

# *Pulaski County Elementary School*

*A Title I School-Wide School*

*A Handbook for Parents and  
Code of Student Conduct and Discipline*

*2020-2021*

*Ms. Monica Bass, Principal  
Mrs. Katrina Blake, Assistant Principal*

*280 Broad Street  
Hawkinsville, Georgia 31036  
Phone (478) 783-7275*

## **PULASKI COUNTY SCHOOLS**

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

Under the Family Educational Rights and Privacy Act (20 U.S.C. 2332g) (the "ACT"), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Pulaski County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder; and
5. Obtain a copy of the policy which the Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the central office of the Board of Education at Pulaski County Board of Education, 72 Warren St., Hawkinsville, GA 31036, (478) 783-7200.

### **PARENT'S RIGHTS TO KNOW**

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

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

## **Pulaski County Board of Education**

### **Vision**

Pulaski County Board of Education is the catalyst dedicated to reaching the full potential of our schools, businesses, and families.

### **Mission**

Pulaski County Board of Education will manage the capital and the human resources of the community to create a safe learning environment, recruit and retain the best staff, and achieve excellence in education, preparing our students to meet the challenges of an ever-changing world.

Please read and sign the following areas concerning the handbook. PCES handbook is located on school webpage and Facebook. **Return this page to your child's teacher. There may be some modifications/changes to the PCES Handbook due to COVID 19 guidelines.**

I have received the Pulaski County Elementary School Handbook and Code of Conduct, Attendance Policy and Discipline Policy. I understand these documents and will cooperate fully with the school system and my child's teacher.

School administrators may administer corporal punishment as a disposition (O.C.G.A. 20-2-730, 731(para. 5), & 732)?  Yes  No

We are fortunate to have a P. E. Program at Pulaski County Elementary School. If your child has a medical problem, we need to know about it. Please sign and return this form giving your child permission to participate in P. E. Please list health problems of which we need to be aware. Your child cannot participate until this form is returned.

Students at PCES have the opportunity to participate in clubs and organizations, such as Student Council. **Yes  No  my child can/cannot participate in Student Council.**

If academic concerns arise the school administrators may require an additional hearing and vision test provided by the school nurse.

**We will no longer make any Transportation Changes after 12:00 p.m.**

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

(Si usted necesita cualquier parte de esta forma traducida contacta por favor la escuela para la ayuda.)

## WELCOME

Dear Parents:

Our primary goal for your child is to offer him or her the best education possible. To meet the educational needs of children, a partnership between the school and parents is necessary. Please assist us in making your child's education a rewarding and positive experience by instilling appropriate behavior traits, modeling respect for others, and promoting good study habits at home.

The Every Student Succeeds Act (ESSA) recognizes that one of the most important factors in raising student achievement is a professional qualified teacher. The law requires that State and Local Educational Agencies ensure that teachers meet state certification requirements. The law also requires that each school system ensures that poor and minority children are not taught at higher rates than other children by inexperienced, unqualified or out of field teachers. The administration of Pulaski County School System makes every effort to comply with these mandates. **In compliance with the requirements of the ESSA, parents may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s) by contacting me at the school. The following information may be requested:**

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

This handbook has been developed to impart information about the school and to inform you of the school rules. The majority of our rules directly affect the safety of your child, so please read the contents of the handbook carefully. Working together, I am sure we can make your child's education here at PCES an excellent experience. Please call the school office (783-7275) if you have questions concerning the handbook. Thank you for supporting Pulaski County Elementary School.

*Monica M. Bass*  
*Principal*

### **MISSION STATEMENT**

The mission of Pulaski County Elementary School is to provide quality educational experiences that are meaningful, challenging and engaging in a safe and supportive environment for all students.

### **BELIEFS**

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

## PULASKI COUNTY ELEMENTARY SCHOOL STAFF

### ADMINISTRATIVE STAFF

Monica Bass, Principal  
Katrina Blake, Assistant Principal  
Lisa England, Instructional Coach

### KINDERGARTEN

Stephanie Collins  
Elizabeth Gainous  
Kate Garnto  
Mitzi Helms  
Holly Long

### FIRST

Courtney Curtis  
Allison Hood  
Jaclyn King  
Royce Owens  
Camryn Studstill  
Stephanie Smith- Reading

### SECOND GRADE

Sonya Burroughs  
Danielle Floyd  
Dominica Linder  
Carey Stubbs  
Ashanta Wallace  
Tonya Hair – Reading

### PARAPROFESSIONALS

Angie Bowen  
Dorothy Forbes  
Paulette Goodroe  
Nyasha King  
Levada Luke  
Theresa McGriff  
Miranda Parks  
Nancy Walker

### THIRD

Tracey Gaines  
Jessica Owens  
Megan Powell  
Allison Roberts  
Kara Turk

### FOURTH

Erica Huckabee  
John Roberts  
Robbie Rozier  
Hannah Rogers  
Gennifer Stuckey

### FIFTH

Alayna Bland  
Chelsea Evans  
Tammy Folds  
Maria Lowry  
Ykeisha Tinsley

### SUPPORT STAFF

Courtney Eaton  
Valori Fuller  
Kitten Holder  
Shelva Lester  
Michalla Williams  
Nichole Winchester

### OTHER SUPPORT STAFF

Christy Abney  
Karrie Cutler  
Delilah Brantley  
David Coffey  
Karen Morrison  
Christy Abney  
Bernette Harden  
Susan Bennett

Mentor Teacher  
Counselor  
Parent Liaison  
PE  
Music  
EIP  
EIP  
EIP

### LUNCHROOM

Ora Lee Batten  
Jay Clark  
Barbara Coley  
Beth Head  
Amy Kilgore  
Iris Mims  
Teresa Rogers, MGR

### CUSTODIANS

George Grimsley  
Alonzo Jackson  
Bobby Joe Jackson  
James Rawls

### ADDITIONAL STAFF

Bruce Mimbs  
Angie Mitchell  
Victoria Octil

ISS  
Office Secretary  
Computer Lab

Tyneshia Edwards  
Patricia Thompson  
Karen Mobley

Bookkeeper  
Secretary  
Nurse

**PULASKI COUNTY SCHOOLS**  
**2020-2021 Calendar**

DATE	EVENTS
July 29-August 4	Pre-Planning
August 3	Open House: All Schools 3:00 - 6:00 P.M.
August 5	First Day of School
September 7	Labor Day Holiday
October 5	End of 1st Quarter
October 9	Student Holiday/ Parent/Teacher Conferences
October 12	Holiday
November 23-27	Thanksgiving Holidays
December 18	End of 1st Semester
December 18	Students ½ Day
Dec. 21 – Jan. 1	Christmas & New Year's Day Holidays
January 4	Teacher Work Day
January 5	Students Return to School
January 18	Martin Luther King Holiday
February 12 & 15	President's Day Holidays
March 11	End of 3rd Quarter
March 12	Holiday
April 5-9	Spring Holidays
May 21	Last Day of School
May 21	Graduation 8:00 P.M.
May 22	Alternate Graduation
May 24-26	Post-Planning

## SCHOOL SCHEDULE

Let your child gain independence by walking to the classroom without you. (Kindergarteners may require someone to walk with them for the first few days.) **Students who arrive before 7:40 MUST report to the lunchroom.** If you arrive before the doors are unlocked, do not block the driveway. Park by the fence as you come in the driveway so staff members can get through to park. Do not let students out of the vehicle until the doors are unlocked. **All students will have their temperature taken before getting out of the vehicle.**

Doors open	7:30	Prepare for Announcements	2:50
Breakfast served	7:30-7:55	Pickups and walkers	2:55
Tardy bell	8:05	Buses	3:00-3:15

**DO NOT PICK UP STUDENTS BEFORE 3:05 UNLESS IT IS AN EMERGENCY.**

## SCHOOL VISITORS - BUSES/PICKUPS

In order to ensure the safety of our children, we must implement some rules concerning visitors in our building. Also included is some information on student transportation.

- **All outside doors are locked.**
- All visitors must stop by the office, sign in, and get a visitor's identification badge to wear while in the building. Classroom instruction will not be interrupted.
- No one may go to classrooms unless directed there by the office. If your child forgets his lunch (or any other item), please bring it to the office. School personnel will deliver it to your child. Preschool children who accompany parents must remain with their parents. It is imperative that younger children's presence not disrupt classes in session.
- Students can only be dismissed early through the school office. Teachers will not dismiss students without prior notification from the office. Dismissal time is 2:55 p.m.
- All students should be picked up and dropped off in the front of the building.
- **If only certain people can pick up your child(ren), a list must be given to the office and your child's teacher.**
- If a student changes buses, you must either notify the teacher in writing or call the office (783-7275) by 12:00 pm. **NO EXCEPTIONS!**
- **For the safety of our students, anyone picking up a child as a car rider MUST remain in the vehicle. You must have a car rider tag displayed with the child's name on it. Those not displaying the tag will be asked to park and come into the front office to verify their identity when picking up a child. Your first car tag will be free. Additional ones can be purchased for \$3.00 each or 2 for \$5.00.**
- **Parents wishing to pick up their child after 2:30 will be expected to wait in the car rider line. No student will be allowed to sign out after this time unless there is an emergency. We appreciate your compliance with this rule. The end of the day is a busy time for our office staff and teachers. Limiting traffic in the office and minimizing interruptions in the classroom ensures the accurate delivery of messages and that students go home the correct way.**
- **All car riders should be picked up NO LATER THAN 3:20 pm.**

## ENROLLMENT

To enroll a child at Pulaski County Elementary School, the following documents are required:

1. A certified copy of the child's birth certificate obtained either from the Health Department, the county courthouse in the county of birth, or from the State Department of Public Health in the state of birth. Certificates issued by hospitals are not acceptable.
2. A Georgia Certificate of Immunization (Georgia Form 3231). This form may be obtained from your physician or the local Health Department.
3. A Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening (Georgia Form 3300). This certificate may also be issued by your physician or the local Health Department.
4. An official copy of the child's Social Security Number. This has been required for every child since March, 1993. If a parent chooses not to give the Social Security Number, a waiver must be signed

5. Proof of Residency -- if your address changes during the year, you will need to contact the school and provide the new address and a new proof of residency. The school will not provide documentation to parents for proof of residency.

Your child will be enrolled under the name that appears on the birth certificate. If a name change occurs, legal proof must be given to the school for records to be altered.

## **PULASKI COUNTY ATTENDANCE PROTOCOL**

As mandated by O.C.G.A. 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 take 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 those 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 (O.C.G.A. 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 pre-induction 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 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 SEEP 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

### **B. 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.

If an athlete is absent from school for a half-day or longer, he/she will not be allowed to practice during that time and will not play in any games during the time of the absence.

### **C. Unexcused Absences**

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to Section II.D. 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.

### **D. Tardies/Early Dismissals**

As mandated by O.C.G.A. 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 date will be used to identify truant students. Information concerning students, who meet these thresholds, will be monitored by the school.

### **E. 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 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/Guardian**

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. Violation of Attendance Policy**

### **Unexcused Absences**

#### **A. 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.

#### **B. 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.

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

A parent's note will be accepted to excuse personal illness for five (50 days during the school year. After a parent's note has been used for five 95) 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.

#### **D. 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 (O.C.G.A. 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, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (O.C.G.A. 20-2-690.1).

### **HOSPITAL HOMEBOUND**

State regulations state that 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.

If it becomes necessary for your child to be absent from school for an extended period of time because of illness, please come to the school and complete the necessary paperwork as soon as possible. A form to be signed by a physician is included.

### **BAD WEATHER CONDITIONS**

In the event of weather so severe that there is a possibility schools may be closed, parents are asked to stay tuned to the radio or television station for information. You will be notified through the Crisis Notification System.

### **REPORT CARDS/PROMOTION**

Report cards are sent home after each nine-week grading period. A progress report is sent home during each nine weeks' grading period also. Parents are to sign report cards and see that they are promptly returned to the homeroom teacher. Your signature does not indicate approval or disapproval of the report card but indicates that you have received and reviewed the card. Students on roll for less than **30 days** will not receive grades on their report card. Any grades received during that time will be included in the next nine-weeks' average. **Placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student, criterion-referenced assessments and criteria established by the local board of education. Report cards will be held at the end of the year if there are unpaid fines.**

**First Grade Eligibility Guidelines** – Readiness assessment for first grade shall be determined using data obtained from the Georgia Kindergarten Inventory of Developing Skills (GKIDS), which is a year-long performance based assessment of English Language Arts and Mathematics skills and based on and aligned with the Georgia Performance Standards for kindergarten.

The kindergarten report card consists of a list of standards that students are expected to be proficient. However, there are standards students are expected to master in order to be promoted to first grade. Failure to master one or a combination of the following standards results in retention:

Writes first and last name	Identifies all letters of the alphabet out of sequence	Matches all letter sounds
Reads selected sight words	Identifies numerals 0-20 out of sequence	Counts objects 1-20
Reading on or above grade level	Writes numeral to represent quantity	Blends sounds to read one syllable words

Decisions shall be made on an individual basis. Teachers and the principal shall work together to review each student's records to determine what is best for the student.

Written documentation of evidence that supports the individual retention decision shall be on file in the student's permanent records. Information obtained by the GKIDS shall be used as a part of the required written documentation. The parent/guardian of the child will be partners in this decision along with the retention committee.

All kindergarten students, except those students exempted by criteria specified in their Individualized Education Program, shall be assessed using the GKIDS during their kindergarten year. Students entering kindergarten prior to March 1 shall be assessed with the total GKIDS. Students entering on or after March 1 shall be assessed with as much of the GKIDS as is determined to be appropriate.

**First – Fifth Guidelines** Promotion is based on satisfactorily passing the required academic subjects with a yearly average of 70, as reflected on the report card/pupil progress report. Students failing one of the combinations below will not be promoted to the next higher grade:

First Grade – Failed Reading or Math

Second Grade – Failed Reading or Math

Third Grade – Failure of Reading or Math; Scores below grade level reading status (-) on Georgia Milestones Assessment (Retention is based on retest results.)

Fourth Grade – Failure of a combination of any two subjects, with one being Reading or Math

Fifth Grade – Failure of a combination of any two subjects, with one being Reading or Math; Scores below grade level reading status (-) and/or scores at the beginning level in math (level 1) on Georgia Milestones Assessment.

## TESTING

PCES participates in the Georgia Statewide Testing Program. Formative and Summative Assessments are given to inform teachers and parents of a student's performance with specific and general skills at the different grade levels.

K - Georgia Kindergarten Assessment Program (GKIDS) - This state-mandated assessment is used throughout the school year to obtain information for the instruction of each child and for making placement decisions concerning readiness for first grade. This is an on-going process throughout the year.

MAP, DIBELS, LEXIA

1 <sup>st</sup> – MAP	DIBELS	LEXIA	
2 <sup>nd</sup> - MAP	DIBELS	LEXIA	
3 <sup>rd</sup> - MAP	DIBELS	LEXIA	Georgia Milestones (ELA)
4 <sup>th</sup> – MAP	DIBELS	LEXIA	Georgia Milestones (ELA, Math)
5 <sup>th</sup> – MAP	DIBELS	LEXIA	Georgia Milestones (ELA, Math)

Additional tests such as WAPT and ACCESS are administered as needed for academic purposes.

## MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)/RESPONSE TO INTERVENTION (RTI)

MTSS/RTI is a multi-tiered system that provides alternative strategies for students experiencing academic or behavioral problems. The tiered system includes interventions and screenings that will provide different levels of support needed to maximize student achievement and reduce behavior problems.

## GUIDANCE AND COUNSELING SERVICES

The guidance department offers individual counseling, small group counseling, classroom guidance and consultation with parents, teachers, and administrators.

## GIFTED EDUCATION

Information pertaining to the Pulaski County Gifted Program, such as eligibility requirements and the referral process, can be found on the school district website at the following link: <https://www.pulaski.k12.ga.us/gifted-education/> Questions can be directed to the Pulaski County Schools Gifted Director listed on the website.

## PHYSICAL EDUCATION

A well-planned health and physical education program is taught by physical education specialists and is available to all students. Students are expected to wear tennis shoes and socks on the days they have P.E. in order to participate. There will be consequences for not doing this.

If a student is ill and unable to participate in physical education, a note from the parent is required each day that the student is to be excused from the activities. **If the student is to be excused for more than two weeks, a note signed by a doctor is required.**

Please sign and return the enclosed PE form.

## **FIFTH GRADE GRADUATION/ HONOR'S DAY**

A Fifth Grade Graduation and Honor's Day is held at the end of the school year to recognize children in all areas of the school curriculum. Parents receive a letter notifying them of the date, time, and place. To be eligible for an Honors award, a student must be enrolled at Pulaski County Elementary School for half the school year. This ceremony is a special occasion to recognize this important milestone in your child's life. We ask that students dress appropriately for this ceremony.

### **STUDENT COUNCIL**

Fourth and fifth grade students at PCES have the opportunity to run for Student Council. In order to be eligible to run, students must have an overall "B" average, no write-ups or behavior detentions. Student Council members are role models and should act as such.

The students are asked to turn in a permission form provided by the Student Council Sponsors and then create a poster to be displayed in the hallway during the week of elections. On Election Day, each student running for Student Council will give a one-minute speech to his/her grade's student body as to why he or she would be a good member of student council. Each grade's student body votes to select council members.

If, once on Student Council, a member drops below an overall "B" average, attends detention for behavior, or is written up for ANY REASON, he or she will be dismissed from Student Council.

### **ACCEPTABLE USE OF THE INTERNET**

The Internet is a global electronic information network used by educators, businesses, the government, numerous organizations and in the schools to educate and to inform. Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA-Appropriate Use of the Internet. All students must first read and sign a Student Agreement Form before using the Internet. Any parent or guardian has the right to elect, in writing, that his/her child not has access to the Internet. All student use of the Internet must be with permission and under the supervision of a teacher. The use of the Internet is a privilege, not a right. Violations of the provisions of this policy may result in the cancellation of Internet privileges and in some cases disciplinary action. (INSERT RESPONSIBLE USE POLICY HERE)

### **FIELD TRIPS**

The privilege of going on field trips is offered during the year to extend learning experiences. On all trips, parents will be expected to sign a consent form before the child will be permitted to go with the exception of local field trips where a consent form will not be required. If a student has been sent to the office **TWO or more times during the previous 12 weeks**, he/she will not be allowed to go on the field trip. All students must use school provided transportation to and from the event unless prior approval has been obtained from the sponsor and the principal, and a signed parent consent form is on file. Parents going on field trips must furnish their own transportation. Also, parents should not take other children in the family on field trips. **\*\*\* Due to the outbreak of COVID 19, all field trips are being postponed until further notice.**

### **PARENT-TEACHER CONFERENCES**

There will be one formal Parent/Teacher Conference on Friday, October 19, 2020. Please call your child's teacher to schedule other conferences. **Teachers will not be called out of the classroom for a conference without an appointment.**

### **TEACHER CONTACTS**

Teachers have email addresses and media methods for better communication. Harassing phone calls will be reported to the proper authorities. Please limit calls to before 8:00 a.m., during the teacher's planning period, or after 3:20 p.m. **Instructional time will not be interrupted.**

## PHONE NUMBERS

If a child is injured at school, first aid will be given by the school nurse. Parents then will be contacted in those cases which are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone numbers will be called in an effort to find someone to come for the child. Please assist the school by leaving **current emergency telephone numbers** to be used in the event we need to contact you. If no one can be reached the child will be carried to the emergency room in cases of serious injury or illness. **REMEMBER TO UPDATE PHONE NUMBERS IN THE SCHOOL OFFICE IF THEY CHANGE.**

## SCHOOL CLINIC GUIDELINES

The school nurse and the clinic are made available to students and staff for illnesses and injuries which occur during school hours, for the disbursement of prescribed medications and for the promotion of good health and well-being.

Students may be treated in the clinic after they bring in a **School Clinic Permission Form** and a **Guidelines for Administration of Medication** form, completed and signed by a parent/guardian. These forms give the school nurse parental permission to treat their child in the school clinic. They also provide parental contact numbers for the school nurse and provide the parent with clinic guidelines on the disbursement of medications at school.

Students may not carry over the counter or prescription medication on their person, purse, or bag. All medication brought to school must be taken to the clinic at the beginning of the school day. An exception will be made for cough drops or throat lozenges.

**Students who require the use of a prescription inhaler or Epi-Pen may carry their medication with them provided the appropriate authorization form is completed and signed by the student and parent/guardian.**

**All medication should be brought to school in its original container.** Medications brought in baggies or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date, name of medication, name of the prescribing physician, time(s) the medication is to be given, and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two-labeled prescription bottles so that one bottle may be kept at home and one at school.

**Medication that needs to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given.** An antibiotic which is to be given three times daily may be given before the child leaves for school, when he/she gets home, and at bedtime.

Two types of medications will be administered at school. They are defined below.

**“Short term medications”** – medications that are prescribed by the doctor and do not have to be given continuously throughout the year or over the counter medications for a short time only and are per parent request. Parental permission and administration information is required. This will be presented on a form entitled, **Short Term**

**Medication Form.** These medications should be brought to the clinic or office by a parent or guardian and must be in the original container. The parent or guardian must provide the dosage and times to be given. Over the counter medications will not be given without a physician's order if the amount exceeds the standard dose per the directions on the bottle. If medication is to be given continuously throughout the year i.e., seizure medications or medications for occasional migraine, an **Authorization of Medication Administration** form must then be completed and signed by a parent.

**“Long term medications”** – medications that will be administered every day or as needed throughout the school year must have an order from the prescribing physician. These medications must also be delivered to the school clinic and an **Authorization for Administration of Medication** form must be completed and signed by a parent/guardian.

One of the school nurse's many goals is to evaluate, treat and return students to class. Students who come to the clinic are missing class time to see the school nurse. But, if the student is too sick to attend class, he/she must go home.

**It is very important that the school has alternate contacts to call, if a parent cannot be reached, when a student needs to go home because of an illness or in case of an emergency. These contacts also need to be on a student's sign out list.**

The school nurse will send a form home to parents notifying them of their child's clinic activity.

## Diabetes Policy

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.

## COMMUNICABLE CONDITIONS

Because of close person-to-person contact, schools provide an ideal setting for the spread of communicable conditions such as head lice, impetigo, ringworm, pink eye, etc. Most are common conditions that can happen to anyone, and they are easily remedied. In order to diminish their occurrence, school officials will periodically perform individual and/or group screenings. Reasonable efforts will be made to keep the identity of affected students confidential. However, complete anonymity cannot be guaranteed. Parents will receive verbal and/or written notification by the school nurse. Treatment recommendations and school guidelines will also be provided at that time.

A responsible, calm and caring reaction from parents can help lessen a child's self-conscious feelings. Anger, blame, or hysterics promote unnecessary feelings of shame. Prompt attention and cooperation are essential to controlling communicable conditions in the school environment.

Personal hygiene is very important, also, especially when in a group situation such as the classroom. Wearing clean clothes, taking daily baths, and keeping hair, teeth and nails clean will help a child feel better about himself/herself because others will respond more positively to him/her.

## HEARING AND VISION SCREENING

At some time during the school year, your child may have a hearing and vision test. If you do not agree for your child to participate in a hearing and vision screening, please call the school office (783-7275). **You can give consent by initialing the Policies and Procedures Form.**

## DRESS CODE

1. Shorts must be of a reasonable length - no words on the seat of the shorts/pants.
2. **All** shirts must be worn in a tasteful manner. Untucked shirts in grades 3-5 must not go below the bottom of pockets.
3. No caps or hats can be worn in the building (with the exception of medical conditions or special events).
4. **Not Permitted:**

Drooping or sagging pants  
Bare midriff tops or see through blouses  
No foam flip flops or high heels  
Bike or cycling shorts  
Jewelry/accessories or T-shirts that advertise drugs, alcohol, or have questionable language/gang- related symbols  
Hip huggers/no holes or rips (pants)  
Muscle shirts  
Tank tops/spaghetti straps (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades)  
One shouldered tops

The parents will be contacted if students do not abide by the PCES dress code. Appropriate dress, as determined by an administrator, is required. Grade level teachers may use recess detention for minor infractions.

## LUNCH/BREAKFAST PROGRAM

The Pulaski County Elementary School now qualifies for the Community Eligibility Provision under the National School Lunch Program. This designation qualifies ALL students attending PCES and Pulaski Pre-K for free breakfasts and lunches for the 2019-2020 school year.

Previously owed balances to the School Food Nutrition Department must still be paid in full.

Parents may send ready-to-eat lunches from home. If your child brings lunch, **no canned, carbonated or glass-bottled drinks** are allowed. Special diets are prepared for students upon receipt of a doctor's note sent to the principal who will then forward it to the lunchroom supervisor.

Breakfast is served daily from 7:30 - 8:00 a.m.

Lunch is served daily from 10:30 a.m. – 1:00 p.m.

Adult breakfast will be \$2.00 and an adult lunch will be \$3.25.

## SNACKS

Snacks may be brought from home. No glass or canned drinks are allowed. **NO GUM OR HARD CANDY IS PERMITTED AT ANY TIME ON THE CAMPUS.**

## PTO

PTO meetings will be scheduled throughout the year. These meetings will be used to plan activities for school projects, enjoy programs presented by students, and talk with your child's teacher.

## LOST AND FOUND

All unclaimed clothing will be located in the gym. After a reasonable amount of time unclaimed items will be sent to a goodwill center.

## PERSONAL ARTICLES/TOYS AT SCHOOL

School personnel are not responsible for lost, damaged, or stolen personal articles belonging to students; therefore, students should not bring toys, electronic games, radios, tape players, trading cards, etc. to school. **NO PAGERS OR CELL PHONES ARE ALLOWED.**

## PARTIES

We have parties throughout the year. You will be notified by your child's teacher about how you can help. Special treats and parties may be scheduled during the last hour of the instructional day. These must be approved by the classroom teacher. Please, no hard candy or gum as part of treats.

KINDERGARTEN, FIRST, AND SECOND - You may send special goodies for treats at any time. Birthdays are special to us. Please let us celebrate your child's birthday with you.

No party invitations will be handed out to students at school.

## STUDENT DIRECTORY INFORMATION

Pulaski County Elementary School has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school clubs and sports;
  
- (d) Weight and height of student if he/she is a member of an athletic team;
- (e) Dates of attendance at the Pulaski County Schools;
- (f) Awards received during the time enrolled in Pulaski County Schools;
- (g) Video, audio or film images or recordings;
- (h) Photograph;
- (i) Grade Level.

Unless you, as a parent/guardian or eligible student, request otherwise this information may be disclosed to the public upon request. You have the right to refuse to allow all of any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing (within 5 days after officially enrolling in school or within 5 days of the date of the release of this form.)

**File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Pulaski County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.**

**You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event, unless you, as parent/guardian, object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.**

## **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.**

## **CODE OF CONDUCT**

Pulaski County Elementary School follows the guidelines of the Pulaski County Code of Student Conduct and Discipline that appear in this handbook. Please refer to it for more detailed information.

The PCES Handbook which includes the Pulaski County Schools Student Code of Conduct and Discipline is available on the school website. The parents shall be requested to sign an acknowledgement stating that the handbook has been read. The Pulaski County Schools Student Code of Conduct and Discipline shall be available in the school office.

The code of conduct will be used where appropriate. For day-to-day behavior concerns, discipline shall be based on careful assessment of the circumstances of each case.

1. seriousness of the offense
2. student's age
3. frequency of misconduct
4. student's attitude
5. potential effect after misconduct on the school environment

Consequences for not following school or classroom rules are listed below.

- conference between student and classroom teacher
- time out; loss of privileges
- phone call to parent/guardian by teacher or administrator
- conference with parent by teacher or administrator
- corporal punishment
- in-school suspension (ISS)/Character Education
- suspension from school
- conference with school resource officer

**Discipline sheets of offenses requiring an office visit will be sent home for a signature.**



PULASKI COUNTY ELEMENTARY SCHOOL  
SUGGESTED SUPPLY LIST

**KINDERGARTEN**

4 boxes of 8 *Crayola* crayons  
Headphones (NO earbuds)  
1 pkg. of 24 count #2 *Ticonderoga* pencils  
12 glue sticks  
Child Scissors  
2 boxes of Kleenex  
4 containers of *Clorox* wipes  
2 containers of baby wipes  
2 10oz. hand sanitizer  
2 Plastic 3-prong folders with pockets  
(red or blue)  
1 each- sandwich and gallon ziplock bags

**SECOND GRADE**

Earbuds/Headphones  
2 boxes of crayons -- 24 count  
3 pkgs of 24 count pencils  
4 Glue sticks  
Pencil top erasers (1pk of 24)  
Scissors  
2 packs of lined notebook paper (wide-ruled)  
5 plastic folders with prongs and pockets (no graphics)  
Pencil Pouch (not box)  
Dry Erase Markers (4 pack)  
2 hand sanitizer  
3 boxes of Kleenex  
1 Box Snack bags  
2 Anti-bacterial wipes  
3 Gallon size bags  
Composition notebook (not spiral bound)  
No Binders and *please do not label supplies*

**FOURTH GRADE**

Ear buds (Required)  
2 boxes of crayons and colored pencils – 24 count  
4 packs #2 pencils  
2 glue sticks  
1 - 3 in. binder  
4 pkg. loose-leaf notebook paper  
Scissors  
4 highlighters  
Clorox/Lysol wipes  
3 boxes of Kleenex  
1 large bottle hand sanitizer  
2 pkg. pencil top erasers or big erasers  
3 plastic folders  
2 pkg. Index Cards  
2 spiral notebooks-1 subject  
Dry erase markers (pack of 4)  
2 Composition Notebooks  
1 pkg. - 5 tab dividers

**FIRST GRADE**

Headphones – no earbuds  
3 pkg. of 24- #2 Ticonderoga pencils  
12 glue sticks  
4 boxes of crayons – 24 count crayons  
1 Pkg. Pink Pearl Erasers  
Pencil pouch – to hold individual supplies  
5 plastic-3 pronged folders with pockets (red, yellow,  
green, blue & purple)-NO GRAPHICS/PICTURES ON  
FOLDERS  
1 Twistable Colored Pencils  
2 black dry erase markers  
2 composition notebooks (wide-ruled)  
1 box of gallon and snack size zip lock bags  
4 boxes of Kleenex  
3 large hand sanitizers  
3 containers of *Clorox* disinfecting wipes  
Child scissors

**THIRD GRADE**

Earbuds  
2 highlighters  
2-inch 3-ring binder (preferably with zipper to close)  
2 pk. crayons—24 count  
4 pk. pencils—24 count  
1 pack pencil erasers  
4 pk. wide-ruled paper  
2 **plastic** folders w/**pockets & fasteners**  
1 Plastic Pencil Box  
4 boxes Kleenex  
2 bottles hand sanitizer  
4 containers disinfecting wipes  
1 - 12 in. ruler with inches and centimeters  
4 glue sticks  
1 pencil sharpener  
Scissors  
1 pkg. 5 dividers with tabs  
1 pack of wide-rule notebook paper  
1 (4pk) of black Expo dry-erase markers  
1 RED ~ 2 pocket folder for Music

**FIFTH GRADE**

2 packs #2 pencils—24 count  
1 box colored pencils/crayons  
4 glue sticks  
2 in. 3-ring notebook  
2 folders with pockets  
4 pkg. loose-leaf notebook paper  
2 yellow highlighters  
1 pack pencil erasers  
Scissors  
1 pkg. - 8 dividers with tabs  
1 composition book  
3 boxes Kleenex  
1 bottle hand sanitizer  
Earbuds

*These are basic supplies, Please check with your child's teacher because he/she may require additional supplies*  
**BECAUSE OF SAFETY CONCERNS ROLLING BOOK BAGS WILL NOT BE PERMITTED IN ANY GRADE.**

# PARENTAL INVOLVEMENT POLICY

Pulaski County Elementary School supports and encourages parental involvement within our school. Parents are welcome guests in our building. We value their input and insight into their child's academic and social endeavors. The faculty and staff at PCES are constantly revising, brainstorming, and implementing new ways to involve parents in their child's education. We believe by working together, we will produce a brighter tomorrow for all of us.

Parents receive progress reports concerning their child's education status every four and one half weeks and report cards every nine weeks. Another way for parents to stay updated on their child's progress is through the use of the parent portal in Infinite Campus. This program provides each parent with a password. The password allows each parent to view their child's grades from each class. Teachers can write notes concerning each assignment in which the parents can view these notes to better understand their child's grades. Assignments are sometimes submitted early so parents may know a specific assignment will be assigned in the future. Students also have access to their grades.

The Pulaski County School System has a website in which each school within the system has a separate link. The website provides a link to compare assessment scores. The website also provides the email addresses of the staff at each school so parents and other community members may contact staff members as needed.

Parent conferences are scheduled two times per school year. Of course a parent is welcome to meet with their child's teacher at any time during the school year, but parent conferences are scheduled each year at the end of the first and third nine weeks. The parent conference days are scheduled to include the evening hours to accommodate parents who are not able to leave their job during the day. These conferences allow the parent to meet with all their child's teachers at one designated time. **Parents must schedule an appointment with the front office.**

Our parents are notified often about programs that may help their child academically now and in the future.

~~Eligible students are invited to attend our After School program. Parents will receive information concerning the After School program.~~

One way we involve the community as a whole is by providing articles for the local paper. The articles consist of information about the school such as option for extra help for students, general explanations of test scores, and extracurricular activities in which the students are involved.

One of our main community resources is Family Connections. This group consists of teachers, administrators, parents, community members, and business owners within our community. The Family Connections meetings are held four times per year. They are big supporters of the school system and help with finding grants and other items of assistance the school may need.

At PCES, we have an open-door policy where parents are concerned. Teachers are encouraged to contact parents about the positive aspects of their child's education and areas that may need improvement behaviorally and academically. We embrace help and support from parents. By working together, we realize our students stand a greater chance of being successful adults.

## *Parent Notification-Right to Know about Teacher Qualifications*

In compliance with the requirements of the ESSA, parents may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher-

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

It may also be requested as to 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 qualifications, please contact:

Hawkinsville High School, Charles Myers 478-783-7210  
Pulaski County Middle School, Natasha Kilgore 478-783-7215  
Pulaski County Elementary School, Monica Bass 478-783-7275  
District Office, Debbie Puckett 478-783-7200

## ***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 school in the school system 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
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Temporary Placement in an Alternative Education Program
- 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 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 RTI) 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 MTSS/RTI, school counselors, chronic disciplinary problem students, Local Interagency Planning Teams (LIPT), and Child in Need of Services (CHINS) Team.**

### ***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 contact 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 student, 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 by an educator 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 drops-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 such as 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 and 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, writing, 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: 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 or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.
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. One, a copy of a disciplinary referral given to the student with instructions to give it to his/her parent. Two, a letter mailed or emailed to the parent. Three, a face-to-face conversation. Four, 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. Multi-Tiered System of Support: The primary function is to identify, plan, and recommend alternative instructional strategies for a given student. The MTSS/RTI 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.

**Rule 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL. No Student will:**

<u>OFFENSE</u>	<u>DISPOSITION</u>
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

**Rule 2 - DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY**

<u>OFFENSE</u>	<u>DISPOSITION</u>
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.	<ul style="list-style-type: none"> <li>• <b>Suspension</b></li> <li>• <b>Restitution for damages</b></li> <li>• <b>Referral to the Sheriff's Department and/or Hearing Tribunal</b></li> </ul>

**Rule 3 - DAMAGE, DESTRUCTION, THEFT, OR EXTORTION OF PRIVATE PROPERTY**

<u>OFFENSE</u>	<u>DISPOSITION</u>
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.	<ul style="list-style-type: none"> <li>• <b>Suspension</b></li> <li>• Restitution for damages.</li> <li>• Referral to Sheriff's Department and/or Hearing Tribunal.</li> </ul>

**Rule 4 - ASSAULT ON A PERSON EMPLOYED BY THE SCHOOL**

<u>OFFENSE</u>	<u>DISPOSITION</u>
	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> referral to Hearing Tribunal for long-term suspension or expulsion.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The student will be suspended until the Hearing, but not to exceed <u>10</u> days.</li> <li>• <b><u>Mandatory</u> referral to Sheriff's Department</b></li> </ul>
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<b><u>Rule 5 – PHYSICAL VIOLENCE AGAINST A TEACHER, SCHOOL BUS DRIVER, OR OTHER SCHOOL OFFICIAL OR EMPLOYEE</u></b>	
<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.	<b><u>DISPOSITION</u></b> <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><u>Rule 6 - ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL</u></b>	
<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.	<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.

<b><u>Rule 7- POSSESSION OF WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS</u></b>	
<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	<b><u>DISPOSITION</u></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> <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><u>Rule 8- POSSESSION OF POTENTIALLY DANGEROUS OBJECTS OR REPLICAS OF OBJECTS</u></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>• <b>Referral to Hearing Tribunal</b></li> <li>• Referral to Sheriff's Department.</li> </ul>

<b>Rule 9 - <u>NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE</u></b>	
<p><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.</p> <p>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.</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</u> days. Parents may be allowed to sign a waiver.</li> <li>• Referral to Sheriff's Department.</li> <li>• Referral for Counseling</li> </ul>

<b>Rule 10 - <u>USE OR POSSESSION OF TOBACCO</u></b>	
<p><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.</p>	<p>Refer to Progressive Discipline Procedures.</p>

<b>Rule 11 - <u>DISREGARD OF DIRECTIONS OR COMMANDS</u></b>	
<p>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.</p>	
<p><b><u>OFFENSE</u></b>  Refusal to carry out instructions</p>	<p><b><u>DISPOSITION</u></b>  Refer to Progressive Discipline Procedures</p>
<p>Failure to accept disciplinary action.</p>	<p>Refer to Progressive Discipline Procedures</p>
<p>Failure to comply with safety rules or procedures including the failure to safely operate a motor vehicle.</p>	<p>Refer to Progressive Discipline Procedures</p>
<p>Failure to comply with decision of the Hearing Tribunal</p>	<ul style="list-style-type: none"> <li>• Referral to Sheriff's Department</li> </ul>

<b>Rule 12 - <u>TRUANCY AND TARDINESS</u></b>	
<p><b><u>OFFENSE</u></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.</p>	<p>Refer to Progressive Discipline Procedures</p>

<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. Apparel which advertises illegal, and/or controlled substances is considered distracting.	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 pornographic materials; or create other actions that could disrupt safe operation of the bus.</li> <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</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>prescribed for use by the student, and has been reported to the driver.)</p> <p>11. Cell phones, pagers or any other electronic communication devices are not allowed on the bus without headphones.</p> <p>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.</p> <p>13. Students shall not engage in bullying, physical assault or battery of other persons.</p> <p>14. Students shall not engage in disrespectful conduct toward the school bus driver or other persons.</p> <p>15. Students shall not engage in a verbal assault of other persons or engage in other unruly behavior.</p>	
<p><b>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.</b></p>	

<p><b>Rule 18 – CRIMINAL LAW VIOLATIONS</b></p>	
<p><b><u>OFFENSE</u></b></p> <p>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>

<p><b>Rule 19- SEXUAL MISCONDUCT OR OFFENSE</b></p>	
<p><b><u>OFFENSE</u></b></p> <p>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>• <b>Mandatory Suspension</b></li> <li>• <b>Referral to Hearing Tribunal</b></li> <li>• Referral to Sheriff's Department</li> </ul>

<p><b>Rule 20 - RUDE AND DISRESPECTFUL BEHAVIOR</b></p>	
<p><b><u>OFFENSE</u></b></p> <p>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>

<p><b>Rule 21 – CHEATING</b></p>	
<p><b><u>OFFENSE</u></b></p> <p>A student shall not cheat on any exam, project, homework, or report.</p>	<p><b><u>DISPOSITION</u></b></p> <p><b>Mandatory Parent Conference</b></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>

<p><b>Rule 22 - POSSESSION OF POCKET PAGERS OR ELECTRONIC PAGING DEVICE.</b></p>	
<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></p> <p><b>Device will be confiscated.</b></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><u>OFFENSE</u></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><u>DISPOSITION</u></b> Parent Conference

<b>Rule 24 - CHRONIC DISCIPLINARY PROBLEM STUDENT</b>	
<b><u>OFFENSE</u></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><u>MANDATORY</u></b> <ul style="list-style-type: none"> <li>• Notification of parent to observe child in classroom. Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan. 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><u>OFFENSE</u></b> Students who have repeatedly violated the rules of the <u>Student Code of Conduct and 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><u>OFFENSE</u></b> A student shall not fail to comply with the conditions of probation imposed by the principal or Hearing Tribunal	<b><u>DISPOSITION</u></b> <ul style="list-style-type: none"> <li>• <b><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.</b></li> </ul>

<b>Rule 27 - VIOLATION OF RULES AND REGULATIONS OF EXTRA-CURRICULAR ACTIVITIES.</b>	
<b><u>OFFENSE</u></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><u>DISPOSITION</u></b> <ul style="list-style-type: none"> <li>• <b>Suspension from participation for a definite period of time</b></li> <li>• <b>Expulsion from participation</b></li> <li>• <b><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.</b></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><u>OFFENSE</u></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><u>MANDATORY</u></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>• <b>Counseling</b></li> <li>• <b>Suspension</b></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 FALSIFYING, MISREPRESENTING, OMITTING, OR ERRONEOUSLY REPORTING INFORMATION OF ALLEGED INAPPROPRIATE BEHAVIOR BY A SCHOOL EMPLOYEE TOWARD A STUDENT.</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>

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

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.

### ***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 inquiries.

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 students 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;
6. 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.
7. To receive a copy of this notice and a copy of the School District's impartial hearing procedures upon request.
8. Participate in any hearing requested;
9. Be represented at your expense by counsel at the requested hearing; and
10. Appeal any decision by the impartial hearing officer to the State Board of Education.
11. 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.
12. 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.
13. 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, Rhonda Black, 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**



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 VI, Part B; Title X, Part C—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 II, Part A; Title IV, Part A; IDEA:**

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

**Title I, Part C; Title III, Part A; Title IX, Part A; Title X, Part C:**

Keith Green, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

**ESSA:**

Dr. Al Pollard, Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036

## GRIEVANCES

Students’ complaints and grievances shall be resolved through orderly processes and at the lowest possible level. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided for any student or his/her parent to discuss with his/her teacher a decision or situation that he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal’s attention for his/her consideration.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board’s decision, if it chooses to make one, shall be final.