**OCONEE COUNTY HIGH SCHOOL**

**2721 Hog Mountain Road**

**Watkinsville, GA 30677**

**(706) 769-6655**

**(706) 310-2003**

[**www.oconeeschools.org**](http://www.oconee.k12.ga.us/ochs)**/ochs/**

Dear Oconee County High School students,

On behalf of the faculty, staff and administration, I would like to welcome you to Oconee County High School. Your enrollment as a Warrior automatically puts you into a long standing tradition of excellence in academics, the arts and athletics.

The faculty of OCHS will provide a challenging educational experience for you in order to assist you to meet your academic goals. My charge to you is to dedicate yourself from the beginning to do everything in your power to make sure you achieve the goals you have set. I ask you to dedicate yourself to a positive attitude that welcomes and accepts challenges put before you. I also ask that you develop discipline and a work ethic that will serve as the cornerstone of your future success.

The policies and procedures in this handbook are to be used as a guide. Please read over this with your parents and become familiar with the standards set. You will be held responsible for the contents.

Make the commitment to get involved and become a part of the Warrior tradition!

Respectfully,

Ben Wiggins, Principal

***Oconee County High School***

**School Colors:** Blue, White **Mascot**: Warriors

### Alma Mater

Through the years we’ve spent in high school

Friendships dear and true,

Shall remain and not be broken

Though we’re far from you.

Hail to thee our Alma Mater

Highest in our sight

We will ever love and honor

Oconee Blue and White

**Oconee County High School Vision**

*Oconee County High School will be a nationally-recognized leader in academic achievement by ensuring all students receive rigorous, balanced education that will enable them to compete in and contribute to a global society.*

**Oconee County High School Mission**

*Oconee County High School will provide a safe, challenging environment that inspires all students to capture their dreams.*

**Oconee County High School Motto**

*OCHS…Where Opportunities Become Success*

**OCHS Fight Song**

We are the Warriors

Home of the Blue

Mighty and fearless

We’ll fight for you.

We are the Warriors

Pride of OC

Fight, fight, fight, fight

To victory

**Oconee County High School Overall Goals**

1. *To increase the percentage of students scoring at Meets or Exceeds on all End of Course Tests and to maintain or exceed the required participation rate.*
2. *To increase the percentage of students graduating with an endorsement in Advanced Placement, CTAE, Fine Arts, and/or World Languages.*
3. *To use standards-based instruction to increase the graduation rate.*



|  |  |  |  |
| --- | --- | --- | --- |
| **OCHS Bell Schedules 2015-16** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Regular Bell Schedule (1)** |  | **Activity Bell Schedule (2)** |  |  |  |
| 1st Period |  |  8:15- 9:46 |  | 1st Period |  | 8:15 - 9:46 |  |  |  |
| 2nd Period |  |  9:51-11:22 |  | 2nd Period |  | 9:51 - 11:22 |  |  |  |
| Warrior Period  | 11:27-11:52 |  | 3rd Period |  | 11:27 - 1:24 |  |  |  |
| 3rd Period |  | 11:57-1:54 |  |  | 1st Lunch | 11:27 -11:50 |  |  |  |
|  | 1st Lunch | 11:57-12:20 |  |  | 2nd Lunch | 12:00 -12:23 |  |  |  |
|  | 2nd Lunch | 12:30-12:53 |  |  | 3rd Lunch  |  1:01- 1:24 |  |  |  |
|  | 3rd Lunch |  1:31-1:54 |  | 4th Block  |  |  1:29 - 3:00 |  |  |  |
| 4th Block  |  |  1:59-3:30 |  | Activity Period |  |  3:05 - 3:30 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Two Hour Delay (3)** |  | **PSAT/GHSWT Bell Schedule (4)** |  |  |  |
| 1st Period |  | 10:15 - 11:25 |  | 1st Period |  | 8:15 - 10:20 |  |  |  |
| 2nd Period |  | 11:30 - 12:40 |  | 2nd Period |  | 10:25 - 11:55 |  |  |  |
| 3rd Period |  | 12:45 - 2:15  | 3rd Period |  | 11:58 - 1:55  |  |  |
|  | 1st Lunch | 12:45 - 1:10 |  |  | 1st Lunch | 11:55 - 12:20 |  |  |  |
|  | 2nd Lunch |  1:20- 1:45 |  |  | 2nd Lunch | 12:23- 12:55 |  |  |  |
|  | 3rd Lunch |  1:50- 2:15 |  |  | 3rd Lunch |  1:30- 1:55 |  |  |  |
| 4th Block  |  |  2:20 - 3:30 |  | 4th Block  |  |  2:00 - 3:30  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Semester Exam Bell Schedule (5)** |
|  | Morning Announcements  |  |  |  8:15 - 8:20 |  |  |
|  | 1st/3rd Period Exam |  |  |  8:20 - 9:50 |  |  |  |
|  | 2nd/4th Period Exam |  |  |  9:55- 11:25 |  |  |  |
|  | Remaining students will report to Cafeteria |  |  11:25 – 3:30 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Exam InformationDay 1- Students will take 1st block exam during first block. Students will take 2nd block exam during second block.Day 2-Students will take 3rd block exam during first block. Students will take 4th block exam during second block.Instructions about A/B day exams will be distributed prior to exams.Lunch Schedule(Determined by 3rd Period Class. This lunch schedule is subject to change).1st Lunch- Science, English, Special Ed., Foreign Language2nd Lunch- Math, Social Studies3rd Lunch- CTAE, Fine Arts, P.E., Landry |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

#### SCHOOL INFORMATION FOR 2015-2016

**Type:** Public grades 9-12

**Enrollment:**  1130

**CEEB-ACT Code Number:** 113190

**Pattern of School Year:** Two 18-week terms, Modified 4x4 Block Schedule

**Community and Location:** Oconee County is adjacent to Athens, Georgia and is approximately 1½ hours from Atlanta. It is an urban/suburban community of more than 33,000 people.

**Accreditation:** OCHS is accredited by the Georgia Accrediting Commission and the Southern Association of Colleges and Schools (SACS).

**Region Classification:** OCHS is a member of the Georgia High School Association (GHSA) and competes interscholastically with other high schools in Region 8-AAA.

**Power School Information:** The parent portal web site address is <http://ps.oconeeschools.org>. Parents may contact the school office to obtain their username and password.

#### OCHS ADMINISTRATION Phone Extension

Principal Ben Wiggins 1103

Assistant Principal Brian Deitz 1106

Assistant Principal/Instruction Kim Harmelink 1104

Assistant Principal/Athletic Director Kevin Yancey 3704

#### GUIDANCE

Counselor (A-Gi) Kevin Guthas 1113

Counselor (Gl-N) Cindy Roach 1114

Counselor (O-Z) Jean Bennett 1112

Registrar Terri Dinsmore 1117

School-to-Work Coordinator Amy Frutiger 3699

Career Center Coordinator Marcia Laster 1121

Social Worker LeAnne Hale 1115

#### SUPPORT STAFF

Principal’s Secretary Sharon Parsons 1102

Receptionist Ann Sewell 1101

Assistant Principal Secretary Donna Gunter 1108

Attendance Secretary Len Ellerbee 1109

Bookkeeper Joyce Duren 1107

School Nurse Deena Futris 1110

Media Specialist Mary Lane Todd 3700

ISS Brandon Harton 3525

Cafeteria Manager Kim Knupp 1122

Athletic Trainer Katie Terrell 3501

Custodial Supervisor Lyndsey Brock 1124

**OTHER IMPORTANT PHONE NUMBERS AND EXTENSIONS**

Field House 706-769-3502

Band Room 3503

PE Office/Gym 3500

BOARD OF EDUCATION

**Dr. Jason Branch, Superintendent** Tom Odom, Chair

Tom Burgess, BOE Member Kim Argo, BOE Member

Wayne Bagley, Vice Chair Mark Thomas, BOE Member

**DISTRICT CONTACTS**

Central Office (706) 769-5130

Transportation Office (706) 769-3506

Maintenance Office (706) 769-3522

|  |  |  |  |
| --- | --- | --- | --- |
| **Oconee County High School Faculty & Staff** |  |  |  |
|  |  |  |  |  |
| **Administration** | **English** | **Science** | **CTAE** |  |
| **Wiggins, Ben, Principal** | **Beckham, Laura** | Dallas, Paul | Belser, Nikyta  |  |
| Deitz, Brian | Ely, Lynne | Grimes, Stanley | Burger, Susan |  |
| Harmelink, Kim | Hon, Derek | Harrison, Kristin (1/2 CTAE) | Frutiger, Amy |  |
| Yancey, Kevin  | Maffeo, Kelly  | Herring, Carrie | Kozup, Delina |  |
|   | Mize, Amy | Leitsch, Brent  | **Lee, Kelsey** |  |
|   | Mize, Josh | Summerford, Amy  | Manning, Philip  |  |
| **Math** | Strickland, Hunter | Yauck, Al | Mitchell, Caitlyn |  |
| Dillon, Ouida | Wallace, Jerelyn | **Yauck, Jennifer Lance** | Walker, Travis |  |
| Forrester, Jake |  |   |   |  |
| **Hoffa, Renata** |   | **Foreign Language** |   |  |
| Hoyt, Faith | **Social Studies** | **Brightwell, Nan** | **SpEd Paraprofessionals** |  |
| Looney, Jeanette | Connors, Colin | Gattiker, Terry | Cheeley, Leighann-Sp.Ed. |  |
| Phillips, Kurt | Drewry, Tom | Legall, Stefani  | Coker, Kathy-Sp.Ed. |  |
| Romano, Christopher | Gibbs, David | Rogers, Leslie | Dalton, Chris-Sp.Ed. |  |
| Setzer, Jake | Gooch, Tom | Valadez, Laura | Dorn, Mindy-Sp.Ed. |  |
| Tate, Melanie | Havick, Steven  |   |   |  |
|   | Kellogg, Sarah |  |   |  |
|   | Landry, Randy | **Physical Education** | **Support Staff** |  |
| **Special Ed.** | **Sanders, Teri** | Eades, Bryan | Futris, Deena-Nurse |  |
| Bargfrede, Paula | Strickland, Jennifer | **Harrison, Patricia** | Hale, LeAnne-Soc.Worker |  |
| Chappell, Kristin  |  | Noland, Travis | Parsons-Chris-Technology |  |
| Day, Tonya |   | Stamey, Andrew | Parking-Bill Harrell & Jim Fitzgerald |  |
| Howard, Melanie (PT) | **Fine Arts** |   | Terrell, Katie Davis-Trainer |  |
| Kellough, Vicki | Pinneau, Jim |   |   |  |
| Martin, Parker | Provost, Mark | **Media** |   |  |
| Rojewski, Jacy | **Tucker, Scott** | **Todd, Mary Lane** | **Custodians** |  |
| Stephens, Matt | Williams, Katie |   | Adams, Eddie |  |
| Tanner, Kyle |  |   | Brock, Lindsey |  |
| Turpin, Karie |   | **Secretarial Staff** | Brown, Gloria |  |
| **Ulmer, Lisa** | **Cafeteria Staff** | Dinsmore, Terri-Registrar | Holt, A.B. |  |
| Wehunt, Richard | Ashley, Kathi | Duren, Joyce-Bookkeeper | Jones, Bridgette |  |
|   | Dale, Sherry | Ellerbee, Len-Attendance | Jones, Sam |  |
|   | Goolsby, Ivory Gail | Gunter, Donna-Athletic Sec. | Rooks, Wylie |  |
| **Counselors** | Hall, Mary Ann (Asst.Mgr) | Laster, Marcia-CTAE Sec. | Walker, Marilyn |  |
| **Bennett, Jean (Pe-Z)** | Kelley, Sandra | Parsons,Sharon-Admin. Sec. |   |  |
| Guthas, Kevin (A-Ga) | **Knupp, Kim (Manager)** | Sewell, Ann-Receptionist |   |  |
| Roach, Cindy (Ge-Pa) | Smith, Crystal |   | **ISS**  |
|   |  |   | Harton, Brandon |



**ACADEMIC INFORMATION**

***ADVANCED PLACEMENT (AP) CLASSES***

Advanced Placement (AP) courses are postsecondary level classes that are taught during the regular school day. A national exam is given in May at the end of the course. Based on exam scores, some postsecondary institutions either award postsecondary credit or allow a student to exempt certain courses. Regardless of the exam score, students are typically better prepared for college because of the exposure to the rigor of a college-level course.

Students are required to pay for AP exams, and these exams are approximately $90.00 each. Students who enroll in an AP course are required to sign a contract and will not be allowed to drop an AP course once enrolled. Only the assistant principal of instruction may approve dropping an AP course due to unusual circumstances.

***COURSE EXTENSION/CREDIT RECOVERY***

Two opportunities are available for students to recover credit for failing course grades. To be eligible for *course extension*, a student must have earned a grade of 60-69 in the semester immediately preceding credit recovery instruction. Students participating in instructional extension are given an incomplete (I) on the report card. A final grade must be recorded within 14 calendar days after reports have been issued. For instructional extension in Georgia Milestone courses, sudents DO NOT take the Georgia Milestones again. Instructional extension programs are completed using a variety of resources, such as Edgenuity and Georgia Virtual School. Credit recovery for fall courses is available during the first weeks of spring semester in January, and recovery for spring courses is available through the Oconee summer school program.

To be eligible for *credit recovery,* a student has failed a course, and the failing grade is recorded on the student’s transcript. The course failure either occurred in a semester other than the one immediately preceding, or the grade in the preceding semester was lower than 60. The failing grade is not replaced by the grade earned in the credit recovery program. Credit recovery programs are offered at the beginning of each semester and also through the Oconee summer program. Credit recovery for Georgia Milestone courses does require students to take the Georgia Milestone at the completion of the course.

For more information on credit or course recovery programs, please see a guidance counselor.

***DUAL ENROLLMENT/POST-SECONDARY OPTIONS PROGRAMS***

OCHS students who qualify may participate in dual enrollment programs with an accredited technical school or in post-secondary options programs with colleges and universities. Both programs offer students opportunities to earn advanced college credit while still earning high school units. For more information students should see their counselor.

*EXAMS*

1. Students will be given an End-of-Semester procedure form during the last week of each semester. This form must be completed and signed by a parent/guardian so that parents and students understand the end of semester procedures
2. No exams are to be given prior to their scheduled time unless approved **in advance** by the principal or assistant principal of instruction.
3. Students will not be permitted to leave school during an exam period. Do not schedule any appointments that would necessitate leaving school prior to the end of an exam.
4. Students must have a medical excuse (from a medical office) in order to make up a final exam. Make-up exams are scheduled through the assistant principal of instruction.

#### *EXAM EXEMPTIONS*

Exam exemptions are a privilege provided the student meets the following criteria:

1. Has a “90” average or above in the course.
2. Has no more than three (3) class absences in the course. Seniors and juniors are allowed an additional two (2) days each year for college visits. School-related field trips will not count toward the total absences.
3. Has no more than three (3) tardies in the class.
4. Does not have any out-of-school suspensions or in-school suspension (ISS) for the semester.
5. All fine/debts have been cleared.
6. The teacher has the option not to allow the exam exemption within his/her respective course. A teacher may require additional criteria to be met for the student to qualify for an exam exemption in a particular course. The teacher’s requirements for the exam exemption **must** be included on the course syllabus.

***NUMBER OF EXAM EXEMPTIONS ALLOWED***

1. Freshmen may exempt one exam per term **or** if taking A/B classes can exempt a maximum of two exams if enrolled in 5 or more classes in a semester.
2. Sophomores may exempt two exams per term **or** if taking A/B classes can exempt a maximum of four exams if enrolled in 5 or more classes in a semester.
3. Juniors may exempt three exams per term **or** if taking A/B classes can exempt a maximum of five exams if enrolled in 5 or more classes in a semester.
4. Seniors may exempt four exams per term **or** if taking A/B classes can exempt a maximum of six exams if enrolled in 5 or more classes in a semester.

***GEORGIA VIRTUAL SCHOOL***

Georgia Virtual School (GAVS) is an online program through which students can take courses and earn credit. Students work independently through the GAVS program and have an instructor who communicates with him/her in an online setting. Students are allowed to take GAVS courses during the school day at no cost if the course is not offered at OCHS. Students are also allowed to take GAVS courses during the school day if a particular course that is offered at OCHS is impossible to schedule for the student. Students may enroll in GAVS courses outside of the school day to earn credit but will incur a cost for these programs. Students should see their guidance counselor for more information.

GAVS is also used to help students recover credit from courses that they have previously failed. For more information on the GAVS credit recovery program, please see the guidance counselors.

#### *GRADING POLICY*

1. Information about grading is a part of the course syllabus.
2. Credits are given in terms of Carnegie units. Semester courses run approximately 90 days and carry one (1) Carnegie unit of credit.
3. In courses requiring a Georgia Milestones, the Milestone will count 20% of the final grade for students who entered 9th grade after July 1, 2011.
4. Numerical grades will be used on the report card and on permanent records.
5. Any grade below 70 is considered failing, and no credit will be issued for that course.
6. Grades for honors classes carry a 5% weight and grades for AP classes carry a 10% weight.

***GRADING SCALE***

90 – 100 = A 70 – 79 = C

80 – 89 = B below 70 = F

***GRADUATION EXERCISES***

Specific information regarding graduation and graduation activities will be distributed during second semester. For complete details see Cindy Roach, graduation sponsor.

1. Seniors who choose to graduate early will not be considered as actively enrolled in school; therefore, they will not be eligible to participate in school events as a student. Participation in the graduation ceremony and the prom are the only exceptions.

2. Participation in the graduation ceremony is a privilege. School officials have the discretion to restrict any student’s participation in the graduation ceremony due to disciplinary infractions or other justifiable reasons.

3. No student will be allowed to participate in the graduation exercise if he/she has not met all academic and other related requirements.

4. School officials may withhold issuance of a diploma until the student has met all financial and other such obligations.

**CLUBS AND ORGANIZATIONS**

Oconee County Schools offers a variety of clubs and organizations for student participation. Parents may choose to decline for their child to participate in any club or organization available through Oconee County Schools by completing a form at the school or the signature page in the front section of the OCS District Pages.

Participation in extracurricular activities is an important part of a student’s high school career. In addition to athletic opportunities, OCHS offers a variety of clubs and organizations that appeal to many different interests. Please see the chart below for more information about the student organizations available at OCHS.

Written permission from a parent or guardian is required prior to a student’s participation for clubs or organizations started during the school year.

| **Club Name** | **Club Description** | **Club Activities** | **Club Advisors** |
| --- | --- | --- | --- |
| Academic Teams | Prepare for academic competitions | Competes- area schools | Tom Drewry & Jerelyn Wallace |
| Ampersand | Prose, poetry, artwork and photography magazine | Create magazine | Jim Pinneau & Lynne Ely |
| Art Club | Expression of artistic talents | Meets after school | Jim Pinneau |
| Band | Provides performance opportunities | Marching, concerts, pep bands | Mark Provost |
| Beta Club | Invitations only, academic requirements | Service to school and community | Amy Mize |
| Chess Club | Play chess and discuss strategy  | Compete in tournaments | Ouida Dillon |
| Chorus  | Provide choral performance opportunities | Concerts | Katie Williams |
| DECA | Marketing Education | Competitive marketing activities | Nikki Belser |
| Drama Club | Participate in dramatic art activities | Theatrical performances | Scott Tucker |
| FBLA | Prepare for business related occupations | Competitive business education activities | Phillip Manning |
| FCA | Fellowship of Christian Athletes |  | Colin Connors & Josh Mize |
| FCCLA | Leadership in consumer and home  | Competitive family and consumer science activities | Caitlin Mitchell & Delinah Kozup |
| FFA | Prepare for agricultural related occupations | County and state activities | Travis Walker |
| French Club | Development of French skills and learn about the culture |  | Nan Brightwell |
| GAPP Exchange Program | GAPP- German American Partnership Program is a short-term student exchange program which pairs American and German High Schools. OCHS has a partnership with the IGS-Franzsches Feld in Brunswick, Germany. The goal of the bi-annual program is to promote and improve the study of the German Language, broaden student's knowledge of the host country and it's culture, and foster long-term relationships between students and their host families. |  | Stefani Legall |
| German Club | Development of German skills and learn about the culture | German activities, State German Convention | Stefani Legall |
| Hero Club | Disabled and non-disabled peers interact | Activities in school and community | Tonya Day |
| HOSA | Development of healthcare skills | State Leadership Conference, Relay for Life | Kelsey Lee |
| Interact | Organization of community projects | Blood drives, adopt-a-mile | Lisa Ulmer & Melanie Tate |
| Latin Club | Learn traditions of ancient classical world | Fall forum, state convention | Leslie Rogers |
| Literary | Academics & Fine Arts | Competitions | Jean Bennett, Katie Williams & Tom Drewry |
| Math Team | Algebra, Trigonometry and A.P. Calculus | Competitions | Kurt Phillips |
| Mock Trial |  |  |  |
| National Honor Society | Honors students that excel academically | Leadership in school and community | Teri Sanders |
| NVTHS | National Vocational Technical Honor Society |  | Delinah Kozup |
| Ocean Science Bowl Team | Academic Competition Team that students try out through buzzer questions and written responses in order to compete in the National Ocean Sciences Bowl Competition | National Ocean Sciences Bowl Competition |  |
| Peer Helpers | Assist other students throughout the school |  | Kevin Guthas |
| Relay for Life | Work with American Cancer Society to raise money | Raise money for cancer research | Kristin Harrison & Sharon Parsons |
| Robotics  | Use technology to build robots to compete in competition or to solve problems | Competition activities |  |
| Science Olympiad & Science Fair | Promotes scientific literacy | Science fair and other competitive events and explorations | Jennifer Yauck |
| Show Choir | Provide choral and dance performance opportunities | Performances | Katie Williams |
| Skills USA | Promotes the use of technology and engineering | Competitive activities | Susan Burger |
| Spanish Club | Development of Spanish skills and learn about the culture |  | Laura Valadez |
| Student Council | Promote leadership and citizenship | Homecoming, Can-a-Thon, Faculty/Staff Appreciation, Mr. Irrestible | Hunter Strickland & Jennifer Yauck  |
| Teen Oconee | High school students tutor elementary school children | High school travels to elementary school | Sharon Parsons |
| Tri-M | Music Service Organization |  | Katie Williams |
| Yearbook | Creation, design and development of school yearbook |  | Laura Beckham |

***GRADUATION REQUIREMENTS***

***Class of 2016, 2017, 2018 and 2019***

|  |  |
| --- | --- |
| **SUBJECT** | **UNITS REQUIRED** |
| **English/Language Arts***Ninth Grade Literature/Composition or Honors**Tenth Grade Literature/Composition or Honors**American Literature/Composition or Honors or AP**English Literature/Composition or AP* | **4** |
| **Mathematics***Coordinate Algebra or Accelerated Coor. Alg./Ana. Geometry A**Analytic Geometry or Accelerated Ana. Geo. B/Adv. Algebra**Advanced Algebra or Accelerated Pre-Calculus**Pre-Calculus or Other* | **4** |
| **Science***Biology or Honors**Physical Science or Physics Honors**Chemistry/Chem Honors, Earth Systems, Environmental Science,*  *or AP course**Fourth Science Elective*  | **4** |
| **Social Studies***Government or Honors or AP**World History or Honors or AP**U.S.* *History or AP**Economics or AP* | **4** |
| **CTAE and/or Modern Language/Latin and/or Fine Arts \*** | **3** |
| Academic Electives  | **3** |
| Other Electives | **5** |
| **Health/Personal Fitness**.5 unit each | **1** |
|   |   |
| **TOTAL UNITS** | **28** |

*\*All students are encouraged to earn two units of credit in the same modern language or Latin.  Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin. Many out of state schools require or prefer 3 or more courses. Georgia Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language/Latin for admissions.*

**Diploma Seals**

(For Students Entering Ninth Grade in 2008-2009 and Subsequent Years)

*Advanced Placement Seal*: Completion of three Advanced Placement courses

*CTAE Seal*: Completion of three CTAE courses in the same program area

*Fine Arts Seal*: Completion of three Fine Arts courses in the same area

*Modern Language/Latin Seal*: Completion of three Modern Language/Latin courses in the same area

***HONOR ROLL AND PRINCIPAL’S HONOR ROLL***

1. A student will be recognized on the OCHS honor roll if he/she has earned a combined overall average of 90% or better in all subjects.
2. For the Principal’s Honor Roll, a student must earn a grade of 90 or above in all subjects.

***HONOR GRADUATES***

Students who entered ninth grade during or after the 2008-2009 school-year will be designated as honor graduates if they meet the requirements in one of the following categories:

1. At the end of second semester of their senior year, students must have a cumulative weighted grade point average equal to or greater than 93.000 for all subjects to receive the honor designation of *cum laude.* Students must have completed eight consecutive semesters (or the equivalent) of high school in a school or schools accredited by one of the accrediting agencies listed in the Board policy governing transfer of credits.
2. At the end of second semester of their senior year, students must have a cumulative weighted grade point average equal to or greater than 95.000 for all subjects to receive the honor designation of *magna* *cum laude.* Students must have completed eight consecutive semesters (or the equivalent) of high school in a school or schools accredited by one of the accrediting agencies listed in the Board policy governing transfer of credits.
3. At the end of second semester of their senior year, students must have a cumulative weighted grade point average equal to or greater than 97.000 for all subjects to receive the honor designation of *summa cum laude.* Students must have completed eight consecutive semesters (or the equivalent) of high school in a school or schools accredited by one of the accrediting agencies listed in the Board policy governing transfer of credits.

The first honor graduate (valedictorian) will be designated at the end of second semester only for scholarship/honors purposes. The second and third honor graduates will also be designated at this time. To be eligible to be named as first, second, or third honor graduates, a student must be enrolled in Oconee County Schools for his/her entire senior year.

Students who complete high school graduation requirements at the end of the first semester of their senior year and elect not to enroll for the second semester will be eligible to participate in graduation exercises and will be eligible for designation as honor graduates, but will not be eligible for designation as first, second, or third honor graduates.

***MAKE-UP POLICY***

A student who is absent (except students who are caught skipping) will be given one (1) day for each day he/she is absent to make up his/her work. Make-up work will not necessarily be the same work that students who were present were given. Students who skip will receive a 0 for any work graded during their absence.

#### *PROMOTION REQUIREMENTS*

 5 units to be placed in the 10th grade

12 units to be placed in the 11th grade

20 units to be placed in the 12th grade

**A student who is placed in a specific grade level at the beginning of the school semester will remain in that grade level for the entire semester.**

#### *SCHEDULE CHANGES*

1. Students are not allowed to change schedules without permission of his/her guidance counselor. All schedule changes must be approved by an administrator.
2. Schedule changes will be considered when pertaining to one of the reasons listed below:
* A specific course is needed for graduation.
* A specific course needs to be repeated for credit.
* Student has already received credit for a course listed on the schedule
* Warrior Period change is needed following options

#### *SCHOOL-TO-CAREER OPPORTUNITIES*

Through the Youth Apprenticeship program, students work with experienced journey persons (mentors) while acquiring job-related training in a high school or post-secondary setting. Students experience a gradual progression of skills and wages through a structured program with recognized, portable credentials.

#### OCHS has a Career Center that is open from 8:00 until 4:00. The Career Center coordinator can provide a variety of information regarding post-secondary educational opportunities, vocational training, or military services.

#### Students interested in school-to-career opportunities need to see Amy Frutiger for more information.

**ATHLETIC PROGRAMS**

The Athletic Department strives for excellence with a comprehensive program of team and individual sports opportunities. The following sports are available at OCHS

**FALL**

Cheerleading (Competition)

Cross Country

Football

Softball

Volleyball

**WINTER**

Basketball

Swimming and Diving

Wrestling

**SPRING**

Baseball

Golf

Gymnastics

Soccer

Tennis

Track

Coaches are provided a handbook that describes the various training rules and guidelines for the various sports. The respective coach of participants in individual sports will discuss this information. Violation of training rules or other disciplinary problems will be handled as appropriate. OCHS participates at the Georgia High School Association 8-AAA level.

The Athletic Department expects excellence in all of our athletes and their behavior both on and off the playing field. We believe that athletics play a major role in the development of our young people. We do not condone the violation of various training rules or the violation of our athletic code of conduct, which each athlete must sign prior to participation. Our expectation is that these rules and conduct codes are followed. However, we do realize that violations may occur both during the season and during the off-season. As an athletic staff, we will develop and communicate our discipline policy through the sport in which the student participates at the beginning of each season.

*ATTENDANCE POLICY FOR ATHLETIC PARTICIPATION*

1. A student must be in attendance for at least a half day in order to participate in a practice or a game. (Time travelling to an event during the school day is not counted for this purpose)
2. A student may not participate in a practice or a game on a day that he/she has served out-of-school (OSS) or in-school suspension, unless the in-school suspension assignment is completed by 3:30. Out-of-school suspension is effective from the time the disposition is assessed until the beginning of the first day that the student is back in school.
3. A student who goes on a field trip is not considered absent.

***ELIGIBILITY***

To be eligible for high school competition, students must satisfy the following requirements:

1. **All Ninth Graders** are eligible first semester. Second semester 9th grade participants must have earned 2.5 units in the previous semester.
2. **Rising 10th graders** must accumulate 2.5 units in previous grading period; must have passed 5 units in previous school year.
3. **Rising 11th graders** must accumulate 2.5 units in the previous grading period; must have passed 12 units entering the third year of high school.
4. **Rising 12th graders** must have accumulated 2.5 units in previous grading period; must have passed 20 units entering the fourth year of high school.

**One unit equals one full semester class. A half unit equals one nine-week class. Eligibility is established at the end of each semester.**

#### *PHYSICAL EXAMINATIONS*

1. All students who participate in competitive interscholastic athletics shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first.
2. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine, a doctor of osteopathy, or a physician’s assistant.
3. The GHSA approved physical examination form, which is available in the OCHS Athletic Office, should be used to include the date that the exam was performed, the student’s name and the physician’s signature.

***SPORTSMANSHIP***

Students are required to behave at all extracurricular activities in a manner which exhibits the spirit of good sportsmanship. Taunting, abusive or obscene language or any action directed toward the opposing team, coaches, spectators, and/or officials which is contrary to the ideals of good sportsmanship will not be tolerated and could result in school disciplinary action.

**ATTENDANCE**

***HOMEWORK REQUESTS***

Requests for homework due to extended absences (three consecutive days or more) should be made through the Guidance Department. Assignments may be picked up in the main office after 24 hours.

***NON-INSTRUCTIONAL ABSENCES***

Students may be absent from class for school-sponsored, non-instructional activities no more than four (4) days in one term, not to exceed a total of seven (7) days during the 180-day school year.

***COLLEGE VISITATIONS***

1. Seniors and juniors are permitted two (2) college day visits per year during their junior and senior years.
2. The student’s counselor must approve arrangements for college visits.
3. The student will be counted absent, but will be allowed to make up work if verification of the college visit is brought back by the student and presented to the Attendance Office when the student returns.

***SIGN-IN PROCEDURES (FOLLOWING AN ABSENCE)***

1. For an absence to be excused, a student is expected to present documentation to the Attendance Office by 8:00 a.m. within 48 hours following an absence. Documentation of absences should include the following: student’s name, dates absent, parent/guardian signature, and reason. Please see the county section of this handbook for acceptable reasons.
2. Students reporting to school without documentation should report directly to classes and absences will remain unexcused.

#### *SIGN-OUT PROCEDURES*

#### Students who need to sign out during the day must bring a note signed by their parent/guardian and present it to the Attendance Office by 8:00 am. Notes will be verified. If no one is available to verify the note, the student will not be allowed to leave.

1. Students may not sign out or leave for lunch.
2. Students may leave and return to school in the same day for reasons that would be considered “excused absences.” Students are reminded that a parent note in this case counts as one of their allowed number of parent notes.
3. In an emergency situation, only an administrator may give permission for a student to leave school.
4. Students may not be checked out over the phone, by fax, or by email.

**Parent Excused Absences**

Each student is allowed 6 parent excused absences per year. These absences are to be supported by a note from the parent/guardian, and must be received within 2 days of the student’s return to school in order to be accepted.

***EXCUSED ABSENCES***

Each student is allowed 6 parent excused absences per year. These absences are to be supported by a note from the parent/guardian, and must be received within 2 days of the student’s return to school in order to be accepted.

#### *UNEXCUSED ABSENCES*

Students will lose parking privileges due to unexcused absences. The policy is as follows:

1. 5 unexcused absences to 1st block - Parking pass will be suspended for 10 school days
2. 6 unexcused absences to 1st block - Parking pass will be suspended for 30 school days
3. 7 unexcused absences to 1st block - Parking pass will be suspended for 90 school days
4. 8 unexcused absences to 1st block - Permanent suspension of parking pass

***STATE DRIVING REGULATIONS FOR STUDENTS 14 YEARS OR OLDER***

Under Georgia law, students with ten (10) unexcused absences will be reported to the State Department of Motor Vehicles. Students will lose their license for a period of time or be delayed in the process of obtaining a license.

Attendance Sheets for Drivers License

1. **Students** must complete the request form in the Attendance Office.

2. Completed attendance sheets will be available for the students 24 hours after the

 request and may be picked up in the Attendance Office.

3. The first attendance sheet is free. Additional ones cost $3.00 each.

### 4. Students must make the request in person.

***WITHDRAWALS AND TRANSFERS***

1. Students who withdraw or transfer must see their counselor.
2. The student is expected to return all books and other school property, pay all debts, and otherwise make sure his record is clear before he/she leaves OCHS.
3. All students who participate in athletics must meet GHSA transfer guidelines.

**DISCIPLINE**

More information regarding discipline can be found in the county section of this handbook.

***CELL PHONES***

The following are OCHS guidelines which are in addition to the OCS Acceptable Use guidelines found in the OCS System Pages included in this Handbook.

* Phones and other devices must be turned off and put away at all times, unless otherwise instructed by a teacher
* Using an electronic device for texting, playing games, or listening to music is strictly prohibited.
* If accessing internet connections, BYOT WI-FI must be used. This means no 3G or 4G connections from the device.
* Devices may not be used for personal communication purposes, including sending and receiving text messages and phone calls, other than directly related to classroom instruction. There are no exceptions to this rule! *If a parent needs to get in touch with a student during the day, the parent should contact the front office.* Remember, students are not allowed to have cell phones on during the day.
* Photographic images, videos, and/or audio taken on campus may not be transmitted to other devices or posted on public and/or social networks. These images/audio/video files are to be used for instructional purposes only and should be removed from the device when the assignment is completed.
* Teachers have the right to create their own classroom BYOT rules to go above and beyond the OCHS BYOT rules.
* Consequences for cell phone and other electronic device infractions will require disciplinary actions from warning to suspension.

***DRESS CODE***

The dress code is designed to promote an orderly learning environment in the school while preparing students for success in the world of work. The administration and staff reserve the right to determine whether clothing is too casual, too revealing, and/or too distracting for school dress. All faculty and staff will enforce dress code rules.

**Skirts/dresses**: May not be shorter than 3” above the knee (as measured by a ruler or a 3 X 5 index card). Girl’s tights may only be worn with a skirt/dress that meets this requirement.

**Shorts/skorts:** May not be shorter than 5” above the knee (as measured by a ruler or a 3 X 5 index card). **Skirts with shorts attached are considered skorts.**

**Shirts/blouses**: Must be below the waistline even with arms raised above the head or when the student is seated, and not reveal cleavage. Sleeveless tops should be no less than 2 inches in width on the shoulders. Men’s/boys’ shirts must have sleeves.

**Pants**: Men’s/boys’ pants must be worn at the natural waist. Oversized pants should be worn with a belt so that they may fit at the waist.

The following items are prohibited:

1. Headgear in the building. NO headgear may be worn in the building or gym. This includes, **but is not limited to,** caps, hats, bandanas, “do” rags, sweatbands around the head, etc. Hats may be worn outside before and after school.
2. Dark glasses in the building.
3. Inappropriate tops. These include unbuttoned shirts/blouses, halter tops, tank tops, spaghetti strap tops, tube tops, sheer tops, any top which allows the midriff and/or back to show at any time, and/or tops that reveal cleavage. Sleeveless tops for females should be no less than 2 inches in width on the shoulders. Sleeveless shirts are not allowed for male students.
4. Any type of apparel that implies membership or affiliation with any **non-school sanctioned** group or organization. Attire that represents nationally recognized youth organizations and church groups, such as Boy Scouts, 4-H, Royal Ambassadors, etc. are permissible.
5. Spiked accessories or chains longer than 6 inches when attached to a wallet.
6. Any type of clothing which displays logos or words (expressed or implied) that refer to drugs, alcohol, tobacco, vulgarity, profanity, sex, or ethnic slurs may not be worn.
7. Pants/jeans/shorts that are ripped, torn, or laced up (allowing inappropriate skin to show).
8. Pajama tops and/or pants and/or bedroom slippers or clothing resembling sleep wear. Nylon mesh wind suits that fit appropriately are acceptable.

**Consequences:**

Students who violate the OCHS dress code will be sent to an administrator. Students will change into the appropriate clothing before returning to class or be sent to in-school suspension (ISS) for the day if no appropriate clothing is available.

1st Offense: Warning/ Change clothes or go to ISS for the rest of the day

2nd Offense: One day detention or silent lunch

3rd Offense: Three days detention or silent lunch

All others: Three (3) days ISS

***PUBLIC DISPLAY OF AFFECTION***

Inappropriate public display of affection between students is considered improper in the high school environment.

**Consequences:**

1st Offense: Warning;2nd Offense:One (1) day detention or silent lunch;3rd Offense:Three (3) days detention or silent lunch; Allother violations:Three (3) days ISS.

#### *TARDIES*

A student who is not inside the classroom when the tardy bell rings is considered tardy. Three (3) unexcused tardies will result in the loss of exam exemption privileges for the semester in that course.

#### Lockout Procedures:

#### Teachers are required to close their classroom doors and not admit any student unless he/she has the proper note provided by an administrator or designee.

1. If a student arrives at his/her class after the door is locked, he/she must report to the attendance office where he/she will be given a note to get into class.
2. After the first ten (10) minutes of the class period, students who are not in class or who have not requested a tardy note to class will be considered skipping (unless excused by an administrator).

**Consequences:**

1 tardy Warning

2-4 tardies to any period 1 day Silent Lunch

5 tardies to any period 3 days Detention

#### 6 tardies to any period 1 day of Saturday School

7 tardies to any period 1 day of ISS and loss of driving privileges for 5 days

8 tardies to any period 3 days of ISS and loss of driving privileges for 10 days

9+ tardies to any period Out of school suspension

#### DISPLAY OF SIGNS

#### All posters, signs, announcements, etc., must be approved by the administration prior to posting or displaying. Posters, etc., should not be attached to painted walls or surfaces, windows, or any exit doors. Bulletin boards are provided throughout the building for displaying posters and other announcements.

**FINANCIAL INFORMATION**

***DEBTS***

Financial restitution must be made for books that are lost or damaged, library fines, cafeteria charges, or other school related charges.

Students must clear all fines and debts prior to purchasing Homecoming or Prom tickets, exempting exams, and graduating.

***FUNDRAISING***

1. Projects which involve fundraising must first be coordinated with a club sponsor and then cleared with the school principal and approved by the Board of Education.
2. Receipts from these fundraising projects must be deposited with the school bookkeeper.
3. Students who participate in fundraising projects are responsible for paying for or returning item(s) they are issued.

***SELLING AT SCHOOL***

1. Selling items at school such as candy, magazine subscriptions, note cards, etc., is not permitted unless the items are being sold as part of a school-approved fundraising project.
2. No individual may sell items for personal profit.
3. Selling may occur only before or after school, between class changes, and during lunch.

**LOCKERS**

Lockers are provided as a convenience for students. Some students may be asked to share lockers due to space limitations. Lockers are subject to be searched when deemed necessary.

**LOST AND FOUND**

All articles that are found should be turned in at the main office. Lost and found items remaining at the end of the school year will be donated to Goodwill.

**MEDIA CENTER**

1. **The Media Center will be open from 7:50 a.m. until 3:40 p.m.**
2. Students using the media center during the school day need a hall pass signed by their teacher. A signed hall pass is also required during all lunch periods. A signed hall pass is not required before or after school.
3. Books are checked out for a two-week period but can be renewed for another two weeks.
4. Overdue fines are five (5) cents **per book** **per school day**. All fines must be paid before any books can be checked out or renewed.
5. Students are asked to checkout no more than five (5) books at a time.
6. Magazines and newspapers should not be taken from the media center.
7. Students may print school-related documents only on the Media Center printer. Students may print only one copy of each item.
8. A copy machine is available for student use at a cost of ten (10) cents per page.

**MEDICAL INFORMATION**

***SCHOOL CLINIC***

The school clinic serves students and staff with medical needs. If a student needs medications while he/she is at school, his/her parent must complete the appropriate forms. The forms are on the OCHS web site under “medical release forms.” All medications must be in the original containers. Prescription medications must be in the original prescription bottle with proper labeling. Any tablets that are to be divided must be divided at home. Medications must be brought in by a parent or by the student in a sealed envelope with parental signature. If students need to carry inhalers or injectable allergy medications, they must have the proper forms filled out and signed by their physician**. Students are not allowed to carry any over the counter medications**. **Students will not be admitted to the clinic unless they have a hall pass.**

***VACCINATIONS***

State law specifically requires immunization against polio, measles, mumps, diphtheria, whooping cough, rubella, and tetanus. The law states that no student may remain in school more than 30 calendar days without proper immunization records and a certificate of eye, ear, and dental examinations signed by a private practitioner or qualified representative of a local Department of Health on forms provided by the Department of Human Resources or the high school.

**PROM (JUNIOR/SENIOR)**

1. A student must be classified as a junior at the beginning of the school year (fall semester) in order to be eligible to buy a ticket for the prom that is held in the spring of that year.
2. A senior who did not purchase a prom ticket as a junior must do so during his senior year in order to attend the prom. Seniors who choose to graduate early are allowed to attend Prom.
3. If placed in in-school-suspension, a student will not be able to attend the Prom unless his/her ISS is completed by 3:30 Friday afternoon prior to the Prom on Saturday. Students in OSS at the opening of the school day on the Friday before the Prom will not be allowed to attend. Students who have been expelled from Oconee County High School may not attend as dates of current students.
4. All fines and debts must be cleared in order to purchase a Prom ticket.
5. Dates must be between the ages of 14(enrolled in 9th grade) and under 21.

**PARKING**

1. Students who choose to drive to school do so at their own risk.

2. Driving-related attendance problems cannot be excused.

3. Parking permits are available to seniors, juniors and sophomores, if space is available. The

 yearly fee is $70.00.

4. Students and parents should read the parking agreement carefully before signing it.

5. Students may park in designated areas only.

6. Illegal parking could result in disciplinary action and/or having your vehicle towed.

8. Vehicles parked on campus are subject to search by school officials.

9. Parking privileges will be revoked for the following reasons:

* attendance problems and/or too many tardies to first period, 5 tardies to 1st block, parking privileges revoked for 10 school days; 6 tardies/absences to 1st block, parking privileges revoked for 30 school days
* failing courses
* discipline issues

**TELEPHONE MESSAGES**

1. Telephone messages will be accepted ONLY from a parent/guardian.

2. Classes will not be interrupted for messages and/or delivery of items that were forgotten at home.

3. During testing, students will not be called out of class unless previous arrangements were made with administration.

4. Students will be notified; however, the school is not responsible if a student does not check with the office for their messages.

5. Parents are asked not to call the school after 3:00 p.m.

**DELIVERIES TO SCHOOL**

# Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers, gifts, or fast food lunches to students.

**Federal lunch program prohibits delivery of fast foods during the school day.**

**OCONEE COUNTY SCHOOLS**

**SYSTEM PAGES**

**A-Z**



**OCONEE COUNTY SCHOOLS**

**SYSTEM INFORMATION**

**A-Z**

**ACCIDENT PROCEDURES**

**Responsibility of the School**

The function of the school during sudden illness and accidental injury is the emergency handling of these situations. School personnel shall act promptly and prudently in emergencies for the saving of life, the prevention of further injury, and alleviation of pain. The parent or guardian of the sick or injured child shall be notified immediately or as soon as can be reached. The school is not responsible for subsequent treatment.

**Accidents**

When a serious accident occurs involving a student, the school should arrange with the parents for emergency transportation to a medical facility. Every attempt will be made for a school administrator or designee to remain with the child until they are turned over to the parents’ care.

**AMERICANS WITH DISABILITIES ACT (ADA)**

In compliance with the Americans with Disabilities Act, anyone attending a school activity needing assistance due to a disability should notify the school in advance. Any concerns regarding the Americans with Disabilities Act should be directed to the school’s principal.

**ANNUAL NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES REGARDING THE AVAILABILITY OF ASBESTOS MANAGEMENT PLANS**

The management plan for asbestos-containing building materials (ACBM), required by the federal Asbestos Hazard Emergency Response Act (AHERA), has been performed for this facility. The management plan is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a $2.00 reproduction fee. If you have questions, please contact the school principal for further information.

**OCS ACCEPTABLE TECHNOLOGY USAGE AGREEMENT**

**Upper Level 6-12**

Oconee County Schools (OCS) has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. These efforts support engagement in the classroom and prepare students for today’s world.

The purpose of this document is to enumerate acceptable and unacceptable uses of technology resources and to educate staff and students about their responsibilities. Although some specific examples of prohibited uses by users are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. The technology resources covered by this agreement include all computers, devices, and networks owned and/or operated by OCS, whether accessed from home or school and any privately owned devices used on the OCS network or at an OCS campus/activity.

PROPER AND ETHICAL USE: With technological learning tools, users must understand and practice proper and ethical use. All OCS personnel must read and agree to the following terms and conditions of use.

This usage agreement must be available to all parents and students.

**TERMS AND CONDITIONS USE**

**1. Acceptable Use**

The purpose of OCS technology is to support adopted curricula by providing access to unique and current information resources. To continue to have access to the technology resources, your use must be consistent with the approved educational objectives of OCS. Use for personal activities is generally not acceptable. Use for commercial activities, product advertisement, or political lobbying is expressly prohibited.

**2. Privileges**

Inappropriate use, including any violation of the procedures in this agreement, may result in cancellation of your access and disciplinary action. The building principal or designee, under this agreement, is delegated the authority to determine appropriate use and may restrict any user’s access at any time.

1

**3. Monitoring**

OCS reserves the right to review any material stored and transmitted with school system technology or on school provided network resources. This monitoring is intended to determine whether specific uses of the network are appropriate.

Employees: School issued cell phone records are monitored and available to public inquiry. Abuse of cell phone minutes may be cause for disciplinary action. Using personal cell phones and personal e-mail accounts to conduct school business may be subject to open records requests. All electronic communications should be conducted through your OCS account. All email communications with students should be through their OCS student accounts.

**4. Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

* 1. Be polite and use appropriate language
	2. Use of technology resources to circulate chain letters and pyramid schemes is not permitted
	3. Deceptive communication, in which your messages appear to come from another specific person, is never allowed
	4. Do not use technology resources in such a way that you would disrupt other users (sounds and/or excessive bandwidth usage, e.g., radio/audio streaming, video streaming)
1. **No Warranties**

OCS makes no warranties of any kind, whether express or implied, for the technology resources it is providing. OCS will not be responsible for any damages you suffer. This includes loss of data resulting from hard drive failures, mail delays, no-deliveries, or service interruptions caused by system negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. OCS specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources.

Students: OCS may not at any time be held responsible for any loss or damage to a student’s personal device. Students bring devices at their own risk. Help and support will not be provided for personal devices.

**6. Security**

OCS has a differentiated filtering system for employees and students which filters access to resources by the users’ ID. Everyone is held accountable for actions taken under their login. Password are to be kept confidential and protected. Giving your password to an unauthorized person can be a crime under Georgia law. You are accountable for all actions taken under your login. No one should log on to the network using another person’s ID. If a computer is found logged in, log it off. All employees and students must lock their computer when not in direct view of the workstation.

Electronic communications are not guaranteed to be private. All electronic transactions are monitored by OCS and are subject to open records requests and discovery motions.

Students: If you identify any security problem on a computer or the OCS network, you must notify a teacher so it will be reported to the Technology Department. Do not demonstrate the problem to other student users.

If there is reasonable suspicion to believe that students have violated school policies, regulations, or guidelines, OCS may examine and search the contents of students' devices brought on school property or on school-sponsored activities.

Employees: OCS employees may not use their login to give another person access to networked resource, as this may provide access to an inappropriate level of information. Employees must password-protect or encrypt all student information stored on laptops, USB drives, mobile devices, or other portable storage devices.

**7. Vandalism and Harassment**

Vandalism or harassment will result in the cancellation of your technology and network privileges.

Vandalism is defined as any malicious attempt to harm, modify, or destroy data or hardware. This includes but is not limited to modifying settings or installing malicious software. If you have information regarding a case of vandalism, report it to a teacher or administrator.

Harassment is defined as the persistent annoyance of another user, or the interference of another user’s work, including unwanted electronic communications. Uninvited amorous or sexual messages are likely to be construed as harassment. Harassment should be reported to the appropriate person: teacher, counselor, school administrator, or Human Resources Department.

2

Cyberbullying is defined as any electronic communications done with the intention to cause mental or emotional harm and may result in legal action. When evidence of cyberbullying is brought forward to the administration, the administration may investigate and discipline the sender as warranted by the student behavior code or, by referring the matter to the proper authorities. If you feel that you have been a target of cyberbullying, speak with a teacher, counselor, or law enforcement officer. (See Oconee County Schools – Student Behavior Code, 241 Bullying for more information.)

**8. Procedures for Use of the Internet**

Staff and students of OCS may connect their personal wireless devices to the system network. By using the OCS network, you accept the terms of this agreement. Personal devices are not to be connected to the wired network.

Students: Student users must always get permission from their teachers before using the network or accessing any specific file or application. All students with personal wireless devices must use the district provided wireless, which is filtered according to the Children’s Internet Protection Act (CIPA) requirements. The use of personal devices is at the discretion of the principal and at the direction of the teacher in the classroom. Students are not to use non-district wireless service providers to get around any rules or Internet filters while on district property.

When using a school-owned device outside the Oconee network, be aware that the Internet access is not filtered and that inappropriate sites or content may be displayed if users are not careful. Employees are reminded that parents must agree in writing to monitor the Internet access of their children on any school-owned device used outside the OCS network..

**9. Encounter of Controversial Material**

You may encounter material that is controversial and that users, parents, teachers, or administrators may consider inappropriate or offensive. It is your responsibility not to initiate access to such material or circumvent any filtering software.

Any decision by OCS to restrict access to internet material shall not impose any duty on the system to regulate the content of material on the Internet. OCS has implemented measures to be in compliance with the Children’s Internet Protection Act. If you have received controversial material through electronic communications, do not forward or duplicate it in any form. Notify your teacher or building administration.

**10. Supervision**

During class time, each student's access to, and use of, approved technology resources (personal and district provided) will be under the teacher's direction and monitored as a regular instructional activity. (During non-instructional times on campus, students may use their approved technology resources but must remain in compliance with this agreement.) At no time should a teacher's direction supersede the intention of the district's filtering system in blocking certain internet sites.

Employees: Staff should enforce the rules concerning appropriate use of technology resources. If staff members become aware of student violations, they should correct the student and address the matter in accordance with this agreement and the Board of Education’s general disciplinary policies and procedures. Observed staff violations of this agreement should be reported to the appropriate administrator.

**11. Copyright**

All users must respect the copyrights of works accessible through technology resources connected to the network.

Do not make copies of copyrighted music, video, and/or software without permission of the copyright owner. Users may not install software or apps on OCS owned and operated computers without evidence of a valid software license.

**12. Publishing Online**

OCS provides web publishing mediums for all teachers (Moodle, Blogs, Google Sites, etc.). Any site that represents OCS in any capacity not hosted on system servers cannot be linked to or referenced by teachers UNLESS the school system has been granted administrative permissions to such an external site. OCS retains full editorial control of any site.

1. All posts must be moderated
2. All web publishing should strive for the highest standards of grammar and conventions; any outside references should be appropriately sited
3. All web pages should be in support of the classroom and school mission
4. Online publishing must follow all FERPA guidelines and be ADA compliant
5. Legally acquired copyrighted materials must be posted within password-protected areas. Materials that have not been legally acquired should never be posted
6. Individual teachers will review their students’ material before publication outside the school community; the quality and completeness of any published work should be such that both student and teacher are proud that a larger audience can experience it

3

1. District-sponsored teacher pages must link back to campus websites; campus websites must link to district sites
2. All websites should maintain current information
3. Names and contact information of staff persons or volunteers maintaining the page should be readily accessible to technology personnel
4. Each page will post this disclaimer: "Any link beyond this website does not constitute an endorsement by Oconee County Schools. Oconee County Schools takes no responsibility for and exercises no control over the organizations, views, or accuracy of the information presented by other sites. If you have difficulty accessing anything on this site, please call 706-769-5130."

**13. Safety Guidelines**

Students: Parents/Guardians may elect to restrict publication of information about you including posting in standard and electronic publications such as the Internet, by signing the *Consent to Publish Media Standard Release* and the *Directory* *Information Consent* found in the OCS handbook.

1. Pictures, videos, or other media that include the heads of students, as well as student work, should be posted online only if a *Consent to Publish Media Standard Release* has been signed by parents
2. Unless parents opt out, OCS may publish the following directory information:
	1. Student’s name, address, telephone listing, e-mail address, photograph, date and place of birth
	2. Major field of study
	3. Dates of attendance
	4. Grade level
	5. Student’s participation in officially recognized school activities and sports
	6. Weight and height of athletes
	7. Last attended school
	8. Diplomas, certificates, awards, and honors received
3. No telephone numbers for students will be published

**Note**: All works of authorship are copyrightable by Oconee County Schools (OCS) under the terms of an Attribution-ShareAlike Creative Commons Public License. Under this license, OCS permits anyone to copy, distribute, display, and perform the blog content, royalty-free, on the condition that they credit authorship and OCS each time they do so. OCS also permits others to distribute derivative works of student/staff content, but only if they do so under the same Attribution-ShareAlike license that governs the original content. For more information on Creative Commons, visit:  [http://creativecommons.org/licenses/by-sa/1.0/legalcod](http://creativecommons.org/licenses/by-sa/1.0/legalcode)e

**Penalties for Improper Use**

Using a computer without permission is theft of services and is illegal under state and federal laws. Computer crimes are defined by state law O.C.G.A. 16-9-93.

In addition, there is a specific law against electronic distribution of obscene material to minors (O.C.G.A. 16-12-100.1).

Federal law (18 USC 1030) provides for fines and imprisonment up to 20 years for unauthorized or fraudulent use of computers that are used by or for the federal government, which includes many of the computers on the Internet, and for unauthorized disclosure of passwords and similar information when this affects interstate commerce. (Recall that e-mail, as well as long-distance phone calls, constitute interstate commerce and thus fall under this law.)

The Electronic Communications Privacy Act (18 USC 2701-2709) and other wiretap laws prohibit unauthorized interception of electronic communications, including electronic mail.

You must also obey laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

The Georgia Open Records Act applies to information stored in technology resources. This act gives citizens the right to obtain copies of public records, including any record prepared, received, or maintained by OCS in the course of its operations. Some kinds of records are exempt; among these are student records (including tests and homework), medical records, confidential hiring evaluations, trade secrets, and material whose disclosure would violate copyright laws. The Open Records Act is not a license to snoop; requests for information must be made through proper administrative channels.

4

**ATTENDANCE PROTOCOL**

**Intent**

State Law requires that the school system, with the aid of county officials and social service agencies, develops and implements a Student Attendance Protocol. The objective is to reduce the number of student absences from school. The Student Attendance Protocol includes procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of the State Compulsory Attendance Law. This law mandates school attendance for children ages 6 to 16. Additionally, the protocol must specify local methods used to determine the causes of student truancy and to develop solutions to remedy these causes.

The following Attendance Regulation contains “Best Practices” to support the belief that daily school attendance is critical to the development of any student. Absence from school should be avoided whenever possible.

**Recording Absences**

Teachers and school attendance clerks will keep records of students’ daily attendance as required by state law. The student information system will be used to record excused absences, unexcused absences, tardies, early checkouts, and suspensions.

A student is absent if he/she:

* Misses more than one-half of the instructional day (3+ hours).
* Arrives to school after 11:00 AM (K-5) or 12:00 PM (6-12).
* Leaves school before 11:00 AM (K-5) or 12:00 PM (6-12) and **does not return** to school that same day.

Any high school student who misses one-half or more of any class will be counted absent from that class.

**Oconee County Attendance Risk Reduction Panel**

By order of the Juvenile Court, the Oconee County Attendance Risk Reduction Panel has been established. Students with excessive absences and/or tardies may be called to appear before this panel, which consists of members of various community agencies gathered to provide support to parents and children for the purpose of improving attendance. It is incumbent upon the parent(s)/guardian(s) to work with the panel to develop a plan of action. Failure to comply with the plan may result in a referral to the Department of Family and Children Services and/or Juvenile Court.

**Excused Absence**

1. Any state approved reason (as listed below)
	* Personal illness, requiring attention from a health care professional (i.e. doctor, dentist, psychiatrist, etc.)
	* Serious illness or death in a student’s immediate family
	* A court order or an order of a government agency mandating absence
	* Religious holiday
	* Conditions rendering attendance impossible or hazardous to student health or safety
	* Registering to vote or voting in a public election
	* Visitation with a parent or legal guardian 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
	* All students serving as pages of the Georgia General Assembly
	* All students in foster care who attend court proceedings relating to the student’s foster care shall be counted present
2. All students traveling on a school-sponsored trip

**Parent Excused Absences**

Each student is allowed 5 parent excused absences per year. These absences are to be supported by a note from the parent/guardian, and must be received within 2 days of the student’s return to school in order to be accepted.

**Unexcused Absence**

All absences, other than those listed under the *Excused Absence* section, shall be considered “unexcused."

**Consequences of Unexcused Absences**

1. After five absences, the school will notify the parent(s)/guardian(s). The notice shall outline the penalties and consequences of such absences and state that each subsequent absence shall constitute a separate offense under the Georgia Compulsory Law.
2. A written summary of possible consequences and penalties for failure to comply with the Georgia Compulsory Law will be provided to parent(s)/guardian(s) by September 1 of each school year or within 30 days after a student has enrolled in the school district. The parent(s)/guardian(s) shall sign a statement indicating receipt of such written

5

statement of possible consequences and penalties. Students who are 10 years or older by September 1 shall sign a statement indicating receipt of a written statement of possible consequences for noncompliance with the school district’s attendance policy.

1. The lead social worker will be notified for intervention should excessive absences continue.
2. When a student, who is beyond the compulsory attendance age, misses more than 10 consecutive days of school, the School Attendance Committee may withdraw that student and report them as non-compliant if he/she is under the age of 18. If 18 years or older, students who miss more than 10 days per semester may be withdrawn from school or placed at the Oconee County Community School. (Note: the compulsory attendance age in Georgia is 6-16.)
3. If a student was granted a transfer to another school, he/she may be placed back at his/her school of origin as recommended by the Principal and Superintendent, or the Superintendent’s designee.
4. Any situation resulting in excessive absences may be referred to the Oconee County Attendance Risk Reduction Panel.

**Tardy**

A student is marked tardy if he/she arrives after the start of the school day (or the start of class for high school students). Tardies are excused for the same reasons as excused absences with proper documentation. High school tardies are counted per period. Punctuality is expected. Excessive tardies may be referred to the school social worker and/or an administrator for appropriate discipline, which may include anything from detention to in-school suspension (ISS) and/or out-of-school suspension (OSS).

**Early Checkout**

A student will be marked as an early checkout if he/she leaves before the end of the school day, missing no more than three hours of school. Schools will not accept phone calls, faxes, or emails requesting an early checkout for a student driving his or herself from school. Early checkout will only be granted by a note from the parent/guardian turned in prior to 8:15 a.m. the day of checkout. Failure to submit the required documentation will result in the parent/guardian having to check the student out through the attendance office.

**Consequences of Excessive Tardies and/or Early Checkouts**

1. Elementary school interventions may include phone calls and letters to parents, and/or referral to the school Social Worker.
2. Middle school interventions may include the above and/or after school detention.
3. High school interventions may include the above, as well as after school detention, Saturday school, and/or loss of parking privileges.
4. If a student was granted a transfer to another school, he/she may be placed back at his/her school of origin as recommended by the Principal and Superintendent, or the Superintendent’s designee.
5. Any situation resulting in excessive tardies and/or early checkouts may be referred to the Oconee County Attendance Risk Reduction Panel.

**Attendance for Extra-Curricular and Co-Curricular Participation - Middle School and High School**

1. A student must be in attendance for at least a half day of school in order to participate in an extra-curricular or co-curricular activity, except for extenuating circumstances.
2. A student may not participate in an extra-curricular or co-curricular activity on a day that he/she has served either out-of-school suspension (OSS) or in-school suspension (ISS), unless the in-school suspension is completed by 3:30 p.m. (Out-of-school suspension is effective from the time the disposition is assessed until the beginning of the first day that the student is back in school.)
3. A student who goes on a field trip is not considered absent.

6

**BULLYING**

Bullying, as described in Georgia Law, is prohibited in all Oconee County Schools. When a parent, student, teacher, staff member, or other adult suspects that bullying has occurred, they are expected to report the incident to school administration immediately. School personnel are mandated to report an incident if they have reliable information that would lead a reasonable person to believe that bullying is occurring. Once school administration has been notified, an immediate investigation will occur.

If the administration finds that bullying has occurred, the administration will take appropriate disciplinary action based on the severity and number of offenses. The administration will also contact the parents of both the victim and the person bullying, so that all parties involved are aware of the situation. Oconee County Schools, at all three levels, has developed a progressive discipline chart in order to respond to bullying. At each level, the range of punishment can vary from a warning and counseling to expulsion. In grades 6-12 - upon the third bullying offense - the school will take the accused before a hearing officer and make a recommendation that the student be placed in the Oconee County Community School for up to one calendar year. Students who are charged with bullying in the elementary grades may be placed at another school to rectify the behavior. If this action occurs, the parents will be responsible for transporting the student to and from school.

All individuals who report an incident of bullying in good faith shall be immune from civil liabilities for any damages caused by such reporting. Retaliation following a report of bullying is prohibited and should be reported to school administration immediately. Training will take place for administration and staff during the summer and pre-planning.

**CLUBS AND ORGANIZATIONS**

Oconee County Schools offers a variety of clubs and organizations for student participation. Parents may choose to decline for their child to participate in any club or organization available through Oconee County Schools by completing a form at the school or the signature page in the front section of the OCS District Pages.

**\*\*For a list of clubs and organizations at your school, please contact the school’s front office.**

Written permission from a parent or guardian is required prior to a student’s participation for clubs or organizations started during the school year.

**CONFERENCES**

Individual parent/teacher conferences may take place at any time during the school year when either the parent or teacher deems one necessary. There are two set conference dates during the school year for grades K-8. Should a parent decide to have an attorney present during a conference, the school should be notified prior to the conference so that Board of Education attorney can be present as well.

**CONSENT TO PUBLISH MEDIA/STANDARD RELEASE**

Occasionally, employees may publish electronic media of students for various purposes including highlights of student work, performances, and school events, as well as distribution of school broadcast news via the Internet. In addition, Oconee County Schools and/or its teachers may produce websites and other electronic publications that contain student pictures, videos and other media along with the students’ names. The signature page contains a *Consent to Publish Media* authorization.

**DISCIPLINE – STUDENT BEHAVIOR CODE**

**Development of the Student Behavior Code**

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735. The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

**When the Student Behavior Code Applies**

The rules contained in the *Student Behavior Code* apply to students, both during and outside normal school hours, who are:

* On school system property
* Off school system property while attending a school activity, function, or event
* En route to or from school or school-related activities
* Off school system property if: (a) the student’s off-campus conduct could result in the student’s being charged with an criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student’s continued presence at school a potential danger to the educational environment or disrupts the school environment; or (b) the student’s off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying [threats or harassment], or

7

texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program, or school environment.

* School bus stops

**Explanation of Consequences**

***Detention***

A requirement that the student report to a specific school location and make up work missed or to receive specific instruction in behavior modification. Detention may require the student’s attendance before or after school.

***Alternative Placement for Elementary Students***

Temporary removal of a student from the regular classroom and assignment to another classroom or administrative office for a period of time deemed appropriate by school administration.

***Short-Term Alternative Placement*** *(In-School Suspension or ISS)*

Removal of a student from the classroom to work in an isolated area staffed with school system personnel. While in this setting, the classroom teacher provides work for the student to complete. This is used sometimes in lieu of out-of-school suspension. The student is excluded from all school-sponsored and extracurricular activities while assigned to this setting.

***Therapeutic Removal of a Student***

A student may be sent home from school for therapeutic purposes. The principal or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class should not be considered as suspension.

***Suspension***

Removal of the student from the school campus and exclusion from all school-sponsored activities, extracurricular activities, and course work required. Suspension by the school principal or designee shall not exceed 10 consecutive days. The disciplinary hearing officer or the Board of Education may only impose suspensions beyond 10 days after a due process hearing to determine guilt or innocence. A student suspended beyond 10 days may be afforded the opportunity to enroll in the alternative program.

***Expulsion***

The removal of a student from the school system for an extended period of time; or permanent removal by the Board of Education or through a disciplinary hearing.

***Long-Term Alternative Placement***

A setting that a student may be offered when suspended from school for more than 10 days. The student is excluded from all school-sponsored and extracurricular activities while assigned to the alternative school (unless otherwise designated by the superintendent or designee). There are at least four ways a student may gain entry to this program:

* Through a disciplinary hearing process
* Through principal and parent/guardian agreement (proper waivers must be signed)
* By committing a third offense for bullying (applies to middle and high school students)
* By superintendent assignment (only for students in grades K-5)

**Explanation of the Term “Possession”**

A student is in “possession” of an illegal or prohibited item when it is found, or determined to be, in or on the person of the student, in his or her personal effects (including book bag, pocketbook, or athletic bag), located in the student’s locker, in a student's vehicle (or a vehicle in which the student was transported), while the student is on school property or at any school event or function.

**Discipline Incident Type Codes**

***CODE 01: ALCOHOL***

*Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.*

A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

8

Disposition: Ranges from a Written Warning to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

***CODE 02: ARSON***

*Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trash can fires (if they are contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the Discipline Incident Type Code 23 (Weapons – Other.) This code does not include the simple act of lighting a match or lighter.*

A student shall not cause or attempt to cause damage to any real or personal property by fire or any incendiary device.

Disposition: Ranges from Alternative School Assignment to Expulsion

**Law enforcement will be called.**

***CODE 03: BATTERY***

*Intentional and substantial physical harm or visible bodily harm to another. As used in the Georgia Code section for this offence, the term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips, or other facial or body part, or substantial bruises to body parts.*

**This code is only used when the attack is very serious – enough to warrant calling the police.**

Battery may include an attack with a weapon that causes serious bodily harm to the victim.

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to another person. A student shall not engage in verbal confrontation or other verbal misbehavior including insult, use of profanity, ethnic, racial, sexual, religious slurs, bullying, or harassment that might lead to this offense.

Any student who commits an act of physical violence against a teacher, administrator, school bus driver, or any other school employee shall be suspended pending a disciplinary hearing before a tribunal.

The Board of Education shall appoint members of the tribunal (which will consist of three certified educators) to determine all issues of fact and intent relative to the alleged incident of physical violence. The tribunal shall submit its findings of fact and intent, along with its recommendations of punishment, to the Board as required by O.C.G.A. § 20-2-751.6. The Board shall review the findings and recommendations of the tribunal and may follow the recommendation or impose penalties not recommended by the tribunal.

If the student is found guilty of this offense, the discipline shall be expulsion, long-term suspension, or short-term suspension. In cases where the act of physical violence results in physical harm, the student shall be expelled for the remainder of his/her eligibility to attend public school. If the student is in grades K-8, the Board of Education may, at its discretion and on the recommendation of the tribunal, permit such student to re-enroll in the regular public school program for grades 9-12. The

Board of Education may permit the student to attend alternative school for the period of the student’s expulsion.

Disposition: Ranges from Short-Term Suspension to Expulsion

**Law enforcement will be called.**

***CODE 04: BURGLARY*** (Not defined nor reported for student discipline.)

***CODE 05: COMPUTER TRESPASS***

*The unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.*

Students may not cause or attempt to cause damage to any computer hardware or software.

**051 *Violation of Computer Ethics***

*Stealing or copying software that is the property of the Oconee County Schools is strictly prohibited. Students are expected to fully comply with all components of the school system’s technology usage agreement. Students who choose to abuse computer privileges are subject to disciplinary consequences. Any violation of the network usage agreement is considered a violation of this code.*

*Lap top computers and personal desk accessories are discouraged but may be allowed with administrative and teacher approval. Violation of any school rule with such a device will result in loss of privilege and may result in disciplinary consequences.*

Disposition: Ranges from a Written Reprimand to Expulsion

9

***CODE 06: DISORDERLY CONDUCT***

*Any act that substantially disrupts the orderly conduct of a school function; substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.*

If the action results in a more serious incident, report it in one of the following categories:

061 ***Misbehavior on the School Bus***

In accordance with the law, any form of physical violence, bullying, physical assault, or battery is strictly prohibited on a school bus as it is on other school properties. Any form of verbal assault, disrespectful conduct, or unruly behavior will not be tolerated. Georgia law requires a meeting between the parent/guardian and school officials whenever a student is engaged in any form of bullying, physical assault, or battery on a school bus. This meeting will be for the purpose of assessing age-appropriate disciplinary sanctions/penalties and for developing a behavioral contract specific to the inappropriate behaviors being targeted. This contract will be effective for the period of time set forth by the school administration. Behavioral contracts may be used for other bus misconduct as deemed appropriate by local school administration.

Any violation of the bus rules and anything that the driver deems unsafe or inappropriate will result in a verbal warning, assigned seating, and/or a written referral. All referrals are turned in to the Director of Transportation. The referral will be sent to the appropriate school electronically. Some actions may result in the student being suspended from the bus for a short period of time or expelled from the bus for serious behavior or safety issues.

The Director (or designee) have the authority to board any bus and address any safety/behavior issues that they observe, or when requested to do so by the school and/or driver. All transportation employees who enter a school bus should notify students of their name, position/title, and the reason for entering the bus.

The school system is committed to transporting students safely to and from school. All students are expected to behave appropriately while riding on the bus. To this end, students are expected to abide by these specific rules as well as those set forth by the Pupil Transportation Department or school administrators. Failure to do so will result in loss of rider privileges.

**The bus driver has the authority to assign seats at any time. Drivers also have the authority to add additional rules as they deem necessary.**

Students shall be prohibited from the following while on the school bus:

* Use of any electronic devices that might distract the school bus driver including but not limited to pagers, cell phones, audible radios, tape or compact disc players without headphones, or any other electronic device used in a manner that might interfere with school bus communication equipment or the school bus driver’s ability to operate the bus; such devices will be confiscated and turned in to school administration if used
* Use of mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the driver’s ability to operate the bus
* Transporting inflated balloons, large bouquets in glass containers, or any other large item (including large school projects or band instruments), that might create visual restrictions to the bus driver or block the aisle of the bus
* Use of alcohol, tobacco products, or any other substance deemed illegal or inappropriate within the OCS Student Behavior Code
* Transporting weapons of any kind
* Use of loud, profane or abusive language, obscene gestures, or other unruly behavior; including but not limited to fighting, spitting, bullying, threatening, harassing, or taking objects that are not yours
* Falsifying or forging information
* Improper touching or public displays of affection
* Eating, drinking (except water, which can be brought on the bus in a closed container), chewing gum, or littering
* Damaging seats or any other part of the school bus
* Throwing objects in the bus or out of a bus window/door
* Extending arms, head, or hands outside of a bus window/door or across the aisle
* Moving from seat to seat while the bus is in motion
* Bringing animals on the bus

Disposition: Ranges from a Written Reprimand to Expulsion (This could include suspension from the bus.)

10

063 *Disruptive Behavior*

064 *Repeated Violations/Misbehavior*

065 *Throwing Objects*

No student shall threaten to or intentionally

* Occupy any school building, gymnasium, school grounds/properties or part thereof, with intent to deprive others of its use or where the effect thereof is to deprive others of its use; block the entrance or exit of any building or property (including any corridor or room thereof) so as to deprive others of access thereto; or block normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the principal
* Prevent the convening of or force the disruption of any lawful mission, process, or function of the school by the use of any manner of violence, force, noise, coercion, treat, intimidation, fear, passive resistance, or any other conduct
* Burn or otherwise damage any school building or property
* Possess, discharge, display, or otherwise threateningly use any firearm, explosives, knives, or other weapons (or any object that can reasonably be construed as a weapon) on school premises
* Make noise or act in any manner so as to interfere seriously with the teacher’s ability to conduct his/her class
* Refuse to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel
* Make, or encourage others to make, prank phone calls; activate a fire alarm without justification; or falsely report a fire, bomb, terroristic act, or any other threat the student does not believe to exist
* Commit any act or crime of violence

Disposition: Ranges from a Verbal Reprimand to Expulsion

***CODE 07: DRUGS*** *(except alcohol or tobacco)*

*The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student.*

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any illegal drug or drug paraphernalia.

Possession, sale, transfer, or use of prescription or non-prescription drugs can be a violation of this rule.

Misuse of prescription or non-prescription drugs shall be considered a violation of this rule.

Each school is assigned a nurse to oversee the clinic. All prescription and non-prescription drugs must be checked in and administered through the clinic. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with system guidelines shall not be considered a violation of this rule.

*Any student who has asthma will be permitted to carry asthma medication prescribed by a physician on his/her person and self-administer it during school or at school-related activities as long as the school nurse has been notified and the appropriate paperwork has been filed as specified in Board policy*.

Disposition: Ranges from a Written Reprimand to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

***CODE 08: FIGHTING***

*Mutual participation involving physical violence where there is no main offender and no major injury.*

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person.

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person that threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

11

081 *Verbal and/or Physical Contact*

*Any mutual act of arguing or pushing among students that could lead to an actual fight.*

Disposition: Ranges from a Verbal Reprimand to Out-of-School Suspension (May be referred to a counselor or social worker.)

***CODE 09: HOMICIDE*** (Not defined nor reported for student discipline.)

***CODE 10: KIDNAPPING*** (Not defined nor reported for student discipline.)

***CODE 11: LARCENY/THEFT***

*The illegal taking of another person's*  [*property*](http://en.wikipedia.org/wiki/Property) *without that person's freely-given*  [*consent*](http://en.wikipedia.org/wiki/Consent) *by taking, by deception, by conversion, by taking lost or mislaid property, or by receiving stolen property without threat, violence, or bodily harm. Included are pocket-picking, taking a purse or backpack, theft from a building, motor vehicle, coin-operated machine, or all other types of larcenies.*

**111 *Petty Theft***

*Theft of an item or items with a total monetary value under the amount of $500. Anything greater is grand theft.*

A student shall not steal the property of another (or attempt to do so) and shall not possess, sell, use, or transmit (or attempt to possess, sell, use, or transmit) stolen property.

The school will file any incident involving theft of property valued at $100 or more with local law enforcement. Incidents involving theft of property valued at less than $100 may be reported. The reporting of such incidents is at the discretion of the school.

For purposes of reporting - burglary, breaking and entering, robbery, or the attempt to do any of these acts - will be reported as a violation of this rule.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

***CODE 12: MOTOR VEHICLE THEFT*** (Not defined nor reported for student discipline.)

***CODE 13: ROBBERY*** (Not defined nor reported for student discipline.)

***CODE 14: SEXUAL BATTERY*** (Not defined nor reported for student discipline.)

***CODE 15: SEXUAL HARASSMENT***

*The deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments* (including statementsposted on or contained in internet postings, email, texts, social media, or other electronic communication) *of a sexual nature* *when such conduct has the purpose or effect of interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.*

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from a Written Warning to Suspension (Requires a behavior contract; alternative school assignment is mandatory upon the third offense.)

***CODE 16: SEX OFFENSES***

*Sexual intercourse, sexual contact, or other unlawful behavior/contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers.*

12

**161 *Improper Touching/Public Display of Affection (PDA)***

A student shall not perform any act of lewd or indecent exposure; lewd caressing or indecent touching/fondling of one’s own body or that of another; shall not engage in any act of sexual contact; shall not engage in *streaking* or other display of nudity, or attempt to commit any act of indecent or lewd behavior. Public display of affection (PDA) is included under this rule.

Disposition: Ranges from a Written Reprimand to Expulsion

***CODE 17: THREAT/INTIMIDATION***

*Fear of bodily harm through verbal or written threats* (including statements posted on or contained in internet postings,email, texts, social media, or other electronic communication) *without displaying a weapon or subjecting the person to an* *actual physical attack.*

A student shall not threat or intimidate another student, or any other person, located on school property or at a school-sponsored event.

Disposition: Ranges from Short-Term Suspension to Expulsion

***CODE 18: TOBACCO***

*Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school or a school-sponsored event.*

A student shall not possess, transmit, or use tobacco products of any type, including without limitation smoking tobacco, chewing tobacco, snuff, e-cigarettes, liquid vapor smoking devices or similar devices, or smoking paraphernalia. A student shall not wear attire that advertises or refers to possession or use of tobacco. Such items found in a car, locker, purse, or book bag will be considered as *being in the possession of* the student.

Disposition: Ranges from Saturday Detention to Suspension

***CODE 19: TRESPASSING***

*Entering or remaining on a public school campus or school facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator/designee.*

Students shall not enter or remain on a public school campus or school facility without authorization or invitation.

Disposition: Ranges from a Verbal Reprimand to Expulsion

***CODE 20: VANDALISM***

*The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting walls of buildings.*

A student shall not cause or attempt to cause damage to property. The school will file any incident involving damage of property valued at $100 or more with local law enforcement. Incidents involving damage of property valued less than $100 may be reported. The reporting of such incidents is at the discretion of the school.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

***CODE 21: WEAPONS – FIREARMS*** *(See Code 25 and Code 26)*

***CODE 22: WEAPONS – KNIFE***

*The possession, use, or intention to use, any type of knife (including a pocket or pen knife) to inflict harm on another person or to intimidate any person.*

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): a knife of any type with a blade of two inches (2”) or longer, razor, box cutter, any martial arts device, sword, machete, or other tool or device used to inflict harm, or any other object that reasonably can be considered a weapon.

13

When it is the first offense of this code type and the student has in his/her possession a weapon that, in the opinion of the principal, is not inherently an offensive weapon (example: fingernail file, clippers or scissors) and where there is not a threat or actual confrontation, the principal may handle such violation internally once he/she consults with the superintendent and receives permission to handle the matter internally.

Disposition: Ranges from a Written Reprimand to Expulsion

**Law enforcement will be called.**

***CODE 23: WEAPONS – OTHER***

*The possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, cap guns, bb guns, pellet guns: “any weapon designed or intended to propel a missile or projectile of any kind.” Electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.*

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): any gas repellant, mace, stun gun, chemical spray, pellet or bb gun: “any weapon designed or intended to propel a missile or projectile of any kind.” Any martial arts devices, sword, machete, or other tool or device used to inflict harm or other object that reasonably can be considered as a weapon. (*It is a violation of this section to possess or* *threaten to use a toy gun, antique, replica, or other object which looks like or is represented to be a gun or weapon.)*

A student shall not falsely claim to have a weapon or explosive device in their possession; falsely claim that another person has a weapon of explosive device in their possession; or falsely claim that another person is bringing a weapon or explosive device onto school system property or to a school-related function.

Disposition: Ranges from Written Reprimand to Expulsion

**Law enforcement will be called.**

***CODE 24: OTHER DISCIPLINE INCIDENT***

*Any other discipline incident for which a student is administered corporal punishment, in-school suspension, out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court/juvenile system authorities, or removed from class at the teacher’s request.*

**245 *Other Conduct Subversive to Good Order***

A student shall not perform any other act that is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, ~~or~~ community misconduct that would be so serious as to pose a threat to the school community, or student being criminally charged with a felony (which makes the student’s continued presence at school a potential danger to persons or property of the school or disrupts the educational process).

Disposition: Ranges from a Written Reprimand to Expulsion

**2410 *Chronically Disruptive Student***

A student who continually disrupts or repeatedly violates other school rules may be charged with repeated violations of school rules or behavior. This code applies after remediation attempts (including consideration of the Pyramid of Intervention) have been utilized.

Disposition: Ranges from Saturday Detention to Expulsion

***CODE 25: WEAPONS - HANDGUN***

*Possession of a firearm which has a short stock and is designed to be held and fired by the use of a single hand, and any combination of parts from which a firearm described above can be assembled.*

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with handguns and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion

**Law enforcement will be called.**

14

***CODE 26: WEAPONS – RIFLE/SHOTGUN***

***Rifle -*** *a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or**redesigned, made or remade, to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.*

***Shotgun*** *- a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or**redesigned, made or remade, to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.*

A student may not possess, transmit, sell, or attempt to sell, any firearm while on school grounds or while attending any school function. This rule deals specifically with *rifles* or *shotguns* and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion

**Law enforcement will be called.**

***CODE 27: SERIOUS BODILY INJURY***

*Bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.*

A student shall not cause (or attempt to cause) serious bodily injury or behave in such a way as could reasonably cause serious bodily injury to any person. A student shall not cause (or attempt to cause) an injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Disposition: Ranges from Long-Term Suspension to Expulsion

**Law enforcement will be called.**

***CODE 28: OTHER FIREARMS***

*Firearms other than handguns, rifles, or shotguns as defined in 18USC921. This includes any weapon (including starter gun) which will (or is designed to or may readily be converted to) expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, or rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device;) any weapon which will (or which may be readily converted to) expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.*

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with all firearms other than handguns, rifles, or shotguns as defined in 18USC921 and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion

**Law enforcement will be called.**

***CODE 29: BULLYING***

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that 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, whether or not such electronic act or communication is on school property or is through the use of school equipment, that is:

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

15

A student shall not transmit any electronic communication that has the effect of bullying another student, including but not limited to sending e-mail or text messages, or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyberbullying that occurs on campus and, if the following conditions are met, to cyberbullying that occurs off-campus: if the electronic communication (1) is directed specifically at students or school personnel, (2) is malicious or for the purpose of (i) threatening the safety of those individuals specified or (ii) substantially disrupting the orderly operation of the school or other program, and (3) creates a reasonable fear of harm to the students or school personnel’s person or property or has a high likelihood of succeeding in that purpose.

Georgia Law requires the following once an allegation of bullying has been made:

* Immediate investigation by school administration;
* Notification of the parents of all parties involved, bully and victim;
* Discipline with age appropriate consequences; and
* Follow-up with both the bully and victim to ensure issues are being resolved.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under the existing disciplinary provisions. Retaliation toward a person who makes a report is prohibited.

Georgia Law requires mandatory assignment to alternative school for any student in grades 6-12 who is found guilty of bullying for a third (3rd) time in a school year and authorizes local boards of education to assign students who have committed bullying actions to a school outside the student’s attendance area. **Law enforcement personnel will** **be contacted when a student allegedly commits a physical assault or battery on another student or school employee.**

Disposition: Ranges from a Written Warning to Suspension

**291 *Racial Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments of a racial nature, when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

**292 *Religious Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student’s religious beliefs/preferences when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

**293 *Disability Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student who has a disability when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps

16

for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

***CODE 30: OTHER - ATTENDANCE RELATED***

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions

**301 *Tardy to School or Class***

A student shall not be absent from or tardy to school or any class or other required school function during school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official; nor shall a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from Detention to Suspension Pending a Disciplinary Hearing

**302 *Absent Without Leave (AWOL)***

A student shall not leave school grounds prior to the end of the day (after his/her initial arrival on campus) without the written permission of a teacher, principal, or other duly authorized school official; nor shall a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from a Written Reprimand and Loss of Driving Privileges to Suspension Pending a Disciplinary Hearing

***CODE 31: OTHER – DRESS CODE VIOLATION***

Violation of school dress code that includes standards for appropriate school attire.

**311 *Dress Code Violation***

The school administration is authorized to determine appropriate dress for the school setting. Each school has determined (by committee) the appropriate dress for their school. The specific dress code for each school is outlined in the student agenda book (or by whatever means the school chooses to convey important student information). The school administration is responsible for enforcement of the school dress code and has at their discretion the right to assign the appropriate disposition for those students who violate the school dress code.

Disposition: Ranges from a Written Reprimand to Suspension

***CODE 32: ACADEMIC DISHONESTY***

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

**321 *Academic Dishonesty***

Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences. Plagiarism is considered a violation of this rule. Consequences for violation are at the discretion of school administration and/or teacher. Student may be referred to the Pyramid of Intervention.

Disposition: Ranges from a Written Reprimand to Expulsion

***CODE 33: OTHER – STUDENT INCIVILITY***

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

17

**331 *Refusal to Follow Instructions/Direction***

**332 *Disrespectful Behavior***

**333 *Profanity or Obscene Language/Gestures***

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person, which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of an ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

**334 *Providing False Information/Forgery***

A student shall not forge another person’s signature, present a document with a forged signature, or give false identification/information to any school official or representative for any purpose including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences for violation are at the discretion of school administration.

Disposition: Ranges from a Written Reprimand to Expulsion

**335 *Failure to Comply With Assigned Discipline***

A student shall comply with directions, commands, or assigned discipline of teachers, student teachers, substitute teachers, parapros, principals, school bus drivers, and other authorized school personnel.

Disposition: Ranges from a Written Reprimand to Expulsion

***CODE 34: OTHER – POSSESSION OF UNAPPROVED ITEMS***

The use or possession of any unauthorized item disruptive to the school environment. *(Note: The use of fireworks or* *incendiary devices must be coded as Arson.)*

**341 *Possession/Transmission of Prohibited Items***

A student shall not possess any form of laser pointer, pocket pager, or any two-way radio during the school day. Cell phones and other electronic devices may be used at the discretion of the principal and teacher for instructional activities or health reasons only.

Disposition: Ranges from Confiscation of the Device to Expulsion

***CODE 35: GANG - RELATED***

Any group of three or more students with a common name or common identifying signs, symbols, tatoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

Disposition: Ranges from a Written Reprimand to Expulsion

***CODE 36: REPEATED OFFENSES***

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Disposition: Ranges from a Written Reprimand to Expulsion

***CODE 40: OTHER- NON-DISCIPLINARY INCIDENT***

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = ‘40’, then the ACTION

CODE must = ‘95’ for Physical Restraint. Do not report a Teacher ID when Incident Code is “Other Non-Disciplinary Incident.”

Disposition: Ranges from a Written Reprimand to Expulsion

Questions regar**ding the** ***OCS Student Behavior Code*** **should be directed to the Office of Student Services, 706-769-5130.**

**This revision is effective 8/6/14.**

All major offenses including but not limited to drugs and weapon offenses can lead to schools being named an unsafe school according to SBOE Rule 160-4-8-16.

18

**DISCLAIMER**

Any policy or procedural changes that take place after the publishing of the student handbook will be sent home with the student. Such changes will supersede what may be listed in the student handbook.

**ELECTRONIC COMMUNICATION DEVICES AT SCHOOL**

The following items are prohibited from use at school:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Flash cameras | 5. | Lasers |
| 2. | Pagers | 6. | Audible and/or two-way radios |
| 3. | CD players | 7. | Mirrors/reflective devices |
| 4. | IPODs | 8. | MP3 Players |

**Cellular Telephones**

Cell phones may be used for instructional purposes only at the discretion of the principal and the teacher.

**EMERGENCY DRILLS**

Fire, severe weather and emergency drills are held on a regular basis throughout the school year. Students should follow their teacher’s instructions and go to designated areas in a prompt and orderly fashion. Evacuation routes, areas and procedures are posted in each classroom and are fully explained to students. An Emergency Handbook is kept updated. Each teacher has a copy and has thoroughly read and practiced the procedures.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen (18) years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The following list is considered to be “directory information”. Schools may disclose directory information (e.g., for yearbooks, awards, sports publications; to military recruiters, law enforcement, etc.) unless a parent or eligible student chooses to opt out of disclosure.

1. Student’s name, address, telephone listing, e-mail address, photograph, date and place of birth
2. Major field of study
3. Dates of attendance
4. Grade level
5. Student’s participation in officially recognized school activities and sports
6. Weight and height of athletes
7. Last attended school
8. Diplomas, certificates, awards, and honors received

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, *Transfer of Student Records*.

**Procedures for Obtaining Access to Student Records**

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his/her child.

Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include but are not limited to:

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated with the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.

19

1. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
2. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders, or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
3. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
4. Disclosures will be made to accrediting institutions to carry out their accrediting function.
5. Disclosures will be made in connection with a health or safety emergency.
6. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction. If the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

**If you do not wish for your child’s Directory Information to be released during the school year, you may obtain an Opt-Out form to complete from the main office of your child’s school. If you do not complete this form, the school system will assume that you authorize such disclosure when this information is requested.**

**Military Notice**

Under the No Child Left Behind Act of 2001, military recruiters may receive upon request the name, address and telephone number of high school juniors and seniors. **If you do not wish for your child’s Directory Information to** **be released** **during the school year, you may obtain an Opt-Out Form to complete from the main office of your child’s school. If you do not complete this form, the School District will assume that you authorize such disclosure when this information is requested.**

**FLOWERS, BALLOONS AND GIFT DELIVERY**

Flowers, balloons and gifts are discouraged from being sent to the schools. These items are not permitted on the school bus. No deliveries in commemoration of Valentine’s Day are permitted.

**GENDER EQUITY IN SPORTS**

**Grievance Procedures**

In accordance with the Gender Equity in Sports Act, it is the policy of the Oconee County Board of Education to prohibit discrimination based on gender in its school athletic programs. The following grievance procedures are hereby adopted to provide for prompt and equitable resolution of student complaints. Included are those brought by a parent or guardian on behalf of his or her minor child, who is a student, alleging any action that would be a violation of the Gender Equity in Sports Act.

1. The student, parent, or guardian must submit a complaint on the proper form, which can be picked up at any middle or high school in Oconee County Schools. This form is to be completed and submitted to the principal of the student’s school, the school-level Sports Equity Coordinator/Athletic Director or the Sports Equity Coordinator for Oconee County Schools (Assistant Superintendent for Operations and Student Services, P.O. Box 146, Watkinsville, GA 30677). The principal or sports equity coordinator shall date stamp the complaint when received.
2. The sports equity coordinator shall review the facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals who may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal law, state law and the school system’s policies on confidentiality of student and employee information.

20

1. The sports equity coordinator shall render a decision in writing no later than 30 calendar days after receipt of the complaint. The document shall set forth the essential facts and rationale for the decision.
2. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
3. A complainant shall have the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant to the Superintendent. This appeal must be in writing. The Superintendent’s office shall date stamp the appeal when received.
4. The Board shall review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting following the receipt of the appeal, whichever is later. Such decision shall set forth the essential facts and rationale for the decision.
5. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant in the appeal.
6. A complainant may appeal a decision of the local Board of Education to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2-1160.

**GRADE PROMOTION PROCEDURES**

According to State Board Rule 160-4-2.11, students enrolled in **third, fifth or eighth** grade must score at Level II (*Meets* *Expectations*) or Level III (*Exceeds Expectations*) on the Georgia Milestones Assessment in**Reading**and/or**Mathematics**tobe promoted to the next higher grade.

Third grade students who achieve at Level I (*Does Not Meet Expectations*) on the **Reading** section of the CRCT will be provided another opportunity to learn and master grade level skills prior to being given a second administration of the specific Georgia Milestones End of Grade Assessment.

Students at the fifth and eighth grades who achieve at Level I (*Does Not Meet Expectations*) in **Reading** and/or **Mathematics** will be provided another opportunity to learn and master grade level skills prior to being given a second administration of the specific Georgia Milestones End of Grade Assessment.

Students who achieve at Level II or III on the second administration of the test(s) may be promoted. Parents, guardians, and/or teacher(s) of students who achieve at Level I on the second administration may, within guidelines set forth by the Oconee County Board of Education, appeal the decision to retain the student.

Failure of a student to take the Georgia Milestones Assessment in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s), shall result in the retention of the student at the current grade level.

For further information regarding Milestones testing please visit the Oconee County Schools website at:  [http://oconee.schoolwires.net](http://oconee.schoolwires.net/)/

**HARASSMENT OR DISCRIMINATION REPORTING**

Everyone in Oconee County Schools has the right to feel respected and safe. Consequently, we want you to know about our policies and regulations regarding harassment and discrimination.

The school district does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.

Any employee, student, applicant for employment, parent, or other person who believes he or she has been discriminated against or harassed in violation of school system policies must make a complaint in accordance with the procedures outlined in policy regulations. Policy GAAA deals with employee discrimination/harassment and JAA deals with student discrimination/harassment. The accompanying regulations are GAAA-R(1) and JAA-R(1). Disciplinary consequences for cases of harassment are outlined in JCDA-E, *Student Code of Conduct*. Sexual Harassment is addressed in Code 15 and Code 29 *Bullying* addresses racial, religious, and disability harassment.

A harasser may be a student or an adult. Harassment may include the following:

* Name calling
* Pulling on clothing
* Graffiti
* Notes or cartoons
* Unwelcome touching of a person or person’s clothing
* Offensive or graphic posters or book covers
* Violent acts

21

If any words or actions make you feel uncomfortable or fearful, you should tell a teacher, counselor, principal, or any other official of Oconee County Schools. You may also make a written report. It should be given to any of these persons. Your right to privacy will be respected as much as possible.

**We take seriously all reports of discrimination/harassment and will take all appropriate action to investigate such claims, to eliminate the discrimination/harassment and to discipline any persons found to have engaged in such conduct. The school system will also take action if anyone tries to intimidate you or harm you because you made a report.**

This is a summary of the school system’s policies against discrimination/harassment. A complete copy of the policies is available at the school or district office upon request, or may be viewed or downloaded from the system web site at  [http://oconee.schoolwires.net](http://oconee.schoolwires.net/)/

**Harassment and discrimination are against the law and will not be tolerated under any circumstances.**

**Contact Persons**

All cases of Discrimination/Harassment: School Principal or Assistant Principal

Harassment by/of Students: Director of Student Services, 706-769-5130

Harassment by/of Employees: Chief Human Resources Officer, 706-769-5130

**HOSPITAL/HOMEBOUND INSTRUCTION**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student’s inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

The parent/guardian should contact the student’s school counselor to discuss HHB services and to obtain an application for these services.

**INDEPENDENT PSYCHOLOGICAL EVALUATION**

If the parent(s)/guardian(s)/surrogate(s) obtain(s) an independent psychological evaluation at his/her expense, the results of the evaluation shall be considered by Oconee County Schools (provided that it meets state criteria). However, the school system reserves the right to conduct further evaluations (with parental consent) for placement decisions and/or to establish eligibility for special programs.

**INSURANCE**

Insurance is offered to each student on an optional basis. Information will be sent home during the first week of school. Parents are responsible for medical bills incurred if children are injured at the school.

**MEDICAL INFORMATION**

**Medication**

All medicines, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the school health service program. As stated in the *Oconee County School Health Service Resource Manual*, all medication must be taken by the parent or guardian to the school and must be in the original container, clearly labeled with the students name, the appropriate dosage, and the times of the dosage. If it is impossible for the parent or guardian to bring the medication to the school, special arrangements should be made with the school nurse and/or principal.

In the event that a student needs to carry an inhaler, wear a medication patch, or carry any self administration medication needed for management of chronic disease such as, but not limited to, diabetes or life threatening allergies, proper documentation must be on file. This will include parent or guardian permission and physician’s signature. Parents are encouraged to provide the school with duplicate medication, and supplies in the event a student is unable to self-administer or fail to bring the medication or equipment to school.

22

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the school district’s drug policy and shall be subject to the discipline set forth in the OCS *Student* *Code of Conduct* and/or the student/parent handbook.

**Head Lice**

Refer to Oconee County Schools Board of Education Policy and Regulation JGC and JGC-R(0), respectively.

**Illness and School Attendance**

School attendance is very important, but for the welfare of all, please do not send a student to school who is ill. A student should be symptom free for 24 hours before returning to school. The American Academy of Pediatrics states that fever is a temperature of 100.4 or higher. This temperature needs to be measured without fever reduction medication.

**Immunizations**

According to Georgia Law, “No child shall be admitted to or attend school or facility in the state unless the child shall first have submitted a certificate of immunization” (RHR 3231). Any responsible official permitting a child to remain in a school or facility in violation of this code section, and any parent or guardian who intentionally does not comply with this code section, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than $100.00 or by imprisonment for not more than twelve (12) months.

**OCONEE COUNTY SCHOOLS STRATEGIC DIRECTION**

**Belief Statements**

1. All students are important and their individual talents contribute to the diversity of the learning community.
2. All stakeholders are valued and essential to the success of our students
3. Everyone is accountable for excellence.

**Mission**

The mission of the Oconee County Schools is to provide a safe and challenging learning environment that inspires all students to capture their dreams.

**Motto**

Committed to Student Success

**Vision**

Oconee County Schools will be a nationally-recognized leader in academic achievement by ensuring all students receive a rigorous, balanced education that will enable them to compete in and contribute to a global society.

**PARENT INVOLVEMENT IN EDUCATION (POLICY LEBA)**

The Board of Education (Board) affirms and assures the right of parents and legal guardians of children being served in activities funded by Title I the opportunities to participate in the planning, design, and implementation of the Title I program and its activities.

1. The Board shall involve parents in the joint development of a written parent involvement policy that shall be incorporated into the school system’s plan under section 6312 of the Elementary and Secondary Act (ESEA). The school system shall involve parents in the process of school review and improvement under section 6316 through input received from school level improvement committees, school council meetings with parent membership and through input received from other parent meetings or written surveys. The school system shall also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contacts, the local media, as well as through school or system websites.
2. The Board shall provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.
3. The Board shall build the schools’ and parents’ capacity for strong parental involvement through a variety of activities to include but not limited to:
	* Providing information to parents in written form or though meetings on topics such as the State’s academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law;
	* Providing materials and training to help parents work with their children and monitor their progress to improve their children’s achievement;

23

* + Training educational staff on how to build ties between parents and the school;
	+ Coordinating and integrating parent involvement strategies with Head Start, Pre-K programs, and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed;
	+ Sending information to parents in a format and, to the extent feasible, in a language that parents can understand; and
	+ Providing reasonable support for parental involvement activities as parents request or as the school or system deem appropriate or necessary.
1. The Board shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee or school council meetings or through parent surveys.
2. The Board, in conjunction with individual school activities, shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A, Sec. 6318. It shall encourage and support activities that allow the schools to effectively involve parents, which places a positive impact on student success

**POWERSCHOOL FOR PARENTS**

With a PowerSchool account, parents/guardians can accomplish the following online:

* Access real-time student performance data
* Communicate with teachers
* Track assignments and attendance
* Update student enrollment and transportation information

The web site address for parent login is:  [**https://ps.oconee.k12.ga.u**](https://ps.oconee.k12.ga.us/)**s**

On the login page are links to the *Parent Single Sign-On Quick Reference Guide* and the *PowerSchool Parent Portal User* *Guide*. PowerSchool parent portal information can also be accessed on the *Oconee Moodle Parent/Student Portal* page: [http://learning.oconeeschools.org/course/view.php?id=47](http://learning.oconeeschools.org/course/view.php?id=479)9

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**Definition of Terms Used in PPRA**

Instructional Material – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive Physical Examination – Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Personal Information – Individually identifiable information including: (1) a student or parent’s first and last name; (2) home address; (3) telephone number; or (4) social security number.

**Requirements**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing on or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent

24

for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

If you do not wish for your child’s Directory Information to be released, you may obtain an Opt-Out form to complete from the main office of your child’s school. If you do not complete this form, the School District will assume that you authorize such disclosure when this information is requested.

**RELIGIOUS RIGHTS**

**Student Prayer and Discussion**

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school day as they do to engage in other comparable activities. For example, students may read their Bibles or other scriptures, say grace before meals and pray before tests to the same extent they may engage in comparable non-disruptive activities. Local school authorities possess substantial discretion to impose rules of order on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech. School officials must not, in any way, be involved with student prayer since any school promotion or endorsement of a student's private religious activity is unconstitutional.

Generally, students may pray in a non-disruptive manner when not engaged in school activities or instruction, and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to their peers about religious topics just as they might do with regard to other topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student or a group of students.

Students may also participate in before or after school events with religious content, such as "See You at the Flag Pole" gatherings, on the same terms as they may participate in other non-curricular activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion does not include the right to have a captive audience listen or to compel other students to participate. Teachers and school administrators should ensure that no student is, in any way, coerced to participate in religious activity.

**Official Neutrality Regarding Religious Activity**

Teachers and school administrators, when acting in those capacities, are representatives of the state and are prohibited by the Establishment Clause from soliciting or encouraging religious activity and from participating in such activity with students. Teachers and administrators are also prohibited from discouraging activity because of its religious content and from soliciting or encouraging antireligious activity.

25

**Religion in the Curriculum**

It is unconstitutional for educators to teach religion or engage in religious indoctrination and practice in the public schools. It is also unconstitutional to celebrate religious holidays through religious worship or practice. Public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, but schools may not observe holidays as religious events or promote such observance by students. Religions must be discussed in a neutral, objective and factual manner. The curriculum's approach may not be devotional or doctrinal, nor may it have the effect of promoting or inhibiting religion.

**Religious Literature**

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place and manner or other constitutional restrictions on distribution of religious literature as they do on non-school literature generally, but they may not single out religious literature for special regulation. The right to distribute religious materials is limited if it substantially interferes with the school's activities or infringes upon the rights of other students.

**RESPONSE TO INTERVENTION/STUDENT SUPPORT TEAM (SST)**

In an effort to ensure achievement for all students, Oconee County Schools has designed a Pyramid of Interventions to support learners at all levels. All students receive quality standards-based classroom instruction and learning in Tier 1 of the Pyramid of Interventions. The students who respond inadequately to general education at Tier 1 participate in needs-based strategic interventions in Tier 2 of the Pyramid of Interventions.

If a school’s school-wide screening or progress monitoring indicates a deficit in a specific area, an appropriate instructional intervention is implemented and progress within that intervention is monitored. Students not making sufficient progress with Tier 1 and Tier 2 instruction, who continue to fall behind on benchmark skills and require intense, additional instruction to achieve grade-level expectations, are supported by Tier 3 (SST).

**RIGHT TO REQUEST TEACHER QUALIFICATIONS**

In compliance with the Elementary and Secondary Education Act of 1965, you may request information regarding the qualifications of your child’s teacher(s), including:

* Whether the teacher has met the Georgia Professional Standards Commission’s requirements for certification for the grade level and subject areas for which he/she provides instruction;
* Whether the teacher is teaching under an emergency or provisional status through which Georgia qualifications or certification criteria has been waived;
* The college major and any graduate certification or degree held by the teacher;
* Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request teacher qualification information you may contact the school principal or Mrs. Shannon Hammond, Director of Federal Programs at 706-769-5130 x 1336.

**SCHOOL BUS RULES AND REGULATIONS**

The purpose of this department is to transport students safely to and from school. We believe that all students can behave appropriately while riding on the bus. Your child will be expected to adhere to the following guidelines as well as the ones already outlined in the Student Behavior Code. **The driver has the authority to assign seats at any time. Drivers also have** **the authority to add additional rules as they deem necessary.**

* Load/unload in a safe manner
* Watch for driver’s hand signal before crossing
* You must be at the bus stop five minutes before the bus arrives
* Talk quietly

**Bus Routes**

Students are to be at their bus stop five minutes prior to the arrival of the bus.

Cul-de-sacs must remain clear of vehicles, trash cans, basketball goals, and toys to allow for bus entry. If a bus cannot turn around without having to back up because the cul-de-sac is blocked, the bus will no longer enter that cul-de-sac until it is free and clear.

Buses will pick up curb-to-curb whenever possible during inclement weather.

If you have any concerns about your child’s route, please call the Transportation Department at 706-769-5130.

26

**Walker and Cyclist Safety**

Student safety is a priority of Oconee County Schools. Due to safety issues (such as congested intersections, the lack of sidewalks in many of our school communities, and no crossing guard at any of the school facilities), the school system made the decision to discourage students from walking or riding their bicycles to/from school. Transportation is provided to all locations within the county, so students are encouraged to take advantage of our transportation system. Any exception to this should be discussed and decided by the individual principal and the parent(s)/guardian(s) of the student.

**SCHOOL CLOSINGS**

In case of extreme weather conditions or other emergencies, information regarding school closing will be broadcast over local radio and television stations, posted on our web page, and other means of mass communications. The Superintendent makes the decision regarding such situations, and it is reasonable to assume that schools are open and will remain open unless there is a specific announcement to the contrary. Every attempt will be made to limit circumstances under which plans will be altered after the school day has begun, but safety will always be the foremost determining factor. The student information sheet requests directions for such emergency closings. Please return it completed and keep it updated throughout the year. Should we have to dismiss earlier for any reason, the teachers will follow the directions you give us on this form. Occasionally we have to dismiss a few minutes early due to inclement weather. In such cases, we will honor normal dismissal transportation, but students may arrive home a few minutes ahead of schedule.

**SCHOOL NUTRITION PROGRAM (Breakfast & Lunch Meals)**

Students are encouraged to eat nutritious meals provided by the lunchroom. School meals are planned according to USDA and State of Georgia guidelines. Students are required to select at least one fruit or vegetable with their ~~lunch~~ meal. Good table manners are expected with trays returned to the proper area and eating areas left neat and clean. Students who have a food allergy or other diagnosed life-affecting disability that requires a food substitution must provide a Special Dietary Restriction form signed by a certified medical authority. This form is located on the SNP web page or by contacting the SNP office. *Substitutions may not be made without this form on file*.

Meal prices for paid students will be published on OCS web pages prior to the beginning of the school year. Reduced price breakfast will be $0.30 and reduced price lunch will be $0.40.

Free and reduced price meal applications are distributed to each student at the beginning of the year and are available at any time during the year. A new form must be completed each year. Completed applications are kept in a secure location at the Central Office and eligibility information is confidential. Applications are subject to a federally required verification process. Families are responsible for all charges incurred prior to the approval of the application. Students may eat both breakfast and lunch on their meal status. Extras (including extra milk) or partial meals are not included in meal benefits and are charged at a la carte prices.

Each student has a unique account to which payments are credited. Please pay for meals in advance; non -cash payments are preferred. Payments should be sent in a sealed envelope with the student’s first and last name.

Students use their ~~unique (~~PowerSchool~~)~~ student number for lunchroom transactions. Students may eat more than one meal, but only the first meal per serving period is priced as a student meal. Per federal regulations, additional meals are charged at the adult price. Students may not share their student number with friends or siblings.

Parents are welcome and may select any of the menu items offered at the school. Please help us support the Wellness Policy and do not bring fast food meals.

All schools provide a warm breakfast daily. Students who wish to eat breakfast should arrive at school early enough to eat and not be tardy to class. School specific procedures will be detailed in the first few days of school.

Schools may sell extra items for an additional charge. Elementary and middle school students must purchase a lunch or show that a lunch was brought from home prior to purchasing extra items. Elementary students may be required to pay for these items separately from their lunch account. If a student’s account is negative, the student may not purchase extras.

Elementary students may charge up to $9.00, middle school students up to $5.00, and high school students up to $3.00 before being offered an alternate meal. Alternate meals will be offered until the student’s account has been brought up to date. Parents may call the cafeteria at any time to check a student’s balance or request a history. Students with negative account balances may have privileges restricted during the school year and may not purchase extras. Report cards will be held and PowerSchool access will be blocked for students with negative accounts at the end of the school year.

27

**Returned Check Policy**

Once School Nutrition receives three (3) returned checks from a family written to any school for payment of meals, future purchases through the School Nutrition Program will only be accepted as cash, money order, or credit card (online). Parents/guardians and the school cafeteria will be given written notice and a notation will be placed on the student’s account. This restriction affects all students in a family, at all schools**,** regardless of which school(s) received the returned checks.

OCS may enter into a contract with an electronic check recovery company to collect checks that are returned unpaid. Without further notice, through this company, we may attempt to collect a check electronically if it is returned by your bank for any reason. When you write a check you are consenting to allow electronic collection of any returned check.

If your check is returned unpaid, the face value of the check plus any additional fee authorized by the state of Georgia will be collected electronically from your account, when the funds are available.

**Online Payment and Account Monitoring**

The School Nutrition Program offers online account management via the web site: www.k12paymentcenter.com. Families may choose to pay online or may send funds directly to the school. Monitoring accounts online is a free service.

**SEARCHES**

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

**SECLUSION/RESTRAINT OF STUDENTS**

According to the State Board of Education Rule 160-5-1-.35, “seclusion” and “restraint” of students is prohibited in all Oconee County Schools. Physical restraint of students may be utilized in crisis situations in which a student demonstrates immediate danger to himself or others, and the student is not responsive to less intensive behavioral interventions.

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

**SEXUAL ABUSE REPORTING**

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

Any educator receiving a report of sexual abuse or sexual misconduct of a student by at teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal, or principal’s designee within twenty four (24) hours.

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

Reports of acts of sexual misconduct against a student that do not rise to the legal definition of sexual abuse shall be investigated immediately by the school or system personnel. If the investigation provides a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the superintendent and the Ethics Division of the Professional Standards Commission.

28

**STATEMENT OF NON-DISCRIMINATION**

Oconee County Schools does not discriminate on the basis of sex, race, creed, age, national origin, marital status, or handicap (Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Rehabilitation Act of 1973) in educational programs or activities receiving federal assistance. Employees, students, and the general public are hereby notified that the Oconee County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the Board’s efforts to implement this non-discriminatory policy: Title II, Title VI, or Section 504 (Assistant Superintendent of Teaching and Learning); ADA (Director of Special Education); or Title IX (Director of Student Services). Inquiries concerning the application of these laws to the policies and practices of this board may be addressed to the individuals listed in care of the Oconee County Board of Education, P.O. Box 146, 34 School Street, Watkinsville, Georgia, 30677, (706)769-5130; to the Region IV Manager, Office for Civil Rights, Atlanta Federal Center, Suite 3B70, 61 Forsyth Street, SW, Atlanta, Georgia, 30303-8909, (404)562-7886; or to the Director, Office for Civil Rights, 200 Independence Avenue, SW, Room 509F HHH Bldg., Washington, D.C., 20201.

**TEXTBOOKS**

Textbooks are provided to students by the state and county school system. Financial restitution must be made for books that are lost or damaged.

**VISITORS**

All visitors to campus should check in at the front office. Bringing out-of-town visitors and relatives to school is not allowed. Students are not allowed to invite visitors to the school without prior administrative approval. Anyone on campus without the permission of the school will be considered as trespassing; law enforcement may be called

|  |  |  |  |
| --- | --- | --- | --- |
|  | **OCONEE COUNTY SCHOOLS****34 SCHOOL STREET, P.O. BOX 146** |  |  |
|  | Tom Odom, BOE ChairKim Argo, BOE Vice Chair |  |
|  | **WATKINSVILLE, GA 30677** |  |
|  | Wayne Bagley, BOE Member |  |
|  | **(706) 769 - 5130** |  |
|  |  |  |
|  | **(706) 769-3500 FAX** | Tim Burgess, BOE Member |  |
|  | Mark Thomas, BOE Member |  |
| Dr. Jason L. Branch, Superintendent |  |  |

**Oconee County Schools**

**Signature Page**

**2015-2016**

**By my initials and signatures on the signature lines below, I acknowledge that I understand the information and/or have reviewed the documents listed below:**

|  |  |
| --- | --- |
| The Student Handbook is located on the school website | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Read the OCS Student Handbook | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| District Information Pages (A-Z) | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Acceptable Technology Usage Agreement | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Discipline - Student Behavior Code | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Student Accident Insurance Information | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Consent to Publish Media | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |
| Student Clubs and Organizations Listing | \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Initial | Signature |

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Clubs and Organizations which my child may not participate in are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accredited by Southern Association of Colleges & Schools Council on Accreditation and School Improvement (SACS CASI)