



**2018- 2019**  
**HAWKINSVILLE HIGH SCHOOL**  
**Student Handbook**

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**Dr. A. Keith Green**  
Principal

**Jody Heath**  
Assistant Principal

**Amy H. Black**  
Counselor

**W. David Daniell**  
Athletic Director

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## **FOREWORD**

The Hawkinsville High School Student Handbook is published as a guide for students to become familiar with the regulations and procedures under which the school operates. Also contained in this booklet are descriptions of curriculum requirements and elective courses, as well as listings of the clubs, programs, and other student opportunities. It is desired that all students will utilize this handbook in order to make their time spent at Hawkinsville High School a happy and worthwhile experience.

While every attempt is made to cover pertinent items, it is impossible to include all policies, rules, or procedures in a student handbook. It is the student's responsibility to know and comply with all rules, procedures, and policies of the school.

## **ACCREDITATION**

Hawkinsville High School is fully accredited by the Southern Association of Schools and Colleges and by the Georgia Accrediting Commission. These accrediting agencies approve only those schools whose teaching staff, standards of scholarships, equipment, and organizations are of such caliber that they will prepare them for the best colleges and universities. Graduates of such approved schools, therefore, will be considered for admission to most institutions of higher learning with full credit given for all high school work.

## **VISION STATEMENT**

**“Learning for a Lifetime”**

## **MISSION STATEMENT**

Hawkinsville High School will provide quality educational experiences that are meaningful, challenging, and engaging in a safe and supportive environment for all students.

## **OUR BELIEFS**

- Education is a shared responsibility among students, parents, school personnel and community members.
- Quality instruction should be provided through a rigorous and relevant curriculum.
- The school environment should be safe, orderly, and conducive to learning.
- Academic success can be achieved through active engagement in a variety of learning experiences.



**PULASKI COUNTY SCHOOL SYSTEM  
CENTRAL OFFICE**

72 Warren Street  
Hawkinsville, GA 31036  
478-783-7200  
Superintendent Dr. Al Pollard

**PULASKI COUNTY BOARD OF EDUCATION MEMBERS**

Drew Davis, Chairman  
Robbie Anderson, Vice Chairperson  
Greg Brown  
Chris Burch  
Sean Berry  
Hugh Coleman  
Keith Richardson

**HAWKINSVILLE HIGH SCHOOL ADMINISTRATION AND FACULTY**

Mrs. Susan Arnold.....	Mathematics	Ms. Anna Stewart.....	Family and Consumer Science
Mrs. Amy Black .....	Counselor	Mr. Chris Lamb.....	Physical Education
Ms. Heather Bowen.....	Special Education	Mrs. Jennifer Head.....	Business Education
Mr. Lynn Bramel.....	Band	Mr. Jody Heath.....	Assistant Principal
Mrs. Kristi Brewer.....	Social Studies	Mrs. Myra Hurst.....	English
Mr. Coleman Brown.....	Social Studies	Mr. Doyle Floyd.....	Agriculture
Mrs. Marla Burch .....	Science	Dr. A. Keith Green .....	Principal
Mr. Randolph Colson .....	Art	Mr. Kevin Morrison .....	Math
Mr. Will Conner .....	Social Studies	Ms. Barbara Mullis .....	Special Education
Ms. Lychelle Allen .....	English	Mrs. Lesley Murkerson .....	Mathematics
Mr. David Daniell .....	Athletic Director	Ms. Sharon Patat .....	Business/Technology
Mr. Mark Dibois.....	Science	Mrs. Janna Simmons .....	Science
Mrs. Carla Taylor .....	Spanish	Mrs. Sherry Sinyard .....	Media Specialist
Mr. Dylan Gay.....	Math	Mr. Nathan Thompson .....	Physical Education
Mrs. April Daniely.....	Special Education	Mrs. Mattie Woods .....	English

**HAWKINSVILLE HIGH SCHOOL SUPPORT STAFF**

Ms. Christie Bryant .....	Custodian	Deputy Charles Warren.....	School Resource Officer
Mrs. Dee Davis.....	Bookkeeper	Mrs. Heather Johnson .....	Secretary
Ms. Helen Hopson.....	Custodian	Mrs. Jodi Kemp.....	School Nurse
Ms. Whitney Jenkins .....	Registrar	Mr. Marvin Slappy .....	Custodian

**School Nutrition Employees**

Connie Green, Manager  
Patricia Williams, Assistant Manager/Cashier  
Cassandra Brown, Cashier/Food Service Assistant  
Lashonda Newman, Food Service Assistant/ Back-Up Cashier  
Marie Dillard, Food Service Assistant  
Ora Lee Batton, Food Service Assistant  
Bobby Jackson, Food Service Custodian

**PULASKI COUNTY SCHOOLS  
2018-2019 CALENDAR**

<u><b>DATE</b></u>	<u><b>EVENTS</b></u>
<b>July 25-31</b>	<b>Pre-Planning</b>
<b>July 31</b>	<b>Open House: All Schools 3:00 - 6:00 P.M.</b>
<b>August 1</b>	<b>First Day of School</b>
<b>September 3</b>	<b>Labor Day Holiday</b>
<b>October 3</b>	<b>End of 1<sup>st</sup> Quarter</b>
<b>October 8</b>	<b>Columbus Day Holiday</b>
<b>October 9</b>	<b>Student Holiday; Parent/Teacher Conferences</b>
<b>October 10</b>	<b>Report Cards Sent Home</b>
<b>November 19-23</b>	<b>Thanksgiving Holidays</b>
<b>December 14</b>	<b>End of 1<sup>st</sup> Semester</b>
<b>December 14</b>	<b>Students ½ Day</b>
<b>Dec. 17 – Jan. 1</b>	<b>Christmas &amp; New Years Day Holidays</b>
<b>January 2</b>	<b>Employees and Students Return to School</b>
<b>January 3</b>	<b>Report Cards Sent Home</b>
<b>January 21</b>	<b>Martin Luther King Holiday</b>
<b>February 18</b>	<b>President’s Day Holiday</b>
<b>March 7</b>	<b>End of 3<sup>rd</sup> Quarter</b>
<b>March 8</b>	<b>Holiday</b>
<b>March 11</b>	<b>Report Cards Sent Home</b>
<b>March 11</b>	<b>Parent/Teacher Conf.; students dismissed at 1 P.M. 4:00 – 7:30 P.M.</b>
<b>April 1-5</b>	<b>Spring Holidays</b>
<b>May 17</b>	<b>Last Day of School</b>
<b>May 17</b>	<b>Graduation 8:00 P.M.</b>
<b>May 18</b>	<b>Alternate Graduation</b>
<b>May 20-23</b>	<b>Post-Planning</b>

Hawkinsville High School  
Bell Schedule  
2018-2019



7:40	First Bell
7:45	Tardy Bell; 1 <sup>st</sup> Block
9:15	End of 1 <sup>st</sup> Block
9:19	Tardy Bell; 2 <sup>nd</sup> Block
10:49	End of 2 <sup>nd</sup> Block
10:53	Tardy Bell; 1 <sup>st</sup> Lunch/ELT
11:23	End of 1 <sup>st</sup> Lunch/ELT
11:27	Tardy Bell; 2 <sup>nd</sup> Lunch/ELT
11:57	End of 2 <sup>nd</sup> Lunch/ELT
12:01	Tardy Bell; 3 <sup>rd</sup> Block
1:31	End of 3 <sup>rd</sup> Block
1:35	Tardy Bell; 4 <sup>th</sup> Block
3:05	End of 4 <sup>th</sup> Block

# ACADEMICS

## GRADING

A numerical grade will be awarded for all courses. Numerical grades will range from zero (0) to a maximum of 100 points. The minimum passing score to receive Carnegie unit credit is 70. Numerical grades may be interpreted as follows:

A = 90 to 100    B = 80 to 89    C = 70 to 79    F = below 70 (no credit)

## GRADE CALCULATIONS

70%    Cumulative Average

10%    Midterm

20%    Final Exam or Culminating Activity

## END OF COURSE ASSESSMENTS

End of Course (EOC) assessments are required by the Georgia Department of Education in the following courses: 9<sup>th</sup> Grade Literature, American Literature, Algebra I, Geometry, Physical Science, Biology, US History, and Economics. No student may exempt EOC assessments.

In classes with an EOC assessment, the EOC grade conversion score will count 20% of the student's final grade.

A student may earn course credit by demonstrating subject area competency by "testing out", which means scoring at the "Exceeds" level on a state End of Course assessment prior to taking the course. Students attempting to test out must have parental permission and their parents(s) or guardian(s) shall be informed of potential costs prior to the End of Course test administration.

## EXEMPTIONS

Students will be allowed to exempt final exams by meeting the following requirements:

- Student must be passing the course with a final average of 70 or above
- Student may not miss more than 3 days in the class (excused or unexcused)

## GRADE PROMOTION REQUIREMENTS

Hawkinsville High School operates under the semester system. There are two semesters in the regular academic year. During each semester, students are registered for four classes daily. Each class provides one Carnegie unit credit. A student would normally earn 4 Carnegie units in a semester and 8 Carnegie units in an academic year (excluding summer school and credit repair programs). The total number of Carnegie units accumulated by a student at the beginning of the academic year determines grade level placement/classification for that year.

	Class of 2021	Class of 2020	Class of 2019
<b>Freshman</b>	n/a	n/a	n/a
<b>Sophomore</b>	6	5	5
<b>Junior</b>	12	11	10
<b>Senior</b>	20	18	17
<b>Graduate</b>	28	26	25

Students may be promoted to the next grade level upon satisfactory completion of course requirements at the end of the school year. Grade level determination for students who transfer in from other high schools will be determined based on the individual student's specific academic accomplishments and requirements.

## GRADUATION

Graduation is planned and arranged by the cooperative efforts of staff, students, and parents. Students must complete **ALL** unit requirements for graduation set forth by the Pulaski County Board of Education in order to participate in the graduation ceremony. All seniors must pay a graduation fee. This fee includes cost of diplomas and other expenses. **All other bills must be paid before graduation. Students who have not paid their fees will not be allowed to walk at graduation.**



**PARTICIPATION IN THE GRADUATION CEREMONY IS A PRIVILEGE AND NOT A RIGHT. ONLY STUDENTS WHO ARE IN GOOD STANDING WITH THE SCHOOL WILL BE ALLOWED TO PARTICIPATE. ANY INVOLVEMENT IN A “SENIOR PRANK” THAT CAUSES DAMAGE TO THE SCHOOL WILL RESULT IN REMOVAL FROM THE GRADUATION CEREMONY**

**HHS GRADUATION REQUIREMENTS**

Areas of Study	Units Required for Graduation		
	Class of 2021	Class of 2020	Class of 2019
English/Language Arts	4	4	4
Mathematics	4	4	4
Science	4	4	4
Social Studies	4	4	4
CTAE and/or Modern Language and/or Fine Arts	3	3	3
Health and Physical Education	1	1	1
Electives	8	6	5
<b>Total Units (minimum)</b>	<b>28</b>	<b>26</b>	<b>25</b>

- *Pulaski County Schools requires that all students earn a unit of elective credit in Introduction to Business Technology for graduation.*

**PROGRESS REPORT / REPORT CARDS**

At the end of each nine-weeks grading period, report cards are distributed to students. The numerical average that appears on the report card represents a cumulative average for that course. For example, the grade given at 9 weeks will represent the cumulative average for that student from the first day of class to that point. Likewise, at 18 weeks, the grade will also be cumulative. Questions/Concerns about grades must be addressed *within five days* after report cards are issued. Grades will not be changed on the report card or transcript after five days. **Report cards must be signed and returned to the designated teacher.**

**SUMMER SCHOOL AND CREDIT RECOVERY**

Summer school credit must be limited to **2 units** from a school accredited by the Southern Association of Colleges and Secondary Schools and the Georgia Accrediting Commission. Written permission must be received from HHS Guidance Department and principal of HHS before a student may enroll in summer school in another school system.

HHS will offer some credit repair, credit recovery and the option of paying for courses through the Georgia Virtual School or other computer programs. These options may require payment by the student. A conference is required with a student and parent with the counselor in order to take a credit recovery class.

**ATTENDANCE POLICIES AND PROCEDURES**

As mandated by OCGA 20-2-690.0, a county-wide Attendance Protocol Committee is established and charged with ensuring the coordination and cooperation among officials, agencies, and programs involved in compulsory education issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to takes tests that are required to be administered under the laws of the state. It is important for credibility within the community that all local schools operate under the same, consistent student attendance expectations and protocols. All mandated reporters shall assure that students suspected of being truant and reported to designated school officials, law enforcement, or the Department of Family and Children’s Services. With these expectations, the following protocol is adopted.

**I. Definitions:**

**A. Compulsory Education:**

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6<sup>th</sup>) and sixteenth (16<sup>th</sup>) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.1 ). Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

**B. Truant:**

Per the Georgia State Board of Education Attendance Rules, “Truant” is defined as “any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences”.

**C. Monitoring:**

Each school system shall assure compliance with compulsory education and attendance policies in assigned schools. Individual schools will monitor attendance and follow the protocol for reporting.

**II. Identifying Truant Students:**

**A. Excused Absences**

**Excused absences shall include:**

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

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

- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
- The observation of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Page for Georgia General Assembly (counted as present in school).
- A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.
- A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.
- Any other absence not explicitly defined herein but deemed by the principal to have merit based on circumstances.

### **Three (3) Days to Submit Excuse for Absence**

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an unexcused absence. Phone calls **will not** be accepted in place of a written notice.

#### **Excuse must include:**

1. The date(s) of the absence
2. Student name
3. Reason for absence
4. Parent or guardian signature

### **Five (5) Days of Parent Notes for Illness**

A parent's note will be accepted to excuse personal illness for five (5) days during the school year. After a parent's note has been used for five (5) days at any time during the school year, a doctor's excuse is **required** for ALL future absences due to illness unless otherwise determined by the principal or the principal's designee.

### **B. Unexcused Absences**

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to Section II C Tardies and Early Dismissals. School days missed as a result of an out of school suspension **shall not count** as unexcused days for the purpose of determining student truancy.

### **C. Tardies/Early Dismissals**

As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between the school systems, the following policy is recommended:

- Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.
- The conditions for excusing a tardy or early dismissal will be the same as an absence.
- Tardies and early dismissals must be traced separately and the data will be used to identify truant students.

Information concerning students, who meet these thresholds, will be monitored by the school.

### **D. Student Withdrawals**

Local school systems are authorized to withdraw a student who:

- Has missed more than 10 consecutive days of unexcused absences.
- Is not subject to compulsory attendance.
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

Local school systems shall notify the parent or guardian of the intention to withdraw a student younger than 18 years of age who is not subject to compulsory attendance.

## **III. Notification of Parent/Guardians**

Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification.

#### **IV. Violations of Attendance Policy**

##### **Unexcused Absences**

###### **•Three (3) or More Unexcused**

- By the time a student has acquired an equivalent of three or more unexcused absences, the school will notify the parent or guardian in writing. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented action will serve as a good faith effort required of the school before taking further action. Failure to receive this reminder does not prevent further action taken to attempt to improve attendance.

###### **•Five (5) or More Unexcused**

- The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of five (5) unexcused absences in conjunction with a Truancy Meeting, which the parent/guardian will attend. The objective of the meeting will be to explore barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

###### **•Five (5) Days of Parent Notes for Illness**

A parent's note will be accepted to excuse personal illness for Five (5) days during the school year. After a parent's note has been used for five (5) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness unless otherwise determined by the principal or principal's designee.

###### **•Ten (10) or More Unexcused Absences**

- Ten or more unexcused absences will result in a petition for educational neglect or truancy to be filed with the Department of Family and Children's Services or the Juvenile Court System.
- In the event of a referral, each additional unexcused absences following notification of the parent/guardian of 10 unexcused days of absences for a child shall constitute a separate violation of the Compulsory Education Law (OCGA 20-2-690.1). The violation will be reported to the court.
- Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (OCGA 20-2-690.1).

#### **III. Make-Up Work (Pulaski County Middle & Hawkinsville High School Policy)**

According to the Pulaski County School Board Policy Manual, students with unexcused absences do not have the right to make up missed work. Unexcused absences shall be a violation of the student code of conduct, and students with unexcused absences shall be disciplined as appropriate, including assignment to in-school suspension or alternative school.

- Arrangements to make up work for excused absences are the responsibility of the student in consultation with the teacher. Students who miss three (3) consecutive days, or know they will be missing three (3) or more days must contact the front office before 8:30 a.m. in order to have work available for the following day.
- Excuses for all absences, including any documentation required by the school principal, shall be furnished to the school in writing by the student's parent or guardian with three (3) days of the student's return to school and shall specifically state the reasons for the absence. Students shall be permitted to make up work when documentation of the absence is provided in the time and manner specified in this policy and by the school principal. All makeup work should be completed within five (5) days of the student's return to school, unless the school principal or his/her designee allows the student additional time to complete such makeup work. If the student fails to make up work within the prescribed time, the student will be denied credit for all work not completed.
- While five (5) days are allowed for make-up work, the student does not have a five-day window of opportunity for such work. Once arrangements with the teacher are made, failure of the student to make up work can result in credit being denied for that assignment. If an assignment was given before the student was absent, it is due on the day that the student returns to class.
- Unexcused absences shall be a violation of the student code of conduct, and students with unexcused absences shall be disciplined as appropriate, including assignment to in-school suspension or alternative school.

#### **MISSING SCHOOL**

If more than 30 minutes are missed from a class, students are counted absent from that class. Students who are in school, but for an unexcused reason, miss class or a portion of class, subject themselves to disciplinary action. In order to participate in any extra-curricular activities, including tryouts and practices, a student must be present at least one-half of the school day.

#### **EARLY DISMISSAL**

Parents are requested to make dental, medical, and other appointments for students after school hours and on Saturday. When that is not possible and the student must leave school before the end of the day, a written parental request is required. The request should state what time the student needs to leave and have a telephone number at which the parent can be reached to verify the note. This verification is **Board Policy**. The note is to be turned in to the secretaries in the office **prior to first period** so that it can be verified. **Students must sign out in the office before leaving school. Any student signing out will not be allowed to return without a note from a doctor.**

Students who drive may leave after early dismissal confirmation and after signing out in the office. A student who leaves campus without signing out in the office is subject to disciplinary action. Any student who leaves campus after being informed that the early dismissal request cannot be verified will be treated as leaving campus without permission and disciplinary action will be taken. Students **will not** be allowed to sign out for the purpose of eating lunch.

## AWARDS AND HONORS

All awards shall be symbolic of outstanding achievement. They shall be made for service and/or participation rather than for simple popularity. The superintendent and the principal must approve honors and awards. **Students will only be recognized for honors and awards for classes taken at HHS.**

**Honor Roll (each semester): 1st Honor Roll:** All grades 90 or above.

**2nd Honor Roll:** All grades 80 or above.

**Highest Average Awards:** (All HAA are calculated at the end of the first semester - with the exception of Valedictorian and Salutatorian. Valedictorian and salutatorian will be determined upon the completion of ALL course work and the receipt of final grades in all classes. Grades from physical education elective courses are not utilized in computing the student's grade point average to determine class rank. Students who receive the highest average awards must be taking the most rigorous courses available.)

**Overall Highest Average Award by Grade** – This award is given to the student with the highest average who is taking the most rigorous courses offered in all four academic areas during the current school year. Dual-Enrollment college courses can be substituted for most rigorous academic courses in high school.

**Junior Usher** – This recognition is given to the students who are ranked #1-8 from the list of students who have taken the most rigorous courses in all four academic areas. Dual-Enrollment college courses can be substituted for most rigorous academic courses in high school.

**Valedictorian/Salutatorian/2 Additional Speaking Roles at Graduation** – These awards are given to the students ranked #1-4 from the list of students who have met the Honors Program Requirements and have taken the most rigorous courses in all four academic areas. Dual-Enrollment college courses can be substituted for most rigorous academic courses in high school. These averages will be calculated at the end of the 2<sup>nd</sup> semester when all grades have been received.

To qualify for Valedictorian or Salutatorian, the student must be an honor graduate and have been enrolled in Hawkinsville High School **and** met the requirements for honors/awards day for at least 4 consecutive semesters prior to graduation. **The Valedictorian and Salutatorian must qualify for the Honors Program.**

### **Honor Graduates: (Yellow Stole at Graduation)**

Honor graduates must have a cumulative average of 90 or above for all four years of high school. Grades from all classes except gym classes are used to calculate cumulative average for Honor Graduate status. This average will be calculated at the end of the 1<sup>st</sup> semester of the senior year. Students must also have met the requirements for admission to a four year college or university.

### **Honors Program Graduate: (White Cord at Graduation)**

Students must take all honors courses offered in English, Math, Science, or Social Studies plus 4 other Honors/Gifted/AP courses (one which must be taken each year).

## CHEATING

The first time a student is found guilty of cheating or plagiarism, the student will not be eligible to receive any honors or award recognition for one year from the date of the incident. Any further incidents will disqualify the student from any honors/award recognition during high school.

## DISCIPLINE

### **DUE PROCESS**

Due process will include appropriate hearings and reviews and, in all cases, the rights of the individual will be insured and protected.

### **DISCIPLINE PROCEDURES/DISPOSITION CONSEQUENCES**

Discipline procedures include: punitive assignments, school wide detention, lunch detention, supervision, mandatory parental conferences, in-school suspension, suspension from school, corporal punishment, referral to School Board, referral to Discipline Tribunal, expulsion, and/or prosecution by law.

### **LUNCH DETENTION**

Lunch Detention can only be given by the school administration and will be held during 1<sup>st</sup> and 2<sup>nd</sup> lunches. Students are not allowed to talk during this detention.

**SCHOOL-WIDE DETENTION**

School-wide detention may be assigned by any teacher for various reasons and will be held in a classroom. Students will have three days in which to serve the assigned detention. Students shall be given 24 hours notice of any assigned detention. Detention will be held from 3:10 p.m. until 3:35 p.m. each day. Failure to stay for an assigned detention will result in an office referral with the possibility of more severe disciplinary action being assigned.

**IN-SCHOOL SUSPENSION**

The purpose of the In-School Suspension Program is to provide an additional means of dealing with disruptive students in ways other than suspension or expulsion from school. Students with behavior problems that have not been modified after multiple assignments to ISS may be suspended out-of-school and/or referred to the Hearing Tribunal.

- a. **Students assigned to ISS or Suspended from school may not attend or participate in extra-curricular activities for the duration of the assignment, including day of assignment. Any student attending or participating in an extra-curricular activity will receive further consequences.**
- b. Students who participate in any of the “school-to-work” programs cannot leave ISS early to report to work.
- c. Students may not leave ISS early without permission of HHS administration **even when request** is made by parent.

**ALTERATIVE LEARNING CENTER**

Any student assigned to ALC, may not attend or participate in any HHS function without permission from the HHS Administration. This includes both home and away activities. Consequences will be given at the discretion of the HHS Administration.

**DRESS CODE**

<b>Accessories</b>	<ul style="list-style-type: none"> <li>• <b>Belts</b> <ul style="list-style-type: none"> <li>• If wearing a belt, it must be buckled.</li> <li>• No detachable belt buckles are allowed.</li> </ul> </li> <li>• <b>Blankets</b> <ul style="list-style-type: none"> <li>• No blankets are allowed.</li> </ul> </li> <li>• <b>Hair/Headgear</b> <ul style="list-style-type: none"> <li>• All students’ hair should be neat and clean. Facial hair may be worn but must be neatly trimmed.</li> <li>• No curlers, picks, or combs may be worn in the hair.</li> <li>• No hats, caps, bandanas, visors, or any other head covering should be worn in the building.</li> </ul> </li> <li>• <b>Jewelry</b> <ul style="list-style-type: none"> <li>• Piercings may only be in the ears. No other piercings are acceptable for males or females, including tongue, nose or eyebrow.</li> </ul> </li> <li>• <b>Sunglasses</b> <ul style="list-style-type: none"> <li>• Dark glasses are not to be worn unless prescribed by a physician.</li> </ul> </li> <li>• <b>Walking Sticks</b> <ul style="list-style-type: none"> <li>• Walking sticks are not allowed unless prescribed by a physician.</li> </ul> </li> </ul>
<b>Jackets/Coats</b>	<ul style="list-style-type: none"> <li>• No trench coats should be worn while at school.</li> </ul>
<b>Logos/Illustrations</b>	<ul style="list-style-type: none"> <li>• Students may not wear clothing with profanity, vulgarity or other offensive language, gang insignia, or references to alcohol or drugs.</li> <li>• Logos and illustrations may not create a hostile or disruptive environment.</li> </ul>
<b>Pajamas</b>	<ul style="list-style-type: none"> <li>• No pajamas or lounging clothes are allowed.</li> </ul>
<b>Shirts/Tops/Dresses</b>	<ul style="list-style-type: none"> <li>• No strapless dresses, bare midriffs, backless blouses, halter-tops, or tank tops.</li> <li>• Straps on blouses/tops must be at least <b>3 inches</b> in width.</li> <li>• No underclothing should be visible. (If the blouse/sweater/shirt is sheer or can be seen through, the undershirt should meet the 3” strap rule stated above.)</li> <li>• No visible cleavage.</li> <li>• All unisex t-shirts and polo style shirts must be <b>tucked</b> in (not rolled) for males and females.</li> <li>• Females may wear blouses untucked if it is designed to be worn outside the pants/skirt.</li> <li>• Males may not wear sleeveless shirts in the school building.</li> </ul>
<b>Skirts/Dresses/Shorts Shorts/Pants</b>	<ul style="list-style-type: none"> <li>• No clothing with holes (unless patched).</li> <li>• No gym shorts, sweat pants, windsuits, joggers (unless in PE class).</li> </ul>

	<ul style="list-style-type: none"> <li>• Shorts, skirts, and dresses must be no shorter than <b>3 inches</b> above the top of the knee, front and back, when standing or walking.</li> <li>• No leggings, jeggings, joggers or tights unless they are worn with a dress or skirt that meets the 3" length rule stated above.</li> <li>• All students must wear their pants or shorts in a manner which promotes good taste. No sagging, drooping, or excessively tight pants will be allowed.</li> <li>• All pants should be worn at the waist, above the hipbone.</li> <li>• All zippers should be zipped and fasteners fastened (including overalls).</li> <li>• No visible underwear, gym shorts, or underpants.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• All shoes must be worn. Bedroom shoes are not allowed.</li> </ul>

All guidelines related to dress and grooming apply at all school functions or activities. Garments should be appropriate and not be an embarrassment to the student or the school. Clothing should not in any way provide a distraction to other students or inhibit the learning process. Students are responsible for their dress. The principal, or their designee, shall have the authority to address and make decisions on issues not covered in this dress code policy. **If you are in doubt, don't wear it.**

## GENERAL PROCEDURES

### BOOK/GYM BAGS

Students and parents are reminded that the use of bags at school is a privilege and that abuse of this privilege can result in its revocation. The same search policies apply to bags as to lockers. Any student who uses a bag to transport contraband items to and from school will suffer the full weight of school and system discipline policies related to the offense.

### BUSES, STUDENT PICK-UPS AND VISITORS

ALL visitors must report to the office first when entering the building. Please observe entrance and exit signs, and do not enter the bus loading areas. If a student is to leave school before dismissal time, he/she will be called to the office. Only parents or legal guardians can pick up a student. If certain other people may pick up your child, please give written permission to the office. A student shall not be permitted to ride a bus other than the assigned bus without parental and school permission. This permission must be secured from the principal before 8:10 a.m. in order to ride that bus. If a last minute bus change is necessary, please call the principal's office by 2:15 p.m. so that the office will have sufficient time to notify your child's teacher. Students should familiarize themselves with the time their bus arrives at their residence. School bus service is provided primarily for those students who live a minimum of 1 1/2 miles from their school. Students living closer than 1 1/2 miles are furnished transportation on a space-available basis.

Buses are equipped with video cameras. The videotape may be reviewed at the discretion of the transportation director, bus driver or other administrative personnel for inappropriate behavior on the bus. Inappropriate behavior observed on the videotape may be grounds for disciplinary action as outlined in the student handbook.

The safe and orderly transportation of students to and from school is critical to establishing a positive learning environment. Bus rules will be enforced to insure safe riding conditions for all. Failure to comply with bus rules and policies may result in the loss of bus riding privileges or additional consequences for a period of time.

### EARLY ARRIVAL

Upon arrival at school, students will stay in the lunchroom/break area until school begins. Students in grades 9-12 are not to be in the same area with students in grades 6-8. There will be no loitering in the halls.

### ELECTRONIC DEVICES

Sound producing and communicative devices are only to be used at school by students with teacher approval. Use of cellular phones by students during unauthorized times of the school day and places in the school building, is prohibited. **Fines will be imposed for violations. 1<sup>st</sup> offense fines are \$25. 2<sup>nd</sup> and 3<sup>rd</sup> offense fines are \$50. Any additional offenses will be at discretion of the administration. Hawkinsville High School reserves the right to search personal electronic devices if deemed necessary by the administration.**

### ENROLLMENT

Any student entering HHS should have properly withdrawn from his/her previous school and present valid verification of grade placement, achievement, and disciplinary records. State required immunization forms and a social security card should be presented upon enrollment. All of these documents must be submitted before a student can enroll. A parent or guardian must accompany the student for the purpose of enrolling and transferring.

### FIELD TRIPS & FUNDRAISERS

Many educational opportunities exist outside of the regular classroom setting. Giving students access to these opportunities is an important part of the educational process. Field trips are often used to meet this objective. Any student taking part in a school-sponsored field trip must have parental consent, appropriate classroom behavior, and must be passing all classes to participate. **Students with two**

**or more assignments to ISS, home suspension, or five or more absences per semester will not be allowed to participate in field trips. Corporal punishment will count towards ISS days.**

All fundraising activities involving HHS students must be approved by the Board of Education on a semester basis. All school funds are deposited with the secretaries in the office. All disbursements are made through checks signed by the principal/assistant principal. **There will be no merchandise or articles sold in the school unless they are school sponsored. Students are responsible for all costs incurred from fund-raising.**

### **GYMNASIUM**

No one is allowed to use the gymnasium unless he/she is under the direct supervision of school personnel such as a teacher or coach. Any use of the gymnasium must be approved by the principal. Students may not be in the gym during lunch.

### **HALL PASS**

When it is necessary for a student to leave a classroom, he/she must obtain a pass from the teacher. The hall pass is the student's proof that he/she has permission to be out of the classroom. **No student should be out of class without permission.**

### **HARASSMENT**

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favor, and other verbal or physical contact of a sexual nature. **Harassment can result in suspension or in referral to a hearing tribunal. Charges can also be filed for harassment.**

### **HEARING AND VISION SCREENING**

At some time during the school year, your child may have a hearing and vision screening. If you do not agree for your child to participate in a hearing and vision screening, please call the school office at (478) 783-7210.

### **HOSPITAL/HOMEBOUND SERVICES**

As required by state regulations, children who meet the following requirements are eligible for hospital/homebound services. The child must have: (1) a medically diagnosed physical condition, which is non-communicable and restricts the student to his home or a hospital for a period of time (*a minimum of 10 days*) which will significantly interfere with his/her education. (2) A licensed physician declares that the child is physically able to profit from educational instruction. Counselors are responsible for coordinating homebound services in each school.

### **LOCKERS**

All students are issued a locker and lock the first week of school. The yearly fee is **\$5.00**. Students are responsible for items left in their lockers. Lockers at HHS are subject to search at any time. The cost of the replacement of a lost lock is **\$5.00**. Students are held responsible for any item(s) found in a locker assigned to them. Locks on lockers shall remain locked at all times when not in use.

### **LOST AND FOUND**

Students should turn in found articles to the school secretaries. Likewise, lost articles should be reported as soon as possible to the office. Lost and found items that are not claimed after a reasonable time will be donated to charity. Students are reminded that bringing money, expensive or valuable items to school involve certain risks. Students are encouraged to leave these items at home. **The school is not responsible for lost or stolen articles.**

### **SCHOOL LUNCHROOM POLICY**

Hawkinsville High School now qualifies for the Community Eligibility Provision under the National School Lunch Program. This designation qualifies ALL students attending Pulaski County Schools for free breakfasts and lunches for the 2018-19 school year. The Pulaski County School Nutrition Program participates in the National School Lunch program and the school Breakfast Program. These programs provide nutritious, well-balanced meals daily. Students are encouraged to participate in the programs. However, students may bring ready-to-eat lunches from home. Lunch is served daily according to the posted schedule. Breakfast is served daily from 7:20 – 7:40 AM. **NO fast-food meals are to be brought in by students or dropped off for students. Students are not allowed to leave campus for the purpose of eating lunch.**

### **MARRIED STUDENTS**

Married students are permitted to attend Hawkinsville High School. These students should notify the superintendent's office and the high school office before enrolling in school. Married students are required to follow rules and policies of HHS.

### **MEDIA CENTER**

A well-equipped, fully automated media center is available for research and recreational reading. Both middle and high school students share the facility. Computers are available for student use. The computers are part of a state-of-the-art networked system with a wide variety of software available including Internet access. Students are expected to follow all school system guidelines in reference to the Internet. Students visiting the media center are expected to cooperate in maintaining an atmosphere of quiet and order. Students are held financially responsible for lost or damaged books, materials and equipment.

## MEDICINE

Any student who has to bring medicine to school, whether prescription or nonprescription, must leave it with the school nurse where it will be held and issued as prescribed. A note from the nurse should be secured stating that during the school day you will need to be excused to take medicine. **Students possessing medications, prescription or non-prescription, may be sent to ISS, suspended, or referred to a hearing tribunal.**

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions, and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication.

## SAFETY DRILLS

State law requires safety drills to be conducted on a regular basis at school. These drills are for the protection of the student body. Students should always follow the classroom teacher's instructions. These drills include fire, tornado, bus safety, and other disasters. Anyone turning in false alarms is subject to disciplinary action.

## SCHEDULE/CHANGING SCHEDULES - COUNSELOR

All students must enroll in four classes each semester. Due to various graduation requirements and the difference in demand for some courses, schedule changes that are not related to meeting graduation requirements will be considered on an individual basis. In order to request a schedule change, a student must fill out a change of schedule request available from the guidance office. The counselor will evaluate this request and notify the student if a change of schedule is warranted. It is important that all students know their standing as it relates to graduation requirements. This will enable them to ensure that they register for the proper classes each semester. Due to the restrictive nature of any scheduling process, changes for the sake of convenience or teacher requests will not be considered.

## SOCIAL FUNCTIONS

Social functions involving school organizations or clubs must be approved by the administration. No definite arrangements should be made or funds expended until such approval has been obtained. All rules and regulations of HHS are also enforced at social and athletic functions.

**School Sponsored Dances.** No student over the age of **20** may attend the dance. All student dates that are not currently enrolled in Hawkinsville High School must be approved by the principal after filling out the appropriate paperwork and presenting a photo I.D. All guests must be in the ninth grade or above.

### **Criteria for Homecoming Court and Queen/Prom King and Queen:**

1. Students will not be eligible for nomination if they:
  - a. did not pass 5 subjects the previous semester.
  - b. Have failed or have been retained in a grade since entering high school.
  - c. have been convicted of a felony.
  - d. have more than 3 ISS days or any out of school suspensions home for the current school semester or the entire previous school year. Corporal punishment will count towards ISS days.
2. Students must be in good standing and a good representative of HHS.
3. Contestants must select escorts from their grade that are enrolled at HHS.

## STUDENT PARKING

Students will park their cars in the student parking area. Entrance and exit signs must be obeyed as well as speed limit (**15 MPH**). Students are expected to help keep the parking area free of trash. Violations could result in revoking your parking privileges. Students are expected to get out of their cars as soon as they are parked and go directly into the school building. **Students are not allowed to return to their cars.** Any exceptions must be approved by the Administration. **Reckless driving** on campus could result in suspension of parking privileges. In order to be issued a parking permit, all fees owed must be paid in full by the student. **Vehicles parked on the HHS campus are subject to search.**

**The following charges apply to student parking** :

Yearly parking permits	\$30.00
Duplicate or replacement	\$15.00
Second Semester (Only) Charge	\$15.00

## STUDENT'S RIGHTS AND RESPONSIBILITIES

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive action relative to the Constitution, the laws of the state of Georgia, and the policies, rules and regulations of the Pulaski County Board of Education.



## **TEXTBOOKS**

Each student is responsible for his/her textbooks and will be charged for damage or loss.

## **VISITORS**

Students are not allowed to have visitors during the day inside the building or driving on the campus. All visitors having school business must report to the office, where they receive a visitors badge to be worn during their visit.

## **WITHDRAWALS - TRANSFERRING**

Students transferring to other schools or withdrawing from Hawkinsville High School should be accompanied by a parent or guardian to obtain a check out sheet from the counselor's office. The sheet should be signed by homeroom teacher, all subject teachers, librarian, and the lunchroom manager, showing that they have checked in their books and have taken care of other responsibilities. Students should then take the checkout sheet to the counselor. Students' credits will not be sent to other schools until everything is cleared with the office. Students withdrawing without transferring are required to meet with parents/guardians, counselors and other team members.

## **YEARBOOK ("Hawkeye")**

Hawkinsville High School yearbooks are available for each student for the cost of \$40.00 (Optional: name stamp \$3; plastic cover \$2). Students should place their order for a yearbook with Ms. Sharon Patat, Yearbook Advisor. We encourage you to purchase a yearbook full of memories that you will cherish for years to come.

## **GIFTED EDUCATION**

Pulaski County educators are committed to the belief that education is the means by which every individual has the opportunity to reach his/her fullest potential. We believe that all students have a right to educational experiences that challenge their individual development whether it is below, at, or above the level of their peers. Georgia schools recognize and make provisions for the special needs of gifted students.

The Pulaski County Schools System Gifted Program strives to provide an educational environment that extends competencies beyond the experiences of the regular classroom. To be considered for gifted instruction, students must be nominated by someone or meet the system's automatic referral criteria. Anyone who has knowledge of a student's abilities and talents may fill out a nomination form, which is available at each school. The purpose for the nomination process is to gather information about the student (class work, test information, present and past grades, observed behaviors). Information gathered will be presented to a school-level Eligibility Committee. The Eligibility Committee will review the information and make one of three decisions:

- The student will be referred for formal evaluation,
- More information will be collected about the student, or
- The information gathered is sufficient but does not support a recommendation to continue the referral process.

Once the Eligibility Committee has referred a student for formal evaluation and written consent has been received from the parent/guardian, a gifted program teacher will administer an appropriate mental ability test. The latest achievement test scores will be collected and concurrent evaluations in the areas of creativity and motivation will take place. Once formal evaluation has been completed, the gifted program teacher will assemble the various evaluation data and notify the Eligibility Committee that the student's name should be placed on the agenda for the next meeting of the Committee.

A student is eligible for Gifted Services under a rule established by the Georgia Department of Education (Rule 160-4-2.38). To be eligible the student must meet criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation.

Pulaski County School System provides a Gifted Program Resource Manual which is available for review at each school and via our website [www.pulaski.k12.ga.us](http://www.pulaski.k12.ga.us). Access to the Georgia Department of Education Resource Manual for Gifted Education Services is via [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

## **PARENT INVOLVEMENT POLICY**

1. As a part of our school improvement process, the faculty divided into data teams and examined a multitude of data about our school. One of the key concerns of teachers and community was the lack of parent involvement at the high school level. Currently the school leadership team meets regularly working to find ways to actively engage our parents, as well as ways to become more involved with our business community. Some of the activities sponsored by the leadership team include a local job fair, the formation of a partnership with the Chamber of Commerce and Middle Georgia Tech to provide useful post-secondary options for our students, and the

organization of advisement conferences where all parents are invited to school to talk to teacher advisers about the student's schedule.

2. We will continue to involve parents in organizations that support academics and activities at school. These include the Big Red Booster Club and the Band Boosters.
3. Classroom teachers are required to make direct contact with parents/guardians of students who are struggling with their academic work. Advisement teachers also contact parents when report cards are issued and concerns are identified. In addition, teachers are encouraged to make positive contacts to parents. We believe that parents like to hear from the school when things are going well in addition to when there are problems.
4. At the nine week grading period we send home a report card. To gain insight from parents, surveys are conducted and parents are invited to attend focus groups. These tools are used to gain knowledge about how parents view academic programs. We also invite parents to participate in the visioning process as we create and revise our mission and vision. We have conducted several surveys to evaluate how well our school improvement initiatives are succeeding.
5. Infinite Campus, a web based grade book, has been very instrumental in opening the doors of communication with parents. Through this medium parents can check the attendance and grades of their children on a daily basis. Administrators and counselors also have access to this program. Many parents have learned to check their children's grades at their work place, even if they do not have a computer at home.
6. Hawkinsville High School has a very interactive web page. It is constantly updated and contains information that is often needed by parents. It contains a copy of our student handbook, our balanced score card and course offerings.
7. We have several opportunities for parents to visit the school.
  - a. Open House in August: Parents come with students to pick up their schedules and meet their child's teachers.
  - b. Senior Meeting: The parents of all seniors meet with the counselor for an informational meeting to help students have a successful senior year and make a smooth transition to post secondary education.
  - c. 8<sup>th</sup> Grade Parent Meeting: The parents of all the upcoming 8<sup>th</sup> graders come to the high school to gather information about registration for the high school. Students provide tours of the building and a brief introduction to all electives that the school has to offer. We also provide every 8<sup>th</sup> grade student with a course offering guide to use to guide them in making their course selections.
  - d. High School Advisement: Homeroom Teachers for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades invite parents to come to the school during the pre-established conference night. During this time the homeroom teacher reviews test scores, grades, and registration for the next school year.
  - e. Conference Nights: Twice a year the school system releases students early to encourage parents to come into the school and conference with teachers.
8. SST/504: Each student who is on SST and 504 has been assigned to an advisement teacher. This teacher works with these students every day to ensure academic success. One of the main tasks of the teacher is to stay in constant contact with the parents of SST/504 students.
9. Special Education: Our special education teachers work closely with the parents of students in that program. The parents participate in developing the child's Individual Educational Plan (IEP) and in developing Behavior Intervention Plans, if needed. We also have a parent mentor who works with parents of our special needs students. She answers questions for them, provides rides to IEP meetings, and helps them get needed modifications/equipment for students.
10. Coordination with outside agencies: Hawkinsville High School works with a number of outside agencies to ensure the success of students. All of these agencies also work with parents to support children.
  - a. School Social Worker and Appex: These officials work with HHS and parents on issues such as truancy, physical and sexual abuse, pregnancy, and drug and alcohol abuse. We often depend on this person when we cannot contact parents.
  - b. Department of Family and Children's Services: This agency works with the social worker to address numerous family issues and concerns. They provide a person who comes to the school to work with our pregnant students.
  - c. Family Connections: This organization works directly with families to ensure that students graduate and to reduce the rate of unplanned pregnancies. They support the school with physical help and financial aid for students.
  - d. Workforce Development Center: HHS has developed a partnership with Central Georgia Tech, The Workforce Development Center and our local businesses. We are providing post-secondary training to students based on the needs of our local business community. This partnership is a result of a survey given to parents, students, and businesses to determine what programs we most needed to offer. From these surveys, we also discovered that parents wanted the school to provide more career guidance to students. As a result we have initiated a Career Fair.
  - e. School Resource Officer: Our SRO is one of our most valuable sources when assisting parents. He/she often takes students home when parents cannot provide transportation or when they do not have a telephone.

He/she will visit the home to get required school papers signed. He/she also provides transportation for students and parents to court or DFACS when needed. Sometimes our only connection to parents is through the SRO.

Hawkinsville High School believes that the education of students is a responsibility shared by students, staff, parents and community. We are dedicated to finding ways in which we can involve parents and the community for the benefit of our students.

## **PARENT NOTIFICATION RIGHT TO KNOW ABOUT TEACHER QUALIFICATIONS**

In the Pulaski County School District, each school places the information that may be requested in the student handbook.

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

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

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

Hawkinsville High School, Dr. A. Keith Green	478-783-7210
Pulaski County Middle School, Natasha Kilgore	478-783-7215
Pulaski County Elementary School, Charles Myers	478-783-7275
District Office, Staci Vickers	478-783-7200

## **STUDENT AFFAIRS**

### **STUDENT COUNCIL**

Student representatives will be selected from each class to represent the student body. The representatives are to represent the student body in wholesome democratic action, improve student conduct, raise the ideals of the school and encourage care and regard for school property. Each student may express his opinion of school affairs through his ideas for revising old rules or making new ones. This is the responsibility of each individual in a democracy. Each student and staff member should recognize his responsibilities in government and do his part to help make school life a more enjoyable and rewarding experience. Student Council members must be approved by the faculty, and elected by student body votes.

### **CLASS OFFICERS**

Class officers will be elected for all classes.

## **HHS ATHLETIC DEPARTMENT POLICY**

- I. The basic rule of conduct of the HHS Athletic Department is very simple: **DO RIGHT!**  
If there is any doubt in your mind whether something is right - don't do it. Do nothing that hurts you or the HHS Athletic Department. First, Foremost, and Always, the TEAM.
- II. Anything negative is not allowed.
- III. Use of alcohol and tobacco is not allowed (1<sup>st</sup> discipline/AD will determine the punishment; 2<sup>nd</sup> discipline/Suspended from all athletics for 1 year). Anyone caught using, dealing, or associated with drugs will be suspended from the athletic department for one year. Any athlete arrested for a crime will be suspended from the team until the matter is satisfactorily resolved or for one year.
- IV. Athletes will treat teammates, managers, cheerleaders, coaches and the faculty and staff of HHS with courtesy and respect.
- V. HHS athletes are required to attend every practice, workout, game or meeting, unless excused personally by the head coach. No one else can excuse you from a practice. Emergencies, doctor's instructions and the like will naturally be excused; however, the player is responsible for talking to the head coach before leaving campus. Make-ups will be assigned for all practices missed.
- VI. Students must be present at least half a day to participate in an athletic event.
- VII. Any student who is pregnant will not be allowed to participate. (GHSA)

### **DISCIPLINE: General Rules:**

1. If an athlete is suspended from school or is in ISS, he/she will not practice during that time and will not play in any games during the suspension time.

2. Anyone who travels with the team will return with the team unless the head coach is notified by parent or legal guardian of substitute transportation. This notification must come before the team departs and must be in written form. Players may be released to parents after a contest and after notifying the head coach. Failure to comply with this rule may lead to suspension from the team.
3. If an athlete is ejected from a game for any reason, he/she will be suspended for the next game (GHSA). Other factors may warrant further disciplinary action by the Athletic Department and/or Hawkinsville High School.
4. The athletic department reserves the right to discipline an athlete for any infraction, which is deemed detrimental to the athletic program.

#### **DRESS AND GROOMING CODE:**

1. Hats, head scarves, hair nets, stocking hats, sweatbands, combs, picks, hair curlers and bandanas are not to be worn on or in heads at school or on team trips. (Exception: Only if all team members wear the same type of hat or cap and it is a part of acceptable team dress.) No earrings are to be worn in boys' ears on team trips, PERIOD! No other piercings are allowed.
2. Hair should be neat and clean during each activity season.
3. Appropriate dress will be prescribed by the head coach. There will be no shorts, tights, tank tops, mesh shirts (see through), knickers, jerseys, halter tops, midriiffs, strapless attire, short dresses, swimwear, and sleepwear on team trips.
4. Clothing with offensive writing, pictures, symbols, sexual, alcohol, tobacco or drug messages are not allowed.
5. Clothing should be neat and clean and properly worn.
6. Shoes are required at all times. Flip-flops or shoes that cause undue attention are not allowed.
7. Belts must be buckled, sashes tied, straps strapped, and suspenders properly worn.
8. The HHS dress and grooming code will apply to athletes any time they are representing Hawkinsville High School.
9. Problems with dress and grooming code will result in disciplinary action. NOTE: Radios and/or tape, disc players and I Pods are not allowed during team practices, or during athletic contests, home or away.
10. No grills (gold) are allowed on athlete's teeth.

#### **EQUIPMENT**

1. When an athlete is issued equipment, he/she is responsible for the upkeep and maintenance of that equipment. If it is lost or stolen or defaced in any way other than normal wear and tear, then the athlete is financially responsible for said equipment.
2. The return time of all equipment is one week after the final game or contest of the season.
3. Student athletes will not be allowed to participate in another sport until equipment has been turned in for previous sport.

#### **FORFEITING ACHIEVEMENTS AND QUITTING A TEAM**

Students and parents must realize that all plaques, award-letters, certificates, and all other items of athletic recognition presented to any student from the athletic department or Booster Organizations remain the property of and under the jurisdiction of the Hawkinsville High School Athletic Department.

In an effort to promote athletic participation, and at the same time to eradicate the negative side effects of quitting, all students are granted an initial grace period for tryouts in any sport. Students may feel free to try out during the first two weeks of any athletic season to determine whether or not they are committed to play and practice for an entire season. If at the end of the two-week grace period and prior to the date of a sport's first game or contest the student decides that he or she is not prepared to make a seasonal commitment, then the student may choose to leave that particular program in good standing with the athletic department. However, should a student stay with a particular sport after the grace period has ended and at some later point in the season decide to quit, the student will face athletic probation. This means that an athlete is not allowed to participate in another sport during the same school year unless the head coach of particular sport is willing to justify and recommend the probationary athlete's sincerity and desire to participate as well as his or her commitment to successfully complete the entire athletic season. The decision to allow the athlete to participate must ultimately be based on what is best for the athletic program as well as the student athlete. Should a student athlete be granted a second opportunity to participate in another sport, the consequences for quitting again will be severe. A student athlete who quits a second time will automatically be disqualified from participation in the athletic program for one school year. This policy applies to all athletes in grades 9-12.

If a student athlete is dismissed from the team due to disciplinary action by the coach of his/her sport, then the athlete may appeal to the coach and athletic director for reinstatement to the team. Again, the final decision must ultimately be determined in regard to what is best for the athletic program as well as the student.

Upon graduation from Hawkinsville High School, the student athlete will be given the items or awards that he/she achieved during his or her athletic playing years. If the student athlete has violated rules or policies which have resulted in the forfeiture of awards, then the awards become property of Hawkinsville High School Athletic Department or the Booster Club which originally gave the award.

Student athletes are expected to attend the awards banquet for sports in which they participate. The Big Red Booster Club sponsors these events and orders food for each athlete. Failure to attend forfeits any awards and the athlete will be charged \$5.00 to pay for the meal.

### **HHS LETTER JACKET REQUIREMENTS**

1. Football: Athlete must play 24 quarters or 2 years participation.
2. Basketball: Athlete must play 52 quarters or 2 years participation.
3. Competition/Football Cheerleading: Athlete must participate for 1 year.

4. All other sports: Athlete must letter for 2 years.
5. All jackets are issued based on the coach's discretion.
6. Student is required to pay \$50 towards the cost of the jacket that is nonrefundable.

## **AN AGREEMENT BETWEEN HAWKINSVILLE HIGH SCHOOL, THE VARSITY LETTERMAN AND HIS/HER PARENT(S) OR GUARDIAN(S)**

It is an honor for Hawkinsville High School to issue \_\_\_\_\_ a letter in a varsity sport for the \_\_\_\_\_ school year. It must be understood by all parties that the jacket is the property of Hawkinsville High School and only becomes the property of the letterman upon the successful completion of his/her senior year of eligibility providing the letterman remains in good standing with Hawkinsville High School. The jacket may be recalled by the Head Coach, Athletic Director, or the administration if any of the following situations occur:

1. Failure to participate or quitting the varsity team for which you lettered before the senior year of eligibility is completed.
2. Suspension from the team by the head coach or expulsion from the school by the administration.
3. Being declared ineligible by the GHSA and/or Hawkinsville High School for the failure to pass the required units, excessive absences, or the violation of rules and regulations as set forth by the GHSA and Hawkinsville High School.
4. If the jacket is not kept clean and neat.
5. No lettering, patches, pins, ornaments or medals are to be added to the jacket without the consent of the athletic director.
5. Failure to make the team for the next qualifying year.
6. Any behavior which is deemed detrimental to the Hawkinsville High Athletic Program.

If the jacket is taken for any of the above reasons, the student may have the jacket upon high school graduation. If an athlete transfers while still in good standing with Hawkinsville High School and the HHS Athletic Department, the jacket will follow the athlete. If, at any time, during the student's high school career he/she returns to Hawkinsville High School he/she must meet the guidelines listed above to keep the jacket.

## **CLUBS and ORGANIZATIONS**

**4-H.** *Advisors, Sonya Jones* Georgia 4-H, a partner with public education, is youth and adults learning, growing and working together to experience and accomplish the extraordinary. Past, present and anticipated events include 4-H Day at UGA Football/Six Flags, Wild Adventures, Cotton Boll & Consumer Jamboree Contest, Georgia National Fair Contests, Air Rifle/Pistol/.22 S.A.F.E. and Horse Club and summer camps.

**Art Club.** *Advisor, Randy Colson.* The purpose of the Art Club is to provide students with cultural and creative experiences through the participation in field trips and community/school activities. Past activities include trips to Savannah College of Art and Design, Columbus Museum of Art, Macon Museum of Arts and Sciences, Atlanta High Museum of Art and Tubman African American Museum. Future Activities include conducting summer art workshops for the community, making Christmas cards for hospitals and nursing homes and trips to the Art Institute of Atlanta

**Beta Club.** *Advisor, Lesley Murkerson.* The purpose of the National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

**Fellowship of Christian Athletes.** *Advisor, Kevin Morrison* The mission statement of the Fellowship of Christian Athletes is to present athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in relationships and in the fellowship of the church.

**FBLA.** *Advisor, Sharon Patat.* The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and/or business related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities. Past and present activities include participation in the Georgia State Fair FBLA Motivational Rally, fall, region, and state conferences, Job Shadowing, Hawkinsville Downtown Trick or Treat activities, and serve as Hawkinsville Harness Festival race day volunteers.

**FFA.** *Advisor, Doyle Floyd* FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Past and future events include livestock shows, monthly meetings/cookouts, career developmental events, summer camp, leadership building events, field trips to appropriate agricultural functions, and various fundraisers.

**Literary Club.** *Advisor, Lychelle Allen.* This club will enhance and engage students in the performing arts (theatre) through activities, field trips, and performances. There will be one major performance in the fall, the One Act Play competition, and possibly an additional performance in the spring, that club members will have the opportunity to participate in and learn about the theatre in and out. There will be fund-raisers and meetings that club members will be expected to be involved in for the success of the club.

**Relay for Life.** *Advisors, Barbara Mullis, and Sharon Patat.* Relay for Life raises money in a team effort to fight cancer with all proceeds going to the American Cancer Society. Students do several fundraising events including, but not limited to taking up money at the high school sporting events, door to door in the community and schools.

**STEM Club:** *Advisor, Mark Dibois.* STEM Club is open to students in 9th through 12th grade. The purpose of the STEM Club is to bring together students that are considering and/or actively pursuing science options at HHS, support activities designed to increase the participation in science at HHS, foster, discuss, and promote the interchange of scientific information among students/faculty/community,

and promote overall academic success, and participate in Community Projects that foster interest in the fields of mathematics, engineering, and general science. Students in good standing also have the opportunity to make educational fields trips.

**Spanish Club.** *Advisor, Carla Taylor.* This club helps students to gain knowledge and understanding of other Spanish-speaking cultures. Activities include visits to shows and plays presented by Spanish-speaking countries. Twice a year there is a Mexican buffet at school, so students get to taste Mexican food.

**Student Council.** *Advisor, Coleman Brown* Student representatives are nominated by their classmates, approved by the faculty and elected by the student body. The representatives are to represent the student body in wholesome democratic action, improve student conduct, raise the ideals of the school and encourage care and regard for school property. Each member may express his/her opinion of school affairs through his ideas for revising old rules, making new ones and do his/her part to help make school life more enjoyable and rewarding for the student body. Some of the activities Student Council participates in are Homecoming Festivities, Teacher Appreciation Week, and providing meals for Thanksgiving and Christmas families.

# CODE OF CONDUCT

It is the purpose of the Pulaski County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy (a Student Code of Conduct) which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

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

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

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

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

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

## **AUTHORITY OF THE PRINCIPAL**

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

A student who attempts to enroll or who is enrolled in a PSC school from another school system in Georgia during the time in which that student is subject to a disciplinary order will be refused enrollment or subjected to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system's or school's disciplinary order.

## **AUTHORITY OF THE TEACHER**

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee.

The teacher shall have the authority to remove a student from the class consistent with O.C.C.A. 20-2-738, board policy and procedures set forth by the district.

## **AUTHORITY OF THE BUS DRIVER**

The bus driver is responsible for each student while the student is on the bus. Therefore, each student is expected to cooperate with the bus driver. The bus driver has complete charge of all students on the bus. The driver has the authority to enforce the rules and regulations of the school system. Disrespect to any school personnel, including the bus driver, is a major offense. Any student in violation of bus rules who has been reported to the principal's office risks losing their bus riding privileges.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents

- Parent Conference
- Corporal Punishment
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Loss of Student Driving Privileges
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

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

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

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

### **EXPECTED BEHAVIOR STANDARDS**

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 **SHOULD**:

**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' education 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 and activity participation of others.

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 Pulaski County School System will make every reasonable effort to administer the discipline code of conduct consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

### **STUDENT SUPPORT PROCESSES**

The Pulaski County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem students, and Attendance Protocol Committee.

### **PARENTAL INVOLVEMENT**

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

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



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

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under his law. O.C.G.A. §20-2-766.1

The Pulaski County School System encourages 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.

## **SEXUAL HARASSMENT**

It is the policy of the Pulaski County School System to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass any other student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by an employee or when made by any student to another student constitutes sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as:

- Sexually-orientated verbal "kidding", "teasing" or jokes;
- Repeated offensive sexual flirtations, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or his or her appearance;
- The display of sexually suggestive objects or pictures;
- Subtle pressure for sexual activity; and physical contact or blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships between students. It also does not apply to age appropriate behavior between very young students. Rather, it is behavior which is *not welcome* and which is *personally intimidating, hostile or offensive*.

Sexual advances, requests for sexual favors, and other conduct of a sexual nature by employees or volunteers toward students is *unwelcome* by definition, and will not be tolerated under any circumstances.

Any student who alleges sexual harassment by an employee or another student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades or assignments.

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

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

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

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

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

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

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report 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.

Listed below are definitions for "sexual abuse" and "sexual misconduct."

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

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

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

## **DEFINITIONS**

1. **Alternative Education Program:** The Alternative Learning Center is a non-traditional education program located in the Old Hawkinsville High School. Students may be placed in the Alternative Learning Center by tribunal referral or by the recommendation of the Student Support Team. Students served include the chronically disruptive students adjudicated by the courts, drop-outs, or potential drop-outs and others deemed appropriate. The Alternative School serves students in grades 6 through 12.
2. **Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)
3. **Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)
4. **Bullying/Cyberbullying:** In accordance with Georgia law, bullying is defined as follows:
  - Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
  - Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
  - Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

5. Bus Suspension or Expulsion: Removal of a student from all Pulaski County System transportation for a designated period of time.
6. Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
7. Corporal Punishment: Physical punishment administered by the principal or his/her designee. It must be administered in good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Pulaski County Board of Education and state law.
8. Counseling: A formal process of counseling by a certified school counselor or other appropriate school personnel, government agency, or private agency personnel.
9. Detention/Saturday School: A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturday, or during scheduled class or school activity time if school officials deem removal of the student from his or her regular school schedule essential to the well-being of the student or school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.
10. Disciplinary Hearing Tribunal: The Disciplinary Hearing Tribunal is a panel of certified school officials appointed by the Board of Education to hear student disciplinary matters in which the offense may warrant long-term suspension or expulsion. When referred, the student will be suspended until the hearing, but not to exceed 10 days.
11. Drug Free Zone: A Drug Free Zone is an area which must be drug free from school property or at school functions. The zone is defined to be an area within 1000 feet of any real property owned by or leased by the school system. "The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful."
12. Expulsion: The denial to a student of continuing in school beyond the current school year. Only the Disciplinary Hearing Tribunal may impose expulsion.
13. Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.
14. Fireworks: The term "fireworks" means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.
15. Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.
16. In-school Suspension: The temporary removal of a student from all or some classes and school sponsored activities by the administration. Students are placed in the In-school Suspension Program.
17. Notification of Parents: A formal contact from a teacher, administrator and/or other school personnel to a parent or guardian. Parent notification may take several forms. Examples include, but are not limited to, the following: (1) a copy of a disciplinary referral given to the student with instructions to give it to his/her parent; (2) a letter mailed or emailed to the parent; (3) a face-to-face conversation; (4) a telephone conversation with the parent.
18. Parent Conference: A formal meeting between the parent, teacher, and/or administrator or other school personnel. The conference will provide to the parent the rule violation, disciplinary action taken, and consequences for future violations. In addition, the conference may include the student's academic standing and progress, means of behavior modification, other support agencies or individuals who may be of assistance and other topics relevant to the student's improving behavior.
19. Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes harm to another unless such physical contacts or physical harms were in defense of himself or herself.
20. Restriction of Driving Privileges: The denial of a student to operate an automobile or other motorized vehicle on school property. The operation of an automobile or other motorized vehicle on school property is a privilege extended to all students who have the appropriate state issued license and state required insurance. Driving on school grounds is not a right.
21. School Safety Zone: A school safety zone is an area which must be weapons-free from school property or at school functions. The zone is defined to be an area within 1000 feet of a school or the boundaries of the school campus.
22. Student Probation: A student has been informed that future occurrences of rule violations will result in further punishment for past conduct. Probation may include action to isolate the student from the extra-curricular activities of the school.
23. Student Support Team: The primary function is to identify, plan, and recommend alternative instructional strategies for a given student. The S.S.T./S.A.P.'s team members may include teachers, administrators, counselors and/or a school psychologist.
24. Suspension:
  - A. Short-term suspension is the denial to a student to attend school and to take part in any school function for a period not exceeding ten (10) school days.
  - B. Long-term suspension is the denial to a student to attend school and to take part in any school function for a period of more than ten (10) school days but not beyond the current school year. Only the Hearing Tribunal may impose long-term suspension.

- C. Suspension with academic limitations: No make-up work or make-up tests shall be allowed with the exception of finals. Finals may be scheduled with the principal and upon good behavior at the testing station.
  - D. Suspension of special education students: Where the safety and/or welfare of other students, teachers, staff or property is not unduly threatened, special education students shall continue to receive special education services during suspension/expulsion as per the Turlinton Case.
25. Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.
26. Truancy: Any child subject to compulsory attendance having more than five unexcused absences during the school calendar year.
27. Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES WHEN A CHANGE IN PLACEMENT IS PROPOSED**

When a school official is considering a disciplinary action with a special education student which may constitute a “significant change in placement,” the IEP Placement Committee will convene prior to the time that the proposed exclusion becomes a “significant change in placement.” The IEP Committee will determine whether the student’s misconduct is a manifestation of the student’s disability. The purpose of the IEP Committee is not to decide whether the student knew right from wrong, but whether the behavior was a manifestation of the disability.

- A. If it is determined that the misconduct of the student is a manifestation of the student’s disability, the IEP Committee will continue the review to determine whether the student’s current educational placement is appropriate.
- B. If it is determined that the misconduct of the student is not a manifestation of the student’s disability, the IEP Committee will refer the student to the school administration for appropriate action.

When the IEP Committee proposes a change of placement for disciplinary reasons, the committee will provide notice to the student and his/her parent or guardian of the right to request a due process hearing if they disagree with the determination.

When a student with a disability presents an immediate threat to the safety of himself/herself or others, the student will be removed or excluded immediately. A meeting to determine whether the misconduct is a manifestation of the student’s disability will be convened as soon thereafter as is practical.

A student with a disability who is charged with using illegal drugs or alcohol is subject to the same disciplinary action as is applicable to other students for the same offense. The due process safeguards described above do not apply to illegal drugs or alcohol use offenses.

### **DEFINITIONS OF TERMS**

**Individual Education Program (IEP)**-a written statement developed and implemented in accordance with all provisions of the law for each student with disabilities who is receiving or will receive special education. The IEP is an education and related services plan and a binding contract.

**IEP Placement Committee**-a committee to include a representative of the public agency, other than the student’s teacher, who is qualified to provide or supervise the provision of special education, the student’s teacher, one or both of the student’s parents/guardians, special education teacher, the student as appropriate; and other teachers/individuals at the discretion of the parent or agency.

**Exclusion**-the student is removed for disciplinary reasons from his current setting and offered instruction in a different setting (e.g., most in-school suspensions, home instruction, etc.) or is not offered instruction (e.g., out-of-school suspension or expulsion) or is denied a service provided others (e.g., exclusion from the school bus).

**Significant change in placement**-a proposed exclusion of the student with a disability is expelled or suspended for an indefinite period or for more than 10 school days.

## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

- Rule 1 Disruption and interference with schools
- Rule 2 Damage, destruction, or theft of school property
- Rule 3 Damage, destruction, theft, or extortion of private property
- Rule 4 Assault on a person employed by the school
- Rule 5 Physical Violence against a teacher, school bus driver, or other school official or employee
- Rule 6 Assault and/or battery on a person not employed by the school
- Rule 7 Weapons and dangerous instruments
- Rule 8 Possession of potentially dangerous objects or replicas
- Rule 9 Narcotics, alcoholic beverages, and stimulant drugs or any other controlled substance
- Rule 10 Use or possession of tobacco
- Rule 11 Disregard of directions or commands
- Rule 12 Truancy and tardiness
- Rule 13 Dress and grooming
- Rule 14 Parking and traffic violations on campus
- Rule 15 Use of profane, vulgar, or obscene words, gestures, or other actions which disrupt school system operations
- Rule 16 Gambling
- Rule 17 Misbehavior on bus
- Rule 18 Criminal law violations
- Rule 19 Sexual misconduct or offense
- Rule 20 Rude and disrespectful behavior
- Rule 21 Cheating
- Rule 22 Possession of electronic communication devices

Rule 23	Harassment
Rule 24	Chronic disciplinary problem student
Rule 25	Cumulative offenses
Rule 26	Violation of probation
Rule 27	Violation of rules and regulations of extra-curricular activities
Rule 28	Secret societies/gang activities
Rule 29	Bullying
Rule 30	Falsifying, Misrepresenting, Omitting, or Erroneously reporting information of alleged inappropriate behavior by a school employee toward a student

## CODE OF STUDENT CONDUCT AND DISCIPLINE

The principal may refer a student to the Hearing Tribunal for disciplinary action arising out of the violation of any of these rules. Upon such referral, the Hearing Tribunal may take such action, after proper notice and hearing, as it shall deem appropriate, including suspension and/or expulsion.

This Code of Student Conduct and Discipline and its rules and regulations are effective during the following times and in the following places:

1. on school grounds at any time.
2. off the school grounds during a school activity, function, or event.
3. en-route to and from school.
4. en-route to and from school functions, activities, or events.
5. off school grounds when the misconduct by the alleged perpetrator is relative to the school employee's performance of his/her official duties.

\*Please refer to the Progressive Discipline Procedures at the beginning of the Code of Conduct. These will be used whenever feasible to address student discipline issues. Mandatory Dispositions are necessary for certain offenses and are addressed below.

<b>Rule 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL. No Student will:</b>	
<b><u>OFFENSE</u></b>	<b><u>DISPOSITION</u></b>
a. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program or activity associated with the Pulaski County Schools.	Suspension Referral to Sheriff's Department.
b. Set fire to or in any school buildings or property.	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> short-term suspension.</li> <li>• Restitution for damages.</li> <li>• Referral to Hearing Tribunal.</li> <li>• Referral to Sheriff's Department.</li> </ul>
c. Cause false fire alarm or make a bomb threat.	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> short-term suspension</li> <li>• Referral to Hearing Tribunal.</li> <li>• Referral to Sheriff's Department.</li> </ul>
d. Discharge or otherwise threatening use of fireworks or other explosives.	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> short-term suspension</li> <li>• <u>Mandatory</u> referral to Hearing Tribunal</li> <li>• <u>Mandatory</u> referral to Sheriff's Department</li> </ul>
e. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct class.	<u>Mandatory</u> Parent Conference Disposition may include: <ul style="list-style-type: none"> <li>• Detention</li> <li>• Student Probation</li> <li>• Referral to Counselor and/or Social Worker</li> <li>• In-School Suspension</li> <li>• Suspension</li> <li>• Referral to Hearing Tribunal</li> </ul>
f. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.	Refer to Progressive Discipline Procedures
g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.	Refer to Progressive Discipline Procedures
h. Refuse to identify oneself or give false information to any teacher, student teacher, substitute teacher, principal, superintendent, school bus driver, or other authorized school personnel.	Refer to Progressive Discipline Procedures

<b>Rule 2 - DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY</b>	
<p><b><u>OFFENSE</u></b> A student shall not cause willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school; mark, deface, or destroy school property during school hours and off school hours. A student shall not possess, sell, use, or transmit stolen property.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Restitution for damages.</li> <li>• Referral to the Sheriff's Department and/or Hearing Tribunal</li> </ul>

<b>Rule 3 - DAMAGE, DESTRUCTION, THEFT, OR EXTORTION OF PRIVATE PROPERTY</b>	
<p><b><u>OFFENSE</u></b> A student shall not mark, deface, or destroy private property, shall not steal, or extort or attempt to steal or extort private property of another student or of any person legitimately at the school. A student shall not possess, sell, use, or transmit stolen property. A student shall not use an electronic device to steal private information from another student or staff.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Restitution for damages.</li> <li>• Referral to Sheriff's Department and/or Hearing Tribunal.</li> </ul>

<b>Rule 4 - ASSAULT ON A PERSON EMPLOYED BY THE SCHOOL</b>	
<p><b><u>OFFENSE</u></b> A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion.</li> <li>• The student will be suspended until the Hearing, but not to exceed <u>10</u> days.</li> <li>• <u>Mandatory</u> referral to Sheriff's Department</li> </ul>

<b>Rule 5 – PHYSICAL VIOLENCE AGAINST A TEACHER, SCHOOL BUS DRIVER, OR OTHER SCHOOL OFFICIAL OR EMPLOYEE</b>	
<p><b><u>OFFENSE</u></b> A student shall not intentionally make physical contact of an insulting or provoking nature with the person of an employee or intentionally make physical contact which causes physical harm to an employee.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• <u>Mandatory</u> referral to Hearing Tribunal</li> <li>• <u>Mandatory</u> referral to Sheriff's Department.</li> </ul>

**Student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system.**

<b>Rule 6 - ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL</b>	
<p><b><u>OFFENSE</u></b> A student shall not cause or threaten to cause bodily harm or mental anguish to any person, students, or guests.</p>	<p><b><u>DISPOSITION</u></b> In the case of a threat, discipline can range from ISS to referral to tribunal or report to Sheriff's Department. If serious injury is involved or if safety of another student or other person is seriously affected, mandatory 10 day suspension, referral to Hearing Tribunal, and referral to Sheriff's Department.</p>

<b>Rule 7- POSSESSION OF WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS</b>	
<p><b><u>OFFENSE</u></b> A student shall not carry, possess, or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the hearing, but not to exceed <u>10 days</u>.</li> <li>• Mandatory referral to Sheriff's Department</li> <li>• Weapon will be confiscated.</li> <li>• Subject to a minimum of one-year expulsion for bringing a firearm to school.</li> </ul>

The term "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife, especially those knives having a blade of three or more inches, straight-edged razor or razor blade, spring stick, metal knuckles, blackjack or any failing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or Taser.

***In addition, an article which is designed for other purposes, but which easily could be used to inflict (for example, a pencil, comb, or compass) shall be considered a "weapon" if used in an aggressive or belligerent manner.***

<b>Rule 8 - POSSESSION OF POTENTIALLY DANGEROUS OBJECTS OR REPLICAS OF OBJECTS</b>	
<b><u>OFFENSE</u></b> A student shall not carry, possess, or have under control any object or replica of object such as, but not limited to, mortar shell, firearm, cartridge, explosion device, any suspicious looking object, or any potentially dangerous object.	<b><u>DISPOSITION</u></b> <ul style="list-style-type: none"> <li>• Suspension.</li> <li>• Referral to Hearing Tribunal</li> <li>• Referral to Sheriff's Department.</li> </ul>

<b>Rule 9 - NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE</b>	
<b><u>OFFENSE</u></b> A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Georgia State Board of Pharmacy (unless lawfully prescribed for the use by such student), alcoholic beverage or intoxicant of any kind. Nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances. Nor shall any student possess, sell, or transmit any drug paraphernalia.  A student shall deposit in the principal's office (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription, to another student.	<b><u>DISPOSITION</u></b> <ul style="list-style-type: none"> <li>• Mandatory referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the Hearing, but not to exceed <u>10</u> days. <b>Parents may be allowed to sign a waiver.</b></li> <li>• Referral to Sheriff's Department.</li> <li>• Referral for Counseling</li> </ul>

<b>Rule 10 - USE OR POSSESSION OF TOBACCO</b>	
<b><u>OFFENSE</u></b> The use or possession of tobacco in any form by students is prohibited. Possession of smoking paraphernalia is also prohibited.	Refer to Progressive Discipline Procedures

<b>Rule 11 - DISREGARD OF DIRECTIONS OR COMMANDS</b>	
A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, student teachers, substitutes, or other authorized personnel.	
<b><u>OFFENSE</u></b> Refusal to carry out instructions	<b><u>DISPOSITION</u></b> Refer to Progressive Discipline Procedures
Failure to accept disciplinary action.	Refer to Progressive Discipline Procedures
Failure to comply with safety rules or procedures including the failure to safely operate a motor vehicle.	Refer to Progressive Discipline Procedures
Failure to comply with decision of the Hearing Tribunal	Referral to Sheriff's Department

<b>Rule 12 - TRUANCY AND TARDINESS</b>	
<b>OFFENSE</b> Chronic tardiness, unexcused absences, arriving to school or class late, skipping class, skipping school, leaving campus without authorization, or urging others to violate these rules.	Refer to Progressive Discipline Procedures

<b>Rule 13 - DRESS AND GROOMING</b>	
<b>OFFENSE</b> Students shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract the attention of other students or otherwise to cause disruption or interference with the operation of the school. <b>Apparel which advertises illegal, and/or controlled substances is considered distracting.</b>	Refer to Progressive Discipline Procedures

**The principal or his/her designee shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or distraction as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement, posting at the school, or in the student handbook.**

**Obscene pictures or symbols or lewd, profane, or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, picks and combs, and visors are not considered appropriate attire inside the building.**

<b>Rule 14 - PARKING AND TRAFFIC VIOLATION ON CAMPUS</b>	
<b>OFFENSE</b> Students shall not abuse school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas.	Refer to Progressive Discipline Procedures

<b>Rule 15 - USE OF PROFANE, VULGAR, OR OBSCENE WORDS; POSSESSION OF PORNOGRAPHIC MATERIALS; OR OTHER ACTIONS WHICH DISRUPT SCHOOL</b>	
<b>OFFENSE</b> a. A student shall not use profane, vulgar, or obscene words, gestures, or performs other similar actions. b. A student shall not carry, possess, or have under control any pornographic materials.	Refer to Progressive Discipline Procedures

<b>Rule 16 - GAMBLING OR GAMES OF CHANCE</b>	
<b>OFFENSE</b> A student shall not gamble or participate in games of chance or urge, encourage, or counsel other students to gamble or participate in games of chance. A student may not be in possession of gambling devices.	<b>DISPOSITION</b> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• All monies of participants will be confiscated</li> <li>• Referral to Sheriff's Department.</li> </ul>

<b>Rule 17 - MISBEHAVIOR ON BUS</b>	
<b>OFFENSE</b> A student shall not exhibit any behavior, which will distract a bus driver's attention or disrupt or interfere with the safe operation of a school bus. The following bus rules must be adhered to without hesitation: <ol style="list-style-type: none"> <li>1. Remain seated at all times.</li> <li>2. The bus driver or monitor has the right to make reasonable request, including the assigning of students seats.</li> <li>3. Talk in a normal tone of voice.</li> <li>4. Keep hands, arms, and objects inside the bus.</li> <li>5. Do not play radios, tape players, CD players, or other sound producing devices without headphones.</li> <li>6. No food, drink, or gum is permitted on the bus.</li> <li>7. No item that obstructs the driver's view is allowed on the bus.</li> <li>8. Do not use profane, vulgar, or obscene words; possess</li> </ol>	<b>DISPOSITION</b> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Bus suspension</li> <li>• Suspension</li> <li>• Referral to the Hearing Tribunal.</li> <li>• School bus behavior contract</li> </ul> <p>O.C.G.A. 20-2-751.5 states that:          "If a student is found to have engaged in bullying as defined by subsection 20-2-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and the appropriate school district officials to form a school bus behavior contract for the student."</p>



<p>pornographic materials; or create other actions that could disrupt safe operation of the bus.</p> <ol style="list-style-type: none"> <li>9. Do not possess a weapon, potentially dangerous object, or replicas of objects that could disrupt safe operation of the bus.</li> <li>10. Do not possess tobacco, narcotics, alcohol, stimulant drugs, or any other controlled substance on the bus. (Unless lawfully prescribed for use by the student, and has been reported to the driver.)</li> <li>11. Cell phones, pagers or any other electronic communication devices are not allowed on the bus without headphones.</li> <li>12. Students shall not use mirrors, lasers, flash cameras or other lights or reflective devices in a manner that might interfere with the bus driver's operation of the school bus.</li> <li>13. Students shall not engage in bullying, physical assault or battery of other persons.</li> <li>14. Students shall not engage in disrespectful conduct toward the school bus driver or other persons.</li> <li>15. Students shall not engage in a verbal assault of other persons or engage in other unruly behavior.</li> </ol>	
<p><i>A student who violates rules of the Code of Student Conduct while on a school bus is subject to the discipline of the rule violated and Rule 17. Riding the school bus is a privilege, not a right, extended to all eligible students. Students living more than 1 1/2 miles from school are eligible. Students living closer than 1 1/2 miles may ride on a space available basis.</i></p>	

<b>Rule 18 – CRIMINAL LAW VIOLATIONS</b>	
<p><b><u>OFFENSE</u></b> A student who has been formally charged with violation of the criminal law, and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory Suspension</li> <li>• Referral to Hearing Tribunal</li> </ul>

<b>Rule 19- SEXUAL MISCONDUCT OR OFFENSE</b>	
<p><b><u>OFFENSE</u></b> No student shall be guilty of molesting another student, indecent exposure, rape, or any other overt heterosexual or homosexual act.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory Suspension</li> <li>• Referral to Hearing Tribunal</li> <li>• Referral to Sheriff's Department</li> </ul>

<b>Rule 20 - RUDE AND DISRESPECTFUL BEHAVIOR</b>	
<p><b><u>OFFENSE</u></b> A student shall not use vulgar or profane language or intentionally argue in a demanding or disruptive manner or otherwise exhibit disrespectful conduct towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.</p>	<p>Refer to Progressive Discipline Procedures</p>

<b>Rule 21 - CHEATING</b>	
<p><b><u>OFFENSE</u></b> A student shall not cheat on any exam, project, homework, or report.</p>	<p><b><u>DISPOSITION</u></b> Mandatory Parent Conference</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense—"0" grade and parent conference</li> <li>• 2<sup>nd</sup> offense—referral to administration</li> </ul>

<b>Rule 22 - Possession of Electronic Communication Devices</b>	
<p>A student shall not have visible a pocket pager, telephone, or electronic communication device in school except for health or other reasons approved by the principal.</p>	<p><b><u>DISPOSITION</u></b> Device will be confiscated.</p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• In-School Suspension or Suspension</li> <li>• Referral to Hearing Tribunal</li> <li>• School May Impose a Fine</li> </ul>

<b>Rule 23 - HARASSMENT</b>	
<b>OFFENSE</b> Any behavior based on student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favor, and other verbal or physical contact of a sexual nature	<b>DISPOSITION</b> Parent Conference

<b>Rule 24 - CHRONIC DISCIPLINARY PROBLEM STUDENT</b>	
<b>OFFENSE</b> A student who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him or her which are likely to reoccur will be considered a chronic disciplinary problem.	<b>MANDATORY</b> <ul style="list-style-type: none"> <li>• Notification of parent to observe child in classroom.</li> <li>• Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan.</li> <li>• Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan.</li> <li>• Suspension</li> <li>• Referral to the Hearing Tribunal</li> </ul>

<b>Rule 25 - CUMULATIVE OFFENSES</b>	
<b>OFFENSE</b> Students who have repeatedly violated the rules of the <u>Student Code of Conduct</u> and <u>Discipline</u> over a period of time will be considered cumulative offenders.	Refer to Progressive Discipline Procedures

<b>Rule 26 - VIOLATION OF PROBATION</b>	
<b>OFFENSE</b> A student shall not fail to comply with the conditions of probation imposed by the principal or Hearing Tribunal	<b>DISPOSITION</b> <ul style="list-style-type: none"> <li>• <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion. The student will be suspended until the Hearing, but not to exceed <u>10</u> days.</li> </ul>

<b>Rule 27 - VIOLATION OF RULES AND REGULATIONS OF EXTRA-CURRICULAR ACTIVITIES.</b>	
<b>OFFENSE</b> A student shall not violate any rule and/or regulation set by the sponsor of the activity, the school, the Pulaski County School System, the Georgia Department Of Education, the Georgia High School Association, and/or any other governing agency.	<b>DISPOSITION</b> <ul style="list-style-type: none"> <li>• Suspension from participation for a definite period of time</li> <li>• Expulsion from participation</li> <li>• <u>Mandatory</u> compliance with disposition of rule violation as set by this Code of Conduct or any other governing agency such as the Georgia High School Association.</li> </ul>

Student participation in extra-curricular activities is a privilege extended to all students who meet the eligibility requirements for participation. Student participation in extra-curricular activities is not a right. Extra-curricular activities include, but are not limited to, sports, marching band, clubs, literary events, and other identified school sponsored activities.

<b>Rule 28 - SECRET SOCIETIES/GANG ACTIVITIES</b>	
<b>OFFENSE</b> A student shall not: A. wear, carry, or display gang paraphernalia that symbolize gang membership B. exhibit behavior or gestures that symbolize gang membership. C. cause and/or participate in activities that intimidate or affect the attendance of another student.	<b>MANDATORY</b> Parent Conference

Gang activities include the use of hand signals, graffiti, or the presence of any apparel, jewelry; accessory or manner of grooming that, by virtue its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group. In addition, incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm are considered gang activities.

<b>Rule 29 – BULLYING / CYBER BULLYING</b>	
<p><b><u>OFFENSE</u></b>  A student shall not bully another student by:</p> <ol style="list-style-type: none"> <li>a. Willfully attempting or threatening to inflict injury when accompanied by an apparent present ability to do so.</li> <li>b. Intentionally display any force such as would give the victim reason to fear or expect immediate bodily harm.</li> <li>c. Committing any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended, to threaten, harass, or intimidate, that: <ul style="list-style-type: none"> <li>• Causes another person substantial physical harm or visible bodily harm (Code Section 16-5-23.1);</li> <li>• Has the effect of substantially interfering with a student’s education;</li> <li>• Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or</li> <li>• Has the effect of substantially disrupting the orderly operation of the school.</li> </ul> </li> </ol> <p>This includes any act of cyberbullying which occurs through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment. 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 part by a wire, radio, electromagnetic, photo electronic or photo optical system.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Suspension</li> <li>• Mandatory referral to Hearing Tribunal upon the third offense in school year for placement in alternative school.</li> </ul>

Students found in violation of this rule may also be in violation of Rule 5: ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL

<b>Rule 30 <u>FALSIFYING, MISREPRESENTING, OMITTING, OR ERRONEOUSLY REPORTING INFORMATION OF ALLEGED INAPPROPRIATE BEHAVIOR BY A SCHOOL EMPLOYEE TOWARD A STUDENT.</u></b>	
<p><b><u>OFFENSE</u></b>  A student shall not falsify, misrepresent, omit, or erroneously report any information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such prohibition applies both during school hours and activities and to off-school hours.</p>	<p><b><u>DISPOSITION</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory parent notification</li> <li>• Suspension</li> <li>• Referral to Hearing Tribunal</li> </ul>

The Pulaski County Board of Education does not discriminate on the basis of race, color, national origin, sex, age or handicap in educational programs, activities or employment.

**NOTE: STUDENTS ATTENDING THE ALTERNATIVE LEARNING CENTER WILL NOT BE ALLOWED TO RETURN TO THEIR REGULAR SCHOOL IN THE MIDDLE OF A SEMESTER.**

## APPENDIX A

**Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, The Family Educational Rights and Privacy Act, the Hatch Amendment, the Vocational Education Guidelines, and the Gender Equity in Sports Act, and other state and federal requirements.**

It is the intent of the Pulaski County School District to comply with the above referenced federal and state statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents, and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

**Coverage**

The final regulations cover all operations of the Pulaski County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

**Treatment**

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services.

**Use of facilities**

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, YWCA, YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

**Health Education**

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussions deal exclusively with human sexuality.

**Physical Education**

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

**Athletics**

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity-comparable facilities, equipment; etc.-but equal aggregate expenditures are not required.

**Gender Equity in Sports**

State law prohibits discrimination based on gender in athletic programs of school districts (Equity in Sports Act, O.C.G.A. § 20-2-325). Students are hereby notified that the Pulaski County School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for the Pulaski County School District is the Assistant Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036, (478) 783-7200. Inquires or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

**Organizations**

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

**Counseling Materials**

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion, or disability.

**Employment**

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically the regulations cover:

- Employment criteria;
- Recruitment;
- Compensation;
- Job classification and structure;
- Fringe benefits;
- Marital or parental status;
- Effect of state or local law or other requirements;
- Advertising;
- Pre-employment inquires.

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

**Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Pulaski County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as "Directory Information." Directory information may be released by the school district without consent of a parent or student.

- Student's name, address, and telephone listing;
- Date and place of birth
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photographs;
- Video and audio images and records;
- Diplomas and awards received;
- Major field of study;
- The name of the most recent previous educational agency, institution, or school attended by the student.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to the Pulaski County School District, Attention: Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036 by no later than September 1, 2011.

## **Research and Student Surveys**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school's conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1) Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a) Political affiliations or beliefs of the student or student's parent;
  - b) Mental or psychological problems of the student or student's family;

- c) Sex behavior or attitudes;
  - d) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e) Critical appraisals of others with whom respondents have close family relationships;
  - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g) Religious practices, affiliations, or beliefs of the student nor parents; or
  - h) Income, other than as required by law to determine program eligibility.
- 2) Receive notice and an opportunity to opt a student out of:
- a) Any other protected information survey, regardless of funding;
  - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information
  - c) Obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3) Inspect, upon request and before administration or use:
- a) Protected information surveys of students;
  - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c) Instructional material used as a part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated with respect to the Protection of Pupil Rights Amendment may file a complaint with:

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

Employees, students or other persons who believe that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, or have been subjected to sexual harassment should contact the Title VI, VII, IX, Section 504 and Gender Equity in Sports Coordinator.

Assistant Superintendent  
 Pulaski County School District  
 72 Warren Street  
 Hawkinsville, Georgia 31036  
 (478) 783-7200

OR

The Office of Civil Rights  
 U.S. Department of Education

61 Forsyth Street, S.W., Suite 19T70  
Atlanta, Georgia 30303  
(404) 562-6350

Contact should be made in writing stating the nature of the complaint and indicating how you may be reached in order to schedule a conference. After an initial contact to the School District, complaints will be handled according to the following procedure:

### **Equal Opportunity Complaint Procedure**

Complaints made to the Pulaski County School District regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or

Section 504/ADA, will be processed in accordance with the following procedures:

- a. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated above for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
- b. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, and determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
- c. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
- d. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
- e. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response that the complaint be referred to the Board of Education.
- f. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- g. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- h. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy or the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.
- i. This procedure is available to students, employees and the general public. The School District Policy Manuals are available in all media centers and central office facilities at 72 Warren Street, Hawkinsville, Georgia 31036.

### **Sexual Offender Registry**

Georgia law requires individuals convicted of certain crimes against minors and/or sexually violent offenses to register with the Pulaski County Sheriff's Office when they are convicted or released and move into Pulaski County. Information concerning registered sex offenders is located on the Georgia Bureau of Investigation (GBI) website at [www.ganet.org/gib/](http://www.ganet.org/gib/).

Click on the link entitled “Sex Offenders” and follow the instructions to obtain information concerning any sex offenders who have registered in Pulaski County.

**Note:** This Appendix is a review of federal and state laws and regulations cited above. Only those areas related to the Pulaski County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Pulaski County School District’s Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

#### **Notice of Parent/Student Educational Rights under Section 504**

If it is determined that a student has a physical or mental impairment that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, that student is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if a student does not have a disability but has a record of a disability or is considered disabled by school personnel, that student is protected from discrimination under Section 504. If a child is disabled or a parent believes that his or her child is disabled or has been discriminated against because of a disability, that parent is entitled to certain rights. This notice is designed to provide Pulaski County School District’s parents and students with information about those rights.

While services provided to qualified students are not required to produce identical results or levels of achievement with non-disabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate.

Under Section 504, a student has the right to:

1. Participate in all school activities without discrimination solely on the basis of disability;
2. Be educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Receive an education designed to meet the student’s individual educational needs as adequately as the needs of non-disabled students;
4. Receive 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 School District are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student;
5. To participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to the student’s needs;
6. To an evaluation prior to a Section 504 determination of eligibility;
7. If the student is eligible for services under Section 504, the right to periodic reevaluations, including prior to any subsequent significant change of placement; and
8. A student with a disability may not be discriminated against based solely on the basis of disability with regard to the opportunity to compete for participation in nonacademic and extracurricular activities offered by the District.

With respect to the provision of educational services under Section 504, a parent has the right to:

1. Notice with respect to actions regarding the identification/eligibility, evaluation or educational placement for your child;
2. Access all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
3. Have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options;
4. To ensure that the School District 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;
5. Challenge any action regarding the identification/eligibility, evaluation or educational placement of your child by requesting mediation and/or an impartial hearing;
  - The procedures and forms for the initiation of an impartial hearing regarding the identification, eligibility, evaluation or educational placement of your child may be obtained from the District’s Section 504 Coordinator or your child’s principal.
6. To receive a copy of this notice and a copy of the School District’s impartial hearing procedures upon request.
7. Participate in any hearing requested;
8. Be represented at your expense by counsel at the requested hearing; and



9. Appeal any decision by the impartial hearing officer to the State Board of Education.
10. With regard to disability discrimination or any other disability issue unrelated to the identification/eligibility, evaluation or placement of the student, a parent has the right to file a local grievance with the District in accordance with Board Policy JCE-R. Board Policy JCE-R may be obtained from the School District's website, from the District's Section 504 Coordinator or your child's principal.
11. The District may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under Section 504 of the Rehabilitation Act of 1973. If a parent contends that he or she is or has been retaliated against because of his or her child's disability or because of asserting any rights under Section 504, that parent should notify the District's Section 504 Coordinator listed below.
12. If a parent believes the School District has not acted in compliance with the law, that parent has the right to file a complaint with the Office of Civil Rights at U.S. Department of Education, 61 Forsyth Street SW, Suite 3B70, Atlanta, GA 30303-8927.

If you think your rights or the rights of your child have been violated, you may contact the Section 504 Coordinator for the Pulaski County School District, Debbie Puckett, at 72 Warren Street, Hawkinsville, Georgia 31036, for all complaint procedures and forms or at (478) 783-7200 if you have any questions or concerns.

### **Section 504 Procedural Safeguards**

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

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

- 1) The name of the student.
- 2) The address of the residence of the student.
- 3) The name of the school the student is attending.
- 4) The decision of the School District that is the subject of the hearing.
- 5) The requested reasons for review.
- 6) The proposed remedy sought by the Complainant.
- 7) The name and contact information of the Complainant.

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

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

### **4. Hearing Procedures:**

The Section 504 Coordinator, with the assistance of the Superintendent, will identify and obtain a Hearing Officer who will conduct a hearing within 45 calendar days from the receipt of the Complainant's Request for Hearing unless agreed to otherwise by the Complainant or a continuance is granted by the Hearing Officer. The Hearing Officer must (i) have knowledge or training in Section 504, (ii) not be an employee of the School District, and (iii) not have a personal or professional interest that would conflict with his/her objectivity in the hearing. It is not required that the Complainant consent to the Hearing Officer who is selected.

Upon a showing of good cause by the Complainant or School District, the Hearing Officer, in his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

The Complainant will have an opportunity to examine the child's educational records prior to the hearing.

The Complainant will have the opportunity to be represented by legal counsel at his or her own expense and participate, speak, examine witnesses, and present information at the hearing. If the Complainant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

The Complainant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the Hearing Officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the School District, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the Complainant's testimony and answer questions posed by the Hearing Officer.

The Hearing Officer shall not have the power to subpoena witnesses or require the parties to conduct any discovery. The strict rules of evidence shall not apply to hearings. The Hearing Officer shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present and testify.

The Hearing Officer shall determine the weight to be given any evidence based on its reliability and probative value.

The hearing shall be closed to the public.

The issues of the hearing will be limited to those raised in the written Request for Hearing.

Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The Hearing Officer, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses. The Hearing Officer retains the right to set time parameters and restrictions on the hearing and the examination of witnesses and presentation of evidence. Either party may request that the witnesses be sequestered.

Testimony shall be recorded by court reporting or audio recording at the expense of the School District. All documentation related to the hearing shall be retained by the School District.

Unless otherwise required by law, the Hearing Officer shall uphold the action of School District unless the Complainant can prove that a preponderance of the evidence supports his or her claim(s).

Failure of the Complainant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the Hearing Officer or just cause is shown shall constitute a waiver of the right to a personal appearance before the Hearing Officer.

5. **Decision:** The Hearing Officer shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the Hearing Officer shall not include any monetary damages or the award of any attorney's fees. The decision of the Hearing Officer is final and binding unless appealed.
6. **Review:** If not satisfied with the decision of the Hearing Officer, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

**Please NOTE the following:**

The School District is responsible for costs directly related to providing impartial hearings described in these procedures, including compensation of the Hearing Officer, transcripts, or recordings of the hearing and other related costs.

The School District is not responsible for costs of legal counsel or other representatives of the Complainant, or for the costs of producing or reproducing the evidence presented by the Complainant.

Any timelines specified herein may be extended by agreement between the School District and the Complainant, or by order of the Hearing Officer.  
Complaints and Grievances

**Complaints and Grievances**

It is the policy of the Pulaski County Board of Education not to discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and activities of/or admissions to facilities operated by the Board or in the employment practices of the Pulaski County Education Agency.

Any individual, organization, or agency (“complainant”) may file a complaint with the Pulaski County School District Board of Education if that individual, organization, or agency believes and alleges that a violation of a Federal statute or regulation that applies to a federal program has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for which complaints can Be filed are Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title V; Title IX, Part A—McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.

Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. The complaint procedure is available to students, employees, and the general public through EBOARD policies on the website at [www.pulaski.k12.ga.us](http://www.pulaski.k12.ga.us).  
Coordinators:

**Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title V; Title IX, Part A:**  
Staci Vickers, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

**Title IV, Part B:**  
Laurie Obert-Thorn, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

**IDEA:**  
Debbie Puckett, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

**ESSA:**  
Al Pollard, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036



## ALMA MATER

On our city's western border  
Raised against the sky  
Proudly stands our Alma Mater  
May it never die.

Ever onward be our watchword  
Conquer and prevail.  
Hail to thee, our Alma Mater,  
H.H.S., all hail.