

Irwin County Middle School Student Handbook

2019-2020



Andrew Tucker, *Principal*

Leslie Young, Administrator/504 Director

Candice Cobb, Curriculum

149 Chieftain Circle

Ocilla, GA 31774

229/468-5517

229/468-3134 (*fax*)

229/468-9192 (*records fax*)

Student Handbook 2019-2020
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SCHOOL CALENDAR 2019 - 2020

AUGUST

6Parent/Guardian Open House
71st Semester begins

SEPTEMBER

2Labor Day Holiday

OCTOBER

9,10EXAMS – 1st Nine Weeks
11Teacher Planning Day
22Parent/Guardian Open House
25Homecoming

NOVEMBER

25-29Thanksgiving Holidays

DECEMBER

6White Christmas Program
18-19EXAMS – 2nd Nine Weeks
20Teacher Planning Day
23-31Christmas Holidays

JANUARY

1-3Christmas Holidays
6Teacher Planning Day, no school
72nd Semester begins
20Martin Luther King Holiday
21Parent/Guardian Open House

FEBRUARY

17Presidents' Day Holiday

MARCH

10-11EXAMS – 3rd Nine Weeks
12Teacher Planning Day
13Holiday
24Parent/Guardian Open House

APRIL

6-10Spring Holidays

MAY

21-22EXAMS – 4th Nine Weeks
22Graduation
26-27Teacher Post-planning

NOTE: Students do not attend school on In-Service days, only teachers and staff.

GRADE REPORT SCHEDULE

August 27	Progress Report
September 18	Progress Report
October 21	1st Nine Weeks Report Card
November 1	Progress Report
November 22	Progress Report
January 17	1st Semester Report Card
January 28	Progress Report
February 19	Progress Report
March 23	3rd Nine Weeks Report Card
April 3	Progress Report
May 1	Progress Report
June 4	2nd Semester Report Card

PRINCIPAL'S MESSAGE

Education is a process whereby parents and teachers must work together if maximum growth is to occur. Open communication must be achieved and maintained. The faculty and staff understand the importance of open communication, and encourage parents to be actively involved with their child. If you have any questions or concerns, please feel free to call or come by the school. We at ICMS take pride in our students and wish them the best in all their endeavors.

TEACHER QUALIFICATION

The Irwin County School District informs parents that you may request information about the professional qualifications of your student's teacher(s) and paraprofessional(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The College major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications. Such as is the paraprofessional certified and/or highly qualified.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 468-5517.

ACTIVITIES AND CLUBS

Clubs and activities are an important part of the total school program. Please remember, in all club activities, you represent yourself, your parents, your school, and your community.

In order for a student to maintain membership in a club, he/she must adhere to all club attendance policies and all other club regulations. All students participating in extracurricular activities must follow the guidelines where applicable, as set forth by the State Board of Education, local school and board policies, QBE guidelines, and the Georgia High School Association. Any student involved in any club activity is under the jurisdiction of the school. Any conduct deemed improper during club activities—either at school or away—will be dealt with by the club sponsor and the principal. Many penalties, including expulsion from school, could be administered if the conduct is severe enough. Any club activity must be approved by the Irwin County Board of Education.

All club sponsors will provide prospective members with a student code of conduct for their organization including name, mission or purpose, name of advisor, and planned or past activities. Upon review of the organization code of conduct, parents or guardians may decline permission in writing for his/her student to participate in the club's activities.

Club	Sponsor	Mission	Special Activities
FBLA	Sheri Brown	Students explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.	Community Service Projects Conferences Competitions at local, region, and state levels Projects
FFA	Melanie Tucker	Make a positive difference in the lives of students by developing their potential for leadership, personal growth.	Conferences Team Competitions Summer Camp Hog Show
Y-Club	Claire Clayton	To create, maintain and extend throughout the home, school and community, high standards of Christian character	Conferences School and Community Projects "Y" Club Week
Jr. Beta	Clarissa Warren	National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students.	Fall Leadership Conference in Macon Beta Induction Hanging the flag daily
Student Council	Erin McMillian Jennifer Braziel	To maintain and develop an intellectually stimulating atmosphere for students and staff. To take action in the best interest of the student body.	Red Ribbon Week Teacher Appreciation Week
TSA	John Tuggle	Preparing members to be successful leaders and responsible citizens in a technological society.	Morning announcements Tech Day at the state Fair Conferences

4H	Jenny Sutton Phillip Edwards	To assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing citizens.	DPA Summer Camp/Activities SAFE Team Hog Show Jr. Conference
FCCLA	Denise Hamby	Students develop leadership and practice skills for life through personal development and community service activities.	Fall Leadership Conference Cluster Meeting, Camp FCCLA Day at the Capital STAR Events, State Meet
FCA	Drew Tankersley	Student led organization that focuses on caring for others and sharing with those in need.	At the Pole Fields of Faith

ATTENDANCE POLICY

The Irwin County Board of Education recognizes the importance of school attendance in attaining an education and expects students to be at school each day. Attendance is recorded in a student's permanent school record and the total days absent from school are recorded on all student transcripts.

State of Georgia Compulsory Attendance Law

1. 20-2-690.1 Mandatory education for children between ages six and 16.

2. Every parent, guardian, or other person residing within this state have control or charge of any child or children between their seventh and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, or a home study program; and such child shall be responsible for enrolling and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program...

3. ...under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences.

4. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.

5. Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. (Ga. L. 1945, p. 343, & 1, 10; Ga. L. 1969, p. 682, & 1; Ga. L. 1971, p. 264, & 1; Code 1981, & 20-2-690; Ga. L. 1983, p. 3, & 16; Code 1981, & 20-2-690.1, enacted by Ga. L. 1984, p. 1266, & 1.)

Attendance and Truancy Guidelines

Irwin County schools are taking the following actions to encourage school attendance and to discourage truancy:

1. A written excuse from a physician, parent or guardian, stating days missed and reason for absence shall be provided to the school by the **third** day after the student returns to school after an absence.
2. Compulsory Attendance Ages: "between 6th and 16th birthdays." Official Code of Georgia Annotated O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school including public, private and homeschooling. However, if a child is under 6 and has attended more than 20 days in a public school, he/she is then subject to the compulsory attendance laws (20-2-150(C)).
3. Under and by virtue of the school laws of this state, you are required to cause the continuous attendance of said child/children in a school. Failure to do so make you liable to the penalties provided therein. Violation of the law is a misdemeanor, and violation makes you subject to a fine of \$100.00 or 30 days in jail, or both at the discretion of the Court. Each day of absence from school in violation of this law shall constitute a separate offense.
4. Regular school attendance is mandated by the state and necessary for students to make adequate progress each year. As we are committed to each child's mastery of all essential skills, we will continue to closely monitor absences, tardies, and early checkouts.

We are asking our local law enforcement officials to take an active role in questioning school-age students whom they see on the streets or in other public places during the day who are not accompanied by a parent/guardian. These officials are being asked to return truant students to their appropriate school where school administrators will provide appropriate discipline.

State Board Rule 160-5-1-.10 delineates absences which all schools must consider excused. It also provides that school days missed as a result of an out-of-school suspension shall not count as unexcused for truncky purposes.

UNEXCUSED ABSENCES

After a student accumulates three (3) unexcused absences, a letter will be sent to parent/guardian informing him/her of the student's absences and the administrative and legal consequences of continued absence from school.
After a student (up to age 16) accumulates five (5) unexcused absences in a semester, a meeting will be required with the District Level Attendance Review Committee with the student (age 10 and above) and parents/guardians to review the student's attendance to date (absences, tardies, and early check-outs), attendance history, compulsory attendance law, and potential consequences and penalties for failure to comply and to sign an Attendance Contract. The School Social Worker will document attempts to work with the family on improving attendance to avoid a referral to the court system. ***After the 5 th unexcused absence, each additional unexcused absence warrants a separate offense. ***Failure to attend the District Level Attendance Review Board meeting could result in a referral to the School Social Worker for possible intervention.
Upon the 6 th or next unexcused absence, after signing the Attendance Contract, a Referral shall be made to the School Social Worker and a meeting will be required with the student and parents/guardians to review the student's attendance history and continue to work with the family prior to referring to the court system ***After the 5 th unexcused absence, ages through age 16, warrant issued for Parents and Child.
Upon the 10 th Unexcused absence, the students name will be submitted to the School Social Worker/Attendance Officer. The SSW will mail a letter to the parents informing them that non-compliance data is being submitted to the Department of Driver's Services. Consequences for students with 10 or more unexcused absences include, but are not limited to the following: <ol style="list-style-type: none"> 1. Parent/Student Meeting with administration; 2. DFACS Referral; 3. Warrant issued for Parent and/or child; 4. Referral to Disciplinary Tribunal for possible Alternative School Placement; 5. Loss of participation in extracurricular activities; 6. Referral to other services as appropriate (e.g. Mental Health, Parenting classes, etc.); 7. Appear before a placement committee to determine Promotion/Retention 8. In School Suspension 9. Lunch Detention 10. Other consequences as deemed appropriate by Administration.

EXCESSIVE ABSENCES (EXCUSED AND UNEXCUSED)

After a student accumulates a total of 5 (five) excused and/or unexcused absences, a letter shall be sent from the school to the parents/guardians requiring a meeting with the School Level Attendance Committee. ****The Committee will meet on the 4 th Thursday of each month.
After a student accumulates a total of seven (7) excused and/or unexcused absences: <ol style="list-style-type: none"> a.) A letter shall be sent from the school to the parents/guardians requiring a meeting with the School Administration to review the student's attendance history. b.) For any absence occurring after the seventh (7th) excused and unexcused, a Doctor's Note will be required. c.) And may result in a referral to the School Social Worker.
After a student accumulates a total of ten (10) or more excused and/or unexcused absences, possible consequences include but are not limited to: <ol style="list-style-type: none"> a.) A letter from the school to the parents/guardians requiring a meeting with the District Level Attendance Board. b.) A referral to the School Social Worker, DFACS and/or other outside agency. Every effort will be made to assist the family in improving their child(ren) school attendance. c.) Other consequences as deemed appropriate by Administration.

TARDIES

A student who arrives at school after the 8:00 a.m. tardy bell should report to the office for an admittance slip. If a student is more than 30 minutes late to class, the tardy will be counted as skipping for that class. Students will be excused for tardiness to school due to personal illness, family illness, medical appointments, or with administrative approval. Students should have notes from parents to verify tardiness. A student is tardy if not in his/her assigned place at the scheduled time for class to begin.

Students referred to the office and receiving an unexcused tardy will be handled as follows:

1. Three (3) unexcused incidences of tardiness will result in two days lunch detention and parent contact.
2. Six (6) accumulated incidences of tardiness will result in 3 days of after school detention and parent contact.
3. Nine (9) accumulated incidences of tardiness will result in Time Out.

EXCESSIVE TARDIES

1. After a student accumulates ten (10) unexcused tardies, a letter shall be sent from the school to the parents/ guardians requiring a meeting with the School Administration. Failure to attend this meeting may result in a referral to the School Social Worker.
2. After a student accumulates fifteen (15) unexcused tardies, a letter shall be sent from the school to the parent/ guardian requiring a meeting with the District Level Attendance Review Board. Failure to attend this meeting may result in a referral to the School Social Worker.

***Failure to attend this meeting may result in a referral to the School Social Worker.

EXCUSED ABSENCES

Excused absences shall include:

- Personal illness or when attendance in school would endanger the student's health or the health of others;
- A serious illness or death in a student's immediate family (mother, father, sister, brother, grandparent, or legal guardian) that necessitates absences from school;
- Celebrating special, recognized religious holidays observed by their faith, necessitating absence from school;
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school (high school). The first day for armed forces will be counted present.
- Conditions rendering school attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. § 20-2-692.1)
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

All work for excused absences must be made up within three (3) school days. Work that is missed for an unexcused absence will receive a grade of zero. The Georgia Department of Education requires that the school obtain a written excuse from parents when a child is absent from school. This excuse should be sent with the child on the day he/she returns to school. Excuses not received by the 3rd day of returning back to the Middle and High School will not be accepted. **This includes children going home from the clinic with or without a Nurse's note.** Excuses will be evaluated by the principal or a designee, to determine if the absence is excused or unexcused

ICMS CLASS SCHEDULE

Daily Bell Schedule

7:15-7:53	Breakfast
8:00-9:30	1st Block
9:33-11:03	2nd Block
11:06-1:02	3rd Block & Lunch
1:05-2:35	4th Block
2:38-3:15	Indian Time

Connection Schedule

8:00-9:30	8th Connection
9:33-11:03	7th Connection
11:06-12:35	6th Connection

Lunch Schedule

12:05-12:35	1 st Lunch
12:35-1:05	2 nd Lunch

EARLY CHECKOUT/LEAVING SCHOOL

A Middle School student wishing to leave school early must be signed out in the office by a parent/guardian stating the reason and time. **ANY STUDENT WHO LEAVES CAMPUS WITHOUT PROPERLY SIGNING OUT MAY FACE DISCIPLINARY ACTION and/or referral to School Social Worker.**

After a student accumulates five (5) unexcused tardies/early check-outs, a letter shall be sent from the school (by the student) to the parents/ guardians reminding the parents of State Attendance mandates and the local attendance policy.

MOVING

- It is important that families keep the office informed of any change of address or telephone numbers both at home and at work, before a student transfers to another school from ICMS.
- A student planning to withdraw needs to secure a withdrawal form from the school counselor.
- Before records can be finally cleared and closed, students must have returned all books and paid all fines and monetary obligations.
- Any student who fails to withdraw properly will not receive recommendations, transcripts, etc., until he/she officially completes the withdrawal requirements.

HOSPITAL HOMEBOUND SERVICES (HHB) O.C.G.A. 160-4-2-.31 (effective 11/24/09)

Hospital/Homebound (HHB) Services – academic instruction and other services provided to eligible students who are confined at home or in a health care facility for periods of time that would prevent normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis.

- HHB Services are available to students who need to be absent from school for a minimum of ten (10) consecutive days because of a non-communicable disease or illness.
- HHB Services must be requested through the school office by the student and parent/guardian.
- A completed written medical referral form signed by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented must be submitted to the LEA for HHB services to be considered.
- Following approval of HHB services, a meeting will be required including the student, parent/guardian, administration, and all classroom teachers to develop an Educational Service Plan (ESP), discuss services and expectations. The ESP shall include a school re-entry plan.
- A student who is on the Hospital Homebound Program is counted present in school. Work is assigned by the classroom teachers.

CAFETERIA

The school cafeteria serves breakfast and lunch. For this school year breakfast and lunch will be provided to the students at no cost. Any additional purchases during these meals will be as follows:

Prices: Breakfast \$1.50, Lunch \$3.50.

Also, ala cart items will be sold. Prices for these items will vary. Extra milk is .35 per carton. Mrs. Jenelle Ellison is the Cafeteria Manager.

PROMOTION POLICY

Students who meet the following criteria at the end of the year will be eligible for promotion:

1. **Students may not fail more than 1 academic class per year.**
2. **Students must meet attendance guidelines.**

In addition to aforementioned requirements, Eighth Grade students must meet or exceed the state standard in Reading and Math on the State mandated End of Year Testing in order to be promoted to the next grade. Students not meeting the state standard on the State mandated End of Year Testing will be given an opportunity for accelerated, differentiated, or additional instruction prior to a retesting opportunity. Students who do not achieve grade level scores on the second administration of the State mandated End of Year Testing or who do not take the second administration will be retained.

GRADES

A student's report card, showing progress in each class, is prepared each period of the school year. The Irwin County grading scale is as follows:

90-100	A - Excellent Achievement
80-89	B - Above Average Achievement
70-79	C - Average Achievement
0-69	F - Failure to Achieve

Grades will not be part of the ICMS discipline plan.

FINES AND FEES MUST BE CLEARED BEFORE STUDENTS RECEIVE THEIR REPORT CARD.

School Counselor

The school counselor is here to help students. A student may sign up for an appointment. A pass will then be sent to let the student know when his/her appointment has been scheduled. Parents may want to talk with teachers or a counselor concerning grades, adjustment problems, course requirements, or other areas of concern. They may make an appointment with the counselor by calling the school.

HOMEWORK

It is our policy to give homework. It will not be so excessive as to interfere with normal activities at home. Please give 24 hours notice for homework to be gathered if a student has been absent for more than 3 days. For absences less than 3 days, students are responsible for requesting assignments.

Make-up Work: Students with excused absences must complete all makeup work within 3 school days after returning -- unless the student has been absent for an extended period of time. In this case, the teacher will set the deadline. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST THE MAKE-UP WORK.** If a student is on a school activity, the work must be made up to the time specification of the teacher.

LIBRARY/MEDIA CENTER

The Media Center is for the use of all students and staff for reading, studying, and research. The librarian and media assistants are here to help students with their research and reading needs; however, students are expected to learn how to use the library system and to keep up with their library accounts online. Students are required to behave responsibly while entering or using the Media Center.

The Media Center operating hours:

Monday-Thursday.....	8:00-3:30
Friday.....	8:00-3:15

General regulations for Media Center Use and Enjoyment

1. Enter the Media Center quietly and orderly. **Do not enter the Media Center during class change unless you need to use the Media Center.** The Media Center is not a passageway. Use the breezeways and middle and high school hallways to navigate throughout the building.
2. Students must have a **pass** from their teacher in order to enter the Media Center during a class period or block; this includes homeroom or extended learning. A student cannot choose to go to the Media Center rather than report to class. To do so is considered skipping class.
3. Students must **sign in** and out correctly at the sign-in station computer at the circulation desk.
4. Students should be considerate of others by refraining from excessive talking.
5. **No eating or drinking** is allowed in the Media Center.

Computers

There are several desktop computers and a class set of laptops available for student use in the Media Center.

1. The laptops will be reserved for whole-class use. Individual students should use the desktops first.
2. Students may use the Media Center computers only for educational purposes.
3. There are three dedicated desktop computers: one for searching the library catalog, one for signing in and out, and one for self-check in of books.

Circulation (Checking in and out materials)

1. The circulation desk is available for checking out materials, paying fines, and most other library needs. **Students should check the circulation desk first.**
2. Students must present their **student ID cards** to check out a book.
3. At parents' discretion, there is a form that may be completed and signed in order for middle school students to have permission to check out "high school only" books.
4. Students are responsible for returning books on or before the due date **listed in their online library account** (available by logging into <https://irwin.follettdestiny.com> with their network username and password). Ebooks are also available for reading online or checking out to personal computing devices through Follett Destiny.
5. **Students are responsible for checking in their own books.** A self-check in station is provided for this purpose. Students must:
 - a. Scan the library barcode on the book.
 - b. Check that the book title appears on the computer screen.
 - c. Place the book on the cart to be shelved.
 - d. If assistance is needed, please ask.
- e. **Students are responsible for all fines for books that are not properly checked in**, even if the book is later found in the Media Center.
6. Fines for overdue books are **10 cents per school calendar day**, per book, beginning with the first day the book is overdue. Fines will be waived only for emergency-type **excused** absences. Students who are aware of upcoming absences (field trips, etc.) should plan accordingly.
7. For student convenience, one username and password is used to log into the ICSS network, Follett Destiny, and Renaissance Place (AR/STAR). The fine for excessive password requests is 25 cents per request.
8. Students are responsible for keeping up with their library materials. **Lost or damaged materials must be paid for by the student to whom the material was issued.** Money paid for a lost item will be refunded if the item is found in good condition within the same school year the fine was paid.
9. Any student who owes a media fine will not be allowed to check out materials, use the library computers, or obtain his or her report card until the matter is resolved.
10. The librarian welcomes student and teacher input regarding materials to be purchased for the media center.

LOCKERS

Each student is assigned a locker for storage of supplies when they are not in use. Lockers are school property and should not be abused. Locker rental fee is \$5.00 for the year. The locker and combination shall not be shared with another student. Students cannot change lockers without the approval of the principal. **The Administration reserves the right to search all lockers and students if, in the opinion of the Administration, there may be articles in the student's possession that may be detrimental to the student or the student body as a whole. All lockers and cars are subject to search by school officials at any time without prior notice.**

FITNESSGRAM

As a result of Georgia House Bill 229 (also known as the SHAPE Act) all students in grades 1-12 will participate in a fitness assessment. FITNESSGRAM was selected by the Georgia Department of Education because it measures only those areas of fitness related to the health of students. The FITNESSGRAM Assessment does not compare your student to anyone else, nor does it measure skill or athletic performance. Rather, it compares your student to health standards that have been established by researchers as the level of fitness all students should reach in order to attain health benefits.

NO PASS - NO PARTICIPATE

The Irwin County Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students in the school system. The school system supports the academic curriculum by making available to students a series of extracurricular activities. The Board approves the offering of extracurricular activities subject to reasonable rules and regulations concerning eligibility to participate and subject to the provision that participation in such activities does not interfere with the academic achievements of participating students.

Requirements: For students participating in extracurricular activities in grades 6-8:

1. For the purpose of this policy, the grading period will be a semester.
2. Eligibility for 1st semester activities will be based on the prior year's guidelines.
3. Students participating in extracurricular activities may not fail more than 2 classes taken in the semester immediately preceding participation.
4. All students participating in an extracurricular activity in grades 6-8 must take 4 academic subjects during the semester of participation and 2 connection classes for a total of 6 classes.
5. All individual or group practice of interscholastic athletics for grades 6-8 must be conducted after the end of the 6-hour academic school day.
6. Out-of-season group practice for all extracurricular activities in grades 6-8 is prohibited except for 15 days of spring practice for football, which may include only an intra-squad game. Spring football practice may not conflict with any other spring sport or final examinations.
7. Coaches, teachers, or sponsors of all extracurricular activities shall not require students to participate in any out-of-season program (including summer) as a condition of school-year participation.
8. Students in grades 6-8 must be "on track" for grade promotion according to local promotion policies.
9. Retention of students for athletic purposes (red shirting) is prohibited.
10. Group practice for students in grades 6-8, for any extracurricular activity on a day preceding a school day, may not begin prior to the end of the regular school day and must end by 7 p.m.

*****ALL INDIVIDUALS WHO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS IN GRADES 6-8 MUST HAVE AN ANNUAL PHYSICAL EXAMINATION BY A MEDICAL DOCTOR BEFORE PARTICIPATION IN ANY PRACTICE. THE PHYSICAL EXAMINATION MUST BE ON FILE AT THE SCHOOL.**

Special provisions

1. Special Education students must meet the eligibility requirements of regular students, except the courses passed must be according to the student's IEP (Individualized Education Plan). This policy became effective beginning with 1987-88 school year, except as noted.
2. Local boards of education are authorized to allow schools within their jurisdiction to join the Georgia High School Association for the purpose of formulating and enforcing uniform rules of eligibility and play. Nothing shall be deemed to authorize the use of state or local tax dollars for membership in GHSA.

IRWIN COUNTY MIDDLE SCHOOL COUNCIL

The Georgia General Assembly approved House Bill No. 1187 during the 2000 session. Part of this legislation includes the establishment of School Councils in all public schools. The meeting times and dates for the Irwin County Middle School Council will be announced in the local newspaper. The Irwin County Middle School Council will meet a minimum of four times yearly.

PUBLICATION OF STUDENT IMAGES

Students may be photographed, videotaped, or interviewed by news media or school officials at school or at a school activity or event and such photographs, interviews, and videotapes may be published, including Internet publication. Any parent, or guardian who objects to his or her student being photographed, videotaped, or interviewed, must present that objection in writing to the principal of the school within 10 days after the student's enrollment date.

STUDENT DRESS CODE

The standards of appearance for pupils shall ensure that the pupils are clean, neat, and properly dressed. They shall observe modes of dress, style of hair, and standards of personal grooming in conformity with the studious atmosphere necessary in school, **and within the operational guidelines set forth by the Irwin County Board of Education. The Administration reserves the right to add or delete from the student dress code at any time in order to stay abreast with styles.**

1. Hairstyles must conform to acceptable grooming styles and standards, which are basically concerned with moderation, cleanliness, and are non-disruptive by nature to the learning environment. This includes, but is not limited to, extreme hair lengths, noticeable and disruptive hair designs that include rubber bands, or styles deemed to be a personal health hazard.
2. Proper and acceptable undergarments must be worn at all times and in a manner not to be seen.
3. Shirts must be buttoned up appropriately and **sleeveless shirts must cover shoulders.**
4. Suspenders, if worn, must be worn properly.
5. Appropriate shoes must be worn at all times.
6. Skirts, dresses, and shorts must be no shorter than 3 inches above the knee, front and back.
7. Jewelry and other costume items must be worn in an appropriate manner and under the approval of the administration.
8. All pants must be worn at the top of the hipbone or the natural waistline which is one inch below the navel.

THE FOLLOWING ARE NOT ACCEPTABLE:

1. Clothing or jewelry that advertises drugs, tobacco, or alcoholic beverages.
2. Clothing or jewelry that bears pictures, patches, or wording that is vulgar, distasteful, offensive, or suggestive.
3. Tank tops, fishnet shirts, halter-tops, strapless, or spaghetti-string tops or dresses, muscle shirts, or shirts that show bare midriffs. Any see-through clothing is unacceptable.
4. Dresses or tops showing cleavage.
5. Leotards, sweat pants, or pants and/or skirts/dresses that are too tight.
6. Bandanas, combs, sunglasses, and hair rollers. Habitual violators will have these items confiscated.
7. Bare feet and bedroom shoes.
8. Clothing bearing holes, tears. Pants or jeans may not have any holes or tears above the knee with any skin showing.
9. Sagging pants, pajama bottoms, coveralls, or jumpsuits.
10. Coats or jackets that fall below the knee.
11. No visible body piercings for any student with the exception of earrings.
12. Chains that could possibly be used as a weapon. Examples: wallets with chains, dog chains, etc.
13. Shorts that do not meet the dress code may not be worn. Shorts must be no higher than 3 inches above the top of the knee, front and back and must be decent when seated.
14. Short shirts that come to the belt line, but not long enough to tuck in or shirts that rise up when a student is seated.

A student will be asked to return home and change clothes or call a parent or guardian to bring appropriate clothes, if found to be in violation of this dress code or if the administration deems the mode of dress inappropriate for a school setting. If a parent or guardian cannot be reached, acceptable dress may be issued for the student to wear for the remainder of the day.

***** The dress code will be strictly enforced.**

STUDENT EXPECTATIONS IN THE CLASSROOM

1. Be prompt to class.
2. Be prepared for class. Bring needed supplies.
3. Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom. Students are expected to adjust to different teacher expectations.
4. Be courteous. Use appropriate language.
5. Be neat in your appearance. Appropriate clothing is expected at all times.
6. You are expected to complete and turn in all assignments on time. If you are absent, be sure to make arrangements to make up missed work. (3 days)
7. You need a hall pass from your teacher or support staff to be out of class.
8. If you need assistance or help, be sure to see your teacher, your counselor or an administrator.

We are committed to teaching the other three "R"s: Responsibility, Respect and Personal Regard. We can best accomplish this goal by working together as a team. Our expectations are high, but we believe that ICMS students are capable of meeting them.

TEXTBOOKS

Textbooks are loaned free of charge to all students. Books will be checked for damage beyond normal wear and tear at the end of the school year. Students are expected to pay for lost or damaged books. Students who lose or damage a book should plan to buy a new one if more than 5 school days go by without the book being found. A refund will be issued if the book is later found. All textbook fines must be cleared before promotion to next grade and/or enrollment.

TRANSPORTATION

Riding the school bus is a privilege given to students, which can be withheld at any time for disruptive, unsafe, or unsatisfactory conduct. All students are subject to jurisdiction of the school while traveling to and from school. If a bus is delayed for any reason, students should remain at their bus stop. Another bus will be sent to pick students up. **NO BALLOONS OR GLASS CONTAINERS OF ANY KIND ARE ALLOWED ON BUSES.**

OTHER

1. **TELEPHONE:** A student must have a note from a teacher to use the phone.
2. **DISPLAY OF SIGNS:** All signs must be approved by the administration.
3. **FIELD TRIPS:** Students must have parent and administrative approval in writing. Students failing 2 or more classes will not be allowed to attend field trips unless approved by an administrator. Students missing more than 5 days of school will not be allowed to attend field trips unless approved by an administrator.

BOOK BAGS

Book bags can be an invaluable tool for students to use in transporting books to and from school. Book bags also can be a security risk. Irwin County Middle School allows book bags to be brought to school, however a student must leave the bag in his/her locker during the school day *** **No rolling book bags will be allowed on the ICMS campus unless a medical excuse has been received by administration.** Pocketbooks or any bags fall into the same category as book bags and should be left in the student's locker during the school day. This policy is for the safety and welfare of all faculty, staff and students at ICMS. Habitual violators of this policy will have their book bag/pocketbook confiscated and a parent conference will be required for the bag or pocketbook to be returned.

DISPENSING MEDICATIONS

All medications will be dispensed through the Nurse's office. Medication will only be dispensed with written permission and instructions either from the parent/guardian or physician. All medications must be kept in the original container with proper identification, and should be brought to the office immediately upon arrival on campus. Students should not keep any medicine with them, except asthma inhalers as deemed necessary by student's doctor or school nurse.

HONOR ROLL REQUIREMENTS

ACADEMIC HONOR ROLL - Students must make a grade of 90 or above in each academic subject per each nine weeks to be eligible for the academic honor roll. Academic subjects include math, science, social studies, reading and language arts. Connections classes are not included for academic honor roll.

MERIT HONOR ROLL - In order for a student to be eligible for Merit Honor Roll, the student must achieve a grade of 85 or above in each academic class taken per each nine weeks. Classes include math, science, language arts, reading and social studies. Connection classes are not included for Merit Honor Roll.

ICMS Honor's Day will be held the next to last Thursday of the school year. Grades will be cut off for Honor's Day purposes at the end of the 3rd nine weeks grading period.

Response to Intervention:

Response to Intervention is a continuum of evidence-based, system-wide academic and behavioral practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each student to achieve high standards. Support is provided through a multi-tiered intervention system including the following components:

- Tier 1: Standards-Based Classroom Learning
- Tier 2: Needs-Based Learning
- Tier 3: Student Support Team (SST) Driven Learning
- Tier 4: Specially Designed Learning

Child Find:

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay in order to provide free and appropriate Special Education Services. Irwin County Schools serves children ages 3 through 21 with identified Special Education needs.

Parents/guardians of students who suspect their child may have a disability should contact the teacher, principal or the school's Student Support Team leader.

Exceptional Student Education:

Special Education services are provided to meet the needs of students with disabilities. Programs are provided for students in all disability areas recognized by the State of Georgia. Programs are provided based on the identified needs of each student. If your child has a learning or behavior problem, or if you suspect that your child has a disability, you should contact the principal or Student Support Team leader at your child's school, or contact Mrs. Tammy Sellers, Irwin County School System Special Education Director.

Under provisions of the Georgia Special Needs Scholarship, parents of student who receive Special Education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of Education website at www.gadoe.org, or contact Irwin County School System Special Education Director, Mrs. Tammy Sellers at (229) 468-9510.

504:

Section 504 protects all qualified students with disabilities, defined as those persons having a physical or mental impairment which substantially limits one or more major life activities (Caring for one's self, Performing manual tasks, Walking, Seeing, Hearing, Speaking, Breathing, Working, Learning).

Parents or guardians of students who have reason to believe their child may have a disability as defined under Section 504 and may require special accommodations in the general education setting should contact the school's principal, counselor, or Irwin County School System 504 Director, Mrs. Leslie Young at (229) 468-5517.

GIFTED EDUCATION - In order for a student to qualify for the gifted program, three of the four categories below must be met:

1. Mental Ability - 96 percentile
2. Achievement - 90 percentile on total battery or total math or total reading
3. Creativity - Standardized test-90 percentile total battery or three or more school generated products/performances with a score of 90 or above on a scale of 1-100
4. Motivation - GPA at or above 3.5 (on a 4.0 scale) over the previous two years or standardized motivational rating scale with a score of 90 or above on a scale of 1-100

Students in grades K-12 in the Irwin County School District who demonstrate a high degree of intellectual, academic and/or creative ability are provided with special instructional services by the Program for Gifted Students. Eligibility criteria for placement are determined by the State Board of Education. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities.

For a summary of eligibility criteria or for further information about Irwin County's Program for Gifted students, please contact the gifted education teacher(s) at your child's school or Mrs. Tammy Sellers, system Gifted Program Coordinator at 468-9510. The Irwin County School System gifted Manual is also available on the Irwin County School System website.

JUNIOR BETA

A Junior Beta member must be a good citizen in the community and in the school as well as maintain a good moral character. They must also exhibit a good caring relationship with fellow students and be willing to work on community projects. According to National Beta Club Constitution and By Laws, all students must perform on or above grade level.

All seventh and eighth grade Jr. Beta members will be expected to attend state conference in the fall. A fall fundraiser will be held and if they choose to participate, their cost for state conference will be reduced.

Seventh graders must have a 90 academic average at the end of the first semester. A child having a 90 academic average will be invited to become a member of Jr. Beta. A child who has an 89.6 average will not be invited into Jr. Beta. At the end of each 9 weeks, GPA's will be checked and any student not maintaining an average of 90 will be dropped from Beta. There will be **NO** probation.

Eighth graders must maintain a 90 academic average at all times. Seventh and Eighth grade semester averages will be divided by 3. At the end of each 9 weeks, GPA's will be checked and any student not maintaining a 90 average will be dropped

from Beta. A student having a 90 academic average will be invited to become a member of Jr. Beta. A student who has an 89.6 average will not be invited into Jr. Beta. There will be **NO** probation.

VISITORS ON CAMPUS

All visitors must first report to the office to sign in. **No visitors are allowed on campus without obtaining permission and being issued an official visitor's pass.** Students are not allowed to bring other students from another school as a visitor to spend the school day.

BEHAVIOR EXPECTATIONS

Students who have progressed to middle school level should conduct themselves properly. The school, however, must identify and communicate to the students and the parents what is acceptable behavior and what is unacceptable behavior, as well as the consequences these bring.

Irwin County Middle School has defined and shaped desirable behavior within a code of conduct/discipline policy as mandated by Georgia Code Section 160-4-8-15. The code of conduct/discipline policy specifies behavior that is accepted or prohibited in the school as well as in any settings that are related to the school including, but not limited to school bus, athletic events, field trips, fairs, and other school-related functions. Our code of conduct/disciplinary policy is reviewed yearly by a committee of teachers and parents to determine appropriateness of the policy and make suggestions for improving the effectiveness of the policy.

In accordance with O.C.G.A. 20-2-751.5(c), any student who engages in off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process shall be disciplined at the discretion of the principal or his designee and may range from ISS, Long-term suspension, or expulsion.

The acts which must be reported to law enforcement officials include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/transfer of marijuana or illegal drugs, and certain sexual offenses. Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

CODE OF CONDUCT

Irwin County Middle School expects certain behaviors from our students. But we do not assume that all students have had sufficient instruction and practice in utilizing particular character traits related to misbehavior. Our goal is to make sure that codes are written in clear and concise language so that students and parents understand the expectations, and teachers and administrators responsible for administering them can act swiftly and with authority. These behaviors are:

- Demonstrate respect for self and others.
- Demonstrate courtesy to others. Use appropriate language.
- Behave in a responsible manner.
- Attend class regularly.
- Be prepared for class. Bring necessary supplies.
- Take the course of study seriously. Be on time for class, follow all teacher directions, and complete all assigned work on time. Teachers, administrators, and tutors are available for extra help if students are having difficulties in class. Ask for help.
- Dress appropriately. Be neat in your appearance.
- Cooperate with school officials.

Irwin County Middle School focuses on the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, compassion, courtesy, self-control, self respect and virtue.

BEHAVIOR

Each academic grade will establish a specific behavior process for the students. This process should be followed before a student is referred to the office.

CHRONIC DISCIPLINARY PROBLEM STUDENTS (20-2-765)

Students that have exhibited behaviors that repeatedly interfere with the teacher's ability to conduct his or her class in an effective manner, interferes with the learning process of others or continually creates an unsafe environment for other students may be identified as being a chronic disciplinary problem. Students falling in this category must be placed on a Disciplinary and

Behavioral Correction Plan that may include any or all of the following:

1. Referral to Student Support Team
2. Administrative conference with parents and student
3. Referral to school counseling services
4. In-School Suspension assignment (or additional days as needed)
5. Possible referral for psychological testing
6. Possible referral to Student Disciplinary Tribunal for placement in Alternative School
7. Police may be notified

Disciplinary action will be determined by considering a number of factors, including student's discipline history, degree of premeditation, impulse, or self-defense, age, disability, and cooperation/remorse.

These steps are taken in addition to the five-step process set forth for the academic team.

HOUSE BILL NO. 605

Under Georgia law (O.C.G.A. & 20-2-738) a "teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom." A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the Code of Conduct. Should a teacher, exercising this authority, remove a student from class, the principal or a placement review committee will determine the proper temporary and permanent placement for the student. This process may take up to three days. Parents will be notified whenever a teacher exercises his or her authority to remove a student from class.

Procedure for students reporting instances of alleged inappropriate behavior by teacher or other school

personnel: 20-2-751.7. State mandated process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel; notice of process; training; investigations.

Summary:

This law addresses falsified reports of inappropriate behavior of educators toward students, establishes a complaint procedure, requires notice of the procedure in teacher and student handbooks, provides for statements to the media, and provides penalties for students who falsify reports.

Requirements:

- Student codes of conduct must add falsifying, omitting or erroneously reporting information regarding alleged inappropriate behavior of school personnel toward a student.
- PSC must establish a state mandated process for students to report such claims, the process must reserve the right of the students to report to law enforcement, and the bill requires publishing the process in teacher and student handbooks.
- If the report is deemed unsubstantiated, the LEA shall, at the request of the employee, submit a written statement to that effect to the media outlets that previously reported the claim.
- A student over 10 years old who falsely reports with malice can be punished by:
 - *Court ordered community service, or any other court sanction;
 - *Suspension or expulsion from the school system; or
 - *Both court and school penalties.

DISCIPLINE POLICY (20-2-751)

Consequences and punishments for unacceptable behaviors are specified in a progressive discipline policy. This discipline policy is necessary in order to maintain a safe environment in which every child can learn. Unacceptable behaviors **WILL NOT BE TOLERATED** and will result in age-appropriate corrective action as specified in the discipline policy below. Students will also engage in character-building activities that will help to develop those traits necessary to avoid future behavior violations.

*****It is the preferred policy of the Irwin County Board of Education that chronically disruptive students are placed in alternative education settings in lieu of being suspended or expelled.**

State Laws regulating Student Disciplinary Tribunals O.C.G.A 20-2-751, 20-2-752, 20-2-753, 20-7-754, 20-2-755, 20-2-756, 20-2-757, 20-2-758

Each local Board of Education shall observe Georgia Law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to the above mentioned statutes and shall honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. 20-2-751.2. In addition, each local Board of Education shall make available to all qualified student disciplinary hearing officers and disciplinary tribunal or panel members the initial and ongoing tribunal training course prior to the individuals serving in such capacity.

LUNCH DETENTION

Students will be assigned lunch detention for some behaviors. Students will be in lunch detention room from the beginning of their respective lunch time until the end of that lunch. Student will be advised at least one day before the assignment by teachers or principal. Student will eat a boxed lunch prepared by lunchroom staff.

AFTER SCHOOL DETENTION

Students can be assigned after school detention by teachers or administration. After school detention is from 3:15-4:15.

TIME OUT-

Students can be assigned Time Out by administration. Time Out can be for 1 or 2 blocks and is served in the ISS room.

IN SCHOOL SUSPENSION

The Irwin County Middle/High School provides a program for students who cannot function in a regular classroom because of behavior problems. The program is to be operated in a strict, rigidly disciplined environment. Any student accumulating more than 15 days ISS may be referred to Student Disciplinary Tribunal for possible placement in the Alternative School. More information may be obtained from the office.

IN SCHOOL COMMUNITY SERVICE

Students will improve the looks of the campus by picking up trash, erasing graffiti, or helping with lunchroom cleanup during school time.

OUT OF SCHOOL SUSPENSION

Following any suspension from school, a parent conference may be held prior to the student being readmitted to class. Makeup work is not allowed for home suspensions. **STUDENTS SUSPENDED FROM SCHOOL MAY NOT PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.**

ADMINISTRATIVE PROGRESSIVE DISCIPLINE PROCESS**Guiding Principles**

Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior. Inappropriate behaviors are followed by consequences and are substituted with those behaviors that are consistent with the 27 Georgia character traits. Parents are viewed as integral partners when addressing students' misbehavior. Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the school's Student Support Process.

Disciplinary action shall be in compliance with policies approved by our local school board and due process required by federal and state law will be followed.

Students that are referred to the Principal's office at ICMS will be subject to the stated policy below. ****Administrative policy and procedures may change as deemed necessary.****

LEVEL 1 OFFENSES – Minor acts of misconduct, which interferes with the orderly functioning of the school day.

1. NOT TURNING IN ASSIGNMENTS\CLASSWORK

1st – Classroom Discipline Policy. **Parents should be notified.**

2nd – Classroom Discipline Policy. **If this becomes a habitual problem, a parent conference will be required.**

3rd and on – Could result in Administrative or Connections Detention. **Parent will be notified.**

2. DRESS CODE VIOLATION

Discipline for **any dress code** violation:

Opportunity to correct dress by calling parent or by wearing appropriate dress provided by school. Anytime away from class will be unexcused and any assignment missed will not be allowed to be made up.

*Third time violators of the three (3) inch shorts/skirts rule will not be allowed to wear shorts/skirts for the remainder of the semester.

3. GUM CHEWING

Each teacher should use his/her individual rules in dealing with students who chew gum.

4. HORSEPLAYING/ROUGHHOUSING

1st – 1 day lunch detention Parents may be contacted. Teacher should handle.

2nd - Subsequent episodes will be referred to the office where administrator will assign punishment not limited to

detention, Time-out or ISS

5. RADIOS, MP3 PLAYERS, GAMES, CAMERAS, TOYS, LASER POINTERS, HEAD PHONES, ETC.

Not allowed at school unless the Team Leader or Administrator grants permission. No camera use on campus is ever permitted without prior approval. This is a violation of privacy laws. Any item brought without permission will be confiscated for five school days.

6. ELECTRONIC DEVICES/CELLULAR DEVICES/SMART WATCHES

Georgia State Law (OCGA 20-1183) prohibits the possession and use of all cellular and communication devices during instructional hours. Instructional hours are defined by ICMS as 7:53 am to 3:15 pm.

Cell phone use is prohibited without permission. When students are released at the end of the school day, cell phones will be permitted in all locations.

- Upon entering the classroom, the student is required to place his/her cell phone into the “phone holder.” The phone will stay safe and secure in the holder until all classroom activities have been completed.
- Cell phones will only be used at times and for purposes directed **by the teacher**.
- Should the student be caught violating the rules above and/or engaging in activities that are obviously inappropriate for cell phone use in the classroom, the following will occur:

1st offense-Teacher(s) take the phone and the student may collect his/her phone after class.

All other common areas, not limited to the Gym, Cafeteria, Hallways, Connections, Library, Restrooms, Auditorium, etc. will result in administrative collection until end of the day.

2nd offense- Teacher(s) takes the phone. **Additionally**, parents/guardians will be contacted. The student may collect his/her phone at the end of the school day from administration.

3rd offense and beyond-The student will receive an office referral and the phone will be turned in to the office. The parent may collect the student’s phone anytime after the end of the school day.

- Refusal to give up the phone will automatically result in the 3rd offense.
- Additionally, the teacher reserves the right to ban any student from cell phone usage in class at any time should the cell phone misuse be overwhelmingly inappropriate.

LEVEL II OFFENSES – Intermediate acts of misconduct, which may require administrative intervention.

1. CHEATING/PLAGIARISM

Cheating of any kind will result in a form of punishment deemed appropriate by the student’s teacher and school administrator. A “0” will be given for any assignment when a student is found cheating.

1st - possible grade of 0 and parent contact

2nd- grade of 0, office referral and Parent/Guardian conference with administrator

3rd- grade of 0 and office referral, possible ISS/OSS

2. DISRUPTING CLASS OR DISRUPTIVE BEHAVIOR (ANYTIME ON CAMPUS)

1st –2 days of Time out, parent contact

2nd – 2 days ISS; parents notified and student placed on a behavioral contract.

3rd – 4 days ISS; parent conference required before student returns to school and a violation of behavioral contract could result in possible tribunal.

3. DAMAGING SCHOOL PROPERTY (G.A.20-2-753)

Restitution and clean up if accidental; intentional damage will result in restitution and ISS; parents and police may be notified.

4. OBSCENE LANGUAGE/GESTURES/RACIAL SLURS

1st –2 days of Time out, parent contact

2nd – 2 days ISS
 3rd - 4 days ISS; Parent conference required.

5. PUBLIC AFFECTION

1st – Warning. Parents contacted.
 2nd – 2 days lunch detention. Parents contacted
 3rd – 2 days ISS. Parent conference required.
 *** A more severe punishment may be given depending on the circumstances.

LEVEL III OFFENSES – Serious acts of misconduct requiring referral to Administration

1. SKIPPING CLASS/NOT IN ASSIGNED AREA

1st – 2 days ISS. Parents notified. *
 2nd – 4 days ISS. Parents notified. * Parent conference required and student placed on a behavioral contract.
 3rd – 6 days ISS. Parent conference required before student returns to school and a violation of behavioral contract could result in possible tribunal.

2. ARGUING OR THREATENING ANOTHER STUDENT(SUCH AS THREATENING TO BRING A KNIFE OR GUN TO SCHOOL)/CAUSING DISRUPTION TO THE SCHOOL ENVIRONMENT/VERBAL ASSAULT/DISRESPECTFUL CONDUCT TOWARDS OTHER STUDENTS (G.A. 10-2-751.5)

1st – 2 days ISS. Parents notified. *
 2nd – 4 days ISS. Parents notified. * Parent conference required.
 3rd – 6 days ISS. Parent conference required. May be referred to Student Disciplinary Tribunal for possible placement in Alternative School. *More ISS time may be given, or other punishment deemed necessary by Principal.

3. COMPUTER MISUSE

Users are expected to exercise responsible behavior when on the Internet. Responsible behavior includes, but is not limited to the following: being courteous, following rules established by other groups on the Internet, using the Internet as a resource tool, avoiding inappropriate language and obscene material and staying on task. Logging in under another person's ID is a form of stealing and will be treated as such. Punishment will be 2 days ISS.

Damaging a computer intentionally (removing keys from keyboard, removing the ball from the mouse, or any other intentional damage) will result in ISS or home suspension based on severity and extent of damage. Restitution or a plan of repayment will be required before the student returns to school. Police may be notified and a parent conference is required. Use of Internet to view or disseminate obscene material will result in termination of student's Internet use and further discipline as deemed necessary by Administration. Students will receive a copy of the Irwin County Internet Policy. Students and parents will be required to sign an Internet Permission Form.

4. DESTROYING OR DAMAGING STUDENT, TEACHER, SCHOOL OFFICIAL, OR SCHOOL EMPLOYEE'S PROPERTY (Intentional) (20-2-753)

1st – 2 days ISS. Restitution required. Parents contacted.
 2nd – 4 days ISS. Restitution required. Parents contacted.
 3rd – 6 days ISS. Restitution required. Parent conference. Police may be notified.
 Substantial damage caused on school premises will result in ISS assignment, referred to Student Disciplinary Tribunal.

5. DISRESPECTFUL CONDUCT, VERBAL ASSAULT, THREATENING, OR EXTREME PROFANITY OR DEFIANT BEHAVIOR TOWARD SCHOOL OFFICIALS. (INSUBORDINATION) (G.A. 20-2-751.5)

Minimum of 2 days ISS will be given for minor offenses. Flagrant disrespect will automatically carry a penalty of 10 days at ISS. A parent conference is required before the student returns to school. Students may be referred to the Student Disciplinary Tribunal. Police may be called.

6. FIRE ALARM – INTENTIONAL – Will be reported to the Department of Juvenile Justice.

1st – 2 days ISS.
 2nd – Referred to Student Disciplinary Tribunal; Student will remain in ISS until Tribunal convenes.

7. BULLYING: (G.A. 20-2-751.4)

A STUDENT SHALL NOT BULLY ANOTHER STUDENT. In accordance with O.C.G.A. 20-2-751.4, it is the policy of the Irwin County Board of Education that bullying of a student by another student is prohibited.

Bullying of a student by another student is prohibited. As used in this Code section, the term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- A. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- B. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;
- C. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b) Has the effect of substantially interfering with a student's education;
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of the school.

The parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying will be notified (New HB, 6/10).

Any Offense: Discipline for any act of bullying shall be within the discretion of the principal or principal designee, which may range from ISS, Out of School Suspension, or referral to the ICMS Disciplinary Tribunal.

8. TOBACCO, TOBACCO PRODUCTS, CIGARETTE LIGHTER, ELECTRONIC CIGARETTE OR VAPOR DEVICE, AND DRUG PARAPHERNALIA

Use of tobacco and/or a tobacco product or electronic cigarette or vapor device by students on school property or at school functions is prohibited.

1st – 2 days ISS. Parents contacted and confiscation of prohibited item(s).

2nd – 4 days ISS. Parent conference required.

3rd – 6 days ISS. Parent conference required.

***** - 2 additional days of ISS added for each subsequent occurrence.**

9. STUDENTS LEAVING CAMPUS WITHOUT PERMISSION (RUNAWAYS)

Any student leaving campus without permission will be considered a runaway. The following actions will be taken:

1st offense – 5 days ISS, parents contacted and police notified.

2nd offense – Referred to Student Disciplinary Tribunal for possible placement in Alternative School; student will remain in ISS until Tribunal convenes; parents and police notified.

LEVEL IV OFFENSES – The most serious acts of misconduct that require immediate referral to Principal and may require use of outside agencies and law enforcement. Criminal penalties may be imposed.

1. EXTORTION

Any student who threatens or otherwise uses extortion against another student for payment of money or property will face severe penalties including ISS, referral to Student Disciplinary Tribunal and being reported to the police.

2. VERBAL ASSAULT OR DISRESPECTFUL CONDUCT TOWARDS PERSONS ATTENDING SCHOOL RELATED FUNCTIONS (G.A. 20-2-751.5)

2 days ISS will be given for minor offenses. Flagrant disrespect will automatically carry a penalty of 10 days at ISS. A parent conference is required before the student returns to school. Students may be referred to the Student Disciplinary Tribunal. Police may be called.

3. FIGHTING/PHYSICAL ASSAULT OR BATTERY OF OTHER STUDENTS (G.A. 20-2-751.5)

1st – 5 days ISS or 2 days OSS, Parent conference required.

2nd – 8 days ISS or 3 days OSS. Parent conference required. Student may be referred to the Student Disciplinary Tribunal.

Juvenile Complaint will be filed.

3rd – 10 days ISS and referral to Student Disciplinary Tribunal for Alternative School placement. **Juvenile Complaint will be filed.**

*****Police may be called on any fight with the student(s) being taken to the police station and a fine levied by the police department.**

Administration can amend punishment up to five days if, after investigation, it is determined that student hit back as protection from harm and did not provoke the fight.

4. POSSESSION OF “FIRE CRACKERS” OR EXPLOSIVE DEVICES

1st - 5 days ISS and parent conference.

2nd - OSS and referral to Student Disciplinary Tribunal.

5. SEXUAL HARASSMENT

Administration and/or Law Enforcement will investigate any accusation of sexual harassment. Sexual harassment shall be defined as physically touching another student inappropriately, making sexual or lewd remarks, or any other overt sexual act. Following investigation, the administration will determine appropriate punishment. Juvenile complaints may also be filed.

6. PHYSICAL ASSAULT OR BATTERY OF PERSONS ATTENDING SCHOOL FUNCTIONS (G.A. 20-2-751.5)

1st – 8 days ISS. Parent conference required.

2nd – 8 days ISS. Parent conference required. Student may be referred to the Student Disciplinary Tribunal. **Juvenile**

Complaint will be filed.

3rd – 10 days ISS and referral to Student Disciplinary Tribunal for Alternative School placement. **Juvenile Complaint will be filed.**

*****Police may be called on any fight with the student(s) being taken to the police station and a fine levied by the police department**

7. SEXUAL MISCONDUCT: Administration or law enforcement will investigate any accusation of sexual misconduct. Following the investigation, school administration will determine disciplinary action based on the severity of the offense. Upon completing a thorough investigation, the administration may issue one or more of the following consequences: ISS/Isolation placement, OSS, placement, Referral to disciplinary tribunal or Criminal charges.

8. POSSESSION AND/OR USE OF DRUGS AND/OR ALCOHOL ON SCHOOL GROUNDS OR AT SCHOOL RELATED FUNCTIONS.

10 days ISS with a referral to the Student Disciplinary Tribunal for placement in Alternative School.

Police notified. Parent conference required. Completion of extensive drug awareness education is required. Possible DFACS referral.

9. STEALING

Stealing is a serious offense, and students that are guilty will be dealt with severely. Police may be called and students placed in ISS or referred to Student Disciplinary Tribunal for placement in Alternative School depending on the circumstances.

Restitution is always required. Parent conference required. **ICMS is not responsible for any lost or stolen money or items.**

10. PHYSICAL ASSAULT OR BATTERY OF SCHOOL EMPLOYEES: TEACHERS, ADMINISTRATORS, OR ANY OTHER SCHOOL PERSONNEL (G.A. 20-2-751.5)

ISS until Student Disciplinary Tribunal is held. Police report will be filed on first offense. Acts of physical violence resulting in substantial physical injury to a teacher will result in out-of-school suspension for remainder of semester. May be placed in Alternative School the following semester. **A Juvenile Complaint will be filed.**

11. WEAPONS AND/OR DANGEROUS OBJECTS/DETONATION OF EXPLOSIVES.

WEAPONS LAW (G.A. 20-2-751.1)

The presence of weapons on school property is detrimental to the welfare and safety of students and school personnel,

and is in violation of state law and the Gun-Free School Act (part of the Improving America's Schools Act of 1994), public law 102-382. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

- A. No student shall carry, possess or have under his or her control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, including fireworks. The possession or use of any dangerous or disruptive item is PROHIBITED. (bullets, pellets, etc).
- B. "School Safety Zone" means in, on, or within 1,000 feet of the land used by the Irwin County Educational Center, Elementary School, Middle School or High School.
- C. "Weapon" means and includes any pistol revolver, rifle, shotgun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun, taser or other device that is powered by electrical charging units such as batteries and emits an electrical charge in excess of 20,000 volts or is otherwise capable of incapacitating a person by an electrical charge. **Nor mace or pepper gas or other object which may be used to injure or harm another. Nor may any student possess, handle, carry, or have under his control any replica of weapons described as above.**
- D. The term "weapon" shall not apply to
 - a. Baseball bats or other sports equipment possessed by competitors for legitimate athletic purposes;
 - b. Participants in sport shooting events or firearm training courses authorized, conducted or sponsored by the Irwin County School Board;
 - c. Students participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense such as R.O.T.C. or J.R.O.T.C. programs.
- E. Penalty: Expulsion for not less than one calendar year.

The Gun Free Schools Act of 1994 (20 USC 3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the violation of this policy and to refer to the criminal justice or juvenile delinquency system any student who brings a weapon to school or violates the policy. The Superintendent may modify the one year suspension requirement on a case-by-case basis.

*****Razors are considered weapons.**

1st Offense- 10 days ISS with a referral to the Student Disciplinary Tribunal. Police, Superintendent, and District Attorney will be notified. Parent conference required.

***** ALL DISCIPLINE POLICIES ARE SUBJECT TO PRINCIPAL'S DISCRETION AND MAY BE CHANGED AS NEEDED. *****

STUDENT TRANSPORTATION/BUS POLICY

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of the students on the bus. The school administrator, in accordance to this policy, will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. Riding the school bus is a privilege not a right, and may be revoked for safety and discipline infractions.

I. Parent/Guardian Responsibility

Parents and guardians will be responsible for instructing their child in safe school bus ridership practices. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the principal for initialing and

presentation by the student to the bus driver. In emergency or other special circumstance a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The Transportation Department will print and distribute copies of the Irwin County Code of Behavior Discipline Policy to each school, teacher, and student. The school bus student Code of Behavior Discipline Policy will also be published each fall in the Student Handbook. The teacher or bus driver will provide the student with a letter to be included with the School Bus Discipline Policy for the parent to read and review with the student, then return signed by the parent and student to the teacher or bus driver. This letter will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.

The school bus ride is an extension of the school day and is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. Transporting of School Related / Non-related Items

No animals or any other dangerous or objectionable nature items will be transported in the school bus when children are being transported. Baseball and softball bats, hockey sticks, skateboards, or any other unacceptable recreational equipment will not be allowed on regular buses. Band instruments that will be allowed on the bus are those that are small enough to be held in the students lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. Behavior Guidelines

Each infraction of class I and II offenses shall be reported by the driver to the respective school principal.

A. Class I Offenses

1. Eating or drinking on the bus.
2. Out of seat while bus is in motion.
3. Loud noise (should be classroom behavior)
4. Horseplay.
5. Possession of unacceptable material, obscene gestures.
6. Profanity.
7. Yelling out the bus window.
8. Riding unassigned bus without signed note from parent and signed by school administrator.
9. Checking mailbox while bus is still in sight (Area is in danger zone).
10. Other offenses as reported by the driver or Administrator, including but not limited to, the use of electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Also using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. Cell Phone use is prohibited unless authorized by the bus driver.

B. Class II Offenses

1. Profanity (directed at the driver), verbal abuse and harassment (directed at student or driver).
2. Body parts out of window.
3. Throwing / shooting of any object.
4. Physical aggression against any person.
5. Use of tobacco and any controlled substance.
6. Destruction of school property (vandalism) - suspended until restitution is made.
7. Loading or unloading buses improperly.
8. Lighting of matches, fireworks, or any flammable object or substance.
9. Unauthorized entering or leaving bus through emergency door.
10. Tampering with any portion of bus or equipment on bus.
11. Riding of any bus after being suspended from one.
12. Fighting (of any kind) treated as Class II 3rd offense.
13. Other offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum penalty of a Class II 1st offense.

IV. Consequences of Class I and II Offenses (Grades 6-12)

- A. Class I
 - 1st Offense: Warning (Call Parent).
 - 2nd Offense: 3 to 5 day suspension from bus.
 - 3rd Offense: 5 to 10 day suspension from bus.
 - 4th Offense: 10 day suspension from bus.
 - 5th Offense: Loss of bus services (for one full grading period or remainder of year).
- B. Class II
 - 1st Offense: 3 to 5 day suspension from bus.
 - 2nd Offense: 5 to 10 day suspension from bus.
 - 3rd Offense : 10 day suspension from bus.
 - 4th Offense: Loss of bus service.

The Irwin County Board Policy requires a meeting between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. **All assigned consequences are subject to administrative review.**

V. Other

- A. A driver shall not cause a pupil to get off the bus at any place other than home or school.
- B. Bus drivers are expected to attend all meetings or clinics for drivers held during the year.
- C. The mechanism of the bus shall be decided daily by the bus driver. Brakes, steering, lights, windshield wipers, tires, and form should be in good condition.
- D. In crossing a railroad track, the bus driver shall bring his/her bus to a complete stop, open the door, and observe all safety procedures.
- E. Stops shall be established by the superintendent with proper input from staff.
- F. When children who live on the opposite side of the road are being picked, they shall be instructed to remain on their side until the bus has stopped, the mechanical stop signal has been extended, and the door has opened. The same procedure shall be followed when students are being left off after the school day. The door shall be left open until the student has crossed the highway safely.
- G. Bus drivers shall not permit pupils to get on or off buses while it is in motion.

Bus Riding Rules

- A. Obey the bus driver at all times. Bus drivers are authorized to assign seats.
- B. Be courteous, no profanity.
- C. Eating or drinking is prohibited.
- D. Do not throw objects or litter on the bus.
- E. Cooperate with the driver.
- F. Stay in your seat, face the front, and keep the aisle clear.
- G. Do not be destructive.
- H. Windows are to be opened only with the driver's permission.
- I. Keep head, hands, and feet inside the bus.
- J. Do not throw objects out the window.
- K. Talk quietly; no loud outbursts.
- L. Students will always cross in front of the bus when loading or unloading, after the bus driver signal.
- M. Students must have a bus pass from the school office to ride a different bus or leave the bus at a different stop.
- N. **Remember: Safety First**

DUE PROCESS

Any student who has been arrested, charged or found guilty of a misdemeanor or any unlawful act which occurs on or off campus at anytime of the year, shall be subject to due process with a hearing before the Irwin County Board of Education. Due process will include the appropriate hearings and reviews. In all cases the rights of individuals will be ensured and protected. LEA: JC

PARENTAL INVOLVEMENT (G.A.20-2-735)

Safe, orderly, high-achieving schools do not happen automatically. They require the collaboration and support of students, staff, parents, and the community. In order for our discipline policy to be fair and effective, we need the commitment from our community to support our policies. We include parents in an annual spring review and updating of our Code of Conduct/Discipline Policy to determine if corrections, additions or deletions are necessary.

Our Parent Involvement Coordinator plans and implements parent workshops on child discipline and character building. She has also created a section in the parent resource center on parenting and disciplining children. She is also our contact person to make home visits if the parents can not be contacted by phone or mail.

Before each school year begins, we host an open house during which the code of conduct is reviewed. On the first day of school, each classroom teacher reads the handbook aloud to the students. The students must then return a signed statement that they and their parents have read, discussed and understand the guidelines of the Code of Conduct/Discipline Policy. These forms are kept on file.

Teachers are expected to maintain contact with all their parents through letters, phone calls, and progress notes. For those students who have consistent behavior problems, parental contacts will be more frequent and well documented to keep parents informed of their child's school behavior. These contacts shall include notes home, phone calls, and conferences.

Parents of those students requiring administrative intervention for misbehavior will be contacted as specified in the Discipline Policy. Parent conferences will be called when necessary at the request of the school or the parents.

G.A. 20-2-735(e) encourages parents to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

BEHAVIOR SUPPORT PROCESS (G.A. 20-2-1183)

Some students need services beyond what a regular classroom teacher can provide. Additional behavior support services for these students are available in our school or community and will be provided to help the students make better, more positive behavior choices.

The Student Support Team is an individualized group made up of parents, teachers, administrators, counselors, or resource teachers who work with each child and meet regularly to offer suggestions for improving the student's behavior. Other in-school services may be recommended by the team, including school counseling services, referral for psychological testing, discipline contracts, and modifications in the classroom, which would allow the student to improve his/her behavior.

Community-based services are also available including Behavioral Health Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students have the right to the following:

- Inspect and review education records.
- 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.
- Consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency. Identifiable information contains the following: student name, a parent name, address, personal identifier, list of personal characteristics or information that would make the student's identity traceable.
- Complaints can be filed with the U.S. Department of Education. Copy of the FERPA can be reviewed in the principal's office. (E: 28.3)

If you do not want the Irwin County School District to disclose directory information from your child's education records without prior written consent, you must notify the school administration in writing within (5) days of receiving this handbook.

GRIEVANCE PROCEDURE FOR STUDENTS/PARENTS

Students/Parents are entitled to a grievance procedure to deal with a claim that is allegedly caused by a misinterpretation, violation or inequitable application of students' rights. A student/parent must report a grievance in writing to the principal within five (5) days of the incident and/or suspension. The principal will render a written decision to all parties involved within ten (10) days after receiving the grievance. A student may appeal the principal's decision to the superintendent and then to the board of education.

NON-DISCRIMINATION POLICY FOR IRWIN COUNTY SCHOOL SYSTEM

Federal law prohibits discrimination on the basis of race, color, age, religion, language, veteran status, genetic information, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendment of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or disability (Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act (ADA), P.L. 101336) in educational programs or activities receiving federal assistance and provides equal access to the Boy Scouts and other designated youth groups..

Employees, students and the general public are hereby notified that the Irwin County Board of Education does not discriminate in any educational program or activities or in employment policies. The Irwin County Board of Education prohibits retaliation against individuals who oppose this policy or file any complaint.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Acts, O.C.G.A. § 20-2-315). Students are hereby notified that Irwin County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Mr. Kerry Billingsley 210 North Apple Street, Ocilla, Ga. 31774 or call (229)-468-7485. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscrimination policy.

Title VI-B Section 504 ADA	Mrs. Tammy Sellers (229) 468 - 9510 tsellers@irwin.k12.ga.us
Title IX Homeless Liaison Sports Equity	Mr. Kerry Billingsley (229) 468 - 7485 kbillingsley@irwin.k12.ga.us
Title II	Mrs. Heather Purvis (229) 468 - 9510 hpurvis@irwin.k12.ga.us
Title I	Mrs. Jessica Sirmans (229) 468 - 7485 jsirmans@irwin.k12.ga.us
School Nutrition Manager/Supervisor	Mrs. Sandi Purvis (229) 468 - 9510 spurvis@irwin.k12.ga.us

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, national origin, sex, age, and disability in all programs, services, activities, and employment. IN addition, arrangements can be made to assure that the lack of English proficiency is not a barrier to admission or participation.

Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, ADA, and Career and Technical Education to the policies and practices of the board may be addressed to the Irwin County Board of Education, P.O. Box 225, Ocilla Georgia 31774, to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

Irwin County School District

Fraud, Waste, Abuse and Corruption Procedure

Purpose

In compliance with White House Executive Order 12731, the Irwin County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Irwin County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigation of suspicious activities.

Definitions

- **Fraud** means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Irwin County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

- **Waste** means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- **Abuse** means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.
- **Corruption** includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- | | |
|--|---|
| ▪ Personal use of district-owned vehicles | ▪ Contract fraud |
| ▪ Long distance personal phone calls | ▪ Serious abuse of time |
| ▪ Personal use of district owned supplies or equipment | ▪ Inappropriate expenditures |
| ▪ Violations of system and/or state procurement policy | ▪ Embezzlement |
| ▪ Excessive or unnecessary purchases | ▪ Theft or misuse of school funds or property |
| ▪ Falsification of official documents (timesheets, leave reports, travel vouchers, etc.) | ▪ Neglect of duty |
| | ▪ Bribery |

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Irwin County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Irwin County Board of Education at 210 North Apple Street, Ocilla, Georgia 31774.
2. Any employee with the Irwin County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (229) 468-7485. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Irwin County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity, will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Irwin County Schools website (www.irwin.k12.ga.us).
7. A report shall be made to the Chairman of the Irwin County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Georgia Toll-Free School Safety Hotline
1-877-SAY-STOP
MAKE THE CALL AND STOP VIOLENCE IN YOUR SCHOOL

- The 1-877-SAY-STOP toll- free hotline was created by the Georgia Department of Education.
- **Students can** anonymously report anyone who has a weapon, has threatened to bring a weapon to school, or has violated any other school safety rules.
- The hotline hours are Monday-Friday, 8 a.m. to 5 p.m.; after 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation.
- Callers will not be asked to reveal their identities.

Make the call; you can make a difference!

AMENDMENTS

During the school year it may become necessary to change or add to the policies, rules and regulations found in this handbook. The principal, the superintendent, and the board of education, reserve the right to amend or modify the policies, rules and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Irwin County Middle School.