 1. Bus Stop Conduct

(Bus Stop is the area within the sight of the bus driver while the bus is stopped and the stop signal is extended.)

- Parents and students are responsible for each child's conduct at the bus stop, from home to the bus stop, and from the bus stop home.
- If a student must cross a heavily traveled street or road to get to the bus stop on the opposite side, he/she is to wait until the bus arrives and cross in front of the bus.
- Students should be at the bus stop on time, but not too early. The bus driver is responsible for maintenance of his schedule and cannot wait for tardy pupils. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.
- Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to the school grounds. Individuals who leave the school grounds will be reported to the principal for disciplinary action.

### 2. Entering and Leaving the Bus

- Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- Load starting at the rear of the bus and sit three-to-a-seat unless otherwise directed by the driver.
- Enter and leave the bus in an orderly and quiet manner.
- Enter and leave the bus only at the front door, except in case of an emergency.
- After leaving the bus, if you must cross the highway, you should do the following:
  1. Make certain that the bus is stationary, the door is still open, and the stop signal is extended.
  2. Walk—do not run—in front of the bus and within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free of any danger.
- A student will not be put off for misconduct at any place other than his/her home or school.

## STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

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

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

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

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

## INTERNET USE

The Rabun County Board of Education (BOE) values the use of the Internet in the instructional programs as an educational tool that facilitates communication, innovation, resource sharing, and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the

Internet, comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of students.

- All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use.
- The BOE, through its administrative staff, reserves the right to monitor all computer and Internet activities by students and staff. Everyone using the Internet must be advised that privacy is **not** guaranteed.
- Using the Internet is a privilege, **not** a right. Anyone violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

**Rabun County School System**  
**Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents**

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

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

When a student turns 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The District has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents

will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901*

## 504 EDUCATIONAL PLANS

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

### **Rabun County Department of Education Complaint Procedures under the Every Student Succeeds Act**

Any individual, organization or agency may file a complaint with the Rabun County Department of Education if that individual, organization or agency believes and alleges that the Rabun County Department of Education, the Georgia Department of Education, or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Every Student Succeeds Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. A copy of the Complaints Procedures under the Every Student Succeeds Act is available in the school office, central office, and from the district webpage.

### **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

The Rabun County School District does not discriminate on the basis of race, color, national origin, disability or sex in educational programs and activities, including its athletic programs. Any student, employee, parent or other individual who believes he or she or any student has been discriminated against or harassed in violation of board policy should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board’s discrimination complaints or harassment procedures. Students may also report harassment or discrimination to their counselor.

**Title VI Coordinator:** Matt Remillard  
963 Tiger Connector Road  
Tiger, Georgia 30576  
706-212.4350

**Title IX Coordinator:** Matt Remillard  
963 Tiger Connector Road  
Tiger, Georgia 30576  
706-212-4350

**Section 504 and Americans with Disabilities Act Coordinator:**  
Will Howell  
963 Tiger Connector Road  
Tiger, Georgia 30576  
706-212-4350

**Sports Equity Coordinator is:**  
Jason Gibson  
230 Wildcat Hill  
Tiger, Georgia 30576  
706-782-4526

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination or sexual harassment complaints procedure under Policy JAA (Equal Educational Opportunities) and/or Policy JCAC (Sexual Harassment of Students), as appropriate, or under Policy IDFA (Equity in Sports) is located in the Rabun County Board of Education Policy Manual which is available in the school office or the central office and online.

## **CONFIDENTIALITY OF RECORDS**

All records maintained on students are confidential. Records are accessible to those school personnel and school officials authorized to use them in the normal operation of programs and/or the school system. Parents of the eligible student have the right to examine the records within forty-five days of the request and the right to a hearing to challenge the contents of the records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights. No information will be forwarded to third parties without the written consent of the parents/or eligible student. However, information may be released without parent permission pursuant to subpoena or judicial order and/or as specified by state or federal laws. The parents shall be informed of what materials are being released and if they so desire, may receive copies of the records being forwarded.

The records may be periodically expunged to eliminate records or data no longer valid or pertinent to special education programming and/or placement. The parents will be informed when such information is no longer needed and will be given the opportunity to pick it up after the required retention period has passed.

The superintendent has designated the school principal as the one to assure the confidentiality of records.

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

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

- (1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures.

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

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-8520*

**RABUN COUNTY DEPARTMENT OF EDUCATION  
ASBESTOS MANAGEMENT PLAN NOTIFICATION**

The Rabun County Department of Education's AHERA Management Plan is available for public inspection upon request at the Rabun County Board of Education Office in Tiger, GA. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Rabun County Board of Education.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notice procedures.

Anyone interested in reviewing this plan should contact:

Roger Wolfrey, Maintenance Director

Rabun County Board of Education

963 Tiger Connector Road

Tiger, Georgia 30576

Telephone: 706-212-4350