



# Table of Contents

**General School System Information**

THE SCHOOL BOARD ..... 2  
 SCHOOL BOARD MEETINGS ..... 2  
 SCHOOL DISTRICTS ..... 2  
 SCHOOL COUNCILS ..... 2  
 SCHOOL INSURANCE ..... 2  
 VISITORS ..... 2  
 CENTRAL REGISTRATION CENTER ..... 3  
 PARENT & BOOSTER CLUBS ..... 3  
 OUTSTANDING DEBTS ..... 3  
 ASBESTOS MANAGEMENT ..... 3  
 PARENTS' RIGHTS TO KNOW QUALIFICATIONS ..... 3  
 NONDISCRIMINATION NOTICE ..... 3  
 FOOD SERVICES ..... 3  
 ENROLLMENT/WITHDRAWAL ..... 4

**Student Conduct**

STUDENT CONDUCT ..... 5  
 THE CHRONIC DISCIPLINARY PROBLEM STUDENT ..... 5  
 AUTHORITY OF THE PRINCIPAL ..... 6  
 AUTHORITY OF THE TEACHER ..... 6  
 ADMINISTRATIVE PREROGATIVE ..... 6  
 PROGRESSIVE DISCIPLINE PROCEDURES ..... 6  
 DISCIPLINE GENERAL TERMS GLOSSARY ..... 7  
 REFERRAL TO LAW ENFORCEMENT AUTHORITIES ..... 8  
 WEAPONS POLICY ..... 11

**Dress Code**

DRESS CODE ..... 12  
 BOOK BAGS ..... 13

**Attendance**

ATTENDANCE ..... 14  
 ABSENCES AND EXCUSES ..... 15  
 LATE ARRIVAL/EARLY DEPARTURE PROCEDURES ..... 16  
 TEEN-AGE & ADULT DRIVER RESPONSIBILITY ACT ..... 17

**Instruction, Testing, Scholarships**

INSTRUCTION, TESTING, SCHOLARSHIPS ..... 17  
 EFFINGHAM COLLEGE AND CAREER ACADEMY ..... 17  
 BOOKS ..... 18  
 CLASS RANK ..... 18  
 DUAL ENROLLMENT ..... 18  
 FIELD TRIPS ..... 18  
 ADULT EDUCATION/GED Preparation and Testing ..... 18  
 GEORGIA SPECIAL NEEDS SCHOLARSHIP ..... 18  
 PROGRESS REPORTS ..... 18  
 GRADING SYSTEM/REPORT CARDS ..... 18  
 HONOR POINTS ..... 19  
 HONOR ROLL ..... 19  
 HOPE SCHOLARSHIP/HOPE GRANT ..... 20  
 GRADUATION CEREMONIES ..... 20  
 CROSSROADS ACADEMY ..... 20  
 GRADUATION REQUIREMENTS ..... 20  
 MEDIA CENTER ..... 25  
 OPTIONAL TESTS ..... 25  
 PARENT-TEACHER CONFERENCES ..... 25  
 PROMOTION & RETENTION ..... 25  
 SYSTEM PROMOTION STANDARDS ..... 25  
 STUDENT ACHIEVEMENT / INTERVENTIONS ..... 26

TRANSCRIPTS ..... 26  
 TRANSFER CREDIT ..... 27  
 WORK-BASED LEARNING ..... 28

**Special Programs**

CREDIT RECOVERY ..... 28  
 ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) ..... 28  
 GIFTED PROGRAM ..... 28  
 GUIDANCE COUNSELING & SERVICES ..... 28  
 READING RECOVERY ..... 28  
 SPECIAL EDUCATION / EXCEPTIONAL STUDENTS ..... 28  
 SECTION 504 PROCEDURAL SAFEGUARDS AND NOTICE OF RIGHTS ..... 29

**Transportation**

TRANSPORTATION ..... 29  
 RIDING A SCHOOL BUS ..... 30  
 RIDING ANOTHER BUS/GOING HOME WITH A FRIEND ..... 30

**Students' Directory Information**

STUDENTS' DIRECTORY INFORMATION ..... 31  
 MILITARY RECRUITMENT ..... 31  
 PUBLICITY RELEASES ..... 31  
 UPDATING STUDENT INFORMATION ..... 31

**Student Health**

STUDENT HEALTH ..... 31  
 HEAD LICE MANAGEMENT ..... 31  
 CHRONIC HEALTH CONDITIONS ..... 32  
 ILLNESS AT SCHOOL ..... 32  
 IMMUNIZATIONS ..... 32  
 MEDICATION ADMINISTRATION AT SCHOOL ..... 32  
 HOSPITAL HOMEBOUND ..... 33  
 GEORGIA STUDENT HEALTH SURVEY ..... 33

**Student Activities at School**

STUDENT ACTIVITIES AT SCHOOL ..... 33  
 PERSONAL PROPERTY ..... 33  
 PARTIES/SOCIALS ..... 33  
 DISTRIBUTION OF MATERIALS ..... 33  
 STUDENT CLUBS AND ORGANIZATIONS ..... 33

**APPENDIX**

RESIDENT STUDENTS POLICY ..... 38  
 SCHOOL CHOICE ..... 39  
 INTERNET ACCEPTABLE USE AGREEMENT ..... 39  
 DRUG ABUSE PREVENTION POLICY ..... 40  
 STUDENT DRUG TESTING POLICY ..... 41  
 GENDER EQUITY IN SPORTS POLICY ..... 43  
 STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT ..... 43  
 INTERROGATIONS AND SEARCHES OF STUDENTS ..... 43  
 ADVERTISING IN THE SCHOOLS ..... 44  
 SEXUAL HARASSMENT OF STUDENTS ..... 44  
 EQUAL EDUCATION OPPORTUNITES ..... 44  
 HOW TO CONTACT YOUR SCHOOL ..... 45  
 HOW TO CONTACT THE CENTRAL OFFICE ..... 46  
 UNIFORM QUICK REFERENCE CHART ..... Inside Front Cover  
 OUR VISION, MISSION & BELIEFS ..... Back Cover



# General School System Information

## THE SCHOOL BOARD

The schools are governed by a five-member board responsible for setting system-wide school policies designed to deliver the best possible education to each child. These policies govern budgetary, facility and personnel resources, as well as the students, faculty and staff at each school, and ensure that the local schools comply with state and federal laws. School board members are elected from five election districts and consider themselves servants of all Effingham County school children and their parents, representing the best interests of all citizens and all fifteen schools currently operating in the district. Board members are elected every two years on a staggered basis and hold four-year terms. Board members, as part of their service, expect to hear from constituents regarding school-related issues. Parents and individuals who seek information regarding their own children's unique circumstances are asked to review the policies contained in the Appendix, speaking first with their children's teacher, and then the school principal, before contacting other administrative personnel and board members about those issues. Contact information for current board members can be found on the district website at [www.effinghamschools.com](http://www.effinghamschools.com) or by calling the Board of Education at 754-6491.

## SCHOOL BOARD MEETINGS

The board meets twice each month, at 2 PM on the first Wednesday of each month, and at 7 PM on the third Thursday of each month, to handle routine business. These meetings normally take place at the Effingham County Board of Education Office, 405 N. Ash Street, Springfield, unless advertised in a different location. The board annually advertises their meeting dates and times for the coming year in *The Effingham Herald* and online at [www.effinghamschools.com/eBoard](http://www.effinghamschools.com/eBoard). All meetings are open to the public (with the exception of executive sessions held to discuss personnel, possible land purchases, proceedings and hearings conducted under the Public School Disciplinary Tribunals Act, individual students educational records, or any pending legal actions). However, to obtain a place on the agenda, a written request should be submitted to the Superintendent of Schools at least seven days prior to the next scheduled board meeting. Public hearings on budget, millage rate and other issues as they arise are also advertised in *The Herald*, and at those meetings, citizens may address the board without appointment. All visitors to board meetings are asked to sign an attendance log, and copies of the agenda are available to any citizen in attendance.

## SCHOOL DISTRICTS

Public education from kindergarten through high school is free for all children who are bona fide residents of Effingham County. Upon request by the school, the parent or guardian shall be required to present proof of residency (such as an electric bill, city water bill, etc.) and to certify that the student is a full time resident (i.e. 12 months a year). Each school age child must attend the appropriate school located in the school district of this county in which he or she resides unless formally approved to do otherwise. Anyone with a question regarding residency and the school district should contact the Transportation Coordinator, Mr. Brett Martin, at the bus shop at 754-3574. That office maintains detailed districting maps. The school districts are evaluated by the Board of Education from time to time as the county's population grows and new schools are built. There are no guarantees offered by the board to county residents and taxpayers regarding the lines separating school districts. The board reserves the right to adjust district lines to maintain appropriate school and class size in the best interest of every boy and girl. The complete Resident Students Policy may be found in the Appendix.

## SCHOOL COUNCILS

Effingham County schools have councils in place on each campus. Councils are primarily concerned with school improvement that leads to academic success for every student. Council members will be elected on a staggered basis every year to hold two-year terms. Anyone interested in learning more about school councils may contact their school principal.

## SCHOOL INSURANCE

Student insurance will be available to all students through our district website, [www.effinghamschools.com](http://www.effinghamschools.com). You will find the insurance flyer and plans listed under "Parents", then click on Elementary School, Middle School, or High School and go to "Student Insurance". No information will be sent home with students. All transactions must be handled directly with the vendor.

## VISITORS, VOLUNTEERS AND CHAPERONES

All visitors to school campuses must report to the front office before visiting other parts of the school, as required by O.C.G.A. § 20-2-1180. A visitor's badge will be issued that will provide identification for the individual visiting the campus. Persons not wearing such a badge will not be allowed on campus. Unauthorized visitors will be requested to leave, and failure to do so will result in official misdemeanor charges of a high and aggravated nature. Visitors are allowed to visit only the areas requested. Please check with the front office at the school site for further clarification of their visitation procedures. These measures are necessary to protect children from unauthorized persons.

The Effingham County School System does not require everyone who visits a school to complete the Mandated Reporter training process, so to help differentiate between a school visitor, volunteer and chaperone we have created brief descriptions.

A parental visitor acting in the role of a parent is not required to register as a volunteer or complete the child abuse training. Examples include, but are not limited to, visitors to the school for parent/teacher conferences, 504/IEP meetings, school wide and classroom programs or events, PTO events, field day, eating lunch with their child or any visit to sign in or check out their student. A non-parental visitor is not required to register as a volunteer or complete the Mandated Reporter training. Non-parental visitors include, but are not limited to, community members, business owners/partners, civic leaders or emergency personnel who are visiting the school for a short, singular time and are under supervision of an administrator and/or teacher at all times. All visitors must sign in at the front desk upon entering the school.

A school volunteer is a non-paid individual who serves, in any auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs any essential duties that an employee could perform such as, but not limited to making copies, filing, escorting students, working with extracurricular activity groups or assisting with lunch duty, media center and front office tasks. Any person who leads or assists student groups or students other than their own in school or extracurricular programs is considered a volunteer. Volunteers will typically serve in this capacity multiple times throughout the school year. **All volunteers must complete the Mandated Reporter training prior to volunteering.**

A chaperone is any non-school personnel who attends an off-campus school activity, whether as a parent or official chaperone. **All chaperones must have completed the Mandated Reporter training prior to attending any off-campus school function.**

Only those children enrolled in an Effingham County school shall be able to utilize school facilities, equipment, and programs, and



participate in extracurricular and co-curricular activities subject to all other existing rules of participation.

**CENTRAL REGISTRATION CENTER**

New student enrollment is managed by Central Registration located at 306 N. Ash Street in Springfield. (912-754-2530). Registration can be completed online at [www.effinghamschools.com/domain/105](http://www.effinghamschools.com/domain/105).

**PARENT & BOOSTER CLUBS**

PTA and Booster organizations offer parents many opportunities to get involved and work in support of public schools to the benefit of our children. For more information about these organizations, check with band directors, athletic directors, coaches, and principals. ***(The school board prohibits door-to-door sales by students due to the fact that doing so can be dangerous and/or threatening to the safety of children. Students who participate in door-to-door fundraising for a school-sponsored organization do so without the school board's permission.)***

**OUTSTANDING DEBTS**

In the case of outstanding debts for lost books, photos, annuals, and lunches, schools may file the debt with small claims court.

**ASBESTOS MANAGEMENT**

The Effingham County School System maintains a complete, updated copy of the Asbestos Management Plan for its campuses. It is available for all workers before they begin work in any area of the buildings. This plan is available to the EPA, the state, parents and other members of the public, teachers, and other employees for inspection within five working days after receiving a request for inspection.

**PARENTS' RIGHTS TO KNOW QUALIFICATIONS**

Parents may request the following information regarding teacher qualifications as required by the "Every Student Succeeds Act" (ESSA): Information regarding their student's classroom teacher's certificate or credentials, and/or college major and graduate degree information. Parents may also request information regarding the licensing and training of paraprofessionals. Requests may be made in writing to the school principal or Mrs. Susan Hartzog, Executive Director of Human Resources, Effingham County BOE, 405 North Ash Street, Springfield, GA 31329.

**NONDISCRIMINATION NOTICE**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. §20-2-315). Students are hereby notified that the Effingham County School System does not discriminate on the basis of sex in its education programs (including athletics), activities it operates, nor in admission to or employment in its education program or activities. The Sports Equity and Title IX Coordinator for this school system is Assistant Superintendent Mr. Tim Hood, Effingham County Board of Education, 405 N. Ash St., Springfield, GA 31329; phone 912-754-6491. Inquiries or complaints concerning sports equity in this system may be submitted to the Sports Equity/Title IX Coordinator. The complete Gender Equity in Sports Policy can be found online at [www.effinghamschools.com/eBoard](http://www.effinghamschools.com/eBoard).

**FOOD SERVICES**

Effingham County Schools participate in the National School Breakfast and Lunch Programs. Meals are planned to meet USDA Dietary Guidelines while providing students choices from a variety of nutritional food items offered.

**\*All student meals will be served at no charge during the 2021-2022 school year due to USDA waivers.**

Prices for elementary meals are as follows:

	Daily	Weekly
Breakfast:	\$1.75	\$8.75
Reduced:	.30	\$1.50
Lunch:	\$2.75	\$13.75
Reduced:	.40	\$2.00

Prices for middle & high school are as follows:

	Daily	Weekly
Breakfast:	\$1.75	\$8.75
Reduced:	.30	\$1.50
Lunch:	\$2.75	\$13.75
Reduced:	.40	\$2.00

Meals and a la carte items may be paid for at the point of purchase, or parents may opt to pre-pay for meals either by the week or for longer periods of time. Parents may pre-pay for student meals with cash, check, and credit or debit card using the online service "MySchoolBucks". Information on how to enroll and participate in this program can be found on the district website under Nutritional Services. Students who qualify for free meals may never be denied a meal, even if they have accrued a negative balance prior to the processing and approval of the current year's Free and Reduced Priced Meal Application. All reduced price and paid students will be able to charge the equivalent amount of two lunches and two breakfast meals according to their approved status. Once a student has reached that charge limit, he or she will be offered an alternate meal. The alternate meal consists of a cheese sandwich and milk. The student will continue to receive the alternate meal until adequate funds are received or up to three (3) consecutive days, whichever comes first. Students whose accounts hold a negative balance are ineligible to purchase extra or a la carte items until the balance is paid in full. Students with negative balances or who lack sufficient funds to purchase a reimbursable meal may purchase a main entrée item only at the a la carte price as long as they have the funds to do so. No extra or a la carte items may be charged. All negative balances must be repaid prior to the end of the current school year. Students will be provided low balance and negative balance slips as well as a notice home to the parents/guardians. Parents/Guardians will also receive a telephone call informing them of the student's negative account balance.

Checks will gladly be accepted as payment for the amount of a meal and for pre-payment, but parents are asked to send separate checks for each child. Two-party checks will not be accepted. All non-sufficient fund checks (NSF) are turned over to Envision Payments Solutions for recovery. Envision utilizes the federal and state laws allowing the electronic recovery of NSF checks. The cost of recovery becomes the responsibility of the one who writes the check. When a check is used as a payment, the check writer authorizes Envision either to use information from the check to make a one-time electronic fund transfer from the check writer's account or to process the payment as a check transaction. The check writer also authorizes Envision to collect a fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid. THIS SAME



PROCEDURE APPLIES TO ANY AND ALL CHECKS WRITTEN TO THE SCHOOL SYSTEM. Questions regarding this procedure can be answered at 877-290-5460. **All students are issued a personal ID number to access their meal accounts, and to maintain privacy, all students enter their number into a keypad at the register. Personal ID numbers remain with each student for the entire time they attend Effingham County Schools.** Pre-K, kindergarten and new students are issued a temporary card to use until they are able to memorize their number. Free and reduced price-meal applications are provided to each student's parent. Only those parents wishing to apply should return the form. **Parents will complete one form per family, listing all eligible children on the same form. The form should be completed and returned with the youngest child within five days of enrollment. Students must pay for lunch and breakfast until the form is returned and the student(s) is approved for the program.**

In addition to the school meal, students may buy extra or a la carte items such as milk, juice, water, fruit and vegetable servings. Additional entree items may only be purchased in addition to the school meal. Drinks brought with sack lunches must not be in glass bottles. Students are not to bring cans or bottles of soda in lunches. **There are no heating facilities for a child's sack lunch.** When food substitutions are necessary due to a student's medical condition, food service personnel will work with parents to make those changes, based on a written statement from a recognized medical authority, such as the child's physician. Those statements must include information identifying the nature of the problem, and include a list of foods that should be omitted from the child's diet along with appropriate substitutions.

**Lunchroom Safety** – Students caught throwing food and endangering the safety of others, and any other inappropriate behavior, will be subject to the consequences of their behavior.

## ENROLLMENT/WITHDRAWAL

According to Effingham County Board of Education policy, each school age child must attend the appropriate school in the district of the county in which he/she resides unless approval has been granted to do otherwise. Registration of students in grades Kindergarten-12 who have never attended an Effingham County School or have been off roll from Effingham County Schools for more than 10 consecutive school days must complete an online application and upload required documents. For those who cannot upload documents, there is a drop box on the porch of the Central Registration Center at 306 N. Ash Street in Springfield. A link for online registration can be found on the district website by visiting [www.effinghamschools.com/CRC](http://www.effinghamschools.com/CRC). Appointments can be made on an "as needed" basis by calling Central Registration at (912)754-2530. The enrollment age for Kindergarten requires that children be five years old on or before September 1 of the current school year; for first grade children must be six years old on or before September 1 of the current school year.

**Only the parent or guardian who enrolls a student may withdraw said student, in accordance with O.C.G.A. § 20-2-780.**

Transfer students from other school systems are enrolled **pending receipt of their academic and disciplinary records** from the school they have previously attended. A transfer student's most recent report card and evaluation by Effingham school officials will determine a student's class assignment and placement. In the event that there is a delay in receipt of complete academic records, a student may be temporarily assigned to classes and programs based on information provided by the parent. In this event, class assignment and program placement may be changed upon receipt of complete academic records. Students transferring between two Effingham County schools as a result of an address change must present a Change of Address form and updated proof of residency. This documentation may be submitted to any Effingham County school or the district's Central Registration Center.

In the interest of maintaining a safe and productive school environment for all children, and in accordance with state law, parents will also be asked to provide any information about a child's history with law enforcement and the judicial system, if such exists. Under O.C.G.A § 20-2-751.2 (b), a local board of education which has a student who attempts to enroll or who is enrolled in any school in its school system

during the time in which that student is subject to a disciplinary order is authorized to refuse to enroll or subject that student to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school. Additionally, under O.C.G.A § 20-2-768 (a), each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under O.C.G.A. §§ 15-11-602 and 15-11-707 which would be a felony if committed by an adult.

## **Student Enrollment Requirements**

In order to complete the registration process, the following documents are required. These required documents can be uploaded during the online application process. Information and instructions for completing applications and uploading documents can be found on the district website by visiting [www.effinghamschools.com/CRC](http://www.effinghamschools.com/CRC). If you cannot upload documents, there is a drop box at the Central Registration Center or you can call to make an appointment at (912)754-2530.

- **Proof of Residency** - must be **CURRENT** (less than 30 days old):

Homeowners: Telephone, electric, or other utility bill that includes the physical address of the residence.

Renters: Telephone, electric or other utility bill that includes the physical address of the residence. If the rental agreement includes ALL utilities, then you can submit the rental agreement **and** a **CURRENT** rent receipt.

NOTE: Cell phone bills will not be accepted as valid proof of residence.

- Most recent report card and current transcript from last school attended.
- Certified copy of student's original birth certificate or other acceptable evidence of age as specified in Effingham County Board of Education Policy JBC: School Admissions.
- A copy of the enrolling student's social security card.<sup>2</sup> (Parent may elect to sign a form at the time of registration stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. § 20-2-150.)
- Completed Georgia Certificate of Immunization (Form 3231) and Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300).<sup>3</sup>
- Custody papers through the court or applicable affidavit provided for in policy JBCA Resident Students if student lives with anyone other than the natural parents, as listed on the birth certificate.
- Any court orders that prevent or limit access of a parent to the child or the child's educational records.
- Any restraining orders or other legal documents specifically limiting the access of any individual to the student(s) being enrolled.
- Picture ID of parent / guardian registering child.<sup>4</sup>

If the family is living in the household with someone else, you must submit a Family Resident Affidavit signed by the homeowner stating that the parent and child(ren) live in the house with them, along with valid proof of residency. The signatures of both the parent / legal guardian and the person the family is living with must be notarized on this statement. Also, when you complete the online application, please be prepared to provide the following information in order to complete the enrollment process:

- Student/Parent Phone Numbers, Addresses, and E-Mail Addresses (if applicable)
- Emergency Contact Phone Numbers
- Physician Name & Phone Number
- Documentation of any health concerns or allergies of which the school should be aware.

<sup>1</sup> In accordance with the Effingham County Schools JBC(1) Homeless Students policy and the federal McKinney-Vento Homeless Assistance



Act, students experiencing homelessness shall not have their enrollment denied or delayed due to lack of any document normally required for enrollment.

<sup>2</sup> Social security numbers are used by Effingham County Schools as a student identifier when reporting to the Georgia Department of Education and to the Georgia Student Finance Commission, as required to establish eligibility for financial aid including HOPE scholarship. Social security numbers may also be reported to the Georgia Department of Human Services in billing for certain services provided to Medicaid-eligible students, with parental permission.

<sup>3</sup> Alternately, parents may be issued a temporary waiver by providing an appointment card from a healthcare provider showing they have made an immunization appointment.

<sup>4</sup> Picture ID may be government issued identification, employee identification, student identification, or other identification that provides acceptable evidence of the registering parent or guardian's identity.

### ENROLLMENT: MAXIMUM AGE

All students who have not attained the age of 20 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students who have not dropped out of school for one complete semester or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Federal law declares that a free appropriate public education must be made available for all children three through 21 years of age with IDEA defined disabilities.

### WITHDRAWAL

**In accordance with state law, O.C.G.A. § 20-2-780, the parent or guardian who enrolls a student is the only person who may withdraw the student from school.** When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator and the student's guidance counselor will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

Parents should notify the student's teacher a day or two in advance of withdrawal of a student. If transferring to a school outside of Effingham County, permanent records will be forwarded to the new school upon receipt of the request for records, signed by the parent. If transferring to another Effingham County school, the records will be automatically sent. Original permanent records will not be given to parents to hand-carry to a new school. All textbooks, technology items, and media materials must be returned prior to withdrawal. If a parent wishes to withdraw a student, it is requested that the school be notified at least two days in advance, if possible, to allow time to complete the necessary paperwork and collect all materials. High school students should be especially mindful of these guidelines. Failure to adhere to these procedures may cause difficulty in receiving proper credit for completed courses towards graduation.

### JCDA - STUDENT CODE OF CONDUCT (Revised 4/20/2017)

The purpose of this code is to provide students in the Effingham County School System an effective and safe learning environment. This code has been prepared in accordance with the Discipline Procedures of the Effingham County School System. It contains information for school personnel, students, and parents. Included in the code is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. **Students and their parents need to know and understand this code in order to achieve these goals.**

### STUDENTS ARE EXPECTED TO:

- Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements of others and act as a good neighbor in the school community.

The Student 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 while waiting for and leaving such vehicles, including, but not limited to, while at bus stops.
- Any time and place covered by the definition of the term "bullying," as defined in the Discipline General Terms Glossary.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony or 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. Parents are encouraged to become familiar with the Student Code of Conduct and to be supportive of it in their daily communications with their children and others in the community.

### PARENTAL INVOLVEMENT

This Student Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians 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. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

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

### THE CHRONIC DISCIPLINARY PROBLEM STUDENT

Students who exhibit consistent patterns of misconduct will be identified as chronic discipline problem students. A student identified as a chronic discipline problem will begin a behavioral correction plan process that includes three steps to be implemented as the student violates the Student Code of Conduct. The first and second steps may result in a suspension and referral to the superintendent's designee for discipline. The third step shall result in a suspension and referral to



the superintendent's designee for discipline. At all points of the correction process, we encourage parents to come to school and take an active part in helping to correct their child's behavior. If a student is identified as a chronic disciplinary problem student, the principal or designee must:

- notify the student's parent or guardian of the disciplinary problem by telephone and by mail,
- invite the parent or guardian to observe the student in a classroom situation, and
- require at least one parent or guardian to attend a conference in order to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school administration and Superintendent's Designee for Discipline are required to meet with the parent or guardian to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. *After notice and opportunity for a hearing, the court may impose a fine, not to exceed \$500, on a parent or guardian who willfully disobeys an order of the court under this law.*

## STUDENT SUPPORT PROCESSES

The Effingham County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include student support teams, school counselors, chronic disciplinary problem student plans, Individualized Educational Programs (IEP), and behavioral intervention plans that work within the IEP.

## AUTHORITY OF THE PRINCIPAL

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

## AUTHORITY OF THE TEACHER

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

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. Such behavior report, which describes the behavior and does not exceed one page, will be filed with the principal or designee within one school day of the most recent occurrence of such behavior.

The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

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

## ADMINISTRATIVE PREROGATIVE

The administration may assign discretionary punishment as appropriate for all offenses covered, or not expressly covered, by the following rules, except those offenses that require a student disciplinary hearing under Georgia law. Depending upon the offense and the circumstances, the alternative punishment might be given in lieu of or in addition to the progressive punishment outlined in the Student Code of Conduct. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Effingham County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

## PROGRESSIVE DISCIPLINE PROCEDURES

Definition: Progressive discipline processes *"shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed."* (O.C.G.A. § 20-2-735)

### Guiding Principles

Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior. This code strives for a safe and orderly student learning environment through a systematic process of behavioral correction.

- Inappropriate behaviors are followed by consequences.
- Inappropriate behaviors are substituted with those that are consistent with the character traits identified in Georgia's Character Education Program.

Students in violation of the Student Code of Conduct cannot be assumed to have had sufficient instruction and/or practice in utilizing the particular character trait(s) related to the misbehavior. As such, disciplinary action should include engaging students in activities/events that reflect desirable character traits.

- Parents are viewed as integral partners to be utilized when addressing students' misbehavior.

Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the school's behavior support processes.

### Common Elements

Disciplinary action shall be in response to alleged violations of the Student Code of Conduct established and approved by local board policies.

1. Due process procedures required by federal and state law will be followed.
2. The degree of disciplinary action will be in proportion to the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, a number of factors must be considered. These include, but are not limited to:
  - Student's discipline history
  - Degree of premeditation, impulse, or self-defense
  - Age and/or disability
  - Strength of evidence
  - Cooperation/remorse

In most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in related character traits from Georgia's Character Education Program.

Considerations:



1. All progressive discipline components noted in this section are minimum requirements. Additional components may be set forth by the local board of education.
2. Students are responsible to all those with whom they come in contact during the school day. As such, progressive discipline supports granting authority to professional staff members to impose discipline consequences for minor acts of misconduct. (Teachers, for example, may require students to serve a classroom detention after school for a minor infraction occurring during that class.) However, when a student is believed to be engaging in a similar pattern of minor misbehavior, or when a student has committed a more serious violation of the school rules, the principal must assume responsibility for the discipline process.
3. Georgia's Character Education Program reflects character traits that must be routinely demonstrated and identified by all stakeholders in the education process.
4. Utilization of the behavior support process should be considered for students who repeatedly engage in minor acts of misbehavior and for those who have engaged in behaviors resulting in more severe disciplinary actions. The following disciplinary actions may be imposed for any violation of this Student Code of Conduct. Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:
  - a. Parental contact by teacher reporting the misbehavior.
  - b. Loss of recess or other free choice time.
  - c. Isolation during lunch.
  - d. Classroom isolation from peers.
  - e. Student participation in conference with parent/guardian and teacher.
  - f. Participation in a school-service project that enables the student to be engaged in the desired character traits.
  - g. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits.

The principal and/or administration may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs, such as clubs, activities, teams, extra- and co-curricular events, field trips and special assemblies.
3. Administration of corporal punishment, excluding those students that have a documented waiver of corporal punishment on record.
4. Partial day in-school detention.
5. Full day in-school detention for one school day.
6. In-school suspension (Grades 6-12).
7. Participation in the cleaning/repair of any damage caused to the school-related environment.
8. Suspension from riding the bus.
9. Suspension from school.
10. Placement into an alternative school program (Grades 6-12).
11. Referral for probation to superintendent's designee for discipline to be placed on probation.
12. Referral to superintendent's designee for discipline for a disciplinary hearing for long-term suspension or expulsion.
13. Referral to law enforcement agencies.
14. Any other disciplinary technique that positively promotes the Student Code of Conduct and desired character trait(s).

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only after a disciplinary hearing as outlined in the Effingham County Board of Education policies. Parents or students may elect not to contest whether a student referred to a disciplinary hearing has violated the Student Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving the right to a hearing before a disciplinary hearing. Such an arrangement and waiver must be approved by the superintendent's designee for

discipline in accordance with local board policy. Before a student is suspended from 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, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion that 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. 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 after normal school hours or off the school campus at the discretion of administrators.

### DISCIPLINE GENERAL TERMS GLOSSARY

**Alternative School** - Students in grades 6-12 may be placed in the Effingham County Schools Crossroads Academy Alternative School. The length of a student's stay in this program will be determined according to various factors to include but not limited to the student's academic work, behavior, and attitude toward school.

**Alternative School Placement** - Students who exhibit extremely disruptive behavior or who continue with chronic disciplinary problems may be removed from the regular school program and placed in an alternative school setting.

**Bus Suspension** - The student is suspended from the bus for a specified period of time by the local school administrator or transportation administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

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

Any parent or guardian who wishes that corporal punishment NOT be a disciplinary option should, on the first day of school each year, file a statement with the principal stating such wish. Suspensions from school will be used as the alternative punishment where corporal punishment would have been administered but is declined by the parent.

**Detention** - Student attends a work/study session outside or inside of regular school hours. Student makes arrangements for transportation.

**Disciplinary Probation** - A student found guilty of certain offenses may be placed on probation by the local school and the superintendent's designee for discipline. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

**Due Process** - A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**Expulsion** - Suspension of a student from a public school beyond the current school semester. With certain limited exceptions permitted by Georgia law, in a case where a disciplinary hearing officer has found a student guilty of an act of physical violence against a teacher, school bus driver, or other school official or employee involving intentional physical contact which causes physical harm (unless such contact was in self defense), the student shall be expelled from school for the remainder of the student's eligibility to attend public school and shall be referred to juvenile court with a request for a petition alleging delinquent behavior. (O.C.G.A. § 20-2-751.6(c)(1)-(2))

**Hearing Officer** - A person appointed by the board of education or superintendent to make decisions in disciplinary hearings.



**In-School Suspension** – An alternative school program in which the student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

**Referral to Law Authorities** - Severe disciplinary offenses and violations of federal and state laws may require referral to local law enforcement agencies and the local district attorney's office as well as Department of Family and Children Services and Department of Juvenile Justice.

**Referral to Superintendent's Designee** - The superintendent has appointed a superintendent's designee for discipline whose responsibilities include working with school administrators and students' parents in determining the proper discipline to be received by students for violations of the Student Code of Conduct, placing students in an alternative school, and placing students on disciplinary probation.

**Referral/Suspension to a Disciplinary Hearing** - A student may be referred/suspended to a disciplinary proceeding for a determination of guilt of major Student Code of Conduct violations or for exhibiting a pattern of disruptive behavior demonstrated by cumulative violations of the Student Code of Conduct. These student disciplinary hearing proceedings and penalties shall comply with the guidelines set forth in the Public School Disciplinary Tribunal Act, as amended. (O.C.G.A. § 20-2-750 et. seq.)

**Student Disciplinary Hearing** - A proceeding at which a hearing officer hears evidence presented by the school and the student when a student has been referred/suspended by the local school principal or his/her designee to the superintendent's designee for a disciplinary hearing for long-term suspension or expulsion. After the evidence is presented, the student's guilt or innocence is determined by the hearing officer and, if found guilty, the student's penalties are set by the hearing officer. Decisions of the hearing officer may be appealed to the board of education.

**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 only be imposed by a disciplinary hearing officer). 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.

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

## REFERRAL TO LAW ENFORCEMENT AUTHORITIES

The Effingham County Board of Education and its employees will adhere to all federal and state laws, which require reporting certain violations to law enforcement agencies. These violations include the following:

- Aggravated assault if a firearm is involved
- Aggravated battery
- Sexual offenses
- Carrying deadly weapons at public gatherings
- Carrying deadly weapons at school functions or on school property or within school safety zones
- Illegal possession of a pistol or revolver by a person under the age of 18
- Possession and other activities regarding marijuana and controlled substances
- False alarms

Other violations may be reported to law enforcement authorities based upon administrative prerogative.

**Behaviors which will result in disciplinary action include the following:**

**Rule 1: Disruptive Conduct** is behavior that disturbs or interferes with school activities or the educational process.

### Rule 2: Unruly Behavior on School Bus

As defined by O.C.G.A. § 20-2-1181, it shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Unruly behavior on the school bus is failure to comply with the following rules established for the use of school transportation.

Bus behavior is governed by the same rules stated in this handbook for behavior on school grounds or at school functions. Students are expected to follow school rules at bus stops and while otherwise waiting to board the bus and while on the bus. Loud disruptive behavior, being out of assigned seat, and not following directives of bus drivers is prohibited.

In addition to the school rules set forth in this handbook, students are expected to:

- Respect their bus driver and cooperate with his/her instructions or requests.
- Remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisle and off other riders or their property.
- Keep their heads, hands and feet inside the bus at all times.
- Remain absolutely quiet at all railroad crossings.

### Students are likewise prohibited from:

- Fighting or "rough housing", which includes disruptive behavior such as pushing, shoving, shouting, slapping, pinching, kicking, etc.
- Throwing items from the school bus.
- Acts of physical violence (as defined in O.C.G.A. § 20-2-751.6), bullying (as defined in O.C.G.A. § 20-2-751.4(a)), 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.\*
- Possessing or using drugs, alcohol, other legal or illegal intoxicants, weapons, fireworks or tobacco products (including, but not limited to, any form of vaporizer (vape pen), e-cigarette or related paraphernalia) .
- Using profane, vulgar or obscene gestures to anyone on or outside the school bus.
- Eating, drinking or chewing gum on the bus.
- Damaging any portion of the interior or exterior of the school bus or its equipment.
- Having toys, pagers, radios, tape or compact disc players, tazers/shockers or other electronic devices, or using a cell phone (smartwatch/gizmo watch, etc.) on the school bus, and, even if permission to have possession of such items on the school bus has been obtained, to refrain from using such items in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the bus.
- Using mirrors, lasers, flash cameras, or any other light 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 O.C.G.A. § 20-2-751.6, the student shall be subject to the penalties set forth in such code section. If a student is found to have engaged in bullying as defined by O.C.G.A. § 20-2-751.4(a) or in physical assault or battery of another person on the school bus, the school board's policy requires a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. (O.C.G.A. § 20-2-751.5)*



### Rule 3: Parking & Traffic Violations on Campus

(This rule only applies to students enrolled in high school.) Parking at school is a privilege, not a right. Students must have a valid driver's license and insurance to obtain a parking permit. Students are to park cars immediately upon arrival at school and must leave the parking area immediately. Students must park in their assigned parking spaces. Vehicles parked in other areas are subject to being towed at the owner's expense. Students may not visit autos until they are ready to leave campus at the end of the day unless the office gives special permission. (Refer to the Driving Rules and Regulations at ECHS, SEHS, ECCA, and Crossroads Academy for additional guidelines.) Vehicles parked on school grounds are subject to searches by school administrators and law enforcement officers at the request of the school administration.

No student shall abuse school parking regulations or operate a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas. This includes driving recklessly around school buses in route to and from school or school functions.

**Students who have lost their driving and other privileges and who violate the intent of this policy by driving to school, parking on and off campus, shall be subject to discipline that may include permanent loss of parking and other privileges and punishment for insubordination.** Vehicles that are parked on school premises, which do not display a properly authorized parking permit, may be towed away at the owner's expense.

### Rule 4: Use of Profane, Vulgar and Obscene Language , including Obscene Gestures

Students will refrain from using profane, vulgar, or obscene language or gestures. .

### Rule 5: Attendance

Unexcused absence, chronic tardiness, skipping class, and leaving campus without permission are prohibited. Students must attend school as required by the Compulsory Attendance Law in O.C.G.A. § 20-2-690.1. Failure to be at school and in class as specified by a student's school class schedule, in accordance with the Effingham County Board of Education Attendance Policy, may result in disciplinary action.

### Rule 6: Dress Code Violations

Students shall comply with the Effingham County Board of Education Administrative Procedures for Student Dress Code printed in this handbook.

### Rule 7: Inappropriate Public Display of Affection

Embracing, other physical displays of affection, or any acts of a sexual nature are strictly prohibited .

### Rule 8: Food, Drink, Candy, and Gum

Food items brought for lunch are to be consumed in the cafeteria. No gum, candy, chips or drinks are allowed or sold in class or between classes, other than school-approved and sponsored activities, such as special assemblies and PTA or boosters functions. (water bottles from home must be in a clear container)

### Rule 9: Insubordination/Non-compliance

Insubordination or Non-compliance is failure/refusal to comply with the reasonable rules or requests of school personnel. This behavior includes disorderly conduct, disobeying school rules, regulations or directives, and/or being dishonest or untruthful when questioned by school officials.

### Rule 10: Cheating & Plagiarism

Cheating on tests or examinations will not be tolerated. No student shall cheat or copy on any exam, project, homework, storage device, or report. This includes providing answers, work, or materials for another student to use without the expressed consent of the classroom teacher. Students shall not use scanned documents in a plagiaristic or illegal manner.

### Rule 11: Disrespectful Behavior/Verbal Assault

No student shall engage in disrespectful conduct or a verbal assault, including threatened violence, directed toward teachers, administrators, school bus drivers, other school officials or school personnel, other students or other persons attending school related functions. Disrespectful conduct includes, but is not limited to, the use of vulgar or profane language or behavior based on a person's race, national origin, sex or disability that is unwelcome, unwanted, and/or uninvited by the recipient, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact that constitutes sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

### Rule 12: Damage

No student shall mark, deface or destroy school property or the property of another student or staff member. No student shall cause willful or malicious damage, during the school day or during off-school hours, to real or personal property of the school or to personal property belonging to a teacher, other school official, employee, student or any person legitimately at school. No student shall cause or attempt to cause damage to property to include library books or reference materials. This includes vandalism of school furnishings, fixtures, and structures. Students are responsible for books and other materials or items assigned to them or checked-out by them. O.C.G.A. § 20-2-1013 grants to local boards of education the right to set policies concerning lost or damaged school materials. "Such policies may include any of the following sanctions against a pupil who fails or refuses to pay for any lost or damaged instructional materials and content; computer hardware, software, and technical equipment necessary to support such materials and content; library book; or media material at the replacement cost:

1. Refusal to issue or make available any additional instructional materials and content, any computer hardware, software, and technical equipment necessary to support such materials and content, any library books, or any media materials until restitution is made; or
2. Withholding of all grade cards, diplomas, or certificates of progress until restitution is made."

### Rule 13: Theft

No student shall take or misappropriate any property of another person or the school with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

### Rule 14: False Alarms

No student shall, either directly or through another person, cause a false report (of fire) or false public alarm (of bomb or other destructive device or hazardous material) at any school or at any school function or event.

### Rule 15: Assault and/or Battery

No student shall cause or attempt to cause physical injury to another student, a teacher, administrator or other school employee or official, or a visitor while on school grounds or during a school activity, function or event off school grounds or while under school supervision. Students must make a good faith effort to peacefully settle all disputes without resorting to fighting or violent behavior; otherwise, disputes should be promptly reported to teachers, counselors, administrators, school bus drivers or other school personnel who are in positions of authority. Students shall immediately cease fighting and separate when ordered to do so by a teacher, counselor, administrator, school bus driver or other school personnel. If a student is charged with any act of physical violence (that is to say, any intentional physical contact of an insulting or provoking nature or which causes physical harm) against a teacher, school bus driver, or other school official or employee, the student shall be immediately suspended and referred to a student disciplinary hearing.

**Rule 16: Fighting, Aggressive or Confrontational Behavior***(Fighting Words, Posturing to Fight)*

Students are prohibited from fighting at school or any school-sponsored event. Any student who uses disgraceful, shameful or abusive words which incite or could incite a breach of the peace, that is to say, words which would provoke a violent response from another individual will be considered guilty of using fighting words. Any student who uses body language that could reasonably be considered to intimidate or provoke another person or who takes a posture that is representative of someone attempting to fight, that is to say, taking the stance called "throwing down," shall be considered guilty of posturing to fight. In addition, any student who uses his or her body to intentionally block another person's passage, to intimidate another person, or grab, push or touch another person is also guilty of posturing to fight. Students shall immediately stop using fighting words or posturing to fight when ordered to do so by a teacher, counselor, administrator or other school personnel.

**Students digitally capturing, transmitting, posting pictures or audio/video recordings of altercations at school is prohibited. Students may be assigned In School Suspension for three (3) days.**

**Rule 17: Bullying**

**Bullying** – An act that is:

O.C.G.A. § 20-2-751.4 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as such term is defined in O.C.G.A. § 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 'bullying' 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 the 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, photoelectronic or photo optical system.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Any report of retaliation for reporting bullying will also be investigated and addressed in

accordance with school procedures. **However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.**

**Rule 18: Threats and Intimidation**

Students will not threaten or attempt to threaten with statements, gestures, and/or drawings, or communicate or attempt to communicate these threats with language that is spoken, written, body, electronic or any means that could reasonably create fear or intimidation for any student, employee, official of the school system or any other person while on school grounds or in connection with school related functions and activities. This includes spreading rumors, regardless of their origin, that are threatening or create fear and intimidation.

**Rule 19: Terroristic Threats**

A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in O.C.G.A. § 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. Violation of this rule may also result in reimbursing appropriate agencies for any costs related to such action.

**Rule 20: Articles Unrelated to School Instruction**

Students shall not bring electronics, large sums of money, or any items not related to instruction. The use of cell phones or personal digital devices during the school day (first bell to last bell) is authorized only under the direction of the classroom teacher to support student instruction. The school assumes no responsibility or liability for lost or damaged cell phones or personal digital devices if brought to school.

**Elementary School - All digital devices must be stowed away in student's book bag or purse. Unauthorized use of a cell phone, smartwatch, gizmo watch, or other digital device during the instructional day or on a school bus may result in the following:**

1. First offense – teacher confiscates and submits behavior referral, teacher contacts parents and returns device to student at the end of the day.
2. Second offense – teacher confiscates and submits behavior referral, gives to administration, administration contacts parents and returns device to student at the end of the day.
3. Third offense – teacher confiscates and submits behavior referral, call parents, child loses recess privilege, and parents pick up the device from the school at the end of the day.
4. Fourth offense – teacher confiscates and submits behavior referral, child loses recess privilege, and parent will be notified that they can pick up the device at the end of the school year.

**Taking pictures or the recording of audio/video with cell phones or other digital device at school is prohibited unless under the express direction of a teacher as a component of instruction or a project. Students utilizing a cell phone or digital device for the capture of photographs or audio/video may be subject to additional punishment under this progressive discipline code.**

**Middle School/High School - Unauthorized use of a cell phone, smartwatch, or other digital device during the instructional day or on a school bus may result in the following:**

1. First offense – device will be taken and parent called to pick up device from the school at the end of the day.
2. Second offense – student will serve a day in ISS and parent will be called to pick up the device from the school at the end of the day.
3. Third offense – student will serve a day in ISS and parent will be notified that (parent) can pick up the device at the end of the school year.

**Taking pictures or the recording of audio/video with cell phones or other digital device at school is prohibited unless under the express direction of a teacher as a component of instruction or a project. Students utilizing a cell phone or digital device for the**



**capture of photographs or audio/video may be subject to additional punishment under this progressive discipline code.**

**Rule 21: Tobacco and Nicotine Products**

No student shall use, possess, or distribute tobacco and nicotine products. This includes possession and/or use of a lighter, matches, any tobacco paraphernalia, e-cigarettes, vaporizer (vape pens), or similar paraphernalia. Such actions may result in immediate suspension.

**Rule 22: Unlawful Use or Possession of Alcohol, Drugs, or Other Intoxicating Substances**

No student shall possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to alcohol, narcotics, cocaine, marijuana, depressants, stimulants, inhalants, hallucinogens, amphetamines, ecstasy, barbiturates, anabolic steroids, any additive or controlled substances, and intoxicants of all kinds, or any substance represented to be or reasonably appearing to be any type of drug. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule provided it is handled properly through the school nurse office. (Note: Students who need to have prescription drugs at school shall follow the procedures as specified under "Medications at School" in the student handbook. Students who are in possession of such prescription drugs who have not followed "Medications at School" procedures as stated in the student handbook shall be treated the same as one who possesses illegal drugs.)

**Rule 23: Weapons/Dangerous Instruments**

In accordance with JCDAE – Weapons, a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

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

Any instrument which is designed for other purposes, but can easily be used to inflict injury (for example: a pencil, hair pick, compass, etc.) shall be considered a weapon/dangerous instrument if said instrument is used or intended to be used, in an aggressive, belligerent, threatening manner, or to defend against such behavior.

Each Effingham County School is considered a "school safety zone" as defined in The Official Code of Georgia. According to O.C.G.A. § 16-11-127.1, a "school safety zone" means in or on any real property or building owned by or leased to: (A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

**Middle School and High School:**

Any student in middle and high school, who has in his/her possession a weapon, shall be automatically suspended from school for a minimum of five (5) school days. During the suspension, a complete

investigation of the incident shall be conducted by the school administration.

Should the investigation conclude that there was no threat or intent involved then the student and his/her parents must have a conference with the superintendent or his designee to determine if the student shall be allowed to return to school after the five (5) day suspension. A student who commits a second violation of this policy may be referred to a disciplinary hearing. A student who has in his/her possession a weapon with intent will be suspended from school for a minimum of ten (10) days and referred to the Superintendent's Designee for Discipline.

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

Students who possess other weapons or hazardous objects as described in **paragraph 2** will be subject to a 5 day suspension and appropriate progressive discipline based upon the findings of the investigation.

**Elementary Grades:**

Any student, in elementary school, who has in his or her possession a weapon, or uses or threatens to use, any object to inflict injury on another person shall be disciplined by the school principal in the appropriate manner, and may be referred to a disciplinary hearing.

**Reporting Requirements:**

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

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

**Special Provisions:**

Any proceedings, which involve a child with a disability who is determined to have brought such a firearm to school, must be conducted in accordance with the Individuals with Disabilities Education Act, Section 1400, et seq., of Title 20, United States Code.

**Rule 24: Gang or Gang-like Activity**

Gang and gang-like activity is strictly prohibited in accordance with O.C.G.A. § 16-15-4. According to O.C.G.A. § 16-15-2 "The General Assembly, however, further finds that the State of Georgia is in a state of crisis which has been caused by violent criminal street gangs whose members threaten, terrorize, and commit a multitude of crimes against the peaceful citizens of their neighborhoods. These activities, both individually and collectively, present a clear and present danger to public order and safety and are not constitutionally protected." No student shall use, employ, or rely upon gang membership or affiliation to threaten, intimidate, or to harass verbally or physically other students or employees of the Effingham County Board of Education.

**Rule 25: Criminal Law Violators/Off-Campus Misconduct**

In addition to the prohibition against cyberbullying, as defined in this code of conduct and local policy, a student may be subject to disciplinary action for any off-campus behavior which could result in the student being criminally charged with a felony or 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.



The School Safety Act amends Georgia law so as to: require the superior court having exclusive jurisdiction over certain criminal offenses committed by juveniles to provide written notice to the local school system in which a juvenile is enrolled if the student is convicted of certain offenses or adjudicated delinquent on the basis of conduct which would constitute certain offenses; provide for notice to teachers regarding students who have been convicted of or adjudicated to have committed a designated felony; and to provide for review of certain information.

#### **Rule 26: Cumulative Offenses**

Willful and persistent violation of the Student Code of Conduct may result in a referral to the superintendent's designee for discipline for appropriate action to include a disciplinary hearing for possible expulsion.

#### **Rule 27: Acceptable Use of Internet**

(Refer to Acceptable Use Agreement (AUA) found in the appendix.)

#### **Rule 28: Encouraging or Counseling Another to Violate the Student Code of Conduct**

Any student who incites, advises, or counsels another person to engage in prohibited actions shall be considered guilty of violating the Student Code of Conduct and may be punished accordingly.

#### **Rule 29: Student Reporting Obligations**

Any student who has knowledge that another has committed a serious violation (i.e. – alcohol, drugs, intoxicating substances, weapons, false alarms, bomb threats, etc.) of the Student Code of Conduct and that violation significantly impacts the safe and orderly environment of the school is bound to report such violations to the appropriate school officials. Violators of this rule will be subject to appropriate disciplinary action. (Students are encouraged to use the school district's Tip411 App to report any information related to violations of the Student Code of Conduct)

#### **Rule 30: Falsifying Reports**

No student shall falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such reporting shall result in disciplinary action. Any student having knowledge of such instances shall report the instance using the reporting process established by the Professional Standards Commission.

### **ADMINISTRATIVE PROCEDURES FOR - STUDENT DRESS CODE** (Revised 6/5/2019)

**All students in grades K-12 are expected to comply with the following Administrative Procedures for Student Dress Code. The K-12 dress code does not apply to Pre-K; except Pre-K students must wear fully closed-back shoes.**

Students are expected to dress appropriately while in attendance at school. This includes wearing the adopted school uniform. This dress code addresses requirements for uniform dress days and dress down days. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance. Student clothing, hair styles, accessories, make-up, etc. must not be distracting, immodest, inflammatory, offensive, or hazardous. When questionable, the school principal will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following dress code both at school and on the school bus:

#### **Uniforms**

The following mandatory uniform standards for student attire have been developed and are applicable to all elementary, middle and high schools.

##### 1. TOPS

- Colors - white, black (or additional color designated by the school)

- Styles - a long or short-sleeved collared, polo shirt; no pockets; insignias or emblems no larger than standard credit card.
- Fit - Must be tucked and buttoned properly
- Under the school uniform – solid color (navy, white, ash or black) undershirt, camisole, or turtleneck
- In addition to the shirts described above, each school may include in its uniform dress code the option of allowing students to wear a school sponsored T shirt (which may have a crew neck rather than a collar.)

##### 2. BOTTOMS

- Colors - khaki, navy or black
- Styles - skirt, shorts, slacks, capri pants, skorts; no form fitting fabric or styles; no ornamentation or insignia larger than a standard credit card, no more than 1 insignia/emblem per clothing article
- Fit - Skirts, shorts, and skorts may be no more than four (4) inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit); pants and shorts must be worn and belted at the natural waist; pant legs must not drag the floor; correct size is to be worn to avoid sagging or overly snug fit.

##### 3. JUMPERS/DRESSES

- Colors - khaki, navy or black
- Styles - no ornamentation and no insignia larger than a standard credit card, no more than 1 insignia/emblem per clothing article
- Fit - no more than four (4) inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit.)

##### 4. UNIFORM ACCESSORIES

###### SHOES

- Closed-toe and fully closed-back are required
- Matched pair
- Properly fastened

###### SOCKS & TIGHTS

- Socks – matched set of no more than 2 solid colors;
- Tights, leggings, and hose (must be worn under jumpers/dresses) - solid, neutral, black, white, navy or chosen school color; no pattern or designs

###### BELTS

- Colors - solid color
- Fit - worn inside the belt loops

###### PPE Masks

- Must follow General Standards for accessories.

#### **Supplemental Wear**

The uniform dress code shall not prohibit students from wearing coats, jackets and sweaters or layered garments when necessary due to weather conditions. Trench coats and dusters are not permitted. Garments which do not meet the description below under "Indoor Layering Garments" must be removed upon entering the building.

**Indoor Layering Garments** – If while in the building a student needs to wear a wrap for warmth, it must be worn over an approved uniform top. If the extra garment has a hood, the hood cannot be worn in the building.

- Colors - Majority solid with no more than two color combinations of solid navy, white, ash, or black or school designated color; prints, plaids, camouflage and other patterns or designs are prohibited
- Styles - Cannot bear a logo or name brand symbol or other insignia or message larger than the size of a standard credit card, no more than 2 insignia/emblems per clothing article



The uniform dress code prohibits students from wearing or displaying expressive items on the uniform that may contribute to disruption by substantially interfering with discipline or with the rights of others. It also prohibits items that undermine the integrity of the uniform, notwithstanding their expressive nature, such as a sweatshirt or other over-shirt that bears a message and/or covers or replaces the type of shirt required by the uniform dress code.

On special occasions schools will be allowed to have dress down days. The principal at each school will determine the dress down days for that site. Acceptable dress for dress down days will be consistent with the dress code as published in this policy and in the Effingham County Student and Parent Handbook.

High School students who participate in pathway or specialty programs that have prescribed uniform requirements may wear those uniforms throughout the school day provided that the uniforms meet the individual program requirements.

### General Standards

The following provisions apply to both uniform and dress down days:

- Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. Pant legs must not drag the floor. Clothing such as belts, flaps, shoes etc., must be fastened.
- Shirts may be unbuttoned three buttons down for polo shirts and only 2 buttons down for all other. All shirts, tops must be tucked in. No skin may be shown between the button line and the belt line.
- Any shirt or top that cannot be tucked in and remain tucked in cannot be worn. (Exceptions may be made for seasonal jackets, coats, sweaters and sweatshirts of appropriate size that are in accordance with the policy).
- Clinging, revealing, immodest or overly form-fitting garments are not allowed. Cleavage must not show. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed.
- No clothing or accessories which through language or graphics display, exploit, sanction or promote drugs, alcohol, tobacco, gangs, sex, violence, discrimination, vulgarity or unlawful activity are allowed.
- Dresses, skirts, and other similar garments shall be no more than four (4) inches above the bend in the back of the knee (measurement will be taken from top of the slit). Shorts, culottes, and other similar garments shall be no more than four (4) inches above the bend of the back of the knee (Shorts and other garments with slits will be measured from the top of the slit.) The wearing of leggings, tights or similar attire (under jumpers/dresses) does not provide for an exception to the length requirement for dresses, skirts or other similar garments. Acceptable legging colors include (worn under jumpers/dresses): white, tan, black, brown, navy or grey, in solid colors only.
- Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
- While indoors, students may not wear the hood portion of a hooded jacket.
- Hair should be fixed in an appropriate and acceptable manner with no extreme styles such as mohawks.
- Matched-pair, fastened, closed-toe and closed-back shoes are required. Students are required to wear safe and appropriate shoes at all times.
- No clothing, jewelry or accessory which is deemed a safety risk is permitted. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal.
- The following are prohibited:
  - Hats, visors, head scarves, rollers, bandanas, caps sweatbands, do-rags, extreme headbands (such as "character" or "athletic" headbands)
  - Sunglasses
  - Visible tattoos (all tattoos must be covered)
  - Contact lenses that create an unnatural eye effect (such as "Halloween" contact lenses)
  - Visible body piercing (except ears and limited to three per ear in the lobe area)

- Clear or covered body piercing(s)
- Chained wallets, spiked jewelry, mouth grills or fronts
- See-through garments; sheer see-through, or mesh see-through garments
- Tank, halter, tube, strapless or crop, or midriff tops
- Knit or spandex pants, leggings, jogging, exercise/yoga, cargo pants or shorts, skinny jeans, pajamas or loungewear
- Torn, ripped, frayed or cut clothing
- Flip flops, thongs, soccer sandals, bedroom shoes, heelys or similar type shoes
- Extreme hair color, such as blue, orange, pink, green, unnatural red, etc. - hair must be a natural shade or tone

Certain school environments or classes may require more restrictive dress due to safety issues, i.e., Career/Technical classes, science labs, physical education. Students are expected to comply with safety guidelines.

The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy. The principal may also make exceptions to this uniform and dress code for special events such as spirit week and approved school organization or team affiliated garments. **The principal will ultimately decide if the clothing is appropriate.**

**K-2 Exceptions:** The length rule for skirts and shorts will be relaxed; tank tops and sundresses will be allowed.

**K-5 Exceptions:** The rule regarding tucking in shirts and tops may be relaxed.

### Compliance

Schools should strive for full compliance using positive reinforcement. Corrective action should only be used when all positive measures have been exhausted.

The correction plan below has been established to address incidents of noncompliance to the Uniform and Dress Code.

**Incident #1** Warning, parental contact, and remedy uniform. Should the remedy require the student to sign out of school, the absence will be recorded as unexcused.

**Incident #2** Loss of privileges, after-school detention, or ISS

**Incident #3** Violation will be addressed in accordance with the Code of Conduct which provides for various consequences depending on a student's discipline record and the severity of the offense. Students not adhering to the dress code will be considered non-compliant except under the following conditions:

1. Students transferring from out of district during the first ten (10) calendar days after registration
2. Students on campus outside of school hours
3. Principals authorize dress down days or give special permission
4. Instructors/advisors obtain permission through the principal and require students to dress in uniforms such as band, ROTC, sports teams, etc.

### BOOK BAGS

Book bags made entirely out of clear plastic or nylon mesh are the only type allowed in Effingham County schools. Book bags made of other materials will be confiscated, including athletic bags and other such accessory bags and cases.

If a student or parent becomes concerned with the weight of a book bag or backpack, the first step should be to review the backpack safety information distributed by the school system to determine if the book bag is the correct type and is being used correctly. (See the "Back2Back pack Basics" information at [www.effinghamschools.com/ecsd-handbook](http://www.effinghamschools.com/ecsd-handbook) in the Student Parent/Handbook Section.) If it is determined that the student is



wearing the backpack correctly and carrying only the necessary items and the book bag still weighs more than 20% of the child's body weight, make an appointment to meet with the student's teacher(s). (Note: middle and high school students may wish to consult directly with the principal.) If, after meeting with the teacher, it is determined that the student is following the correct guidelines for carrying the book bag properly and safely and it still weighs more than 20% of the child's body weight, make an appointment with the principal to discuss the use of an acceptable rolling backpack. If the principal approves the use of a rolling book bag, the rolling book bag must be inspected and approved by the principal prior to using it. If the school principal does not approve the use of a rolling book bag, students and parents may request a hearing with the school system's hardship committee. Parents may also request to purchase home sets of textbooks so their child does not have to carry textbooks back and forth to school. A request form for purchasing textbooks is available at each school. As a safety issue, parents are asked to keep children from hanging items, such as stuffed animals or long ribbons, from their book bags. Parents are also asked to adjust the length (cutting off excess, if necessary) of straps and drawstrings so that there are no long, dangling pieces. These items are prone to get caught in the doors and seats of buses and could cause injury.

## ATTENDANCE

### JB - STUDENT ATTENDANCE POLICY

(Revised 7/15/2021)

The Effingham County Board of Education believes that every child of school attendance age should attend school on a regular basis in order to maximize his/her educational opportunities. Students who are absent from school may never regain some of the experiences which take place during their absences.

It is the intent of the Board of Education that the Georgia Compulsory School Attendance Law is followed. Every student shall be in attendance each of the scheduled school days for the full-length of the school day. Arriving late or departing early from school are in violation of the Georgia Compulsory School Attendance Law (O.C.G.A. § 20-2-690.1). Consequences are set forth in procedures Late Arrival/Early Departure as defined in the Student/Parent Handbook.

### Excused Absences

Excused absences are those absences due to the following:

1. Personal illness and whose attendance may be detrimental to the health of themselves or others.
2. Illness or death in the immediate family. The excused illness provision applies to the student's mother, father, step-mother, step-father, or a blood or legal relative who resides in the student's household. The excused death provision applies to the above relatives or for the student's brother, sister, grandmother, grandfather, great-grandmother, great-grandfather, aunt, uncle, great-aunt, great-uncle, cousin, niece, or nephew.
3. Special and recognized religious holidays observed by their faith.
4. Mandated by the order of a governmental agency (such as jury duty or physical exam for the armed services).
5. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
6. A student serving as Page to the Georgia General Assembly with appropriate documentation.
7. A student in foster care shall be counted present when they attend court proceedings related to their foster care with appropriate documentation.
8. Any other absence not explicitly defined herein but deemed by the Superintendent or designee to have merit based on circumstances and may be a non-school sponsored activity.

### Unexcused Absences

Unexcused absences are all other absences, which are not defined as excused.

### Hospital Homebound

Students who expect to be absent from school for ten (10) consecutive days for medical reasons or who have a chronic illness should see the school teacher, counselor, or administrator to make application for the Hospital Homebound program as soon as there is an expectation of such consecutive absences.

### Excused Absence Documentation

Students who are absent from school for excused reasons may have up to a maximum of five (5) absences per year excused by providing a written excuse stating the reason for the absence, signed by the parent or guardian. Additional written parent excuses beyond five (5) will be marked as an unexcused absence. Any absences beyond five (5) per year must be accompanied by medical documentation from a healthcare provider in order to have the absences validated as excused. In the event that funeral/bereavement leave causes a student to miss more than five (5) days per year, a copy of the obituary or verification of funeral attendance shall be submitted. All excuses should be submitted within three (3) days of return to school. The excuse must note the reason for the absence. A student cannot excuse his or her own absence. Excuses that are received after the third day back to school may not be accepted and the absence may be considered as unexcused.

### Absences shall be governed under the following provisions:

Students in grades K-8 who have more than ten (10) unexcused absences from school may not be promoted to the next higher grade.

Students in grades 9-12 who have more than five (5) unexcused absences from a semester long course may not earn the unit credit for the course.

Students in grades 9-12 who have more than ten (10) unexcused absences from a yearlong course may not earn the unit credit for the course.

Students in grades 9-12 who have more than five (5) unexcused absences from a semester long course or who have more than ten (10) unexcused absences from a yearlong course will be reviewed by the School Hardship Committee.

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the School Hardship Committee. The school administration is responsible for initiating the attendance appeal process for the School Hardship Committee.

Students who have been enrolled in an Effingham County school for only a portion of the school year, as well as students who may be enrolled in courses that are scheduled for less than a full semester shall have attendance requirements and rules appropriately prorated.

School principals shall determine whether circumstances warrant the granting of make-up work for suspensions or other unexcused absences.

### Policies and Procedures to Reduce Unexcused Absences: Notification

The Effingham County School System will notify the parent, guardian, or other person who has charge of the student when the student has accumulated 5 unexcused absences. The notice will be sent via the student and will outline the possible penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. If the parent returns the first notification acknowledgement signed, no further letters need to be sent. After one week with no response a second notification will be sent via the student. If the parent returns the letter with acknowledgement signed, no further letters need to be sent. After a week with no response a third letter will be sent by certified mail return receipt requested or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating O.C.G.A. § 20-2-690.1 against a parent, guardian or other person residing in this state who has control or charge of a child or children, the school shall send a notice to such



parent, guardian, or other person by certified mail, return receipt requested.

### School Hardship Committee

The school administration is responsible for initiating the attendance appeal process for the School Hardship Committee. A School Hardship Committee shall be established at each school to review student attendance, grades and documentation of absences for students who have exceeded the maximum number of allowable absences. The parent and student will be afforded an opportunity, after reasonable notice served personally or by mail, to discuss the attendance appeal process with the School Hardship Committee and provide any additional documentation.

The School Hardship Committee shall be composed of the following:

1. School Principal or designee
2. One School Guidance Counselor
3. County Attendance Officer (if requested by principal)
4. One of the student's academic teachers (appointed by the principal)
5. One teacher representative for the school (appointed by the principal)

The School Hardship Committee may grant a waiver to the attendance policy if it deems the student's absences to be beyond the control of the student and the result of some extreme hardship such as severe chronic health problems or a family crisis, as documented by a physician's notes.

After reviewing the documentation, the School Hardship Committee shall make one of the following determinations:

1. An attendance hardship exists for the student and the attendance policy is waived. The student in grades K-8 will be promoted to the next grade level without taking the comprehensive examination. The student in grades 9-12 with a passing grade in said course will earn course credit.
2. An attendance hardship does not exist for a student in grades K-8; however, the student earned a grade of 70 or higher in all four content areas (ELA/Reading, Mathematics, Science and Social Studies). For students in grades K-8, the school principal or designee shall administer the comprehensive examination to the student to determine if the student has mastered the required objectives of the subject in that grade. If the student masters seventy percent (70%) of the objectives then the student may be promoted to the next higher grade.

If an attendance hardship does not exist for a student in grades 9-12, the student's end-of-course test for each course will be evaluated for a grade of 70 or higher. If the course does not have an end-of-course test, the student will be administered a comprehensive exam to determine if the student has mastered the required objectives of the course. If the student masters seventy percent (70%) of the objectives then the credit for the course may be awarded.

If the student has unexcused absences during the time period for which he or she is seeking a waiver of the attendance, the likelihood of the hardship committee granting a waiver and restoration of credit is greatly diminished. The School Hardship Committee shall make every effort to maintain the intent and purpose of the attendance policy while making allowances for bona fide hardships, which may affect the future wellbeing of the students.

The results of all School Hardship Committee meetings will result in a letter being mailed home to the primary parent or guardian. In the event that the School Hardship Committee supports retention or credit denial, the School Hardship Committee must schedule a meeting with the student's parent/guardian.

If the student or his/her parent/guardian disagrees with the decision of the School Hardship Committee then he/she may appeal that decision to the Office of Curriculum and Technology for a final ruling. This appeal shall be limited to the record before the Hardship Committee and the role of the board shall only be to determine if the committee has followed the policy and ensure that the committee has not acted arbitrarily or illegally discriminated against a student.

*\*Certain schools may offer opportunities for "absence forgiveness" by offering an instructional day on a non-standard school day, such as a Saturday. While this may allow students to "cancel out" a previous absence, students shall not be eligible for perfect attendance recognition if absences were forgiven due to participation in an absence forgiveness day.*

*\*\*Parents should carefully review this policy which can also be found online at [www.effinghamschools.com](http://www.effinghamschools.com).*

## ADMINISTRATIVE PROCEDURES FOR ABSENCES AND EXCUSES

### Attendance, Grade, and Discipline Enhancement (Middle and High School Eligibility Requirements)

The Effingham County Board of Education recognizes that student attendance, grades, and discipline are of primary importance. Students with excessive absences, poor grades, and discipline problems are forfeiting a valuable degree of their total education experiences. In an attempt to improve attendance, academic achievement, and overall discipline at the middle and high schools, the following procedures shall be followed for students in grades six through twelve:

Students shall have the privilege of driving automobiles to school and shall be issued a parking permit if they qualify under existing procedures (i.e. parental consent, licensed, and properly insured).

To be eligible for driving privileges or participating in extracurricular activities (ie. clubs, pageants, field trips, "10-Day" activities), a student must:

- Earn a 70% or higher in 5 classes at the end of each nine-weeks' grading period
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

**Students who do not meet the above criteria shall lose their driving privileges, opportunity to participate in extra-curricular activities, "10-Day" activities, and parking permit during the following nine weeks' grading period.** Students applying for an initial driving permit shall be subject to the same criteria as above based upon their previous year's school record. Middle school athletics will follow high school guidance of eligibility changing at the semester.

Students with good attendance, good grades, and good discipline shall be allowed to regain their privileges to drive, to participate in extracurricular activities, and to participate in "10-Day" activities.

**To regain eligibility for driving privileges or participating in extra-curricular activities (ie. clubs, pageants, field trips, "10-Day" activities), a student must:**

- Earn 70% or higher in 5 classes at the end of a nine-weeks' grading period
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

For students attending school for only a portion of the year, absences, grade point averages, and discipline referrals will be appropriately prorated for the time enrolled in school when making an eligibility determination.

### General High School Athletic (GHS) Eligibility Requirements

Students gain eligibility to practice or compete for the high school in Effingham County in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have



been processed by the GHSA office, and after the students have met the standards of:

1. Academic requirements
2. Age
3. Semester in high school
4. Residence in the school's service area
5. Georgia High School Association transfer rules
6. Annual physical examination

### Specific Academic Requirements - High School Athletics

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. First year students (entering 9th grade) are eligible academically. To be considered eligible for athletics, a student must:

- Earn a 70% or higher in 5 classes at the end of 1st Semester
- Yearlong final grades will be used for 2nd Semester reporting
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

The grade reported to GHSA for the spring semester will be the yearlong grade.

Athletic academic eligibility lasts for one semester and must be reviewed after each and every semester. The Athletic Director at each high school will submit eligibility reports each semester to the Georgia High School Association. Each high school principal is required to provide and monitor the school's ineligibility list each nine-weeks' grading period.

### GHSA Eligibility Requirements - High School Credits

- Five (5) high school credits after 1st year
- Eleven (11) high school credits after 2nd year
- Seventeen (17) high school credits after 3rd year

### ADMINISTRATIVE PROCEDURES FOR SENIOR PRIVILEGE PERIOD

Rising seniors who have met the eligibility requirements at the end of the second semester of their previous school term may be eligible to be exempted from either the first or the last period of their seven period schedule during their senior year (Senior Privilege Period). Students will not be allowed to remain on campus during the Senior Privilege Period; therefore, personal transportation is required. This privilege is earned during the second semester of the junior year and may be lost if the student fails to follow school rules and Senior Privilege Period guidelines. To be considered for this exemption, a student must:

- Earn a 70% or higher in 5 classes at the end of the previous semester
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in the previous nine-weeks' grading period
- Have earned the minimum credits for promotion to grade 12 as required by the local system's policy.

Seniors may have their Senior Privilege Period revoked at the principal's discretion for violation of rules within the Effingham County School System Code of Conduct. Parent permission is required for student to participate.

### ADDITIONAL GUIDELINES

Students, and their custodial parent(s) or guardians, are ultimately responsible for attendance and absences; however, school officials may attempt to contact, notify and inform custodial parent(s) or guardians of students who have unusual patterns of absences in any class, for any reason, during a nine-week grading period.

Under no circumstances is it acceptable for a student to falsify their attendance records.

Pre-K and Preschool Intervention Program (PSI) students will follow the attendance guidelines provided by Bright from the Start.

### LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

For unexcused late arrivals to school and unexcused early departures from school, the following procedures will apply:

- Students who have a total of five (5) yearly cumulative unexcused late arrivals and/or early departures from school will be considered in violation of the Compulsory School Attendance Law and notice will be sent home regarding violation of this law.
- Excuses for tardies/early departures shall be accepted for the following reasons:
  - Personal illness and whose attendance may be detrimental to the health of themselves or others.
  - Illness or death in the immediate family.
  - Special and recognized religious holidays.
  - Mandated by the order of a government agency (such as jury duty or physical exam for armed services).
  - Serving as Page to the Georgia General Assembly.
  - A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard and such parent has been called to active duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted excused late arrivals or early departures to visit with his or her parent prior to the parent's deployment or during the leave.

Indication of an excused early departure or late arrival specified on a school sign in/out sheet by a parent/guardian shall be accepted as a substitute for a written excuse.

Students who accumulate excessive unexcused late arrivals or early departures from school during a 9-week grading period shall receive the following consequences:

#### 1. Elementary Schools:

- a. Grades – Upon the third (3rd) and any subsequent unexcused late arrival or early departure per 9-week grading period, the student may receive a zero for class participation in the first (for late arrival) or last (for early departure) academic subject of the day for each and every violation during the 9-week period. This is a site-based decision at the authority of the principal.
- b. Make-Up Work – Teachers may not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances warrant the granting of such make-up work. If the student needs to complete make-up work due to unexcused late arrivals and/or unexcused early departures, the student shall make up the work during P.E., music, or recess on the same or following day.
- c. Pre-K Bright from the Start policy states: "Children who do not attend class, are late, or leave early for 10 consecutive days without a medical excuse or other reasonable explanation, must be removed from the roster, and Bright from the Start must be immediately notified in writing that such action has been taken."

#### 2. Middle Schools:

- a. Discipline – Students who accumulate more than two (2) unexcused late arrivals and/or more than two (2) unexcused early departures from school during a 9-week grading period shall be subject to the appropriate consequences according to progressive discipline measures which may include detention, in-school suspension, and out-of-school suspension. \* Days suspended will increase accordingly after eight (8) unexcused tardies/early departures during a 9-week period.
- b. Make-Up Work – Teachers shall not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances warrant the granting of such make-up work.



### 3. High Schools:

- a. Discipline – High school students missing more than 10 minutes from any class are considered absent for that class. Missing less than 10 minutes from any class is considered to be a tardy/early departure. Students who accumulate more than two (2) unexcused late arrivals and/or more than two (2) unexcused early departures from any class during a 9-week grading period shall be subject to the appropriate consequences according to progressive discipline measures which may include detention, in-school suspension, and out-of-school suspension. \*Days suspended will increase accordingly after six (6) unexcused tardies/early departures during a 9-week period.
- b. Make-Up Work – Teachers may not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances warrant the granting of such make-up work.

Unless a student is signed out of school at least ten (10) minutes prior to the regular school dismissal time, the student will need to remain in class until the regular dismissal time.

### TEEN-AGE & ADULT DRIVER RESPONSIBILITY ACT

Georgia's Teen-age and Adult Driver Responsibility Act of 1997 requires that local school systems certify whether or not a student's attendance pattern and discipline record allow him or her to have a Georgia Driver's permit or license. This section of the law became effective on January 1, 1998. O.C.G.A. § 40-5-22 stipulates that the issuance of a driver's license and driver's permit to minors will be based on student enrollment.

Driving curfews also apply to any Class D license holders prohibited from driving between 12 and 5 AM. During the first six months an individual holds a Class D driver's license, they may not drive with any non-family passengers under the age of 21.

#### **Certificate of School Enrollment:**

Students must present a Certificate of School Enrollment when applying for a driver's license or permit. This certificate may be obtained from the counselors' office for a \$5 fee. Allow at least 48 hours (two working days) for the certificate to be prepared. This certificate is good for thirty (30) days. If a driver's license or permit is applied for after the certificate has expired, then the student must obtain another certificate for \$5 and allow at least two working days for processing.

Students who plan to obtain a permit or license during the summer months must obtain a Certificate of School Enrollment prior to summer break. Certificates issued prior to summer break are valid for ninety (90) days.

### INSTRUCTION, TESTING, SCHOLARSHIPS

#### **EFFINGHAM COLLEGE AND CAREER ACADEMY**

The Effingham College and Career Academy (ECCA) is a charter school of the Effingham County School System and provides technical and career instruction to prepare students for post secondary employment or advanced education. Visit the ECCA website at [www.effinghamschools.com/ecca](http://www.effinghamschools.com/ecca) for more detailed information about programs of study. The ECCA is an adjunct facility of the district's two high schools. All district policies applying to high school students apply to students attending the Effingham College and Career Academy unless otherwise directed by the academy's chief executive officer or principal.

#### **ECCA STEM Academy Program**

Science, Technology, Engineering and Mathematics (STEM) is a national education movement designed to create critical thinking skills across disciplines, prepare students for science and math courses in college, and help communities stay competitive in a global economy. Evidence shows these schools and programs produce graduates with a deeper knowledge and a stronger passion for learning, particularly in science and mathematics. That knowledge and passion translate into

much higher rates of college attendance and more students majoring in scientific and technical fields. The STEM Academy program at ECCA is designed to prepare students for success in post-secondary education, career, and citizenship. It is designed to appeal to students who seek a small-school approach to learning, where academic subjects are connected, and where students are engaged in rigorous science and mathematics content integrated with a STEM-themed pathway.

#### **Criteria for Admission**

Only students who are enrolled in Effingham County School District will be eligible for the application process. Current eighth grade students who meet the established criteria can apply into a lottery drawing for enrollment into the STEM Academy program. There are two rounds of lottery drawings prior to the start of school in August each year. Due to possible changes in assessment requirements each year, the criteria for eligible STEM Academy program students is reviewed yearly and will be posted on the ECCA website by January 15th for the following school year. Students who are enrolled in any alternative school for discipline during eighth grade are not eligible to apply to the STEM Academy program.

#### **First Lottery**

Students will be eligible for possible enrollment if they meet the criteria set for the given year by the Effingham County School District's Office of Curriculum and Technology. Eligible students who meet all areas of the eligibility requirements can apply for the first lottery.

#### **Second Lottery**

**Siblings** - A student with a twin or sibling who has been accepted into the STEM Academy program in the same grade level who is eligible for the first lottery and does not get selected for the program is eligible to be entered into the second lottery. If the eligible twin/sibling does not get selected for the program in the second lottery, then the STEM Academy Academic Review Team will review the student's academic achievement and accept or deny the student into the program. A sibling of a current STEM Academy program student that was eligible for the first lottery and was not selected for the program can go into the second lottery. If the eligible sibling does not get selected for the program in the second lottery, then the STEM Academy Academic Review Team will review the student's academic achievement and accept or deny the student into the program.

**Employee** - A student of an Effingham County School District staff member who is eligible for the first lottery and did not get selected for the program can go into the second lottery. If the Effingham County School District staff member's eligible student does not get selected for the program in the second lottery, then the STEM Academy Academic Review Team can review the student's academic achievement for acceptance/denial into the program.

**Transfer Student** - Students who transfer into the Effingham County School District during their seventh or eighth grade year may become eligible for the second lottery based on assessment scores identified in the criteria that are obtained by the end of the school year. A transfer student who enrolls with the district as a rising ninth grade student after the second lottery without necessary, required, completed assessment scores can have their academic history reviewed by the STEM Academic Review Team to determine eligibility for the program. The parent is responsible for initiating the review and supplying all of the score data. If a waitlist exists after the second lottery, the transfer student who is found to be eligible will be placed at the end of the waitlist.

#### **ECCA STEM Academy Program Enrollment Process**

- Eligible students will receive a notification, by mail, mid-January of eligibility.
- Eligible students will receive a reminder flier to their base middle school within one week prior to the STEM Academy Program Information Night. The STEM Academy Program Information Night will be held to share the expectations of the STEM Academy program including transportation, the application process, schedule, course sequence, expectations, etc.
- The first lottery will be held at ECCA with a live feed of the event for parents to view. A link to the event will be included in the pdf parents receive when they apply.



- There will be 150 names pulled for the first lottery. There will be no waitlist created.
- An email will be sent to parents to accept their student's spot for the next school year.
- Spots must be accepted by the deadline at the beginning of March.
- If a student's lottery number is not selected in the first lottery, they will be automatically placed into the second lottery.
- Students who are eligible for the STEM Academy program, but do not complete their application by the deadline of the first lottery can apply for the second lottery by the second lottery deadline.
- Students who do not confirm their spot through the Second Lottery Acceptance form by the closing of the deadline will automatically go to the bottom of the waiting list.

### Maintaining Enrollment at STEM

- Students who are sent to an alternative school for discipline while in the STEM Academy program may return to their base school at the completion of their time in the alternative school.
- Students may not apply to have their data reviewed for enrollment by the STEM Academic Review Team after the start of the school year UNLESS they are transferring from another STEM high school.
- After the first nine weeks, any student failing two or more classes will go before the STEM Academic Review Team to discuss the potential of returning to the base school.
- Freshman students may choose to return to the base high school within the first ten days of the school year. Sophomores through Seniors may choose to return to the base high school within the first five days of the school year. Students returning to the base high school will be responsible for any assignments that were missed in his or her new classes.
- Students who unenroll from Effingham County School District for any reason will forfeit their spot and will not be able to re-enroll at the STEM Academy program.

### BOOKS

Textbooks issued to students are the property of the Effingham County School System. There is no charge for the use of these books. If a book is lost or damaged, however, students are expected to pay for a replacement copy. Textbooks are expensive — some as much as \$150 to \$200 each.

If there is an outstanding debt for lost or damaged books at the end of the school year, the school may file the debt with the small claims court.

Technology issued to students is the property of the Effingham County School System. There is no charge for the use of technology such as Chromebooks and/or other technology items. If the Chromebook is lost, stolen, or damaged beyond repair, the cost of a replacement Chromebook is approximately \$275. Additionally, repair costs for broken screens, keyboards, etc. are typically assessed at \$50 per repair.

### CLASS RANK

Only students pursuing a program of study leading to a regular high school diploma shall be included in calculations for the purpose of determining class rank.

### DUAL ENROLLMENT

Dual enrollment refers to several enrollment programs through which a high school student takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution. Dual enrollment guidelines vary according to the option the student pursues. Depending on the dual enrollment option chosen, eligible students may enroll either part-time or full-time in approved credit-bearing courses. Students typically begin dual enrollment coursework in their junior or senior year. Any student who wishes to be dually enrolled should schedule a conference with a counselor who can provide details regarding the requirements and benefits of various options for dual enrollment. Student and parent participation in an advisement session with a school official is a requirement for any dual enrollment program.

If the post-secondary institution awards a numerical grade, that grade will be recorded on the transcript. If the postsecondary institution awards letter grades, the letter grades will be correlated and recorded on the transcript as follows:

A = 99    B = 89    C = 79    D = 70    F = 69

### FIELD TRIPS

Field trip experiences are designed to enhance the instructional program of the school. Under the guidelines set forth by Bright from the Start, Pre-K students take several field trips throughout the year. Students in kindergarten through eighth grade are generally allowed one field trip per year. Additional trips may be provided through grants or businesses. Many trips are a result of extra-curricular and co-curricular activities, such as clubs, athletics and the arts, and as such, are handled by each supervising instructor and school administrator.

All overnight trips must receive approval from the Superintendent or Superintendent's designee prior to planning.

Parent permission must be received for students to travel away from the school campus. Students will also wear temporary identification bracelets when on field trips.

*Parent involvement may be sought by teachers and supervising instructors. Parents who accept chaperone responsibilities or choose to accompany the class on the field trip are **required to complete the Mandated Reporter training prior to the field trip and are not allowed to bring the student's siblings or other non-school children.** The field trip is designed for the child and his or her classmates.*

### ADULT EDUCATION/GED Preparation and Testing

The Savannah Technical Adult Literacy Program operates an office at the Savannah Technical College located on Highway 21 (adjacent to the State Patrol Office). For GED testing information, call (912) 754-2880 (or Savannah Technical College on White Bluff Rd., Savannah, GA (912) 443-5825).

### GEORGIA SPECIAL NEEDS SCHOLARSHIP

The Georgia Special Needs Scholarship Program may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship website at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-Resources.aspx> for more information.

### PROGRESS REPORTS

In order for parents to monitor their child's progress, a progress report for grades 1-12 will be published to Infinite Campus Portal in the middle of each nine-week grading period.

Parents desiring to check on a student's progress at other times may utilize Infinite Campus Portal or contact the student's teacher or the counselor's office.

### GRADING SYSTEM/REPORT CARDS

Students and parents of students in grades K-12 should request a login to the district's web-based student information system via Infinite Campus Portal. Portal accounts allow parents and students the ability to track assignments, grades and attendance on an on-going basis throughout the school year. Kindergarten access will only provide attendance information.

Portal accounts are automatically generated for students and can be accessed using the student's ID number. At the time of registration, parents of new students will be given an account authorization code and directions for generating a Parent Portal account. Parents of currently enrolled students who have not already obtained a Portal account and wish to do so must present themselves with a picture ID at an Effingham County school attended by one of their children. Once identity is verified by a staff member, Portal access will be given to all students for whom the parent is a guardian beneath a single login.

Teachers are expected to enter grades within one week of assignment completion. Comprehensive projects and extended writing



assignments may take longer to score. Parents and students are asked to be reasonable in their expectations of teachers. Concerns regarding information displayed on Infinite Campus Portal should be first addressed with the teacher and referred to a school level administrator if a resolution cannot be reached.

**Effingham County Schools will no longer mass print student report cards and progress reports.** PDF versions of report cards for students in grades 1-12 will be available to parents and students within Infinite Campus Portal. Parents who do not have internet access may request a printed copy be provided by the school. Kindergarten report cards will be distributed by each homeroom teacher on the same dates as grade level report cards.

### Final Report Card

The last report card will be released on Infinite Campus Portal for students in grades 1-12. Final report cards for Kindergarten students will be distributed on the last day of school. Alternately, parents of students in grades 1-12 may pick up final report cards from the school **within five days** of the last day of school **or submit a postage-paid, self-addressed envelope and request the report card be mailed to the student's home address.** If you did not make arrangements to access your child's final report card by sending a self-addressed stamped envelope to the school or by downloading it from Parent Portal, you may pick up your child's final report card when schools reopen in July, two weeks before the first day of school. **Please note that report cards will not be available at the Board of Education.**

Kindergarten students receive a standards-based report card, where students are assessed as beginning, developing, proficient, or distinguished for their academic performance levels towards standards mastery. In grades 1-5, students will receive an assessment of Satisfactory, Needs Improvement, or Unsatisfactory in Music, Art, Technology, P.E. and Penmanship. All other elementary content will receive numerical grades. Students in grades 6-12 receive numeric grades. There are no grades issued for Pre-K students; assessments are shared with parents throughout the year.

Teacher and/or department grading policies will be provided to students and will be on file in the principal's office. The grading system will not be changed during the year without concurrence of the principal. If the parent feels there is a discrepancy in the grade that the child receives, he/she may request a conference with the teacher and principal.

The following criteria will be used in establishing the grading system:

- a. RANGE: zero to 100;
 

A = 90-100	C = 70-79
B = 80-89	F = 0-69
- b. PASSING: 70 or above. Any grade below 70 is failing.
- c. SEMESTERS: Each of the two semesters consists of two (2) nine week grading periods.
- d. CREDIT FOR HIGH SCHOOL: Units of credit shall be granted for courses that meet state-adopted curriculum for grades 9-12 based on a passing grade of 70 or above.
- e. MAKE-UP DUE TO ABSENTEEISM: Students who are absent must take responsibility for missed work the first day back at school following the absence. Teachers will work with students to provide the needed information and opportunities for students to make up work. Teachers will determine dates for make-up work.
- f. MAKE-UP WORK DUE TO APPROVED ACTIVITY DAYS AT HIGH SCHOOL: Make-up work must be arranged with teachers the day prior to the missed day.
- g. EXTRA CREDIT: Teachers may plan special reports or projects to improve a student's failing grades. Any work assigned after school concludes must be approved by the principal.

### HIGH SCHOOL REQUIRED ASSESSMENTS

The Georgia Milestones End-of-Course (EOC) shall be used as the final exam in the course assessed by the Georgia Milestone EOC.

EOC scores must be recorded on, in, or with the individual student report card.

Students earning credit for a course assessed by a Georgia Milestones EOC will have their final grade calculated by the following formula: 80% final numerical score for the course plus 20% numerical score on the EOC. All students enrolled in Algebra I, Biology, American Literature, and United States History will be required to take the EOC. Middle school students enrolled in Honors Physical Science are required to take the Physical Science EOC and have their numeric score weigh 20% of their final grade.

All students enrolled in Algebra I, and Biology must take the EOC regardless of pursuing Advanced Placement (AP) or dual enrollment.

Students enrolled in AP American Literature and U.S. History are exempt from the EOC; however, the student must pass the AP course for the related subject. Students are not required to take the AP exam for the related subject. Students that fail the course will be required to take the EOC when the student repeats the EOC course.

Students who earn a postsecondary credit for American Literature and/or U.S. History through dual enrollment are exempt from the EOC.

Local End-Of-Course Tests (LEOCTs) shall carry the same weighted calculation as Georgia Milestones End-of-Course (EOC) assessments.

### HONOR POINTS

Five points will be added to students' grades each nine-weeks period for the Honors and Advanced Placement (AP) courses. No honor points are added to local or state end of course tests. Students enrolled in AP courses on Georgia Virtual School will have five points added to the student's final course grade.

To take full advantage of participation in the Advanced Placement courses, students should take the Advanced Placement Exams. A score of three or higher may earn the student credit for the course at most colleges and universities.

*Note: Honors Points are subtracted from final grades for HOPE calculation purposes. AP courses are re-weighted by the Georgia Student Finance Commission. Consult the GAfutures website for more information at [www.GAfutures.org](http://www.GAfutures.org).*

### HONOR GRADUATE

At the end of the students' 12<sup>th</sup> grade year, all students with 89.5 or above cumulative grade point averages will be considered Honor Graduates.

### HONOR ROLL

Honor roll recognizes those students who have consistently performed in an outstanding manner. The honor roll for all schools is published at the end of each grading period. The Effingham County Board of Education has established the following guidelines for making the honor roll:

- **Grades 1-5:** Students must achieve a combined overall average of 89.5 or higher in Language Arts, Math, Science and Social Studies, with no individual grade lower than an 85.
- **Grades 6-8:** Students must achieve a combined overall average of 89.5 or higher for all courses, with no individual grade lower than an 85.
- **Grades 9-12:** Students must achieve a combined overall average of 89.5 or higher for all courses. Courses taken through Dual Enrollment are not calculated to determine Honor Roll.
- **Grades 1-12:** Any student who has an Incomplete for a course may not be recognized as making Honor Roll until the Incomplete is resolved.



## HOPE SCHOLARSHIP

Funded through the state lottery, HOPE Scholarships assist with tuition at Georgia's post-secondary institutions which include the technical colleges. An online resource called GAFutures is a mentor system available to students and their families to help select a college, apply for admission and plan to finance higher education. GAFutures offers access to comprehensive information about colleges, universities and technical colleges in Georgia and the most current information about the changes to the HOPE scholarship. The site also enables students to apply for admission to each school listed. Note: Although the mentor site ([www.GAFutures.org](http://www.GAFutures.org)) is free, students are responsible for whatever fees are charged by a college upon submitting an application for admission. Counselors can assist students and parents with related questions about the HOPE scholarship.

HOPE Scholarship GPA is not the same as a students' high school GPA. The major difference in the two calculations is that the HOPE Scholarship GPA includes only grades earned in the core subjects of English, mathematics, science, social studies and foreign language.

Georgia Department of Education's (GaDOE) high school core and foreign language course numbers that begin with the following prefixes will be included in the HOPE GPA calculation: 23 (English), 26 (Life Sciences), 27 (Mathematics), 40 (Physical Sciences), 45 (Social Sciences), 60-64, 66 (Foreign Language). There are some specific courses, as indicated on GaDOE's Fourth Science List, that may also be included in the HOPE GPA calculation. Effingham County offers the following courses that may count towards satisfying the fourth science requirement and may be included in the HOPE GPA calculation: Applications of Biotechnology; Essentials of Biotechnology; Essentials of Healthcare; Sports Medicine; Forest Science; General Horticulture and Plant Science; Animal Science Technology/Biotechnology; Food & Nutrition Through the Lifespan; Advanced Placement Computer Science; Computer Science Principles; Programming, Games, Apps and Society.

All grades earned for attempted coursework in the core subjects during the student's 9th through 12th grade years that could be used to satisfy a core curriculum graduation requirement, according to the GaDOE, is equated to a grade on a 4.0 scale, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0.

The high school HOPE GPA calculation will count all attempts of the same course, if taken more than once.

From the eligible core courses, any weighting added by the high school is removed, then half a point (0.5) is added back to grades of "B", "C", "D", and "F" for Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) degree-level core courses.

The grade of "A" does not receive the additional weight due to the traditional 4.0 scale (maximum of four points per grade).

High school credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA.

A student's final HOPE Scholarship GPA will only be calculated if he or she has first met the Academic Rigor Requirements applicable to his or her high school graduating class.

Students may review rigor courses and check their HOPE Scholarship GPA at [www.gafutures.org](http://www.gafutures.org).

## GRADUATION CEREMONIES

A student must meet graduation requirements as prescribed by the local board policy **IHF - Graduation Requirements**. If all course work has been successfully completed, with grades of 70 or better, the student participates in the graduation ceremonies. If any coursework has not been completed, the student will not be allowed to participate.

## CROSSROADS ACADEMY

All students who attend Crossroads Academy and finish their high school program of study at Crossroads Academy must graduate through a Crossroads Academy Ceremony. Students will not be eligible to return to their base school to participate in Senior Week, Class Night or the school's Graduation Ceremony. Crossroads

Academy will offer two formal graduations each year—one in January and one in May.

If a student completes his/her graduation requirements in December, students will be awarded their diploma at the January Crossroads Academy graduation. If a student completes his/her graduation requirements in May, diplomas will be awarded at the Crossroads Academy graduation ceremony at the end of May.

Crossroads Academy students must agree to the following:

- Students must repay any student outstanding fees owed to ECHS and/or SEHS.
- Students must be on time, stay at school, and work on Edgenuity, the credit recovery program used by the Effingham County School District. Note this is a web-based program; therefore, students will have the opportunity to work on their coursework when they are at home.
- Students cannot miss more than five days for each nine weeks. If students start accumulating tardies, the same consequences will be given to them as those that are tardy to a face-to-face class.
- Students will not be allowed to participate in any student activities (Prom, Class Night, Graduation, etc.) at their base schools.
- Students cannot attend Homecoming Dance, Prom, Class Night, or Grad Bash. Students may attend Graduation and extracurricular events as a spectator.

## GRADUATION REQUIREMENTS

The issuance of a high school diploma to any student will be contingent upon the fulfillment of Board of Education and Georgia State Department of Education requirements. Any local system may require more than 23 units for graduation.

### Effingham County School System High School Graduation Rule FOR FRESHMAN CLASS ENTERING FALL 2017 AND THEREAFTER (CLASS OF 2021 & THEREAFTER)

The Effingham County Board of Education recognizes the importance of assuring an adequate educational opportunity for each student. This goal is to be supported by quality secondary school programs which promote personal development, academic growth, and career preparation. Such programs are to be based on a broad, flexible curriculum, which addresses each student's needs, interests and abilities.

The board defines as a major role of the high school the responsibility for providing the youth of Effingham County with opportunities to acquire and to apply basic skills necessary for contemporary adult life. Such skills are defined as those which enable one to address effectively and efficiently the decisions and opportunities presented in a technological and free society.

Secondary school instructional delivery and support services shall reflect the high school graduation requirements and assist all students to develop their unique potential to function in contemporary society.

**Purpose:** This rule specifies high school programs of study that shall be offered by the Effingham County Board of Education and lists specific courses that meet core, required or elective credits for students.

## DEFINITIONS

**Alternate Diploma** - the document awarded to students with the most significant cognitive disabilities who were assessed using the alternative assessment aligned to alternate academic achievement standards. While this diploma is standards-based and aligned with state requirements for the regular high school diploma, it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).

**Pathways** - three elective units in a coherent sequence in Career, Technical, and Agricultural Education (CTAE), Modern Foreign Language, or Fine Arts.



**Cohort** - a student's cohort is defined by the year the student first becomes a freshman and the student should graduate within four years

**Core Courses** - courses identified as “c” or “r” in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses for the specified program of study.

**Elective Courses** - any courses identified as “e” in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

**Georgia Alternative Assessment (GAA)** - an alternate assessment based on alternate academic achievement standards. The GAA is a standardized, task-based assessment, with multiple access points designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose Individualized Education Program (IEP) team has determined they are unable to meaningfully access the regular assessment program, even with maximum appropriate accommodations. The purpose of the GAA is to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

**Required courses** - specific courses identified as “r” in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study shall pass to graduate from high school.

**High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-.07 Testing Programs - Student Assessment.

**Individualized Course of Study for a Diploma** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their IEP.

**Significant Cognitive Disabilities** - students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

**Unit** - credit awarded for mastery of standards in an approved program of instruction.

**REQUIREMENTS**

The Effingham County Board of Education shall provide secondary school curriculum, instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

The Effingham County Board of Education requires that:

Students who enroll from another state meet the graduation requirements for the graduating cohort they enter and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-.07 (Testing Programs - Student Assessment).

The awarding of unit credit for courses on the transcript of a transfer student shall be determined following a thorough review of the transcript and the student's date of entry into school. (Reference Georgia Board of Education Rule 160-5-1-.15 and local board policy JBC (4) - Acceptance of Transfer Credit and/or Grades.)

Students who enroll in the ninth grade for the first time in the 2018-2019 school year or thereafter shall meet the graduation requirements specified in this rule and the assessments specified in Georgia Board of Education Rule 160-3-1-.07 (Testing Programs - Student

Assessments). If a student withdraws and re-enrolls, the student will be required to satisfy the graduation requirements for his or her cohort year.

**UNITS OF CREDIT REQUIRED FOR GRADUATION**

The Effingham County Board of Education offers all courses required for graduation. A course shall count only once for satisfying any requirement for graduation.

	<u>Units Required Entered Ninth Grade</u> <u>2012-2013</u> <u>2013-2014</u> <u>2014-2015</u> <u>2015-2016</u> <u>2016-2017</u>	<u>Units Required Entered Ninth Grade</u> <u>2017-2018</u> <u>2018-2019</u> <u>2019-2020</u> <u>2020-2021</u> <u>2021-2022</u>
English/Language Arts*	4	4
Mathematics*	4	4
Science*	4	4
Social Studies*	3	3.5
CTAE or Modern Foreign Language/Latin or Fine Arts	3	3
Health and Personal Fitness**	1	1
State required elective units***	4	3.5
Locally required elective units	1	1
TOTAL UNITS (minimum)	24	24

\*Required and/or Core Courses

\*\*Three units of JROTC may be used to satisfy this requirement.

\*\*\*All students are encouraged to earn two units of credit in the same modern language. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin.

**COURSE CREDIT**

Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) or Georgia Standards of Excellence (GSE) for grades 9-12 or those approved by the State Board of Education. High school unit credits may be awarded in middle school for courses in which instruction is based on the GPS or GSE for grades 9-12.

Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

**High School Credits in the Middle School**

Eighth grade students enrolled in Effingham County Schools have the opportunity to earn credits in Honors Physical Science, Honors Algebra I, Basic Agricultural Science, Spanish I and/or French I. These credits count toward high school graduation. Credits for each completed high school course with a passing score of 70 or above are posted on the high school transcript. Units of credit awarded at the middle school level are included in the high school grade point average (GPA). Five honors points will be added to the students' grade for Honors Physical Science and Honors Algebra I. Basic Agricultural Science, Spanish and French will not earn additional points. Students wishing to enroll in Honors Physical Science, Honors Algebra I, Spanish I, and French 1 must meet the eligibility requirements



established by the Effingham County School District Office of Curriculum and Technology. Due to possible changes in assessment requirements each year, the criteria for eligible enrollment in these courses is reviewed yearly and will be posted on the middle school websites by January 15th for enrollment for the following school year.

Parents may decline high school course credits taken during middle school. To decline a credit, the student and parent must meet with the high school counselor to sign the Option to Decline Credit Form. The form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elect to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript. The student may retake the course at high school to receive credit.

High school credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA.

Students entering an Effingham County school are subject to local board policy on the Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades JBC(4). The entire policy can be found online at <https://simbli.eboardsolutions.com/index.aspx?s=4062>.

### COURSES FOR AREAS OF STUDY

Courses for areas of study that shall earn unit credit are listed in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Course.

**English/Language Arts:** Four units of credit in English language arts shall be required of all students. A full unit of credit in American Literature/Composition and a full unit of credit in Ninth Grade Literature and Composition shall be required.

**Mathematics:** Four units of credit in Mathematics shall be required of all students. Three of the four units of credits must be a in GSE Algebra I, GSE Geometry and GSE Algebra II. Additional core courses needed to complete four credits in mathematics must be chosen from the list of GPS/ CCGPS /AP/IB/dual enrollment designated courses.

The mathematics requirements above apply to each student with a disability, consistent with his or her Individualized Education Program. Students with Disabilities who earn credit in GSE Algebra I and the associated mathematics support course, and GSE Geometry and the associated mathematics support course may, upon determination through the Individualized Education Program Team, meet mathematics diplomas requirements by completing GSE Algebra II for a total of 3 mathematics core credits. Successful completion of 3 core units of mathematics may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

Students with disabilities, who were identified prior to enrollment in high school and have a disability affecting mathematics achievement, may follow an alternate course sequence to meet the mathematics course requirements of the Georgia Board of Education Rule 160-4-2-.48. These students shall successfully complete GSE Algebra I and GSE Geometry. These students must also successfully complete two additional mathematics core courses. Successful completion of this mathematics course sequence may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

**Science:** Four units of credit in Science shall be required of all students including one unit of credit in Biology; one unit of credit in either Physical Science or Physics; one unit of credit in either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit of credit. Any AP/IB science course may be substituted for the appropriate courses above.

**Social Studies:** Three and one-half units of credit shall be required in social studies including one unit of credit in United States History, one unit of credit in World History, one unit of credit in Economics and one-half credit in American Government/Civics.

**CTAE or Modern Foreign Languages or Fine Arts:** A total of three units of credit shall be required from one of the following focused areas: CTAE or Modern Foreign Language or Fine Arts.

**Career, Technical, and Agricultural Education (CTAE) Pathways:** Students must earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

**Modern Foreign Language:** Students who select this pathway must earn three units of the same modern language. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language.

Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option to determine if the student is proficient in their native language. A formal examination shall be administered and criteria met as evidence of proficiency. American Sign Language may be taken to fulfill the modern language requirements.

**Fine Arts:** Students who select this pathway must earn three units from one of the following fine arts areas: Band, Chorus, Visual Arts or Theater Arts.

**Health and Personal Fitness:** One unit of credit in Health and Personal Fitness is required. Students shall combine one-half credit of Health (17.011) and Personal Fitness (36.051) to satisfy this requirement. Three units of JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this requirement when the courses include Comprehensive Health and Physical Education Rule requirements in Georgia Board of Education Rule 160-4-2-.12.

### STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

Students with significant cognitive disabilities who entered the ninth grade for the first time prior to the 2020-2021 school year may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- completed an integrated curriculum based on the GSE that includes instruction in Mathematics, English/Language Arts, Science, and Social Studies as well as career preparation, self-determination, independent living, and personal care to equal a minimum of 23 units of instruction, and
- participated in the GAA during middle school and high school, and
- reached the 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

Significant cognitive disabilities who entered the ninth grade for the first time on or after the 2020-2021 school year may graduate and receive an alternate diploma when the student's IEP team determines that the student has:

- Completed an integrated curriculum based on the Georgia Standards of Excellence (GSE) that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and
- Participated in the GAA during middle school and high school, and
- Has transitioned to an employment/education/training setting in which supports needed are provided by an entity other than the local school system.



**SUPPORT SERVICES**

The Effingham County Board of Education shall provide instructional support and delivery services. These services include, but are not limited, to the following:

- A continuous guidance component beginning in middle school. The purposes of the guidance component are to familiarize students and parents with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
- Record keeping and reporting services that measure individual student progress toward graduation and include information for the school, parents and students.
- Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
- Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
- Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.
- State course titles and numbers utilized as established by the State Department of Education.

**SCHOLAR ENDORSEMENT REQUIREMENTS FOR FRESHMAN CLASS ENTERING FALL 2014 AND THEREAFTER (GRADUATING CLASS OF 2018 & THEREAFTER)**

As part of satisfying the high school graduation requirements, students are eligible for the Scholar Endorsement by completing the minimum course requirements as outlined below. The Scholar Endorsement recognizes students who have completed rigorous coursework requiring advanced content, challenging intellectual engagement, daily homework, extensive critical reading and out-of-class research and/or projects. These courses are designed to prepare students for subsequent Advanced Placement coursework as well as enhanced admissions consideration at competitive post-secondary institutions. Students may not have failing course grades recorded on the high school transcript. Students are recognized at Class Night for earning the Scholar Endorsement.

**Graduation Requirements for Scholar Endorsement**

	<b>Units Required</b>
<p><b>English/Language Arts</b>                      (Minimum of four units from the following):                      Honors 9th grade Literature                      Honors 10th grade Literature                      AP English Language                      AP English Literature                      Any AP or Dual Enrollment English course</p>	4
<p><b>Mathematics</b>                      (Minimum of four units from the following):                      Accelerated Algebra I/Geom A or GSE Honors Algebra I                      Accelerated GeomB/Algebra II or GSE Honors Geometry                      GSE Honors Algebra II                      Accelerated Pre-calculus                      Calculus                      AP Mathematics - Calculus or Statistics                      Any AP or Dual Enrollment mathematics course</p>	4
<p><b>Science</b>                      (Minimum of four units from the following):                      Honors Biology I                      Honors Physical Science                      Chemistry, Honors Chemistry or AP Chemistry                      Physics or AP Physics                      AP Biology                      AP Environmental Science                      Any AP or Dual Enrollment science course</p>	4
<p><b>Social Studies</b>                      (Minimum of three units from the following):                      Honors World History                      AP Government                      AP European History                      AP US History                      AP Economics                      AP Human Geography                      Any AP or Dual Enrollment social studies course</p>	3
<p><b>Modern Foreign Language</b>                      Sequential foreign language courses</p>	3
<p><b>Electives in one of the following areas</b></p> <ul style="list-style-type: none"> <li>• 3 additional academic credits not including the required foreign languages</li> <li>• 3 courses in one CTAE Pathway</li> <li>• 3 courses in a Fine Arts Pathway</li> </ul>	3
<p>*Core classes taken at the middle school level for high school credit do not have to be designated as honors to count for Scholar Endorsement.</p>	



**STEM ENDORSEMENT REQUIREMENTS FOR FRESHMAN CLASS ENTERING FALL 2015 AND THEREAFTER (CLASS OF 2019 & THEREAFTER)**

As part of satisfying the high school graduation requirements, students are eligible for the STEM Endorsement by completing the minimum course requirements as outlined below. The STEM Endorsement recognizes students who attend the Effingham STEM Academy and who have completed rigorous STEM focused coursework requiring advanced content, challenging intellectual engagement, daily homework, extensive critical reading and out-of-class research and/or projects. Students may not have any failing course grades recorded on the high school transcript. Students are recognized at Class Night for earning the STEM Endorsement.

**Graduation Requirements for STEM Endorsement**

	<b><u>Graduating Class of 2021 -2024 Units Required</u></b>	<b><u>Graduating Class of 2025 and thereafter Units Required</u></b>
<b><u>Mathematics</u></b> (any of the following) GSE Algebra I* GSE Geometry* GSE Algebra II* AMDM* Pre-Calculus* GSE Honors Algebra I GSE Honors Geometry GSE Honors Honors Algebra II Accelerated Pre-Calculus Calculus AP Calculus A/B AP Calculus B/C AP Statistics Any AP or Dual Enrollment mathematics course	6	4*
<b><u>Science</u></b> (any of the following) Biology I* Physical Science* Chemistry* Physics* Zoology* Entomology* Honors Biology I Honors Physical Science Honors Chemistry Honors Biology II Honors Physics AP Biology AP Environmental Science AP Chemistry AP Physics Any AP or Dual Enrollment science course	5	4*
<b><u>English/Language Arts</u></b> (any of the following) 9th Grade Literature 10th Grade Literature American Literature British Literature Honors 9th grade Literature Honors 10th grade Literature AP English Language AP English Literature Any AP or Dual Enrollment English course	4	4

<b><u>Social Studies</u></b> (any of the following) World History Government US History Economics Honors World History AP World History AP Government AP US History AP European History AP Economics AP Human Geography Any AP or Dual Enrollment social studies course	4	4
<b><u>Modern Foreign Language</u></b> Sequential foreign language courses	3	2
<b><u>STEM Pathway Area of Concentration</u></b>	3	3
<b><u>Scientific Research</u></b>	3	3
<b><u>Health (.5 unit)/Personal Fitness (.5 unit)</u></b>	1	1
<b><u>Successful Completion of a Virtual STEM Portfolio</u></b>	N/A	3 years

**EMBEDDED COURSES**

The State Board of Education recognizes that the course standards in the CTAE course, Essentials of Healthcare, has embedded core academic standards for Human Anatomy and Physiology. Students who earn one unit of credit for Essentials of Healthcare will also receive one unit of credit for Human Anatomy and Physiology.

This Essentials of Healthcare course satisfies the fourth science requirement for high school graduation and meets the fourth science requirement for admission to the University System of Georgia and the Technical College System of Georgia. The Essentials of Healthcare course will be counted as the CTAE course for the Health Science pathways and Human Anatomy and Physiology course will be counted as an elective science course. The final course grade assigned to the Essentials of Healthcare will be assigned to the Human Anatomy and Physiology course.

Students are required to complete the science graduation requirement listed in the current graduation rule. Based on the Effingham County School System's graduation policy, students are still required to earn four units of credit in science. The four units of credit shall be required for all students, including one unit of Biology; one unit of either Physical Science or Physics; one unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements.

The State Board of Education recognizes that the course standards in the Fine Arts course, Dramatic Writing, has embedded core academic standards for the English language arts course, Advanced Composition. Beginning in the 2019-2020 school year, students who earn one unit of credit for Dramatic Writing will also receive one unit of credit for Advanced Composition.

The Dramatic Writing course meets the fourth English language arts requirement for high school graduation and meets the fourth English language arts requirement for admission to the University System of Georgia and the Technical College System of Georgia. The Dramatic Writing course will be counted as the Fine Arts course for the Theatre/Film Pathway and the Advanced Composition course will be



counted as the fourth English language arts course. The final course grade assigned to the Dramatic Writing course will be assigned to the Advanced Composition course.

Students are required to complete the English Language Arts graduation requirement listed in the current graduation rule. Based on the Effingham County School System's graduation policy, students are still required to earn four units of credit in English Language Arts. The four units of credit shall be required for all students, including one full unit of Ninth Grade Literature and Composition; one full unit of American Literature/Composition; and two additional English language arts units.

If a parent wants to deny an embedded credit, the student and parent must meet with the high school counselor to sign the Option to Decline Credit Form to deny the credit. This form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elects to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript. If the embedded course credit is denied, the student may take the course to receive course credit.

Under NCAA requirements, units of credit earned through embedded credits will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.

## HOMWORK

Homework reinforces concepts presented at school and is an integral component of each student's educational experience. It allows students the opportunity to practice skills on their own and become confident in their skills.

## MEDIA CENTER

The media center at each campus is open daily and provides students with materials to help with classwork and projects and to encourage reading for enjoyment. Individuals, small groups and classes may visit the media center. Students may borrow books to take home and read. Lost or damaged books from the media center must be paid for before the student will be allowed to check out any other books. If there is an outstanding media debt at the end of the school year, the school may file the debt with the small claims court.

## OPTIONAL TESTS

The **Preliminary Scholastic Aptitude Test (PSAT)** is offered to middle and high school students. It is given once each October. Tenth graders seeking a regular education diploma take the test free of charge. Middle school, ninth and eleventh grade students may take the test for a small fee. Eleventh graders who take the test participate in the National Merit Scholarship competition.

The **Pre-ACT** may be taken during a student's sophomore year. Results from the Pre-ACT provide an estimated ACT score, identify skills and knowledge required to succeed in college, identify areas where extra help is needed, and provide career areas that match student's interests.

The **Scholastic Aptitude Test (SAT)** is offered for a fee to any high school student. It is offered several times a year at various locations; check with the counselor's office for more information. The SAT is not required for admission to Georgia two-year colleges or technical colleges.

The **American College Test (ACT)** is administered by the American College Testing Program, and measures educational development in the four subject areas of English, mathematics, reading, and natural sciences. The ACT is one of the two standard college entrance exams given at specified test centers throughout the year.

**Advanced Placement Exams** are offered as a part of the AP Program. Students enrolled in AP classes may take the tests in May of each year. Students scoring a three or above on the five-point scale may receive college credit for that class.

The **Armed Services Vocational Aptitude Battery (ASVAB)** is a group of 12 tests that measures aptitude in five separate career areas and is an indicator of the students' qualifications for military occupations. Juniors and seniors may take the test.

The **Accuplacer** is an on-line assessment available to measure students' mathematics, reading, and writing skills and then report results immediately. Accuplacer is used as a placement test and is accepted by technical colleges throughout the state. Once the student has started taking each test and a low score is determined, the adaptive system can automatically reroute the student to the diagnostic section of the test and determine the specific areas in which the student is proficient or needs additional work. Students taking the test in their sophomore or junior year of school can use the Accuplacer results to revise their schedules to take the courses necessary to improve any deficiencies.

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school any time a conference is desired about a student's schoolwork. In order to keep the campus secure and safe for all children, and to limit interruptions in instruction, parents must call in advance to plan a conference. In most cases, conferences must be scheduled before or after school, or during a teacher's planning period. Conferences are planned to ensure that student information may be kept confidential, and to provide parents with all the necessary information relating to the child's progress.

Two formal parent-teacher conference dates are planned each year, one in the fall and one in the winter. Pre-K guidelines require that teachers meet with parents at the end of each semester to review their child's progress and portfolio. Schools notify parents of these conferences.

## ADMINISTRATIVE PROCEDURES FOR PROMOTION & RETENTION

Promotion, grade-level advancement, and course credit shall be based upon meeting the Effingham County Attendance Policy and mastering the state mandated standards. No student shall be promoted to a grade level for which he/she is not prepared for without appropriate support measures as outlined in district procedures.

### Kindergarten Proficiency Requirements

Promotion from Kindergarten is dependent upon meeting the Effingham County Attendance Policy and mastering the state mandated standards, as indicated on the Kindergarten report card.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee will convene to review the student achievement data and to determine placement. A Student Success Learning Plan will be developed for each student that requires an additional year of Kindergarten.

Retention decisions may be appealed to the Office of Curriculum and Technology, whose decision shall be final and not subject to further appeal.

### Grades One through Five Proficiency Requirements

Promotion from grades one through five is dependent upon meeting the Effingham County Attendance Policy and mastering the state mandated standards. These standards are incorporated into the curriculum for the subjects listed on the report card. Mastery of these standards is indicated by a yearly average of 70 or above. Students must pass Language Arts AND Mathematics to be promoted to the next higher grade.

No third grade student shall be promoted to the fourth grade if the student does not achieve grade level expectations for reading on the Georgia Milestones Assessment.

No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level expectations for language arts AND mathematics on the Georgia Milestones Assessment.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee will convene to review student



achievement data and to determine placement. A Student Success Learning Plan will be developed for each student that did not meet proficiency requirements.

Retention decisions may be appealed to the Office of Curriculum and Technology, whose decision shall be final and not subject to further appeal.

**Grades Six through Eight Proficiency Requirements**

Promotion from grades six through eight is dependent upon meeting the Effingham County Attendance Policy and mastering the state mandated standards. These standards are incorporated into the curriculum for the subjects listed on the report card. Mastery of these standards is indicated by a yearly average of 70 or above. To be promoted, the student must pass a minimum of three of the four academic classes (Language Arts, Mathematics, Science and Social Studies). In addition to passing three of the four academic classes, the student shall not fail two or more Connections classes.

No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level expectations for reading AND mathematics on the Georgia Milestones Assessment.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee will convene to review student achievement data and to determine placement. A Student Success Learning plan will be developed for each student that did not meet proficiency requirements.

Retention decisions may be appealed to the Office of Curriculum and Technology, whose decision shall be final and not subject to further appeal.

**GENERAL PROMOTION GUIDELINES FOR GRADES 3, 5 AND 8 - GEORGIA MILESTONES ASSESSMENT**

When a student does not achieve grade level expectations in grades 3, 5, or 8 on the Georgia Milestones Assessment, the principal shall notify the parent of possible retention and retest opportunities. A student who is absent or otherwise unable to take the Georgia Milestones in English Language Arts and/or Mathematics on the first administration shall take the Georgia Milestones in English Language Arts and/or Mathematics on the second administration day(s). Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

A student's failure to take the Georgia Milestones in grades 3, 5, and 8 in English Language Arts and/or Mathematics on any of the designated testing date(s) shall result in the student being retained. Prior to the student's retention, the student's parents must be notified and given the opportunity to attend a Placement Committee meeting to discuss student placement.

**PROMOTION (HIGH SCHOOL)**

ECHS & SEHS students must earn the following units to be promoted to the next grade level:

Minimum Credit Requirements	9th to 10th Grade	10th to 11th Grade	11th to 12th Grade	Graduation
Entered Fall 2012 and Thereafter	6	12	18	24

Effingham STEM students must have the following credits to be promoted to the next grade level.

Minimum Credit Requirements	9th to 10th Grade	10th to 11th Grade	11th to 12th Grade
Entering freshman between Fall 2019 and Fall 2020	9	17	23
Entering Freshman beginning Fall 2021	8	15	21

**STUDENTS WITH DISABILITIES**

Promotion standards for students with disabilities will be established by the student's individual education plan (IEP) with consideration given to student performance on Georgia Milestones or the Georgia Alternate Assessment (GAA) and as determined by the student's IEP committee. The student's IEP committee shall act as the student's placement committee.

**STUDENT ACHIEVEMENT / INTERVENTIONS**

The Pyramid of Interventions is in place in Effingham County to help educators determine if students are progressing as expected or if students need additional help to be successful in school. It is a proactive approach that does not wait for students to fail before intervening. It focuses on identifying students who are struggling and then provides layers of intensive interventions and progress monitoring.

**Tier 1** provides effective instruction in every classroom for every student based on the Georgia state-adopted curriculum. It includes academic content areas, speech, behavior and social development.

**Tier 2** supports provides pre-planned interventions for students who are not successful in Tier 1.

**Tier 3** supports is guided by a Student Support Team. When students continue to make inadequate progress with Tier 1 & 2 supports, educators and parents meet to determine more individual and intensive interventions. Students who are still unsuccessful may be referred for special education and related services.

**TRANSCRIPTS**

Active students and those who have graduated or withdrawn within the prior six months may request free copies of their academic transcripts by contacting the schools' counseling office. In addition, unofficial transcripts for high school students are posted to Infinite Campus Portal and may be accessed by active students or their parents. Students who have graduated or been out of school more than six months may request an official transcript from the Effingham County Board of Education, 405 North Ash Street, Springfield, GA 31329. The cost for processing archived transcripts is \$6.00 per copy. A "Request for Transcript" must be completed by either 1) the parent/guardian or 2) the student, if 18 years of age or older. A "Request for Transcript"



may be completed electronically at [www.effinghamschools.com](http://www.effinghamschools.com). This request must be dated no more than ten (10) days prior to the request being received by the Effingham County Board of Education. Alternative forms requesting the Effingham County Board of Education to provide such information shall be verified by the guardian and/or student before transcripts will be released to the third party.

### AWARDING UNITS AND TRANSFERRING CREDIT

Students entering an Effingham County school are subject to local board policy on the Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades JBC(4). The entire policy can be found online at [www.effinghamschools.com/eBoard](http://www.effinghamschools.com/eBoard).

The Effingham County Board of Education shall award units of credit for middle school courses that are based on state-adopted curriculum for grades 9-12. Credits for each successfully completed high school course are posted on the high school transcript. Units of high school credit are awarded at the middle school level and included in the high school grade point average (GPA). Credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA. If the parent declines the credit, the student must retake the course or the equivalent. The Option to Decline Credit Form is available for parents in the high school counselors' office. This form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elect to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript. The student may retake the course at high school to receive credit.

Students withdrawing from an Effingham County school, especially those who plan to return to a system high school, should carefully review the system policy in order to determine how credits will be reviewed for acceptance in the awarding of credits upon re-enrollment. Only courses accepted for transfer credit will count towards the system's graduation requirements.

High School Credits are awarded at the completion of a course. Students who transfer from the Effingham County School System prior to the completion of the course will not receive credit for the course as credits are not prorated at the high schools.

### EARNING UNITS OF CREDIT BY TESTING-OUT

Students may earn course credit by scoring a performance level of "Distinguished" on a Georgia Milestones End-of-Course (EOC) assessment prior to taking the course. To earn credit by testing-out of any course with an associated EOC, students cannot be currently or previously enrolled in the course and must have: earned a B in a course in the same content area as the EOC course the students is attempting; received a recommendation from a teacher in the same content area as the EOC course; and, obtain parent/guardian permission. Eligible students are allowed only one opportunity per course to test out, and those who pass the EOC with a score lower than the "Distinguished" level will be required to take the associated course and retake the EOC. Students may earn no more than three units of credit by testing out. Students and their parents are required to meet with a school official and complete an application in each instance that a student wishes to exercise the testing out option. The application process requires the payment of the testing fee prior to participation in the EOC administration. A student who scores at the "Distinguished" level will be refunded the testing fee.

The grade equivalent scores will be included in the student's local GPA. Under NCAA requirements, units of credit earned through testing-out using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships. Course credit earned will be reported for HOPE and other state required purposes.

### EARNING UNITS OF CREDIT IN LIEU OF ENROLLMENT FOR FOREIGN LANGUAGE COURSES

Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option to determine if the student is proficient in their

native language. A formal examination shall be administered and criteria met as evidence of proficiency.

### HIGH SCHOOL ONLINE COURSES

Online education is a flexible instructional delivery system encompassing any kind of learning that takes place via the Internet. Online learning is not appropriate for all students. Students should not be placed in an online course for logistical reasons only. Extensive consideration and guidance are required prior to registering for online courses. Georgia Virtual School (GAVS) is the pre-approved provider for online courses. Other providers of online courses must be evaluated on an individual basis and must be approved by the Assistant Superintendent of Curriculum and Technology before enrolling in the online coursework. Students must consult with their counselor to obtain approval prior to registering for any online course, including GAVS. Effingham County School District will only award credit for pre-approved online providers and courses.

Effingham County School District and Georgia Virtual School are accredited by Cognia, a non-profit international accrediting agency. Courses offered by GAVS are aligned with the Georgia Department of Education standards. Courses offered by other online course providers may or may not be aligned with the state standards. Other online course providers may or may not be accredited.

Parents and guardians are required to participate in the discussion with the student's counselor prior to student enrollment in an online program or course. The counselor will need to verify that the course(s) satisfies the graduation requirements for the student. Students should be aware of schedules and deadlines for the courses selected. Students who wish to enroll in online education classes via GAVS, or any other online course provider, must follow the Effingham County School District's academic calendar even when GAVS or other online course provider's calendar is different.

Students must complete the *Request for Online Course Approval Form* from the school's counselor's office and return it to the student's counselor. After the counselor has received the *Request for Online Course Approval Form*, and the instructional supervisor has approved the registration, the student may register for the desired online course.

All online courses must be taken at the high school during the regular school day.

Effingham County School District high school students must enroll with a full schedule each semester, which may include one or two GAVS courses unless the student is participating in senior privilege or dual enrollment. Students can only enroll in two online courses per semester. If a student needs additional courses, it must be approved by the Office of Curriculum and Technology.

Once a student has selected, been approved and enrolled in an online course, the student must complete the online course. If during the completion of the first semester of an online course, the student determines they would be more successful in a traditional classroom, they should discuss this with their counselor. Arrangements may be made for a student to complete the second semester of a year-long course in a traditional classroom.

GAVS courses taken as part of the regular school day schedule are eligible for district funding. Any course(s) taken in addition to a regular schedule will be ineligible for district funding and all costs associated with this course must be paid by the parent or guardian. If a student drops a course after the approved drop date, the parent or guardian is responsible for the cost of the course. Courses taken through providers other than GAVS will receive no funding through the district and all costs associated with said course will become the responsibility of the parent or guardian of the student.

The school district will receive a grade from the online course provider after a student completes the online course. Students enrolled in a course through GAVS, or any other online course provider, are responsible for taking any standardized tests associated with that course. These tests may include Advanced Placement (AP) exams or End-of-Course assessments (EOC). The school testing coordinator is responsible for scheduling standardized testing for students taking



online courses. Students in a course that requires an EOC will receive a final grade from the online provider reflecting 80% of the course score. The other 20% shall be derived from the EOC score and added to their grade. School administrators shall transcribe and award credit to students who successfully complete work through pre-approved online courses only. Students taking Advanced Placement courses will receive five points added to the students' final course grade. The district's grading scale is as follows: A=90-100; B=80-89; C=70-79; F=Below 70 (Failing). Students' transcripts will indicate courses taken as online courses. If the online course provider only provides letter grades, the letter grades will be correlated to numerical grades and recorded on the high school transcript and be calculated in the GPA as follows: A = 99, B = 89, C = 79, D = 70, F = 69, WF = 69.

Georgia Virtual School offers Economics, Advanced Placement Macroeconomics, and Advanced Placement Microeconomics as a .5 credit course and does not currently meet local system graduation requirements. Students should not plan to take Economics through GAVS or any other online provider offering Economics as an .5 online course. Students planning to take an advanced placement Economics course through GAVS should plan to take Advanced Placement Macroeconomics and Advanced Placement Microeconomics.

In order to ensure accurate information about eligibility and requirements for high school sports and NCAA with regard to online courses, it is highly recommended that the student and parent be in close contact with the online provider, the NCAA, and the school's athletic director. Eligibility for post-secondary athletics is the responsibility of the student and parent as the district takes no responsibility in determining if online courses meet or do not meet NCAA requirements which may be above entrance requirements for college admission.

### **WORK-BASED LEARNING**

This program of study provides a junior or senior with an opportunity to learn a highly skilled occupation at a work site while earning high school credit. The student will follow a structured plan including on-the-job training and classroom instruction. On-the-job training affords the participating student the opportunity to master skills and competencies of a given trade. Applications and guidelines are available from the Work-Based Learning Coordinator or the CTAE Supervisor at each high school.

### **SPECIAL PROGRAMS**

#### **CREDIT RECOVERY**

Each high school provides students an opportunity for credit recovery for courses where no credit was earned. Interested students should contact the counselor's office or instructional supervisor for additional information. Opportunities for credit recovery during the summer months may be made available depending upon state funding.

#### **ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

Effingham County Schools offer English language support services to qualified students in grades K-12 who have a home language other than English. At the time of enrollment, these students are administered an English language proficiency assessment to determine eligibility for additional language support. Identified English Learners are evaluated annually to determine progress towards English language proficiency.

#### **GIFTED PROGRAM**

Effingham County Schools offer gifted programs for students in Kindergarten through 12<sup>th</sup> grade, in accordance with state law. Students may receive services through one or more State approved delivery model. Anyone familiar with a student's academic performance and ability may make a referral for consideration of testing into the gifted program.

To be considered eligible for GT placement, a student must meet the following criteria set forth by the state of Georgia:

- Psychometrically: Score at the 99th percentile (K-2) or the 96th percentile (3-12) on the composite or full scale score of a standardized test of mental ability OR
- Multiple Criteria Approach: Qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation.
  - Mental Ability: minimum score of the 96th percentile on the composite or component score;
  - Achievement: a minimum score of the 90th percentile on the total battery, total reading or total math;
  - Creativity: a minimum score of the 90th percentile on a standardized test of creativity;
  - Motivation: Grades K-8– A minimum score of the 90th on a standardized gifted evaluation scale. Grades 9-12 - a minimum grade point average of 3.5 on a 4.0 scale where 4.0=A and a 3.0=B using an average of grades from the regular school program over the previous two school years. Grades from the following subjects will be used: math, science, English / language arts, social studies, and foreign language. (GA regulations state that the GPA should be at that level which is achieved by no more than 10% of the students in each grade level.)

Parents may schedule conferences with the school's gifted resource teacher or gifted program facilitator to discuss the program, referral procedures and eligibility requirements, as well as the student's eligibility status after an evaluation. Students will not be evaluated more than once within two calendar years.

### **GUIDANCE COUNSELING & SERVICES**

Each Effingham County school employs a minimum of one counselor. School counselors design and deliver comprehensive school counseling programs that promote student achievement and student social and emotional health. These programs are comprehensive in scope, preventive in design and developmental in nature. A comprehensive school counseling program is standards-based and data driven, and an integral component of the school's academic mission. It focuses on academic, career, and social/emotional curriculum that is delivered through classroom lessons, small group, and individual consultation.

### **READING RECOVERY**

The Reading Recovery Program serves first grade students at all elementary schools to help correct reading deficiencies for eligible students in a one-on-one atmosphere. Reading Recovery teachers also serve students working below grade level in grades K-5 as needed in small group atmospheres to target reading and writing deficits.

### **SPECIAL EDUCATION/EXCEPTIONAL STUDENTS**

Special education is specially designed instruction provided at no cost to parents that meets the unique needs of a student with a disability. Children are identified and served from age three through 22 in accordance with state and federal law.

1. The law ensures that all eligible children with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living; [34 CFR 300.1 (a) ]
2. Ensures that the rights of children with disabilities and their parents are protected; [34 CFR 300.1 (b) ]
3. Assists educational agencies to provide for the education of all children with disabilities; and [34 CFR 300.1 (c) ]
4. Assesses and ensures the effectiveness of efforts to educate children with disabilities; [34 CFR 300.1 (d) ]

For more information about the referral, assessment, eligibility, placement and/or the IEP process, please contact the Department of



Exceptional Students at 754-5623 or visit our system website, <http://www.effinghamschools.com/Domain/58>.

**PARENT REQUEST FOR STUDENT OBSERVATION BY SELF OR OTHER**

A parent is required to complete *Request for Observing a Student and Effingham County School District Confidentiality Agreement*. The parent will contact school administrator to obtain these forms.

**PARENT REQUEST FOR OBSERVATION BY PRIVATE THERAPIST**

All requests must be initiated by the parent or guardian. The parent will complete the *Request for Observing a Student* and the private therapist/private observer will complete additional documentation. The parent will contact the school administrator to obtain these forms.

**PRIVATE THERAPY DURING SCHOOL DAY**

Therapy provided by a private therapist is not permitted on school campuses; however, Georgia APEX is an approved school-based mental health provider. In addition, enCompass Academy students may receive private therapy approved through the Department of Exceptional Students.

**MINDSET/CRISIS PREVENTION AND RESPONSE**

In compliance with State Board of Education Rule 160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS, Effingham County School District utilizes MindSet protocol when responding to students in crisis. Through the implementation of MindSet, our system responds to students in crisis with an emphasis on counseling and de-escalation in an effort to eliminate the need for therapeutic/physical restraint. In accordance with State Board Rule 160-5-1-.35, therapeutic restraint is only used as a last resort when there is harm to self, harm to others, or harm is imminent. Each school has a team of trained staff members who have successfully completed the MindSet curriculum training, to include a written assessment and demonstration of skills. Please contact the Director of Exceptional Students for more information.

**SECTION 504 PROCEDURAL SAFEGUARDS AND NOTICE OF RIGHTS**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, please contact Ms. Deidre Ford at 754-6491 or visit our system website, <http://www.effinghamschools.com>.

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

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

**TRANSPORTATION**

**LACK OF SUPERVISION**

**Per Georgia Department of Human Resources guidelines, children eight years or younger should not be left alone.** Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief periods of time (less than two hours); and children thirteen years and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter, as authorized by the parent, for up to twelve hours.

Any child eight years or younger that rides the school bus home in the afternoon will need a parent or babysitter that is visible to the bus driver, not in a vehicle or in the house. The babysitter or other designated adult must be registered with the school on the child's emergency contact list. If the parent or babysitter is not at the designated stop when the bus arrives, the bus driver will radio the school so a parent can be contacted and the incident will be documented. The parent and/or babysitter will be allowed three



incidents before action is taken. After three documented incidents from the driver to the school the following protocol will occur:

**Incident #3** - a letter is sent home to the parent from the school with the documented days

**Incident #4** - all riding privileges shall be suspended until the parent has a parent conference with a school administrator and an administrator from the Transportation Office

**Incident #5** - Loss of bus riding privileges for the remainder of the school year

### RIDING A SCHOOL BUS

Although we are committed to the safety of students on the bus and at the bus stop, there are situations that require your assistance and participation in order to ensure the safety of your children when walking to and from the bus stop. Sometimes, children can be exposed to a dangerous situation because of their own or others behavior.

Riding the school bus is a privilege for students, and maintaining proper behavior while on the bus is expected in order to protect the safety of all students. Riding the bus also ensures that students will arrive to school on time each day. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Students must be at the bus stop 5 minutes before the time for the bus to arrive. The bus will not wait on students who are not at the stop when it arrives. This is necessary in order to complete routes in the time allotted and have students arrive at school on time. Students should remain 12 feet away from the road in a safe area while waiting on the bus. Students must not eat or drink on the bus for their safety and the safety of others. Students may not transport anything on the school bus that will not safely sit on their laps while in their seated position. Students must sit in the seat assigned by the driver or school administrator. School rules apply on the bus just as on campus or at other school events, and bus behavior is specifically covered in the **Code of Conduct**. Bus drivers will make disciplinary referrals to the school administration that may result in a conference and warning, or the denial of a student's right to ride the bus for a given number of days and/or the remainder of the school year. The administration reserves the right to exercise administrative prerogative as necessary. Parents, guardians and others should not attempt to board a school bus during the bus route. O.C.G.A. § 20-2-1181: It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

### School Bus Stop Safety/Behavior

There are serious safety issues for students while waiting at the school bus stop. Students are responsible for their actions and behavior while waiting at the school bus stop. School bus transportation can be denied if students do not conduct themselves properly.

**The following are essential behaviors for student safety while at the school bus stop. Students should:**

#### 1. Get up and get ready on time. Arrive at the bus stop five minutes before the bus is scheduled to come.

*Students have been struck by their school bus when they arrived late in the boarding process and the bus driver was unaware of their presence. The five minute target ensures the loading of the bus takes place in a routine manner, even if the student is running a couple of minutes late or the bus is running a couple of minutes early. Any break in the normal safety routine places the student in grave danger.*

**2. Go back home and get help or phone for assistance if you miss the bus. Get someone you know to take you to school. NEVER CHASE AFTER THE BUS, NEVER WALK TO ANOTHER BUS STOP AND TELL YOUR PARENTS TO NEVER DRIVE YOU TO ANOTHER BUS STOP. Your bus driver will not be expecting you and you will be in grave danger when approaching the unsuspecting school bus driver. It is better to be late for school and be safe!**

*Students have been struck by vehicles or by their school bus when they missed their bus and tried to board a school bus at an unscheduled stop. Any break in the normal safety routine places the student in grave danger.*

#### 3. Have all items in your book bag before you leave home so you don't drop anything.

*Students have been struck by other vehicles when they dropped something and went after it at the bus stop or struck by their school bus when they dropped something and tried to retrieve it when getting onto the bus.*

#### 4. Wait in a safe place, 12 feet away from traffic.

*Students have been struck by passing vehicles at the bus stop when they got too close to traffic.*

#### 5. Never speak to strangers at the bus stop and never get into the car with a stranger. Tell your bus driver, your teacher or your parents if a stranger tries to talk to you or pick you up.

#### 6. Respect the property of homeowners at the bus stop and also keep the noise down.

#### 7. Respect the rights and safety of other students.

#### 8. Wait in a "single file" line or in an orderly group.

#### 9. Avoid horseplay.

#### 10. Refrain from pushing or shoving.

#### 11. Form an orderly line as the bus approaches, with the 1st student in line standing 12 feet away from the road.

#### 12. Keep electronic equipment packed away when preparing to board. Never use an electronic device or wear ear buds/headphones when boarding. You MUST be able to hear!

#### 13. Wait before moving to the school bus.

### ALTERATIONS TO REGULAR TRANSPORTATION

When students make a change to their daily transportation pattern, a written notice from the parent/guardian with a phone number at which the parents can be reached is required. For example, if a student routinely rides the bus but will be picked up by a parent or someone else for a single day or several days, then a note would be required.

### RIDING ANOTHER BUS/GOING HOME WITH A FRIEND

Students are expected to ride the bus to which they have been assigned. Students wishing to ride another bus, such as to a friend's or babysitter's house, must follow these procedures:

1. Bring a written request from the parent/ guardian with a phone number at which a parent can be reached to verify the request. If the parent cannot be reached to verify the note, the principal may choose to deny the request and the student will be sent home in the usual manner. Any student bringing a note that is not written by the parent/guardian will be subject to the disciplinary action associated with the policy on forgery. The physical address of where the student is to be dropped off must be included in the note.
2. Report to homeroom or class and present a note from their parent/guardian to the teacher. Notes will be verified and a Boarding Pass will be returned to the student.
3. Give the Boarding Pass to the bus driver as you board the bus. Students who fail to follow this procedure and whose notes cannot be verified with a call to the parents will not be allowed to leave school on other than their assigned bus.

Note: Students who are attending school under School Choice Privilege are not allowed to utilize school transportation.



## STUDENTS' DIRECTORY INFORMATION

### MILITARY RECRUITMENT

Federal law requires that secondary student information (names, addresses, and telephone listings) be released to armed forces recruiters. As a part of this law, parents have the right to notify the school in writing to not release the name, address, and telephone number to recruiters of the armed forces of the United States or institutions of higher education.

### PUBLICITY RELEASES

In addition to the honor roll, Effingham County Schools publicize students' outstanding achievements and the activities of the students through various media.

We welcome the myriad of media coverage of our students, staff and programs and provide access to all public information through cooperative efforts among representatives of the media and district personnel, giving due consideration to the responsibilities and operating guidelines of both the schools and the media.

Effingham County Schools will not knowingly allow reporters to interview students under 18 years of age without parental consent. Site principals will determine the best time for any interviews, minimizing class time missed.

Media representatives may be present at school events, and students occasionally participate in live, public programs. College students completing internships and practicums compile portfolios of their experiences, which sometimes contain photos of students. Schools also publish yearbooks that contain photographs and names of students as well as honor roll, awards & student work.

- Specifically, regarding publishing of student work and information on school-sponsored websites, the following guidelines apply:
  - Publishing student photographs and exceptional work is permitted except for students whose parents have declined permission by submitting a written statement to the school;
  - All published material and external links must clearly support and/or augment the curricular objectives.

Information about school related activities may be found on the internet as well as on school-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.

### STUDENT RECORDS AND DIRECTORY INFORMATION

It is the policy of the Effingham County Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia. All parents, guardians and students over the age of 18 have the right to inspect and review education records for accuracy, as provided by federal law under FERPA. In addition, the Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. **The Board has determined that the following can be released as "directory information" unless a parent, legal guardian or eligible student makes a timely request, in writing, to the principal of the school where the student is enrolled that such information not be designated as directory information:**

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's district assigned e-mail address;
- Student's participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at schools within the school district;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph; and
- School and grade level.

The Board of Education further protects the directory information of students by limiting release of directory information to certain parties and for approved purposes, as specified below:

- School publications, such as a school yearbooks, website, school newspapers, etc.
- Media outlets providing coverage of student academic, athletic, and extracurricular competitions, honors, and awards.
- Certain vendors, approved by the Superintendent, who provide specialized items of interest to high school students including, but not limited to, those vendors marketing class rings, graduation invitations, and graduation attire.
- Non-profit organizations who have been determined by the Superintendent to provide services that may enhance the instructional program of the school, including, but not limited to, the local YMCA, 4-H Club, Boys and Girls Clubs of America, and Big Brother / Big Sister organizations.
- Outside researchers, when research is determined by the Superintendent to have merit to the improvement of the school system.
- Other purposes, as approved by the Superintendent.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

The above information can also be found in the Student Records Policy, which may be viewed online at [www.effinghamschools.com/eBoard](http://www.effinghamschools.com/eBoard).

### UPDATING STUDENT INFORMATION

Any changes in a student's residence, family circumstance, and phone numbers should be immediately reported to the school office or the district's Central Registration Center to maintain accurate student data.

### PARENT / STUDENT NOTIFICATION SYSTEM

The district utilizes a notification system to send parents and students general and targeted notifications via voice, text, and e-mail messaging. Parents and students are encouraged to update their preferences for receipt of such notifications via the Contact Preferences link on Infinite Campus Portal.

## STUDENT HEALTH

### HEAD LICE MANAGEMENT

Schools will recognize a maximum of three days of excused absences for the treatment of head lice per school year. Days in excess of three will be considered as unexcused. Schools will take an active role in educating parents and children about head lice and its prevention. Teachers, counselors, nurses and administrators will seek to find the best means to communicate effectively with these groups. The following procedures have been developed for dealing with the head lice problem.

1. If a child is suspected of having head lice, the school clinic/nurse will be notified. Parents who find and treat head lice at home should immediately notify the school nurse. The child must be brought to school by the parent/guardian for clearance before attending school and riding the bus.
2. Children showing active symptoms will be checked by the school nurse, or his/her designee.
3. The parent will be asked to pick up the infested student immediately. An information sheet will be provided to inform parents about how to get rid of the infestation. The child having head lice will be excluded from class until he or she is picked up, treated, and lice free.
4. When the students have left at the end of the school day, the school classroom where an incidence of head lice has been found will be cleaned to help prevent the spread of the condition. Parents should follow the instructions for home environment cleaning to prevent re-infestation. No toxic chemical sprays should be used.



5. The school principal will communicate with the parents in the classroom informing them of the presence of head lice and the precautions that should be taken.
6. When the hair has been properly treated and the nits/lice removed, parents must bring the child to school with evidence of treatment used to be rechecked by the school nurse. Please note that students cannot ride the bus until they have been checked and cleared for return to class. If no head lice are found, the child will be readmitted to class. If the school nurse determines that an infestation remains, the parent must continue treatment at home until the nurse clears the child to return to class.
7. Chronic or recurring cases will be referred to the local Department of Family and Children Services for assistance in dealing with the problem. Chronic or recurring cases that result in excessive absences will result in referral to the attendance officer and may cause failure to progress to the next grade or to receive credit for the course.

### CHRONIC HEALTH CONDITIONS

Any student with a chronic health condition (such as asthma, diabetes, severe allergies, seizure disorders, etc.) must provide an Action Plan (care plan), signed by the parent and physician. The Action Plan details specific care and management of the condition at school. In addition, all supplies, equipment, and medication needed for the chronic condition are to be provided by the parent. In order to provide safe and appropriate care for your child at school, the Action Plan with doctor's orders, medications, and/or equipment must be provided within 2 weeks of starting school. Failure to provide these items will result in the parent providing the care at school or the student will be excluded from school until all necessary items are received by the school nurse. Action Plan forms are available from the school nurse or on the system web site at [www.effinghamschools.com](http://www.effinghamschools.com).

### ILLNESS AT SCHOOL

Any student who becomes ill at school should immediately notify his or her teacher, or if between classes, the teacher of the next class, receiving a pass to the nurse's office. In the case of a medical emergency, or if a student is too ill to remain in class, every effort will be made to contact the parents/guardians or the emergency contact person listed on the student's registration form. **Sick students who are contagious with active symptoms such as vomiting, diarrhea, congestion, cough, shortness of breath, recent loss of taste or smell, have had close contact or cared for a person with COVID 19, rashes and/or fever must not be sent to school. Students with a fever of 100.2 or above must be excluded from school and should not return until they are fever free or active symptom free for 24 hours without Tylenol or other fever reducing medications. Students returning too early may be sent home.**

Please alert the school about any medical condition and/or allergy a student has that may require attention at any time during the school day. Students who demonstrate symptoms of severe allergic reaction and/or anaphylactic shock, may be given emergency epinephrine injection.

### IMMUNIZATIONS

The state law of Georgia requires that all students enrolled in a public school must have an up to date immunization record provided by the parents / guardians, unless an affidavit of religious objection to immunization is submitted in accordance with the provisions of O.C.G.A. § 51-2-2-.07. Minimum immunization requirements for the issuance of Georgia School Immunization Certificate (Form 3231) & attendance in Georgia schools are determined by the Georgia Department of Public Health and are available, upon request, at the local health department. Students who do not have a current complete immunization form 3231 will be withdrawn from school.

### JGCD - MEDICATION ADMINISTRATION AT SCHOOL POLICY (Revised 6/18/20)

In the interest of maintaining a healthy environment for student learning, and to provide for the welfare of students, the Effingham County Board of Education has established the following provisions for the administration of medication at school.

Students requiring medication for their medical condition should under normal circumstances take such medication either before coming to school or after they return home. It is essential that the parents or guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which might reasonably require the services of the school nurse during the school day.

To the extent such medication must be taken during school hours or while school-related and extra-curricular events are on-going, it is the responsibility of the parent or guardian to follow this policy regarding administration of medication:

- All prescribed medication will require signed and dated physician's orders.
- Parent or guardian must sign and place on file with the nurse or school principal, a medication permission form available in the nurse's office;
- Parents or a guardian must deliver all medications to the school along with the signed medication form. In the event that a parent or guardian cannot deliver medication to the school, alternate arrangements must be made with the school principal.
- Students may NOT transport medication to the nurse.
- Nurses must receive medication in its original pharmaceutical container, clearly labeled as to the name of the student, name of medication, appropriate dosage, times of dosage and will administer only the actual amount as prescribed on the label.
- In the absence of a school nurse, the teacher, coach, or other supervising adult designated by the school principal shall administer medication, provided the written documentation permitting such is on file with the school, in accordance with board policy and state law.

The sole exception to these procedures allows students for whom the school has on file supporting medical documentation to carry at all times, with parental/guardian permission: inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission for the school nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. The parent or legal guardian must provide to the school a:

1. signed, written authorization by the parent or legal guardian for such self-administration of asthma medication, auto injectable epinephrine (epi pen), or medical needs for diabetes, as well as, permission to consult with the doctor regarding medication questions.
2. a signed, written statement from a licensed physician or physician's assistant containing the following information:
  - a. the name and strength of the asthma medication, the auto injectable epinephrine (epi pen) for allergic reactions, or medical needs for diabetes;
  - b. prescribed dosage; and the time or times at which the medication is to be administered, and
  - c. confirmation that the student is able to self-administer the medication.

The information provided to a school in accordance with this policy will be kept on file in the office of the school nurse or, in the absence of a nurse, the school principal. Parents are encouraged to provide to the



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

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

All students, parents and guardians are also expected to cooperate with the school in its Drug Abuse Prevention Program. In order to protect all students, especially those who may have a known or unknown reaction to certain drugs, students who have in their possession prescription or over-the-counter medication not in accordance with these guidelines including aspirin, vitamins, cold medications, etc., or controlled substances will be considered in violation of the school district's drug policy and shall be subject to the discipline set forth in the student code of conduct and student/parent handbook.

\*Cough drops are allowed under this policy.

#### ADDITIONAL MEDICATION GUIDELINES

- Herbal/Alternative/Complementary Medications or Dietary Supplements: Herbal medications/supplements are not to be given or self-administered at school. These products are not approved by the FDA; FDA regulates only product label information and often lacks data regarding safety, efficacy, and dosages in children. There may be side effects when mixing herbal medications/supplements with other medications the student may be taking. Use of these products should be managed at home. Students who carry these products to school will be violating the school drug policy.
- Experimental (or Off Label) medications: Children requiring treatment of a condition with these medications will require written documentation from the prescribing physician including the name, dose, condition prescribed for, and current information on side effects and precautions, as well as any specific directions for administration at school.

Unanticipated exposure to blood or body fluids: If a staff member or student is exposed to blood or body fluids, the affected area is to be immediately washed with soap and water or the area flushed with water, and the following protocol followed and documented:

1. Report exposure to the school nurse immediately following washing the area. If there is a needle stick, the nurse will report to the Board of Education Director of Benefits/Worker Compensation immediately but not later than 2-4 hours after the exposure. Employees will follow the guidelines for Worker Compensation injuries. Students/visitors will be referred to the local ER for evaluation of needed treatment.
2. School nurse will contact the local Public Health Office.
3. The Board of Education may require permission of the person whose blood was exposed to be tested for any serious infectious disease such as Hepatitis B and/or HIV.

Any additional medication situations, not specifically addressed in this policy will follow the School Health Manual guidelines.

#### HOSPITAL HOMEBOUND

Students who expect to be absent from school for ten (10) consecutive days for medical reasons or who have a chronic illness should see the teacher, counselor, or administrator to make an application for the Hospital Homebound program as soon as there is an expectation of such consecutive absences. For more information regarding Hospital Homebound, please contact Dr. Sandra Nethels at 754-5629 or visit our system website, <http://www.effinghamschools.com>.

#### GEORGIA STUDENT HEALTH SURVEY

As part of the Georgia Department of Education (GaDOE) Office of School Safety and Climate and other school/educational programs, students will participate in anonymous surveys periodically. If you prefer that your child NOT participate, please notify your child's principal in writing. Otherwise, consent is implied. Copies of all surveys are available upon request.

#### STUDENT ACTIVITIES AT SCHOOL

##### PERSONAL PROPERTY

It is a good practice to mark coats, hats and personal belongings with a student's name. Students are advised to bring with them to school only those items essential for their classwork. Other items frequently cause disruption, get misplaced or stolen. Cosmetics, personal hygiene, and similar type items are unnecessary in the classroom. Items such as deodorants, perfumes and sprays are not to be used on school buses at all, and should remain inside a student's bag while in transport. Teachers are authorized to collect any items which may be unnecessary for class and pose an interruption or interfere with classroom instruction or good order. High School students' vehicles parked on school grounds are subject to searches by school administrators and law enforcement officers at the request of the school administration. Students are responsible and will be held accountable for the contents within their vehicle.

##### DELIVERIES (FLOWER/BALLOONS/GIFTS)

Students are not allowed to receive flower, balloon or gift deliveries at school.

##### PARTIES/SOCIALS

**Parties are designed primarily for the benefit of students enrolled in the school.** Parents should refrain from bringing siblings or other non-enrolled children to school parties. Schools will provide guidance regarding parties/socials procedures.

##### DISTRIBUTION OF MATERIALS

Effingham County school students, parents and staff shall not distribute pamphlets, letters, brochures, petitions or other such printed materials, to or through students or their immediate families during school, without written approval of the school administration. Please refer to the school system's advertising policy, which applies to employees as well as students, parents and the community.

#### STUDENT CLUBS AND ORGANIZATIONS

Per State law, the Effingham County School System is required to notify parents or legal guardians regarding the various school clubs and organizations offered at each school. If a parent or legal guardian does not want their child to participate in a particular club or organization, they must, within the first 10 days of each school year, inform the school in writing.

"Clubs and organizations" means a group comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction and control of the school. This term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.

##### List of Current School Clubs and Organizations

Because school club and organization activity may change yearly, parents or legal guardians are advised to review this section of the Student and Parent Handbook every year in order to make informed decisions regarding their child's participation. ***In the event that a club or organization not listed below is created after a school year starts, an information letter will be sent home requiring the parent or legal guardian to give permission for their child to participate.***



## ELEMENTARY CLUBS AND ORGANIZATIONS

Unless indicated otherwise, the following clubs and organizations are offered at each of Effingham County's Elementary Schools:

**4 H** – Effingham County's 4 H program, a Unit of Cooperative Extension, the University of Georgia and Georgia 4 H (a partner in Public Education), assists students in grades 4-6 in acquiring knowledge, developing life skills, and forming attitudes that will help them become self-directing, productive, and contributing citizens. 4 H provides events, classes, activities, and forums at local, state, and national levels. All events are planned to enhance positive youth development and education. *Advisors:* ECMS – B. Morgan and K. Brophy; SEMS – C. Kirkland; SEES – L. Lancaster; MES – 4th & 5th Grade Teachers; SES – 4th & 5th Grade Teachers; BES – 4th & 5th Grade Teachers; RES – 4th & 5th Grade Teachers; EES – 4th & 5th Grade Teachers; SHES – 4th & 5th Grade Teachers

**Art Club** – Blandford, Rincon and Springfield Elementary schools offer an art club. The art club is dedicated to making a positive difference in the lives of students by developing their potential leadership, personal growth, and career success through hands-on art education. Meeting times vary by school. *Advisors:* BES – L. Gerow; SES – B. Lein; MES – T. Karatassos; RES – M. Winzenrith

**Beta Club** – Springfield, Ebenezer, Blandford, Rincon, Guyton, Marlow, South Effingham Elementary and Sand Hill Elementary schools sponsor a National Beta Club for fifth grade students who maintain an "A" average. The club promotes the ideals of character, service and leadership and rewards meritorious achievement. Each year, the club will participate in a school and community project. *Advisors:* SES – K. Schimmel; EES – C. Morgan; BES – M. Morris & K. Bothwell, C. Bradley; RES – M. Long and A. Lee; GES – S. Davis; MES – A. Marrero, E. Nyguen, and L. Williams; SHES – T. Davis; SEES – J. Allen

**Chorus** – The elementary chorus is designed to allow students in fourth and/or fifth grade to enhance their knowledge of music and develop their talents in the area of music, drama, and dance. Elementary chorus meets as needed during the school day and as needed after school to prepare for special concerts and presentations as arranged by the chorus director. Most elementary choruses perform a winter and spring concert. Some are invited to perform at local community or civic events. *Advisors:* Elementary music teachers serve as the faculty advisors.

**Chess Club** – Elementary Chess Clubs are offered at Blandford, Rincon, Sand Hill, Ebenezer, South Effingham and Springfield elementary schools. Students in grades 3-5 may participate. Playing chess is a critical thinking and problem solving activity that helps develop spatial reasoning, strategic inquiry, complex memory skills, evaluative processes, sequential patterning, logical thinking and critical analysis. The chess club meeting times vary by school and clubs may choose to participate in intra-club chess tournaments with schools in other systems. *Advisors:* RES – L. Smith; SHES – T. Davis; BES – K. McGee; EES – T. Kessler; SES – K. Morgan; SEES – A. Barefield; GES – S. Davis

**Fitness Club** – Marlow and Blandford Elementary schools sponsor a student Fitness Club to promote a healthy lifestyle through exercise and fitness education. Meeting times vary by school. Permission forms are required. *Advisors:* MES – C. Wood and K. Seckinger; BES – M. Burnsed and L. Jarriel

**Girls on the Run** – Guyton, South Effingham and Rincon Elementary host Girls on the Run for third, fourth, and fifth grade girls. The organization inspires girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Practices at SEES will be held 2 days a week after school from 2:34-4:00. Practices at RES will be held once a week. *Advisor:* GES – J. Jordan; SEES – Kayla Mullins; RES – J. Boone, A. Hallman, M. Kennedy, S. Staver

**Good News Club** – Kids love Good News Club! Every club is packed with positive reinforcement in the lessons, games, mission stories, memory verses, and discussion time. Lessons teach personal responsibility, respect for authority, treating others like you want to be

treated, who God is and how much He loves us, and much more. Each child will experience being mentored in life lessons by trained leaders. *Advisor:* BES – E. Chaffin; EES – A. Green; SES – T. Sikes; MES – P. O'Toole

**Helping Hands** – Springfield and Marlow Elementary schools sponsor Helping Hands, a student group that allows older students to assist younger students in reviewing skills under the direct supervision of the homeroom teacher. Students who serve as tutors experience a satisfaction in helping others. All students benefit from the interaction and helping relationships that this program provides. In order to participate, students must maintain an "A" average (not required at SES), meet their AR goal and demonstrate responsible behavior. The group will participate in fundraisers to help fund special projects and activities for the group and/or the school staff. The SES group does not do fundraisers. *Advisors:* MES – T. Ward, Counselor; SES – D. Kessler

**Lit Club** – Ebenezer and South Effingham Elementary host a Literature club for 3rd-5th graders on the 1st and 3rd Thursday of every month. EES meets from 3:15-4:15 and SEES meets 3:00 - 4:00. The club will read and discuss novels of different genres by a variety of authors. The club will have guest speakers, illustrators, and publishers to help enlighten the students on the process of creating literature. *Advisor:* Beverly Summitt

**Math Club** – Guyton Elementary school sponsors a Math Club dedicated to inspiring student interest, promoting achievement, and fostering a welcoming environment when learning mathematics. Club members in grades 3, 4 and 5 participate in individual and group competitions at the school level which builds on critical thinking skills and math sense.

**Recorder Club** – Offered at Blandford Elementary. All students in the 4<sup>th</sup> and 5<sup>th</sup> grade learn how to play the recorder during regular music instruction. The Recorder Club meets weekly and was founded in an effort to provide additional support and belt testing. This is a non-auditioned group. *Advisor:* A. Gonzales

**Science Olympiad** – Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by students and teachers. Members have the opportunity to participate in 18 different events at the annual competition. *Advisors:* SHES – L. Osborne; GES – S. Davis; SEES – L. Lancaster

**STEM Club** – The purpose of the STEM club is to give students the chance to explore aspects of science, technology, engineering and math. *Advisors:* RES - tbd; SHES – L. Osborne; SEES – L. Miller, J. Manior; SES – T. Henry, K. Morgan, and J. Smith; EES – T. Kessler

**Student Ambassadors** – The Student Ambassador program provides a framework for K-5th grade students to collaborate on service learning projects within the school. This program influences a positive school culture and provides effective risk prevention by promoting good citizenship. Some projects that the students embark upon are peer guidance of younger students, being a leader, supporting the PBIS program, and assisting with other needs within our school. The program is facilitated by the School Counselor to promote leadership skills, peer collaboration and self-confidence. *Advisors:* BES – E. Watson

**Student Council** – South Effingham Elementary School sponsors a student council. dedicated to social and organizational activities of the entire student body. The student council promotes the importance of leadership and organizational skills. In the past, this organization has purchased new equipment for the P.E. department, donated funds to help purchase instructional items to aid in improving students' CRCT skills, and held mock school-wide national elections. Community service projects have included delivering Easter baskets to residents of the Effingham County Nursing Home and holding canned food drives for Thanksgiving. *Advisors:* SEES – L. Jenkins;



**Ukulele Club** – Offered at Blandford Elementary. This is an auditioned group for 5<sup>th</sup> graders. In this club, students learn to play the ukulele. This club performs at least once a year during a PTO program.  
*Advisor:* A. Gonzales

## MIDDLE SCHOOL CLUBS AND ORGANIZATIONS

### 4 H – (See elementary school clubs)

**Anime Club** – EMS sponsors the Anime Club which is designed to allow students who share an interest in Anime, Manga, and other Japanese art a time to meet and share their thoughts with other people with similar interests. *Advisors:* EMS – B. Kincade

**Art Club** – The Art Club is dedicated to making a positive difference in the lives of students by developing their potential leadership, personal growth, and career success through hands-on art education. Meeting times vary by school. *Advisors:* SEMS – L. Gerow

**Beta Club** – Ebenezer, Effingham County and South Effingham middle schools sponsor a Beta Club for students that maintain exemplary grades and behavior. Beta Club is a national honor society and service organization. Members must also demonstrate responsibility in the classroom. Past activities included sponsoring a food drive for the Manna House, visiting and taking gifts to the Effingham County Nursing Home, serving refreshments to faculty and staff during parent/teacher conferences, assisting the school nurse with the Diabetes Association fundraiser and taking various field trips. *Advisors:* EMS – L. Burke; ECMS – L. Long; SEMS – K. Sahr and J. Valentine

**Book Club** – The purpose of the Book Club is to read in an interactive, social experience. Students read independently and gather to discuss texts, establishing a reading community. The goal of the Book Club is to create lifelong readers who read to learn, for enjoyment, and for self-improvement. SEMS – C. Kirkland

**Chess Club** – The club's mission is to teach a love for the game of chess and increase analytical thinking in student members. In addition to learning how to play chess, members will have the opportunity to participate in tournaments with schools in other systems. *Advisor:* EMS – L. Watson; SEMS – A. Stewart; ECMS – H. Ward

**Chorus** – South Effingham, Effingham County, and Ebenezer Middle schools sponsor a chorus to enhance students' knowledge of music and develop their talents in the area of music. Members present a chorus concert each year. *Advisors:* SEMS – T. Woodard; ECMS – K. Kicklighter; EMS – J. Russell

**Drama Club** – Ebenezer Middle School and Effingham County Middle School sponsors a drama club to provide students the opportunity to improve speaking and acting skills while working as a team on a production. Members will develop personal skills through drama activities then apply those skills to perform a one-act play for an audience. *Advisor:* EMS – B. Kincade; ECMS – B. Sikes; SEMS – T. Woodward

**FCA** – South Effingham, Effingham County, and Ebenezer middle schools sponsor a Fellowship of Christian Athletes organization. It is a nationally recognized student-led club that focuses on the mission of making a positive influence in others' lives by being a Christian role model. *Advisors:* SEMS – C. Klassen; ECMS – K. Johnson; EMS – H. Darling and S. Zeigler

**FFA** – All middle schools sponsor National FFA organizations and are dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Members participate in leadership activities such as the Greenhand Jamboree, FFA Career Conference and Summer Leadership Camp. Members have the opportunity to participate in Career Development Events, which are based on courses taught at each school. Some of these events include Ag Communications, Ag Sales, Electrical Wiring, Floriculture, Job Interview, Livestock Evaluation, Nursery/Landscape and Tractor Operation and Maintenance. *Advisors:* ECMS – K. Brophy; EMS – A. Sapp; SEMS – C.J. Pinson.

**Historical Miniatures Club** – Effingham County Middle School sponsors the ECMS Historical Miniatures Club, an extra-curricular activity that uses *Flames of War* WWII miniatures and rules to learn about armed conflict during World War II. Students learn to assemble, paint and fight with miniature armies of their choice. Battles fought on terrain tables with hills, forests, buildings and plains similar to what the U.S. Army uses to train its officers. Not only do students develop a keen interest in history but also develop critical thinking and socialization skills. *Advisor:* A. Sheridan

**Interact Club** – (See high school clubs)

**Math Club** – (See high school clubs)

**Math Olympiad** – Effingham County Middle School sponsors a Math Olympiad team for students in grades 6-8. Math Olympiad is an international organization devoted to stimulating enthusiasm and love for mathematics, introducing important mathematical concepts, teaching major strategies for problem solving, developing mathematical flexibility in solving problems, strengthening mathematical intuition, fostering mathematical creativity and ingenuity, and providing satisfaction, joy, and the thrill of meeting challenges for students in elementary and middle school. Members have the opportunity to participate in five contests throughout the year. Practice is held weekly from October through March. *Advisor:* D. Bunn

**Model United Nations** – Effingham County Middle School sponsors a Model U.N. organization. This organization exists as an authentic simulation of the U.N. General Assembly and other multilateral bodies. The purpose of Model U.N. is to promote student interest in international relations, increase the capacity for students to engage in problem solving and conflict resolution and to sharpen research and communication skills. The team meets once a week after school throughout the year and members have the opportunity to compete in two competitions. *Advisors:* ECMS – L. Perkins;

**Mustang Pride Club** – South Effingham Middle School sponsors the Mustang Pride Club for the purpose of keeping SEMS safe, clean, and appropriate for student learning. Students will meet once per month after school to clean school grounds of trash. Students, parents, administration, as well as faculty & staff can submit areas of need or concern to be addressed at a future meeting. SEMS is a beautiful school, and the Pride Club wants to help keep it as such. Club focus areas are the front entrance, outside student areas (particularly after incentive days) and other areas, both inside or outside, as needed. *Advisor:* C. Kirkland

**Science Club** - Ebenezer Middle School sponsors a science club dedicated to helping students become scientifically literate, to go beyond what is learned in the science classroom, and to develop a deep commitment to serving our community. Students will engage in hands-on activities, campus projects, community service activities, and field trips. *Advisor:* C. Durden

**Science Olympiad** – South Effingham Middle School sponsors a Science Olympiad team for students in grades 6-8. Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by students and teachers. Members have the opportunity to participate in 23 different events at the annual competition. Practice is held daily, including some Saturdays, from October through March. *Advisor:* SEMS – C. Gregg

**Show Choir** – Ebenezer Middle School sponsors a student show choir for students in grades 6-8. Students must audition and be selected to participate. The choir rehearses after school two days a week. Membership dues are required to cover the cost of uniform cleanings, shoes, music and practice CD's. The show choir performs various types of music including pop, jazz, theatre and more. Some songs include choreography. Past performances included the Winter and Spring Chorus Concerts, school assemblies, award ceremonies and 5<sup>th</sup> grade orientation. *Advisor:* EMS – J. Russell



**STEAM Club** – This SEMS club is open to all students in grades 6-8 at all ability levels. The goal is to increase critical thinking skills of students through hands-on projects and challenges. Students work as individuals/pairs/teams to identify a solution to problems presented to them. *Advisor:* SEMS – B. Bonorato

**Student Council** – Student Council members campaign to be elected by their peers and act as a link between the student body and the faculty and administration. The Council also promotes student leadership and school spirit, organizes fundraisers, and assists with various school-related events. *Advisors:* SEMS – T. Cannon ECMS – G. Kessler

#### **TSA – (See high school clubs)**

**Writing Club** – South Effingham Middle School sponsors a writing club so that students may expand on various genres of writing. Club members will share their work with other members, enter contests, and enjoy the company of other aspiring writers. *Advisor:* J. Ahouse

### **HIGH SCHOOL CLUBS AND ORGANIZATIONS**

**Beta Club** – ECHS, SEHS, and ECCA sponsor National Beta Club organizations. The purpose of the Beta Club shall be to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Members participate in community service projects and have the opportunity to compete at the State Beta Club convention held in Atlanta. *Advisors:* ECHS – B. Negroni-Martinez ; SEHS – D. Brandenburg & K. Powell; ECCA (STEM Only) – S. Straub, and S. Martin

**Calculus Club** – ECHS sponsors a Calculus Club dedicated to enabling students to perform well on the AP Calculus exam and to participate in extra math/science activities. Members also have opportunities to participate in community service projects such as the Dimes for Down Syndrome campaign. Future activities may include peer tutoring and participating in Science Day at the elementary schools. *Advisors:* ECHS – M.Kessler

**Chess Club** – ECHS, SEHS, and ECCA sponsor a Chess Club that offers students the opportunity to perfect chess skills and analytical thinking skills along with strategy. The students also build cooperative skills as a team. The club participates in club day and fundraisers and will compete in a regional competition. Awards are given at the end of the year for the Senior 1<sup>st</sup> seed male/female and the underclassman 1<sup>st</sup> seed male/female. *Advisors:* ECHS – M. Hayes; SEHS – M. Vaquer; ECCA (STEM Only) – A. Conner

**Chorus** – ECHS and SEHS sponsor a Chorus which provides students an opportunity to experience a diverse spectrum of quality choral music. Students are also given the opportunity to serve in leadership roles and learn valuable skills working with others. High school choruses participate in all GMEA sponsored events throughout the year, including District Honor Choir, Solo and Ensemble; All-State Chorus; and Large Group Performance Evaluation (formerly known as Festival). Chorus members usually take an out-of-town trip each year and perform in numerous concerts and at school events. *Advisors:* ECHS – W. Perkins; SEHS – L. Wood

**Creative Writing Club** - This SEHS club meets every two weeks to read and critique original student works of poetry and short fiction. We engage as a group in a traditional workshop, and everyone has a chance to have their work read and discussed. Our goal is to grow as writers and to help others craft their best work. *Advisors:* M. Vaquer

**Drama Club** – ECHS and SEHS sponsor a Drama Club, which is dedicated to exploring all aspects of the theater arts. The club produces two main stage productions and participates in the GHSA One-Act Competition. Every three years the SEHS drama club travels to New York City, exposing students to a variety of occupations in the dramatic arts. *Advisors:* ECHS – R. Hilton and M. May ; SEHS – L. Wood and R. Imre

**Equality Club** – The Equality Club promotes an accepting atmosphere for all students regardless of ethnicity, religion, sexuality, cultural background, or physical limitations. The club will meet once a month. These meetings will provide an opportunity for students to embrace who they are and to learn about other cultures one-on-one. The club will provide educational opportunities for students to learn how different and how alike they are. *Advisors:* ; ECCA - R. Habersham

**FBLA** – ECCA, ECHS and SEHS sponsor FBLA chapters. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Members participate in community service projects such as canned food drives and March of Dimes. They also compete in leadership conferences held at the region, state and national levels. *Advisors:* ECHS – C. Kennehan; SEHS – V. Smith; ECCA (STEM and CTAE) – N. Exley and J. Sinopoli

**FCCLA** – SEHS, ECHS, and ECCA sponsor FCCLA, which stands for Family, Career and Community Leaders of America. It is a nonprofit vocational student organization for young men and women through grade 12. FCCLA is the only vocational organization with the family as the central focus. The club's mission is to promote personal growth and leadership through family and consumer sciences education. Dues paying members enjoy attending the Fall Leadership Conference at the Georgia National Fair. A student-led executive council plans and conducts monthly meetings that center on national programs, such as STOP the Violence and others. In the past, FCCLA has raised money to support the Savannah Care Center, a crisis pregnancy center, the National Parkinson Foundation and other charitable causes. *Advisors:* SEHS – O. Osborne; ECHS – M. Davis; ECCA (CTAE Only) – M. Almeida

**FCA** – SEHS and ECHS sponsor the Fellowship of Christian Athletes, a student-led group that meets every Monday evening at 6:30. The group meets to discuss how to apply God's principles to everyday life, on and off the field or court. Guest speakers are invited to meetings and student athletes also have the opportunity to meet with college coaches. *Advisors:* SEHS – S. Wilson; ECHS – J. Darling

**FCS** – SEHS, ECHS, and ECCA sponsor the Fellowship of Christian Students, which meets on Friday mornings before school. FCS is affiliated with the national FCA organization and is a student-led group that allows students of all faiths to participate in Christian fellowship through worship and bible study. A praise band and inspirational speakers lead the meetings. Past community service projects included raising money for hurricane relief funds. *Advisors:* SEHS – S. Wilson; ECHS – TBA; ECCA (STEM Only) – J. Napier

**FFA** – ECHS and SEHS sponsor National FFA organizations and are dedicated to making a positive difference in the lives of students by developing their potential for leadership, personal growth and career success through agricultural education. Members participate in leadership activities such as the Greenhand Jamboree, FFA Success Conference and Summer Leadership Camp. Members have the opportunity to participate in Career Develop Events, which are based on courses taught at each school. Some of these events include Ag Communications, Ag Sales, Electrical Wiring, Floraculture, Job Interview, Livestock Evaluation, and Tractor Operation and Maintenance. *Advisors:* ECHS – A. Shearouse and L. Hunter; SEHS – Richardson and Richardson, ECCA – M. Arrington

**French Honor Society** – ECHS and SEHS sponsor a French Honor Society to stimulate interest in the study of French, to promote and reward high standards of scholarship, to create enthusiasm for and understanding of Francophone cultures and to further solidarity in the French-speaking world. Candidates must maintain an A in French and an overall B average in all courses. They are inducted into the honor society during their second semester of French. The group promotes French on campus with trivia questionnaires, surveys, food-tasting during French Week and various cultural activities. The French Honor Society has plans to support community charities and introduce young children to the French language. *Advisor:* ECHS – E. Lockhart; SEHS – V. Granzow



**Forensics Club** - This SEHS/ECHS club is offered to recognize & promote scientific thought & achievements in the field of forensic science; to challenge our students to exceed expectations in the study and practice of forensic science; to form partnerships with universities and businesses and offer students the opportunity to interact with real-life forensic experts; to help our students network with those who work in the field of forensic science; to promote curiosity in a new generation of scientists and future leaders in the field; and to participate in community service and aid the civic community in its understanding of forensic science. *Advisors:* SEHS – R. Imre, P. Goggin, K. Harper; ECHS – J. Peny, C. Smith, P. Crawford

**Future Educators of America (FEA) Future Georgia Educators (FGE)** – ECHS and SEHS sponsor the Future Educators of America organization. FEA is a club whose purpose is to introduce students to the field of education. Students participate in shadow days, which give them an opportunity to see firsthand the objectives in teaching. Membership is open but not limited to those who are considering opportunities in education. FEA also gives scholarship money to all of its senior members. The club has given over \$10,000 since 1998. Some of the club's past members have gone on to be teachers and principals in Effingham County. FEA members have participated in scholarship fundraisers, Teacher Appreciation Week and Georgia Southern University's Introduction to Teaching Program. *Advisors:* ECHS – TBA; SEHS – J. Gerbasi

**History Club** – ECHS sponsors a History Club, dedicated to developing students' potential for premier leadership, personal growth and career success through civic educational opportunities and community projects. Club members aim to be an active part of the community by participating in various activities such as Adopt-a-Highway litter control projects, Adopt-an-Elderly (nursing home), and exposing students to various cultures through school sanctioned field trips. *Advisors:* J. Hayes

**HOSA** – ECCA, SEHS and ECHS sponsor the Health Occupations Students of America organization. HOSA is a vocational club that is geared toward helping students get started on their careers in the medical field. Students have opportunities to compete at state and national levels. Students will participate in community service activities and fundraisers to pay for competition fees. *Advisors:* ECHS – V. Neurath; SEHS – L. Swope; ECCA – A. Platt, C. Zeigler and V. Renfroe

**Interact Club** – ECHS and SEHS, sponsor Interact Clubs. Interact is Rotary International's service club for young people ages 12-18. Past activities included assisting with Special Olympics events, raising money for the Hurricane Katrina Relief Effort and raising funds for other charitable organizations. *Advisors:* ECHS – TBA; SEHS – E. Roberts and S. Tant; SEMS - L. Cook

**Journalism Club** - This SEHS club develops student publications for internal and external outlets. Featured works appear in the local newspaper. *Advisor* - E. Wright

**Literary Society & Book Club** - This SEHS club offers students an opportunity to read for enjoyment, personal enrichment, knowledge attainment, and learn the value of reading for life. *Advisors* - R. Imre

**Math Club** – The Math Club is dedicated to inspiring student interest, promoting achievement, and fostering a welcoming environment when learning mathematics. Club members participate in competitive events such as the Georgia Mathematics League, Kennesaw State mathematics tournament and Pi Day. *Advisor:* SEMS – K. Brantley; ECHS – TBA; SEHS – D. Brandenburgh, S. Tant, ECCA – S. Huntley and J. Avila

**Mock Trial Team** – ECHS sponsors a Mock Trial Team that gives students the opportunity to simulate a case in a real courtroom setting. This involves research, understanding of the law and working with the Georgia Bar Association's certified attorneys as they role play the witnesses, defendants and attorneys. The team competes at the regional level. *Advisors:* ECHS – N. Starling

**Model United Nations** – ECHS and SEHS sponsor Model U.N., a team that researches various countries and writes resolutions that

propose solutions for world problems such as war, famine and disease. Members utilize diplomacy and public speaking skills. Students have the opportunity to participate in competitive events and conferences. *Advisors:* ECHS – N. Starling; SEHS – K. Denney and A. Stafford

**Mustang Ambassadors** - This SEHS club provides leadership development and volunteer opportunities for various campus activities throughout the year. *Advisor* - K. Stone

**Mustang Mentors** - This SEHS club offers service opportunities for juniors and seniors are selected through an application process. Students have the opportunity to mentor students at SEMS and SHES, as well as underclassmen at SEHS. *Advisor* - S. Hickox

**National Art Honor Society** – SEHS and ECHS sponsor a National Art Honor Society that is affiliated with the National Art Education Association. NAHS membership is based upon outstanding artistic scholarship and service to the school and community through the development of artistic endeavors and a strong moral character. Past activities included regular meetings, art workshops, touring Savannah art galleries and hosting art and fashion shows. *Advisors:* SEHS – D. Province, L. Gerow; ECHS – D. Holder

**National Honor Society** – SEHS, ECHS, and ECCA each sponsor a chapter of the National Honor Society in order to recognize students in the areas of scholarship, leadership, character and service. Members must have and maintain a 93 average and submit documentation of at least 20 hours of community service each year. NHS has raised money for Habitat for Humanity, participated in Relay for Life and awarded scholarships to outstanding senior members. *Advisors:* SEHS – L. Howard, B. Howard; ECHS Crawford and Peny; ECCA (STEM Only) – R. Habersham

**Photography Club**- The main objective of the photography club is to encourage its members to take photos while learning to love the craft more. There will be discussions, contests and challenges while learning the basics of good photography. Members will get hands-on experience outside of school taking photographs to share with the club members and to submit for contests. *Advisors:* ECCA - E. Wright

**SADD** (combined with Interact Club) – ECHS and SEHS offer students the opportunity to be involved in the Students Against Driving Drunk organization. This group is dedicated to making students, their friends, and their families aware of the dangers of drug and alcohol abuse; to involving students in positive experiences in school and in the community; and to helping students make positive decisions in their lives. SADD sponsors the September birthday party at the Effingham Extended Care Facility, Red Ribbon Week in October, and Prom Promise in April/May. *Advisor:* ECHS – TBA; SEHS – B. Alford

**Science Club (ECHS)** – Science Club is a group with diverse interests. Students have initiated a schoolwide recycling program for drink containers, performed water quality monitoring for the Ogeechee River, participated in the first marine debris survey on Wassaw Island, visited the UGA aquarium on Skidaway Island, made giant bubbles for the Buddy Walk, and the list continues to grow. Join the science club, where your ideas can make a difference. *Advisor:* TBA

**Science National Honor Society** - This SEHS club is offered to recognize & promote scientific thoughts & achievements, to challenge our students to exceed expectations in science, to form partnerships with universities and businesses throughout the country, to help our students network and achieve at the next academic level (and beyond), to promote curiosity in a new generation of scientists and future leaders in the field, and to participate in community service and aid the civic community in its understanding of science. *Advisor* - E. Lind

**Science Olympiad** – ECCA sponsor a Science Olympiad organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education. Members have the opportunity to participate in competitions, which test their knowledge in various science disciplines. *Advisors:* ECCA (STEM Only) – TBA



**Shark Tank Club** - Shark Tank is a club that revolves around the world of entrepreneurship, business and the creativity within. This club would encompass all creative ideas and help with the flow of many business ideas. The students will share ideas and also combine business ideas to satisfy the expectations. Students will compete in entrepreneurship competitions. *Advisors:* ECCA - B. Arrington and M. Pawloski

**SkillsUSA** – SEHS, ECHS, and ECCA sponsor SkillsUSA, a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. Students have the opportunity to compete in Construction, Automotive, Graphic Arts, Broadcast/Video Production, Journalism, Criminal Justice, Cosmetology, Early Childhood Education, and many other competitive areas. *Advisors:* SEHS – J. Gaines, ECHS – H. Dickerson and N. Powell; ECCA – M. Turner

**Spanish Honor Society** - This SEHS offers opportunities for selected students the opportunity to collegially enhance their knowledge, understanding, and immersion in Spanish language and culture. *Advisors* - A. Kimbal

**STEM Ambassadors** - The STEM Ambassador program provides a framework for 10-12 grade STEM students to collaborate on service learning projects within the school. This program influences a positive school culture and provides effective risk prevention by promoting good citizenship. Some projects that the students embark upon are peer guidance of younger students, being a leader, supporting the STEM program, and assisting with other needs within our school. The program is facilitated by the STEM Facilitator to promote leadership skills, peer collaboration and self-confidence. *Advisors:* ECCA - S. Hobbs

**Student Council** – ECHS, SEHS, and ECCA each sponsor student council organizations. Members campaign to be elected by their peers. The Student Council acts as a link between the student body and the faculty and administration and also promotes student leadership and school spirit. The Student Council organizes fundraisers, decorates for Homecoming and Prom, and assists with Special Olympics and various other school-related events. *Advisors:* ECHS – D. Holder and A. Moore; SEHS – D. Brandenburgh, K. Doolittle, E. Evans; ECCA (STEM Only) – M. McDonald

**Technology Student Association (TSA)** – ECCA sponsors the TSA Club. The Technology Student Association is a national student organization devoted exclusively to the needs of students engaged in science, technology, engineering and mathematics (STEM). TSA is open to students enrolled in or who have completed engineering and/or technology education courses. TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events at the local, state and national level. ECCA – A. Parker and D. Paradise; EMS – TBD; SEMS – J. Sisk

**World Cultures Club** – ECHS offers the Rebel Spanish Club which exists to provide positive cultural experiences to all students so that they may develop an appreciation of a global society. *Advisors:* C. Hutchinson and E. Lockhart

## APPENDIX

All information contained in the Appendix are local Effingham County Board of Education policies, or state and federal law which binds their policies. It is the information contained in this section and in all school board policy that governs all school personnel, operations and procedures. The complete Effingham County Board of Education policy manual can be viewed at [www.inghamschools.com/eBoard](http://www.inghamschools.com/eBoard).

## JBCA - RESIDENT STUDENTS POLICY

(Revised 3/15/2018)

### I. Definitions

1. Parent / Guardian - A natural or adoptive parent, guardian by order of the court, or other person having control or charge of a child that produces one of the following at the time of registration:
  - a. A Grandparent Power of Attorney in accordance with O.C.G.A. 19-9-129.
  - b. A Special Military Power of Attorney in accordance with O.C.G.A. 20-2-2170.
  - c. Other person having full-time control of a student, having completed a Kinship Caregiver Affidavit in accordance with Effingham County Schools Policy JBC School Admissions.

### II. Resident Students

Public education from Kindergarten through high school is free for all children who are bona fide residents of Effingham County. The Effingham County Board of Education has a legitimate interest in protecting and preserving the quality of the Effingham County School System and the rights of bona fide residents to attend public schools on a tuition-free basis.

In order for a child under the age of eighteen (18) years to establish a bona fide residence for the purpose of attending the free public schools of this county separate and apart from his or her parent / guardian, it must be clearly established to the satisfaction of the school district that his or her presence in this county is full time (i.e. 12 months a year), and that it is not for the primary purpose of attending its free, public schools.

A student whose residence is situated on a parcel of land which has a boundary extending into Effingham County shall be considered as a resident for the purpose of attending its free public schools.

Provided there is sufficient room on an existing bus route as determined by the manufacturer's rated capacity and the Transportation Coordinator, bus transportation to and from a student's provider of care may be permitted. This provision only applies within the district boundaries of the school.

**At any time, upon request by school or district staff, the parent / guardian shall be required to present proof of residency (such as an electric bill, city water bill, etc.) and to certify that the student is a full time resident, (i.e. 12 months a year).** This certification may also be dependent on visual inspection by school district officials. If visual inspection (or home visits) do not confirm residency, the child shall not be considered a bona fide resident. A child who lives with a relative or a temporary guardian during the school year but returns to the home of his or her parent(s) after the school year ends, unless required to return to a parental home by court order, shall not be considered a bona fide resident for the purpose of attending public schools on a tuition-free basis.

Each school age child, not enrolled in a valid home study or private school program, should attend the appropriate school located in the school attendance zone of this county in which he or she resides unless the parent makes application and is approved to attend a school in an attendance zone other than the one in which the student resides under one or more of the following provisions:

- Provisions of state or federal law;
- The Provisions of Effingham County Board of Education Policy JBCB Non-Resident Students;
- If a parent/guardian moves to another attendance zone outside the normal or requested attendance zone but within Effingham County after the school year has started, the parent may be approved to remain at that school for the remainder of the school year if the parent can provide transportation. If the student is a junior or senior in high school, the student can complete graduation requirements at the same school.
- In cases where there are siblings living in the same household and one of the children is required to attend a school on a full time basis outside of the normal attendance zone because of low incidence special education class assignments, the parent / guardian may request that the other siblings attend the same school as the special education student provided there is available space (as defined above) in said school, the appropriate grade levels are offered in said school, and the parent/guardian provides the necessary transportation.
- Unusual hardship situations which may require an exception to this policy shall be referred to the Superintendent's designee who shall have the authority to review appeals individually or to



convene a hardship review committee as deemed appropriate. After hearing evidence regarding the request for a waiver, the Superintendent's designee or committee shall decide whether or not the circumstances warrant a waiver from the existing policy.

The superintendent shall be authorized to set aside the decision of the Superintendent's designee or committee on appeal if he/she believes that the nature of the situation dictates other action. If the superintendent sets aside the decision and rules on the appeal and the person making the appeal wishes to make further appeal, then the board of education may consider the matter at its next regularly scheduled meeting.

### **School Choice Privilege**

A parent/guardian may elect to make a written request to the superintendent's designee that their child(ren) in grades K-12 attend another school within Effingham County. The Effingham County School System shall provide notice no later than July 1 of each year the procedures and timelines for acceptance of applications for transfer to another school for the upcoming school year. This notice shall include a listing of which schools have available space and which of these schools parents may choose to request a transfer for their students. Transfer requests shall be subject to the following stipulations:

1. A valid hardship must be presented for cases in which other stipulations prevent enrollment;
2. The student's program needs must be met;
3. The parent / guardian shall assume the responsibility and cost of transportation of the student to and from school with the student arriving and departing each day according to the school's schedule for arrival and departure; the school principal or superintendent's designee may, at his or her discretion, require a meeting with the parent / guardian to discuss excessive absences, tardies, or early/late pickups. If it is determined that the student's attendance issues are a result of non-zoned school attendance, the student may be required by the district to transfer to his or her zoned school;
4. If a parent / guardian requests a transfer to a school that does not have the services required by the current Individualized Education Plan (IEP), Individualized Accommodation Plan (IAP), or the school does not have space available in particular classes preferred or required classes by a student's graduation requirements, the school is not required to develop those services as long as they are available within the district;
5. Any student transferring pursuant to this policy will be subject to the eligibility requirements of the Georgia High School Association;
6. In the event that a high school student has parking / driving privileges revoked due to violation of Effingham County Board of Education Administrative Procedures for Absences and Excuses or denial of a drivers' license by the Department of Driver Services, or is for any other reason unable to drive his or herself to school, it shall be the responsibility of the parent / guardian and student to arrange for transportation to and from school; otherwise, the student shall transfer to the zoned school where the student may utilize transportation provided by the school district;
7. A student who is granted a transfer request pursuant to this policy may at his or her election, continue to attend such school until the student completes all grades at that particular school without making a new request annually;
8. A student who completes all grades at a given school does not automatically receive enrollment preference to the feeder schools. The school district will determine the appropriate school for enrollment based upon the residence address. A parent / guardian may make application under this policy if the parent wishes for the student to attend another Effingham County school with available space;
9. This process does not apply to certain categories of schools including charter schools or newly opened schools for a period of four years from the opening date; and
10. Space must be available after the school's assigned students have enrolled.

### **INTERNET ACCEPTABLE USE AGREEMENT (AUA)**

(Revised 4/20/2017)

The Internet is available to students and school employees to increase the use of technology as a teaching and learning tool. Our goal is to promote student achievement and facilitate communication in order to share resources in education, business, government, and science. Use of these resources is considered a privilege to which great responsibility is attached. To that end, the Board of Education has enacted a strict agreement governing acceptable use of the Internet and technology resources. Parents wishing to prohibit their child's ability to access the Internet should provide notice in writing to the school.

The Board of Education realizes the significant importance of access to the Internet and the wealth of information and educational resources that are made available through it. As such, staff and students shall be afforded equitable access to these resources to pursue the educational mission of the Effingham County School District. This access is provided contingent upon the following:

#### **TERMS AND CONDITIONS**

**Acceptable Use:** The purpose of providing access to the Internet and any device(s) providing access to district network resources is to promote learning through research and collaboration. The use of the Internet must be consistent with this and with the instructional objectives of the Effingham County School System. Internet use for professional development purposes is acceptable, as well, so long as it does not interfere with instructional use.

**Privileges:** The use of the Internet and any device(s) providing access to district network resources is a privilege, not a right. Inappropriate use will result in revocation of those privileges. Building administrators may determine what is inappropriate use within the framework of this policy. Administrators and staff may request that Internet privileges be denied, revoked, or suspended, if the AUA is violated.

Users must agree to abide by the following guidelines:

- Users may not give out personal information such as names, phone numbers, or addresses of themselves or others, over the Internet, with the exception that staff may do so in conducting the business of the school.
- Users may not access or send material that is obscene, child pornography, or harmful to minors, and the Board of Education shall install and operate technology protection measures including commercial Internet blocking and filtering software that blocks or filters access to such material and any other materials that are determined to be inappropriate by school or system administrators. The terms "obscene", "child pornography" and "harmful to minors" have the meanings given such terms in section 1460 of Title 18, section 2256 of Title 18, and section 254 (h)(7)(G) of Title 47, United States Code, respectively.
- Users may not violate copyright laws of the United States or the established copyright policies of the local Board of Education.
- Users may not engage in any unauthorized access, including so-called "hacking", or other unlawful activities while using district computer resources.
- Users may not engage in non-educational games or waste valuable bandwidth (network capacity).
- Users may not download software (to include weather applications, browser toolbars, etc) from the Internet without the permission of the Information Technology Department.
- Users may not engage in acts of vandalism, including harming or destroying data of another user. This includes uploading, downloading, or creating computer viruses.
- Users may not harass others by persistent annoyance or interference while others are online. This includes, but is not limited to, sending unsolicited e-mail (SPAM).
- E-mail sent by district personnel, utilizing the district e-mail system should always be professional in nature. The district e-mail address you use identifies you as representing the district, and therefore should only be used to communicate matters related to the business of the school. At no time should the district e-mail provided to personnel be used to sell goods or



services or solicit funds or participation in any cause or activity not related to the business of the school unless prior approval is received from the Superintendent or the Superintendent's designee.

- Users must observe common rules of network etiquette such as politeness and allowing others ample online time.
- Users are not to bypass district protection measures via proxy or any other mechanism.

**Security:** Users are required to notify the classroom teacher or school administrator if they observe a security problem to include vandalism, theft, sharing of personal information, hacking, and any violation of the guidelines listed above. In turn, this individual will notify the Information Technology Coordinator of the problem. Use of the Internet, including e-mail, chat rooms, social networking, and other forms of direct electronic communications, are not private and for the safety and security of the users will be monitored. Inappropriate or unlawful messages will be reported to the appropriate authorities.

**Home Networking Equipment:** Users are NOT to bring networked equipment to include WiFi access points, home assistants such as *Amazon Alexa*, *Google Home*, etc. Additionally, mobile "hot spots" or "jet packs" must not be used in the schools. All personal devices must use the GUEST INET network for access to the district's network resources.

**Social Networking:** Employees may participate in social networking services (e.g. Facebook, Twitter, etc.) or internet based applications for personal use. Any communication between student and employee on these sites should exhibit the proper student/employee relationship and maintain professional etiquette. The title of "student" – according to the Georgia Professional Standards Commission Code of Ethics for Educators – is applicable until August 31 of the year the student has graduated.

Employees shall not create a webpage, website, blog, social networking site or any other resources that represents a school-sponsored activity, club, team, organization, etc. without prior approval from the Director of IT and Media Services. Accepted Internet resources used to represent district programs, personnel and organizations shall be provided and maintained by the district. Personnel should utilize these resources as opposed to other freely available resources on the Internet. In the event a district-funded resource does not provide specific functionality seen within a non-supported resource, staff members should consult with the Director of IT and Media Services before integrating it into their instruction plans.

**Publishing on the Internet:** Student work will be published only under the direction of the supervising teacher(s) who will be responsible for verifying permission via the handbook acknowledgment form submitted annually by the student's guardian(s).

**\*Note to Parents/Guardians:** *Parents, legal guardians or eligible students may make a written request to the principal of the school where the student is enrolled, within 10 days of enrollment or the first 10 days of the academic school year, to request that such information (as indicated above) not be published or used on any school-sponsored websites.*

## ADMINISTRATIVE PROCEDURES FOR STUDENT DRUG ABUSE PREVENTION

**Rationale:** A top priority of the Effingham County School System is to provide a safe and secure environment for all students in order to protect the health and well-being of each individual. An appropriate learning climate must be maintained to ensure such an environment. Because alcohol and other drug use is illegal, hazardous to health, contagious, and interferes with effective learning and proper development of children and adolescents, the system has a legal and ethical obligation to prohibit drug possession or use and to maintain a safe and drug-free educational environment. Effingham County schools maintain a "zero-tolerance" policy in regard to alcohol, illegal drug use, and possession of illegal drugs or imitation illegal drugs.

**Standards of Conduct:** No student shall possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form

whatsoever, including, but not limited to alcohol, narcotics, cocaine, marijuana, depressants, stimulants, inhalants, hallucinogens, amphetamines, ecstasy, barbiturates, anabolic steroids, any additive or controlled substances, and intoxicants of all kinds, or any substance represented to be or reasonably appearing to be any type of drug. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule provided it is handled properly through the school nurse office.

### Procedures in Reporting Drug-Related Activity:

- Report the incident to the school principal or his/her designated representative. (Students are encouraged to use the districts Tip411 App as a reporting tool).
- Notify student's parents or guardians and request them to come to school.
- Notify police.
- Confer with parents or guardians to inform them of prescribed penalties.
- Inform parents or guardians of community resources offering treatment or other assistance for drug/alcohol related problems.
- Assist students who use drugs or abuse alcohol by providing school counseling and drug abuse education and work in cooperation with the county health department, and individual physicians in appropriate health education and health care, and by other appropriate means.

**Requirement for Drug Curricula Teacher Training:** The Effingham County School System offers students instructionally sound drug education units that are progressively reinforcing from kindergarten through twelfth grade. Developmentally age-appropriate based grade level curricula is measured by the following criteria:

- Is well integrated into the traditional curricula;
- Builds awareness of the harmful effects of alcohol, tobacco, marijuana, cocaine, and other mind-altering drugs;
- Contains a strong no-use message;
- Sets positive standards of behavior for youth;
- Contains current, accurate information, and scientifically researched based prevention strategies;
- Reveals health consequences from latest research;
- Provides multiple opportunities to build decision making, and peer refusal skills;
- Projects parents, teachers, and other authority figures as reasonable and supportive allies in the decision to remain drug free, and
- Teaches students that most people do not illegally use drugs.

All teachers responsible for instruction in the drug education curriculum shall be given in-service training to include essential information about drugs and their effects on physical growth, development, and emotional maturation; and hands on work with various exercises initially presented by a qualified resource person.

**Search and Seizure:** The school principal or his/her representative may institute a search if there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school.

Searches based upon reasonable grounds may proceed without hindrance or delay, but must be conducted in a manner that is not excessively intrusive in light of the age and sex of the student. If the search of the student's person, or of his/her possessions, locker, or vehicle reveals that the student is concealing a substance prohibited by federal, state, or local law, school officials may notify law enforcement authorities in order that they may take appropriate action.

**Procedures for Handling Drug Abuse Violations:** Any student who is under the influence of or has in his/her possession any legal or illegal drug in any form whatsoever, including, but not limited to alcohol, marijuana, or any other illegal drug, or imitation controlled substances on the school grounds before, during, and after school hours, and at any time when the school is being used by any school group; off the school grounds while attending a school activity, function, or any other school related event; off the school grounds and in any manner subject to the jurisdiction of school official; and, engaged in travel to and from school may be suspended from school



for a minimum of five (5) days and possibly referred to a Disciplinary Hearing.

The school administration shall conduct a complete investigation of the incident. Upon completion of the investigation, the school administration may report the incident to the Juvenile Court System.

The student shall be suspended from participating in any extra-curricular activities for one complete calendar year for drug related offenses. The student shall also be placed on probation for as long as he/she is a student in an Effingham County school.

**Drug-Related Emergency:** School administrators shall use their discretion to determine whether an event such as severe intoxication or drug overdose constitutes an emergency.

In the event the administrator determines there is an emergency, the school staff should follow these steps:

- Call for medical assistance immediately (ambulance, rescue squad).
- Contact parents immediately.
- If parents cannot be reached, continue emergency medical assistance.
- Attempt to obtain information about the ingested drug from the student.
- Designate a faculty member to accompany the student to the medical facility.

**Informing Faculty, Students, and Parents:** All faculty members, students, and parents/guardians shall be informed of the contents of this administrative procedure through the receipt of the Student and Parent Handbook and the Employee Handbook and of their rights and responsibilities as set forth herein.

## ADMINISTRATIVE PROCEDURES FOR STUDENT DRUG TESTING

### Purposes and Intent

The Effingham County Board of Education encourages students to participate in school-sponsored extracurricular activities but believes that the opportunity to participate is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in school-sponsored extracurricular activities presents a hazard to the health, safety, and welfare of the student participant. The Board recognizes that the unlawful use of alcohol and drugs seriously impairs the health, safety, education, and future success of students engaged in that use.

The Board further recognizes that while the unlawful use of alcohol and drugs is a potential problem for all students, students engaged in school-sponsored extracurricular activities are confronted by special risks which make them particularly vulnerable to the harms presented by that use. Finally, the Board also recognizes that students engaged in school-sponsored extracurricular activities are often viewed by fellow students as holding or enjoying positions of notoriety, such that the unlawful use of alcohol and drugs by students engaged in school-sponsored extracurricular activities may impact or influence the attitudes and actions of other members of the student body.

Thus, the Board believes that testing student participants in school-sponsored extracurricular activities serves the important purpose of detecting and preventing illegal drug and alcohol use among all students in the system.

This policy is intended to support the comprehensive educational policies and programs of the Effingham County School District in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of alcohol and drugs.

The policy is further intended to provide incentives to high school students engaged in school-sponsored extracurricular activities to avoid such use and to strive for effective rehabilitation when such use has occurred. The results of any drug test administered under this

policy will be used only to determine eligibility for participation in school-sponsored extracurricular activities.

The policy is not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student.

### Applicability

This policy applies to all high school students (grades 9-12) who participate in a school-sponsored extracurricular activity within the Effingham County School District. To be eligible to participate in any school-sponsored extracurricular activity, these students must agree to participate in a drug-testing program that includes random drug testing during the school year.

A "school-sponsored extracurricular activity" means, without limitation, all interscholastic athletics, cheerleading, band, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions or community service projects on behalf of or as a representative of the school system. "School-sponsored extracurricular activity" also specifically includes parking a vehicle on school property.

### Consent

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall sign a consent form agreeing to participate in the drug-testing program established by this policy. If the student or his or her parent or guardian declines to sign the consent form, the student will not be permitted to participate in school-sponsored extracurricular activities. Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

### Testing Program

Testing pursuant to this policy shall be accomplished by the analysis of urine specimens obtained from the student participant. Any student who refuses to be tested as required under this policy, or who alters or falsifies or attempts to alter or falsify a test, shall be removed from all school-sponsored extracurricular activities. Collections and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

The urine specimens of participating students shall be tested for all substances which are illegal to buy, possess, use, sell or distribute under state or federal law, including the following substances:

(a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) Methadone, (i) methaqualone, (j) LSD, (k) alcohol, and (l) performance enhancing substances, including anabolic steroids.

### Sanctions

Any participating student whose drug test administered pursuant to this policy renders a positive test result as indicated by the testing facility shall be subject to the following consequences:

**First Positive Drug Test Result** - The participating student and his or her parent or legal guardian will be required to attend a conference with a representative of the Effingham County School District designated by the Superintendent. The student and his or her parent or legal guardian shall be required to attend a program of counseling regarding substance abuse for a period of at least forty-five (45) days. The expense of said program of counseling shall be the responsibility of the student. The student will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter



him or her from committing a subsequent violation of the policy for one (1) calendar year.

**Second Positive Drug Test Result**-The participating student will be suspended from participating in any school-sponsored extracurricular activity for one (1) calendar year. The student will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

**Third Positive Drug Test Result** - The participating student will be prohibited from participating in any school-sponsored extracurricular activities for the remainder of the student's eligibility.

### **Drug Testing Procedures**

Prior to giving a urine specimen, each student participant shall complete a medical history form (which shall include disclosure of all prescription drugs currently taken). This form shall identify the student participant only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory along with the urine specimen. All students participating in school-sponsored extracurricular activities shall be subject to random drug testing at any time during the school year. Students eligible for testing will be determined by a roster which compiles the names of all students who have completed the required consent form and notification of drug testing policy.

The participating student's parent or legal guardian shall be notified on any day the student is selected for testing.

Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures must require:

- The presence of a representative of the Effingham County School District immediately prior to the collection process to ensure proper student identification;
- The presence of one or more representatives of the testing laboratory when the specimen is taken;
- The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be provided absolute privacy during the collection process;
- Immediately prior to entering the secured room used for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representative present for student identification; and
- Prior to entering the secured room utilized for the collection process, the testing laboratory shall treat the water in the secured room with a coloring substance (frequently referred to by testing laboratories as "blueing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.

The professional testing laboratory shall conduct all scientific analyses of the collected specimens. Each specimen shall initially be tested by using a highly accurate immunoassay technique known as "EMIT." Initial positive results must be confirmed by gas chromatography / mass spectrometry "GC/MS." If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after GC/MS confirmation shall a test result be reported as positive.

A portion of each urine specimen that tests positive for alcohol or drugs shall be preserved by the testing laboratory for at least six (6) months.

Written confirmation of all test results shall be forwarded by the testing laboratory to a representative of the Effingham County School District designated by the Superintendent.

In the event that a participating student's urine specimen produces a positive result, a representative of the Effingham County School District designated by the Superintendent shall meet with the student and the student's parent or legal guardian to disclose and discuss the test results. At this meeting, the designated school representative shall advise the student and his or her parent or legal guardian of further rights under this policy.

Any student participant who has tested positive, or the student's parent or legal guardian, may contest the test result by informing the representative of the Effingham County School District designated by the Superintendent of their wish to have a hearing within seventy-two hours of receipt of notice of the positive test result. The student participant and his or her parent or guardian shall be entitled to present any evidence they desire to defend the charge of violating this policy prior to the implementation of sanctions. The designated school representative before whom the hearing is conducted may require written documentation (such as a doctor's statement) of any evidence the student or his or her parent or legal guardian may wish to present. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this policy for a positive test result. Any further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory and shall be conducted at the student's expense. A final decision of the designated school representative shall be made within five (5) days of receiving notice to contest the test result.

If the student participant chooses to appeal the decision of the representative of the Effingham County School District designated by the Superintendent, the student may appeal it to the Effingham County Board of Education within three (3) days after it is rendered. The Effingham County Board of Education shall issue a final decision on the appeal within five (5) days after the next regularly scheduled meeting conducted after the notice of appeal is filed. The appealing student shall be ineligible to participate in school-sponsored extracurricular activities during the pendency of the appeal.

If a participating student is 18 years of age or turns 18 years of age during the school year, the student must agree to release all test results to the student's parent or legal guardian.

One (1) year after the participating student turns 18 years old or one (1) year after the student's graduation, whichever is later, all records in regard to this policy concerning each student shall be destroyed. At no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein.

### **Confidentiality**

The results of any drug test conducted pursuant to this policy will be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the Superintendent. Said results shall be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

### **Notice**

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall also sign a statement indicating that the student and the student's parent or legal guardian have received, read and understand this policy. If the student or his or her parent or guardian declines to sign the notification form, the student will not be permitted to participate in school-sponsored extracurricular activities. Notification forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

### **Voluntary Participation**

Any student who does not participate in a school-sponsored extracurricular activity may participate in the drug-testing program established by this policy on a purely voluntary basis. However, if such a student later seeks to participate in a school-sponsored



extracurricular activity, these Voluntary Participation provisions will no longer apply.

Any student wishing to participate in the drug-testing program established by this policy on a purely voluntary basis and his or her parent or legal guardian shall sign a consent form agreeing to such participation. If the student or his or her parent or legal guardian declines to sign the consent form, the student will not be permitted to participate in the drug-testing program. These consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in the drug-testing program. The Testing Program set forth herein shall be the same for students who participate in the drug-testing program established by this policy on a purely voluntary basis; however, any student participating in the drug-testing program on a purely voluntary basis who refuses to be tested, or who alters or falsifies or attempts to alter or falsify a test, shall not be removed from any school-sponsored extracurricular activity or otherwise subjected to school discipline. The Sanctions for positive drug test results set forth herein shall not be applicable to a student participating in the drug-testing program on a purely voluntary basis, although the student and his or her parent or legal guardian will be notified of the positive test result. The Drug Testing Procedures set forth herein shall be the same for students who participate in the drug-testing program established by this policy on a purely voluntary basis; however, the provisions relating to contesting the test results or appealing the matter to the Effingham County Board of Education shall not be applicable. The Confidentiality provisions set forth herein apply equally to students who participate in the drug-testing program established by this policy on a purely voluntary basis.

Any student wishing to participate in the drug-testing program established by this policy on a purely voluntary basis, and his or her parent or legal guardian, shall also sign a statement indicating that the student and the student's parent or legal guardian have received, read and understand this policy. If the student or his or her parent or legal guardian declines to sign the notification form, the student will not be permitted to participate in the drug-testing program. Notification forms are valid for the current school year and must be renewed annually in order for the student to continue to participate in the drug testing program.

#### **Amendment**

This policy may be amended at any time by the Effingham County Board of Education.

#### **Non-discrimination Notice**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, OCGA § 20-2-315). Students are hereby notified that the Effingham County school system does not discriminate on the basis of gender in its athletic programs. The Title IX Gender Equity Coordinator for this school system is: Dr. Yancy J. Ford, Effingham County Board of Education, 405 N. Ash St., Springfield, GA 31329; phone, 754-5630. Inquiries or complaints concerning the sports equity in this system may be submitted to the sports equity coordinator.

### **IDFA - GENDER EQUITY IN SPORTS POLICY**

(Approved 4/20/2017)

In compliance with the Equity in Sports Act, O.C.G.A. § 20-2-315, no student in the Effingham County School System shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself.

As a part of achieving this goal, the school system annually shall notify all of its students of the name, office, address, and office telephone number of the equity in sports coordinator. This notification shall be included in the student handbook and distributed to all students, as well as being posted in the school.

An equity in sports grievance procedure will be developed consistent with the requirements of state law and designed to implement the purposes of this policy. The grievance procedure will provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the act. The school system shall comply with all the requirements of state board rules concerning gender equity in sports, including records retention and the filing of any and all reports.

All donations of services or items, including booster club support, to any athletic program, shall be accepted or rejected in accordance with Effingham County Board of Education Policy DFK concerning donations to the school system.

The grievance procedures for addressing such discrimination can be found in policy IDFA in the Effingham County Board of Education Policy Manual.

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

The following is the state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student.

- 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.
- Any teacher, counselor or administrator receiving a report of sexual abuse or 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 misconduct, the oral and written report should be made to the superintendent or the superintendent's designee.
- 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.

### **INTERROGATIONS AND SEARCHES OF STUDENTS**

#### **Interrogations**

The principal of each school in the Effingham County School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.

#### **Searches**

The Effingham County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without



hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal of each school in the Effingham County School System, or his/her authorized representative, possesses the authority to conduct inspection of students' lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noise-makers, water guns, contraband, drugs, handguns or other dangerous weapons.

Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices which lead students to believe that lockers are under their exclusive control.

In the event a search of a student's person, his/her personal possessions, or his/her locker reveals that the student is concealing material(s), the possession of which is prohibited by federal, state or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

**KJ - ADVERTISING IN THE SCHOOLS POLICY**

(Revised 6/17/2021)

- A. Commercial organizations offer many free materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis and may be appropriate for use in the classroom. Other materials are primarily advertising and have only limited educational value and may not be appropriate for use in the classroom.

In general, supplementary printed and free materials from commercial, political, religious, or other non-school sources must have the approval of the superintendent and/or principal before being used in the schools. This approval may be given to materials which are of obvious educational quality with limited advertising emphasis, which supplement and enrich text and reference book materials for definite school courses, which are timely and up-to-date, and which promote democratic ideals, moral values, and coincide with the principles of the Effingham County Character Education program.

Teachers may use special appropriate teaching aids (non-printed materials) such as models, cuts, films, slides, pictures, charts, exhibits, videos, etc. for educational purposes with the approval of the superintendent and/or principal although such materials may bear the name of a commercial business firm or organization which may have provided the teaching aid.

**(NOTE: All teaching materials and teaching aids must also conform to all other applicable board policies and administrative procedures related to materials selection.)**

The name of the commercial firm or other organization appearing on free teaching materials or aids shall not be construed as advertising.

- B. Advertising materials of commercial or religious nature shall not be displayed or distributed in the schools or on the school grounds except in the following cases:
  - a. Schools with interscholastic athletic programs may display advertisements in athletic areas such as gyms, football fields, baseball fields, etc. as a service to commercial business sponsors who help support the athletic programs.
  - b. Schools with sponsors who financially support other extra-curricular activities or events may display advertisements at such respective activities or events.

- c. Schools may distribute school related items such as book covers, school annuals, etc. that contain advertising from commercial business sponsors, organizations, or private individuals who have either provided the items or have helped defray the cost of the distributed items.

C. General

- a. Students may not be used as the agents for distributing any non-school related material containing advertising to their homes except YMCA, Boy Scouts, Girl Scouts, Civil Air Patrol (CAP), Learning Enrichment Through Academics and Play (LEAP), and the Effingham County Recreation Department, and the City of Rincon Recreation Department when such material has been approved in advance by the superintendent and/or principal.
- b. Individuals, businesses, and non-school related groups or agencies are prohibited from advertising anything through the schools except as stated in Section B above.
- c. No school affiliates or school properties shall be used for the purpose of political campaigning including advertisements, displaying of political posters or political banners; however, disseminating political campaign materials such as cards or brochures would be allowed at public events if such dissemination was not disruptive or a nuisance to those in attendance. The only exception would be when a school facility is used by a community organization to hold a political forum or other similar activity for the public at large.
- d. Businesses may provide gifts to faculty and students with prior approval from the superintendent and/or principal when such are deemed to be appropriate and consistent with board policies and procedures.
- e. The following products and/or services shall not be allowed to advertise in any manner in the Effingham County School System:
  - i. Abortion clinics
  - ii. Alcoholic beverages (including beer, wine, and distilled spirits)
  - iii. Contraceptive products
  - iv. Firearms, ammunition, and fireworks
  - v. Gambling
  - vi. "Head Shops" or other establishments whose activity concentrates on drug related paraphernalia
  - vii. Lotteries
  - viii. Motion pictures rated "R", "NC17", or "X" by the Motion Picture Association of America
  - ix. Prescription drugs
  - x. Feminine hygiene products
  - xi. Solicitation of funds
  - xii. Tobacco products (including cigarettes, cigars, pipe tobacco, and "smokeless tobacco")
  - xiii. Any other product or service which the principal and/or the superintendent deems to be inappropriate in a school environment.

**JCAC - SEXUAL HARASSMENT OF STUDENTS**

(Revised 9/17/2020)

Refer to BOE Policy Manual.

**JAA - EQUAL EDUCATIONAL OPPORTUNITIES**

(Revised 9/17/2020)

Refer to BOE Policy Manual.



## Directory of Effingham County Schools

### Elementary Schools

#### **Blandford Elementary**

**LaToya Jones**, Principal, [ljones@effingham.k12.ga.us](mailto:ljones@effingham.k12.ga.us)  
Lori Newkirk, Assistant Principal  
Dr. Donna Strickland, Assistant Principal/Instructional Supervisor  
Missy Dodd, Administrative Secretary  
4650 McCall Road, Rincon, GA 31326  
Phone: 826-4200 ~ Fax: 295-4933 ~ Hours: 7:35-2:25

#### **Ebenezer Elementary**

**Dana Wright**, Principal, [dwright@effingham.k12.ga.us](mailto:dwright@effingham.k12.ga.us)  
Cheryl Zettler, Assistant Principal  
LeAnn Mikulsky, Assistant Principal/Instructional Supervisor  
Elizabeth Neidlinger, Administrative Secretary  
1198 Ebenezer Road, Rincon, GA 31326  
Phone: 754-5522 ~ Fax: 330-1523 ~ Hours: 8:20-3:20

#### **Guyton Elementary**

**Charlotte Connelly**, Principal, [cconnelly@effingham.k12.ga.us](mailto:cconnelly@effingham.k12.ga.us)  
Stacy Boyett, Assistant Principal  
Jennifer Peavy, Assistant Principal/Instructional Supervisor  
Cheryl Ash, Administrative Secretary  
719 Central Blvd Hwy 17 N., Guyton, GA 31312  
Phone: 772-3384 ~ Fax: 226-1331 ~ Hours: 8:15-3:15

#### **Marlow Elementary**

**Anthony Murray**, Principal, [amurray@effingham.k12.ga.us](mailto:amurray@effingham.k12.ga.us)  
Matthew Hunnewell, Assistant Principal  
Jennifer Lyerly, Assistant Principal/Instructional Supervisor  
Karen Hall, Administrative Secretary  
5160 Highway 17 S., Guyton, GA 31312  
Phone: 728-3262 ~ Fax: 226-1480 ~ Hours: 7:45-2:35

#### **Rincon Elementary**

**Dr. Kirbi Ratner**, Principal, [kratner@effingham.k12.ga.us](mailto:kratner@effingham.k12.ga.us)  
Greg Manior and Melissa Long, Assistant Principals  
Hannah Kessler, Assistant Principal/Instructional Supervisor  
Lisa Giavatto, Administrative Secretary  
1703 Ft. Howard Rd., Rincon, GA 31326  
Phone: 826-5523 ~ Fax: 295-4756 ~ Hours: 7:45-2:35

#### **Sand Hill Elementary**

**Michelle Corless**, Principal, [icorless@effingham.k12.ga.us](mailto:icorless@effingham.k12.ga.us)  
Nicole Hildebrandt, Assistant Principal  
Tiffany Parker, Assistant Principal/Instructional Supervisor  
Cathy Seward, Administrative Secretary  
199 Stagecoach Avenue, Guyton, GA 31312  
Phone: 728-5112 ~ Fax: 226-6180 ~ Hours: 7:45-2:35

#### **South Effingham Elementary**

**Mark Weese**, Principal, [mweese@effingham.k12.ga.us](mailto:mweese@effingham.k12.ga.us)  
Bobbie Tootle, Assistant Principal  
Kelly Fortson, Assistant Principal  
Jessica Lyn Javo, Assistant Principal/Instructional Supervisor  
Denia Boone, Administrative Secretary  
767 Kolic Helmey Road, Guyton, GA 31312  
Phone: 728-3801 ~ Fax: 226-2259 ~ Hours: 7:45-2:35

#### **Springfield Elementary**

**April Harvey**, Principal, [aharvey@effingham.k12.ga.us](mailto:aharvey@effingham.k12.ga.us)  
Tony Sikes, Assistant Principal  
Melissa Phillips, Assistant Principal/Instructional Supervisor  
Dana Gnann, Administrative Secretary  
300 Old Dixie Highway S., Springfield, GA 31329  
Phone: 754-3326 ~ Fax: 330-1557 ~ Hours: 8:10-3:10

#### **Prek-K**

**Terri Johnson**, Early Learning & Student Support Coordinator  
[terrijohnson@effingham.k12.ga.us](mailto:terrijohnson@effingham.k12.ga.us)  
Phone: (912) 754-5628

### Middle Schools

#### **Ebenezer Middle**

**Tammy Jacobs**, Principal, [tjacobs@effingham.k12.ga.us](mailto:tjacobs@effingham.k12.ga.us)  
Robbie Batchelor and Heather Strickland, Assistant Principals  
Crystal Jordan, Assistant Principal/Instructional Supervisor  
Kaleigh Perry, Administrative Secretary  
1100 Ebenezer Road, Rincon, GA 31326  
Phone: 754-7757 ~ Fax: 330-1526 ~ Hours: 8:25-3:35

#### **Effingham County Middle**

**Travis Dickey**, Principal, [tdickey@effingham.k12.ga.us](mailto:tdickey@effingham.k12.ga.us)  
Ginger Kessler and Holly Usher, Assistant Principals  
Holly Scott, Assistant Principal/Instructional Supervisor  
Cassandra Andrews, Administrative Secretary  
1659 Highway 119 S., Guyton, GA 31312  
Phone: 772-7001 ~ Fax: 772-7005 ~ Hours: 8:25-3:40

#### **South Effingham Middle**

**Christy Brown**, Principal, [cbrown@effingham.k12.ga.us](mailto:cbrown@effingham.k12.ga.us)  
Lisa Grassi and Jeremy Turner, Assistant Principals  
Vanessa Denison, Assistant Principal/Instructional Supervisor  
Penny Stevens, Administrative Secretary  
1200 Noel C. Conaway Road, Guyton, GA 31312  
Phone: 728-7500 ~ Fax: 226-7385 ~ Hours: 8:20-3:50

### High Schools

#### **Effingham County High**

**Amie Dickerson**, Principal, [adickerson@effingham.k12.ga.us](mailto:adickerson@effingham.k12.ga.us)  
Matthew Huntley, Assistant Principal/Athletic Director  
Dr. Nate Hayes and Keri Morgan, Assistant Principals  
Katie Whitten and Blake Kessler, Assistant Principals  
Jessica Stephenson, Assistant Principal/Instructional Supervisor  
Julie Montgomery, Administrative Secretary  
1589 Highway 119 South Springfield, GA 31329  
Phone: 754-6404 ~ Fax: 330-1617 ~ Hours: 8:25-3:40

#### **South Effingham High**

**Dr. Torian White**, Principal, [tawhite@effingham.k12.ga.us](mailto:tawhite@effingham.k12.ga.us)  
Nicholas Smith, Assistant Principal/Athletic Director  
Krystle Shuman and Jennifer Curry, Assistant Principals  
Michelle Coburn and Judson Alford, Assistant Principals  
TBA, Assistant Principal/Instructional Supervisor  
Lori Farley, Administrative Secretary  
1220 Noel C. Conaway Road, Guyton, GA 31312  
Phone: 728-7511 ~ Fax: 348-0947 ~ Hours: 8:20-3:50

#### **Effingham College and Career Academy**

##### **TBA, CEO**

**Dr. Brigid Nesmith**, Principal, [bnesmith@effingham.k12.ga.us](mailto:bnesmith@effingham.k12.ga.us)  
Dr. Kathy Pevey, Assistant Principal/Instructional Supervisor  
Jennifer Lawson, Assistant Principal  
Diane Center, Administrative Secretary  
Jennifer Davis, Administrative Secretary  
2940 Hwy 21 S., Rincon, GA 31326  
Phone: 754-5610 ~ Fax 330-4296 ~ Hours: 8:00-4:00

#### **Crossroads Academy Alternative School (RLC)**

**Brett Griffin**, Coordinator, [bgriffin@effingham.k12.ga.us](mailto:bgriffin@effingham.k12.ga.us)  
**Jeffrey Faith**, Assistant Coordinator, [jdfait@effingham.k12.ga.us](mailto:jdfait@effingham.k12.ga.us)  
501 N. Richland Ave. Rincon, Ga 31326 ~ Phone: (912) 754-2511  
Hours: 7:30-5:00 – Monday-Thursday, Closed Friday

#### **enCompass Academy**

**Dr. Derek Skaggs**, Coordinator, [dsdaggs@effingham.k12.ga.us](mailto:dsdaggs@effingham.k12.ga.us)  
**Jennifer Rahn**, Assistant Coordinator, [jrahn@effingham.k12.ga.us](mailto:jrahn@effingham.k12.ga.us)  
116 E 5th St. Rincon, Ga 31326  
Phone: (912) 754-2522 ~ Fax: 330-4290

#### **Central Registration Center**

306 N. Ash Street, Springfield, GA 31329  
Phone: (912) 754-2530 ~ Fax: (912)330-4287 ~ Hours: 8:30-4:30



**Effingham County Board of Education**  
**Central Office Directory**  
**405 N. Ash Street**  
**Springfield, GA 31329**

**Main Office:** (FAX: 330-1590)..... 754-6491

**OFFICE OF SUPERINTENDENT**

**Dr. Yancy Ford, Superintendent of Schools**

Mariella Manhattan, Administrative Assistant, mmanhatton@effingham.k12.ga.us (FAX: 330-1626) ..... 754-2537

**Timothy Hood, Assistant Superintendent of Administrative Services** ..... 754-6491

Emily Tabolt, Public Relations/Administrative Assistant, etabolt@effingham.k12.ga.us ..... 754-6491

**Kimberly Larson, Communications Specialist**, klarson@effingham.k12.ga.us ..... 754-6491

**Henry Heller, Disciplinary Designee**, hheller@effingham.k12.ga.us ..... 754-2511

**Laura Hunnewell, Coordinator Nursing**, lhunnewell@effingham.k12.ga.us ..... 754-2511

**Jessica O’Leary, Coordinator Nutritional Services**, joleary@effingham.k12.ga.us (FAX: 330-4286) ..... 754-5633

Amanda Ginn, Nutritional Services Specialist, aginn@effingham.k12.ga.us ..... 754-6416

Melanie Exley, Nutritional Services Bookkeeper, mrexley@effingham.k12.ga.us ..... 754-5632

**Ronald Wilson, Director of Finance**, rlwilson@effingham.k12.ga.us (FAX: 330-2517) ..... 754-5885

**Kathy Morgan, Assistant Director of Finance**, ksmorgan@effingham.k12.ga.us ..... 754-5620

Tammy Mongin, Accounting Technician, tmongin@effingham.k12.ga.us ..... 754-5622

Linda Miles, Purchasing Technician, lmiles@effingham.k12.ga.us ..... 754-2517

Lynne Ross, Senior Bookkeeper, lross@effingham.k12.ga.us ..... 754-2505

Shirley Morgan, Printer, shmorgan@effingham.k12.ga.us ..... 754-5643

**Brett Martin, Coordinator Transportation**, bmartin@effingham.k12.ga.us (FAX: 330-1618) ..... 754-3574

**Eric Harris, Assistant Coordinator Transportation**, eharris@effingham.k12.ga.us ..... 754-3574

**Dana King, Assistant Coordinator Transportation**, dking@effingham.k12.ga.us ..... 754-3574

Sandra Cone, Transportation Clerical, scone@effingham.k12.ga.us ..... 754-3574

Julie Cook, Transportation Clerical, jcook@effingham.k12.ga.us ..... 754-3574

**Dr. Slade Helmy, Capital Projects Officer**, shelmy@effingham.k12.ga.us ..... 754-5630

Carolyn Conaway, Administrative Assistant, cconaway@effingham.k12.ga.us ..... 754-5630

**Ron Womack, Chief Operations Officer**, rwomack@effingham.k12.ga.us ..... 754-2515

**Ashley Kieffer, Safety & Energy Education Manager**, akieffer@effingham.k12.ga.us ..... 754-2515

**Terry Holder, Risk Management Specialist**, tholder@effingham.k12.ga.us ..... 754-2515

**Brandon Davis, Maintenance Supervisor**, btdavis@effingham.k12.ga.us ..... 754-2515

Cynthia Orr, Maintenance Clerk, corr@effingham.k12.ga.us ..... 754-2515

**Susan Hartzog, Executive Director of Human Resources**, shartzog@effingham.k12.ga.us (FAX: 295-4261) ..... 754-1119

**Tracy Kieffer, Coordinator Human Resources**, tkieffer@effingham.k12.ga.us ..... 754-1119

**Lisa Woods, Principal on Special Assignment**, lwoods@effingham.k12.ga.us ..... 754-1119

Vonda McDonald, Administrative Assistant, vmcdonald@effingham.k12.ga.us ..... 754-1119

Tammy Jackson, Administrative Assistant, tjackson@effingham.k12.ga.us ..... 754-1119

Karla Sasser, Human Resources Specialist, ksasser@effingham.k12.ga.us ..... 754-1119

Gina Bland, Receptionist/Admin Secretary, gbland@effingham.k12.ga.us ..... 754-6491

**Mark Rahn, Payroll & Benefits Administrator**, srahn@effingham.k12.ga.us ..... 754-2512

Luann Howell, Benefits Manager, lhowell@effingham.k12.ga.us (FAX: 330-1660) ..... 754-5618

Wendy Eubanks, Administrative Assistant, weubanks@effingham.k12.ga.us ..... 754-5619



## OFFICE OF CURRICULUM AND TECHNOLOGY

<b>Travis Nesmith, Assistant Superintendent of Curriculum and Technology</b> , tnesmith@effingham.k12.ga.us.....	754-5508
Lisa Byrd, Administrative Assistant, lbyrd@effingham.k12.ga.us (FAX: 330-1625) .....	754-5508
Shayla Dekle, Data Technician, sdekle@effingham.k12.ga.us .....	754-5508
<b>Wendy Porter, Director of Curriculum</b> , wporter@effingham.k12.ga.us.....	754-5508
<b>Dr. Melodie Wall, Coordinator Curriculum &amp; K-12 Gifted</b> , mwall@effingham.k12.ga.us .....	754-5508
<b>Anna Barton, Director of Professional Learning</b> , abarton@effingham.k12.ga.us .....	754-5508
<b>Diane Owens, District Mathematics Coach</b> , dowens@effingham.k12.ga.us.....	754-5508
<b>Todd Wall, Coordinator CTAE</b> , twall@effingham.k12.ga.us .....	754-5610
<b>Carla Dean, Coordinator Testing</b> , cdean@effingham.k12.ga.us .....	754-5636
Linda Howard, Administrative Secretary for Testing, lhoward@effingham.k12.ga.us .....	754-5636
Cecelia Nixon, Administrative Secretary for Testing, cnixon@effingham.k12.ga.us.....	754-5636
<b>Missy Roddenberry, Coordinator Information Systems</b> , mroddenberry@effingham.k12.ga.us.....	754-5621
Cody Neidlinger, Student Information Specialist, cneidlinger@effingham.k12.ga.us.....	754-5621
<b>Jeff Lariscy, Director of Information Technology and Media Services</b> , jlariscy@effingham.k12.ga.us (FAX: 330-2505) .....	754-5533
<b>Holly Lewis, Coordinator Information Technology</b> , hlewis@effingham.k12.ga.us .....	754-5533
<b>Jason Malick, Assistant Coordinator Technology</b> , jmalick@effingham.k12.ga.us .....	754-5533
Conan Lindsey, Information Technology Network Specialist, clindsey@effingham.k12.ga.us .....	754-5533
Crystal Dowd, Information Technology Administrative Technician, cdowd@effingham.k12.ga.us .....	754-5533
Troy Johns, Lead Technology Specialist, tjohns@effingham.k12.ga.us .....	754-5533
Brett Exley, Information Technology Specialist, bexley@effingham.k12.ga.us .....	754-5533
Mike Gillen, Information Technology Specialist, mgillen@effingham.k12.ga.us .....	754-5533
Carly Phenis, Information Technology Specialist, cphenis@effingham.k12.ga.us .....	754-5533
Barry Buskirk, Information Technology Specialist, buskirk@effingham.k12.ga.us .....	754-5533
Matt DeSantis, Information Technology Specialist, mdesantis@effingham.k12.ga.us .....	754-5533
<b>Dr. Sandra Nethels, Coordinator Special Programs</b> , snethels@effingham.k12.ga.us .....	754-5629
Dr. Jackie Brown-Pinkney, Social Worker/Homeless Liaison, jbrown@effingham.k12.ga.us .....	754-6404
Erin Woodcock, Social Worker/Foster Care Liaison, ewoodcock@effingham.k12.ga.us .....	754-5522
Kathy Megli, School Social Worker, kmegli@effingham.k12.ga.us .....	728-7511
Ruby Andrews, Homeless Liaison Assistant, randrews@effingham.k12.ga.us .....	754-6491
<b>Terri Johnson, Coordinator Student Support Services</b> , terrijohnson@effingham.k12.ga.us .....	754-5677
Jan Davis, Resource Coordinator (BES/EES/RES), jandavis@effingham.k12.ga.us .....	663-9472
Eden Knox, Resource Coordinator (GES/SEES/ECHS/SEHS), eknox@effingham.k12.ga.us .....	678-2350
Julie Sessions, Resource Coordinator (MES/SHES/SES), jsessions@effingham.k12.ga.us .....	678-2351
<b>Deidre Ford, Student Intervention Specialist/504 Coordinator</b> , dford@effingham.k12.ga.us .....	754-6491
Alexandra Minsinger, Behavior Coach, aminsinger@effingham.k12.ga.us .....	754-6491
Sarah Crosby, Speech Interventionist, scrosby@effingham.k12.ga.us .....	826-4200
Melissa Doss, Speech Interventionist, mdoss@effingham.k12.ga.us .....	826-5523
<b>Dr. Ashly Hunter, Director of Exceptional Students</b> , ahunter@effingham.k12.ga.us.....	754-5623
Kim Gosyne, Administrative Assistant, kgosyne@effingham.k12.ga.us.....	754-5623
Amy Ambrose, Parent Mentor, aambrose@effingham.k12.ga.us .....	754-2522
Dr. Lindsay Blakey, Program Manager, lblakey@effingham.k12.ga.us .....	754-5623
Natalie Ramsey, Program Manager, nramsey@effingham.k12.ga.us .....	754-5623
Helen Odom, Program Manager, hodom@effingham.k12.ga.us .....	754-5623
Gloria Young, Program Manager, gyoung@effingham.k12.ga.us.....	754-5623
Gina Campbell, Transition Specialist, gcampbell@effingham.k12.ga.us .....	754-2522