



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

August 1, 2012

Dear Students, Parents, and Guardians:

Welcome back to the 2012-2013 school year. Enclosed you will find our ***Student Code of Conduct***, our annual ***Parent Notifications***, and other important information on key Board policies and administrative regulations, approved bell times, and the academic calendar.

A safe and orderly learning environment that responds to the needs of students and fosters respect for everyone supports teaching and learning. Students deserve to have an instructional setting that makes them feel safe and helps them to learn. Everyone in our School District is expected to model the Six Pillars of Character ®: ***Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship***.

Parents/Guardians, here is what you can do to help your child follow the guidelines outlined in the ***Student/Parent Handbook for Success***:

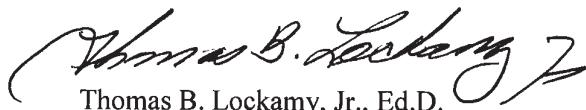
- Model good behavior in your home, community, and school.
- Go to school meetings whenever possible.
- Maintain open communication with the school.
- Notify the teacher about any specific concerns you may have.

Students, here is what you can do to help your school be a safe and friendly place:

- Come to school every day on time and be prepared for a successful day.
- Be respectful and polite to everyone.
- Obey your school's rules and the rules in the ***Student/Parent Handbook for Success***.
- Be a role model for your peers by taking responsibility for your work and your actions.

Parents/Guardians, please take the time to thoroughly review and discuss the contents of this handbook with your children. Remember, we are partners in ensuring that all students are provided relevant, engaging learning experiences in a safe and secure environment.

Sincerely,



Thomas B. Lockamy, Jr., Ed.D.
Superintendent of Schools

Mission - "To ignite a passion for learning and teaching at high levels."

Vision - "From school to the world: All students prepared for productive futures."

"AN EQUAL OPPORTUNITY EMPLOYER"

Savannah-Chatham County Public School System

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While the Student/Parent Handbook for Success represents the District's efforts to capture information from Board Policy and Administrative Regulations in a form that is useful and helpful to students and parents, the Policies and Administrative Regulations are always the final word on an issue. Policies and Administrative Regulations may change during the course of the year, after the Student/Parent Handbook for Success is printed; however, current copies of the Policies and Administrative Regulations are always available on the Board website at www.sccpss.com or in the Board office at 208 Bull Street, and should be consulted.

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www.CharacterCounts.org

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SUPPORT SERVICES AND RESOURCES

School Resource	Service Provided	Phone Number
Attendance Committee	A committee that includes, the school social workers, principals and other school personnel that meet to discuss attendance issues regarding students.	Contact your child's school
Division of Safe Schools	Provide for the safety and security of our schools and answers calls during school hours.	395-5536
Family/Community Liasons	Provides information and training to parents on Special Education procedures and processes.	395-1331 or 395-1239
Campus Crime Stoppers	Anonymous tip line for students with information regarding criminal activity on and off campus.	234-2020
GA School Safety Hotline	24 hour toll free hotline for students to report bullying, bomb threats weapons violations and drugs and alcohol or ANY unsafe situation in a school.	877-729-7867 (877-SAY-STOP)
Homeless Liaison	Assists homeless families, children and youth with school enrollment, academic achievement and school attendance as required by law.	395-1092
Hospital/Homebound Services	Instructional services available to students who are medically unable to attend school for a minimum of 10 consecutive days or intermittent periods of time throughout the school year, as documented by a licensed medical doctor.	Please see the school guidance counselor for further information
Student Affairs	Ensures that parents, students and schools receive optimum service and assistance in the placement of students within Savannah Chatham County Public Schools.	395-5584
School Bus Transportation	School bus transportation provided by First Student for students to and from school field trips and some after-school activities.	201-5591
School Liaison Officer	Provides support services for military connected families	912-315-6586
School Guidance Counselors	School counselors help student with academic, career and personal/social development through in class lessons small groups, and individual counseling.	Contact your child's school
School Nurses	Collaborate with parents, educators and community health care professionals to provide quality health care to students.	Contact your child's school
School Nutrition	Provides nutritionally adequate meals at affordable prices to all elementary and secondary school students.	395-5548
School Psychologist	Provides comprehensive psychological assessments for students referred through the Student Support Team and through Special Education.	Contact your child's school
School Resource Officers	Provides safety and security to schools and answers calls for service during school hours. Officers are located in all Savannah Chatham County middle and high schools.	Contact your child's school
School Social Workers	Assist with family concerns and to help ensure student success.	Contact your child's school
Student Hearing Office	Serves as a liaison between the child's regular school and the alternative school during the disciplinary action. Conducts hearings for students who are recommended for long-term suspension or expulsion.	395-5965
Title 1	Provides support to economically disadvantaged students.	395-5635
Uniform Closet	A clothes closet located within each school. Students without uniforms are allowed to borrow a uniform for the school day to remain in compliance with school uniform policies. Uniforms must be returned at the end of the school day.	Contact your child's school for more information or to donate new or gently worn uniforms

SUPPORT SERVICES AND RESOURCES

Agency	Service Provided	Phone Number
EMERGENCY HOUSING		
The Salvation Army	Shelter for men, women and families.	651-7420
Magdalene Project	Shelter for women and children.	629-4015
Interfaith Hospitality Network	Shelter for homeless families.	790-9446
MEDICAL SERVICES		
Community Healthcare Center	Medical services for Chatham County residents who are employed but can not afford health insurance.	692-1451
Curtis Cooper Health Center	Medical services for Chatham County residents.	527-1000
Chatham County Health Department	Health care services for Chatham County residents to include, immunizations, health education classes and vital records.	356-2441
LEGAL		
Georgia Legal Services	Assistance with legal issues, such as, grandparent power of attorney, domestic violence issues and housing issues.	651-2180
Juvenile Court	Handles all delinquent complaints concerning children who are under the age of 17 years old.	652-6700
INDIVIDUAL & FAMILY COUNSELING		
Georgia Crisis and Access Line	Toll-free referral service for assistance with mental health, addictive disease and crisis services.	800-715-4225
Hospice Savannah	Grief counseling for students and families who have experienced the death of a loved one.	355-2289
Children's Advocacy Center	Counseling for children who have been abused or who have witnessed violence.	236-1401
FINANCIAL, MEDICAL and NUTRITIONAL SUPPORT		
Chatham County Department of Family and Children Services (DFCS)	Financial, nutritional and health care support to families through economic support and employment services; also social services for at-risk children, families and adults.	651-2216
CRISIS LINES		
SAFE Shelter	Crisis line for victims of domestic violence.	629-8888
National Runaway Switchboard	Toll free hotline for crisis intervention and referrals.	800-786-2929 (800-RUNAWAY)
Rape Crisis Line	Provides support to sexual assault victims and their families.	233-7273

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM - DIRECTORY

Elementary & K-8 Schools	Address	Phone	Fax
Bartow	1804 Stratford St., 31401	395-5300	201-5302
Bloomingdale	101 E. Main St., Bloomingdale, 31302	395-3680	748-3690
Butler	1909 Cynthia St., 31415	395-2525	201-7578
East Broad Street (PreK-8)	400 East Broad St., 31401	395-5500	201-5503
Ellis (PreK-8)	220 E. 49th St., 31405	395-5470	201-5473
Coastal Empire Montessori Charter	301 Buckhalter Rd., 31405	238-1973	238-1974
Gadsden	919 May St., 31415	395-5940	201-5943
Garden City	4037 Kessler Ave., Garden City, 31408	395-6820	965-6823
Esther F. Garrison (PreK-8)	649 W. Jones St., 31401	395-5975	201-5978
Georgetown (K-8)	1516 King George Blvd., 31419	395-3475	961-3479
Godley Station (K-8)	2135 Benton Boulevard, Pooler, GA 31322	395-6000	201-5688
Gould	4910 Pineland Drive, 31405	395-5400	201-5403
Haven	5111 Dillon Ave., 31405	395-6501	303-6509
Heard	414 Lee Blvd., 31405	395-6630	303-6637
Hesse (PreK-8)	9116 Whitfield Ave., 31406	395-6440	303-6450
Hodge	3609 Hopkins Street, 31405	395-5200	201-5213
Howard	115 Wilmington Island Road, 31410	395-3925	898-3934
Isle of Hope (PreK-8)	100 Parkersburg Road, 31406	395-6555	303-6572
Juliette Low	15 Blue Ridge Ave., 31404	395-6380	303-6386
Largo - Tibet	430 Tibet Ave., 31406	395-3450	961-3460
Marshpoint	135 Whitemarsh Island Road, 31410	395-4000	898-4001
Pooler	308 Holly Ave., Pooler, 31322	395-3625	748-3636
Port Wentworth	507 S. Coastal Hwy., Port Wentworth, 31407	395-6742	965-6734
Pulaski	1001 Tibet Ave., 31406	395-6466	303-6473
J.G. Smith	210 Lamara Drive, 31405	395-6530	303-6538
Shuman	415 Goebel Ave., 31404	395-4500	201-7503
Southwest	6020 Ogeechee Road, 31419	395-3301	961-3312
Spencer	100 Bouhan Ave., 31404	395-2500	201-7528
Thunderbolt	3313 Louis St., Thunderbolt, 31404	395-6655	303-6663
West Chatham	820 Pine Barren Road, Pooler, 31322	395-3600	748-3615
White Bluff	9902 White Bluff Road, 31406	395-3325	961-3334
Windsor Forest	414 Briarcliff Circle, 31419	395-3353	201-4876
Middle Schools (Grades 6-8)	Address	Phone	Fax
Bartlett	207 Montgomery Crossroad, 31406	395-3500	961-3515
Coastal	4595 US Hwy 80 E., 31410	395-3900	898-3911
DeRenne	1009 Clinch St., 31405	395-5900	201-5903
Hubert	768 Grant St., 31401	395-5235	201-5238
Mercer	201 Rommel Ave., Garden City, 31408	395-6700	965-6719
Myers	2025 E. 52nd St., 31404	395-6600	303-6604
Oglethorpe Charter	7202 Central Ave., 31406	395-5075	201-5077
Southwest	6030 Ogeechee Road, 31419	395-3540	961-3548
West Chatham	800 Pine Barren Road, Pooler, 31322	395-3650	748-3669
High Schools (Grades 9-12)	Address	Phone	Fax
Beach	3001 Hopkins St., 31405	395-5330	201-5335
Groves	100 Priscilla D. Thomas Way, 31408	395-2520	965-2564
Islands	170 Whitemarsh Island Road, 31410	395-2000	201-4628
Jenkins	1800 E. DeRenne Ave., 31406	395-6300	303-6331
Johnson	3012 Sunset Blvd., 31404	395-6400	303-6418
New Hampstead	2451 Little Neck Rd., 31302	395-6789	201-5864
Savannah Arts Academy	500 Washington Ave., 31405	395-5000	201-4160
School of Liberal Studies at Savannah High	400 Pennsylvania Ave., 31404	395-5050	201-5054
Windsor Forest	12419 Largo Drive, 31419	395-3400	961-3422
Woodville Tompkins	151 Coach Joe Turner St., 31408	395-6750	965-6768
Other Educational Centers	Address	Phone	Fax
Coastal Georgia Comprehensive Academy (PreK-12)	2001 Cynthia St., 31415	395-5440	201-5453
Savannah Corporate Academy	151 Coach Joe Turner St., 31408	395-3494	303-3498
Massie Heritage Center	207 E. Gordon St., 31401	395-5070	201-5227
Oatland Island Wildlife Center	711 Sandtown Road, 31410	395-1212	898-3983
Savannah Early College (9-12)	101 Wheathill Road, Garden City, 31408	395-2535	963-7032
Ombudsman Alternative Learning Program	12 Brampton Road, 31408	395-5635	201-5864
Ombudsman Accelerated Middle School Program	100 Priscilla D. Thomas Way, 31408	395-5871	201-7603
Teenage Parenting Program	208 Bull St., 31401	395-5871	201-7603
Twilight High School Program	151 Coach Joe Turner St., 31408	395-6750	965-6765

Student Privacy**Notification of Rights Under The Protection of Pupils Rights Amendment (PPRA)**

The PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

***Family Policy Compliance Office • U.S. Department of Education
400 Maryland Avenue, SW • Washington, D.C. 20202-5920***

Student Records**Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or Records Management Department a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PARENT NOTIFICATION

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, or any other non-employee performing institutional services or functions; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Even after a student has enrolled in a new school the former school may disclose any records or information, including health and disciplinary records, that it could have disclosed when the student was seeking or intending to enroll in the new school. Information provided to an educational institution by the state regarding students required to register as a sex offender may also be disclosed without consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

Limited Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes information such as student's name, parent's name, address and telephone number, student's photograph, birth date, class/grade level, enrollment dates, weight/height if a member of an athletic team, awards received, and extracurricular participation.

SCCPSS may disclose "limited directory information" without consent if it has given public notice of the types of information which it has designated as "directory information," and the parent's or eligible student's right to restrict the disclosure of such information.

The notification can be found in the Student Code of Conduct, SCCPSS Registration Packet, and online at www.sccpss.com. The allowance of the release of Directory Information will remain active until rescinded. SCCPSS may disclose directory information about former students without complying with the notice and opt out conditions; however, must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request. Parents and eligible students may not, by opting out of directory information, prevent a school from requiring a student to wear or present a student ID or badge, or prevent SCCPSS from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Federal legislation requires the disclosure of names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of high learning unless individual students age 18 or older or students' parents request that the information not be released.

The inclusion of directory information allows SCCPSS to provide information from a student's education record in certain publications, such as:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets showing name, weight, and height of team members.

SCCPSS reserves the right to limit the release of Directory Information to those with whom the district has an educational partnership, contract, or written agreement.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office • U.S. Department of Education
400 Maryland Avenue, SW • Washington, DC 20202-8520

Student Meals Child Nutrition Eligibility

It is the intent of Congress that nutritious meals and milk be available to all schoolchildren regardless of the household's ability to pay. In order for your child to be eligible for free or reduced price benefits, the child must have been directly certified or your household must have submitted a complete application and be either categorically or income eligible. Applications and explanatory materials can be picked up from your child's current school. In accordance with Federal law and U.S. Department of Agriculture policy the Savannah-Chatham County Public School System is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. You may file a complaint of discrimination by writing to the following address:

*USDA Director, Office of Civil Rights
Room 326-W, Whitten Building, 1400 Independence Avenue, SW
Washington, D.C. 20250-9410*

Special Education Notification of Rights Under The Individuals With Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations.

Notice

Your school district must give you written notice (provide you certain information in writing), whenever the school system:

1. Proposes to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of a free appropriate public education (FAPE) to your child; or
2. Refuses to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of FAPE to your child.

Content of notice

The written notice must:

1. Describe the action that your school district proposes or refuses to take;
2. Explain why your school district is proposing or refusing to take the action;
3. Describe each evaluation procedure, assessment, record, or report your school district used in deciding to propose or refuse the action;
4. Include a statement that you have protections under the procedural safeguards provisions in Part B of the IDEA;
5. Tell you how you can obtain a description of the procedural safeguards if the action that your school district is proposing or refusing is not an initial referral for evaluation;
6. Include resources for you to contact for help in understanding Part B of the IDEA;
7. Describe any other choices that your child's individualized education program (IEP) Team considered and the reasons why those choices were rejected; and
8. Provide a description of other reasons why your school district proposed or refused the action.

Destruction of Special Education Records

According to local, state, and federal law special education records can be destroyed once they are no longer needed to provide services to the student. Any parent/guardian or student who has reached the age of majority (18 years) has ninety (90) days from the date of this notice to request special education records that will be destroyed as a consequence of them no longer being needed to provide services to said student.

*Dr. Mikki Garcia, Senior Director • Department for Exceptional Children
208 Bull Street, Room 204 • Savannah, Georgia 31401
Phone: (912) 395-5877 • Fax: (912) 201-7692*

The following section applies to students covered under Section 504 of the Rehabilitation Act of 1973:

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Mikki Garcia
Section 504 Coordinator
208 Bull Street
Savannah, Georgia 31401
912-395-5877
Mikki.Garcia@sccpss.com

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

1. **Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not

PARENT NOTIFICATION

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.

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

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

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

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

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

PARENT NOTIFICATION

Gender Equity in Sports Nondiscrimination Notice

The Equity in Sports Act is a state law which prohibits discrimination based on gender in athletic programs of local school systems. The Savannah-Chatham County Public School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator listed below:

**Mr. Mark Stroud • Athletics, Health and Physical Education Department
208 Bull Street, Room 203 • Savannah, Georgia 31401
Phone: (912) 395-5531 • Fax: (912) 201-5881**

Homeless Students Notification of Rights Under The McKinney-Vento Act

The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.

If your family lives in one of the following situations:

1. In a shelter, motel, vehicle, or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because of a lack of affordable housing

Then the school aged children in your family have a right to:

1. Go to school no matter where they live or how long they have lived there
2. Continue in the school they attended before the family became homeless, if that is the parent's choice and it is feasible
3. Receive transportation to the school they attended before your family became homeless
4. Participate in school programs with children who are not homeless
5. Enroll in school without giving a permanent address
6. Enroll and attend classes while the school arranges for the transfer of any records or documents required for enrollment
7. Receive the same special programs and services as all other children

Inquiries or complaints concerning educational services for homeless students in this school system may be submitted to:

**Ms. Sharon Hill • Homeless Liaison
208 Bull Street, Room 312 • Savannah, Georgia 31401
Phone: (912) 395-1092 • Fax: (912) 201-5864**

Asbestos Warning Asbestos Hazard Emergency Response Act (AHERA) Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires schools to be inspected to identify any asbestos containing building materials. The Savannah-Chatham County Public School System, in compliance with AHERA, has developed an asbestos management plan concerning the presence or suspected presence of asbestos containing building materials within school buildings, and required inspections and preventive measures related thereto. In accordance with AHERA, members of the public, including parents, teachers, and other employees, shall be permitted access to the Savannah-Chatham County Public School System's asbestos management plan.

Upon request, the Savannah-Chatham County Public School System shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. Access shall be granted to such management plans within a reasonable period of time after a request from a member of the public is received. The designated person for the asbestos program is:

**Mr. Michael Coon • Maintenance & Operations
2219 Gamble Road • Savannah, Georgia 31405
Phone: (912) 395-5563 • Fax: (912) 201-5494**

FREQUENTLY ASKED QUESTIONS

Why do we have a Student Code of Conduct?

We have a Student Code of Conduct to help everyone understand what is expected of students concerning their behavior. This document also explains what happens if these expectations are not met and if rules are not followed.

Does the Student Code of Conduct apply to all students?

Yes, ALL students need to follow the Student Code of Conduct.

Does the Student Code of Conduct apply to students when they are off campus?

Yes, the expectations and rules should be followed when students are off campus.

Do students have to go to school every day?

Yes, all students should be in school, on time, every day; and students are expected to remain in school for the full school day.

Are all students required to wear ID badges?

No, only students in grades 6 through 12 are required to wear ID badges while in school and while attending after-school activities.

Are students required to register their vehicles?

Yes, all students are required to register their automobiles with school officials. Students are also required to sign a form indicating their cars can be searched or inspected at any time while on Board of Education property.

Can serious violations result in serious consequences?

Yes, the consequences can be serious, and can include detention, suspension, expulsion and/or referral to court.

My child was in a fight at school. How can I find out what actions were taken against the other student(s)?

FERPA does not allow staff to discuss discipline actions taken against other students.

Does the school system have the right to conduct searches?

Yes, we want to make sure our schools are safe and secure places. We have many unannounced weapon and drug searches using metal detection devices and police dogs. Lockers, desks, cabinets, and other school property can be searched. Searches of students and their belongings will occur when there is reasonable suspicion to believe that the student has violated a law or school policy.

What is the Board of Education's position on drugs, weapons and violence?

The Board of Education has no tolerance for drugs, weapons or violence in schools.

If a student brings a weapon to school, will the student get in trouble with the school or police?

Yes bringing a weapon to school is a felony.

Can students with disabilities be disciplined?

Yes, students with disabilities may be disciplined for not following the rules just the same as children without disabilities; however, specific steps must be followed. Services required in the Individualized Educational Plan (I.E.P.), which now include access to the general curriculum, must continue.

If I, as a parent/guardian, have a concern about my child, what should I do?

You should first talk with the teacher. If the issue or concern is not solved, then you should talk with a school administrator. It is our expectation that all issues will be resolved at the school level.

Do students receive a grade for their conduct?

Yes, students will earn a conduct grade for each grading period.

Do the consequences of the conduct grade begin immediately?

Yes, the consequences begin immediately and carry through the next marking period. A student who receives an "unsatisfactory" conduct grade (U) will not be allowed to participate in any extracurricular activities such as athletics, cheerleading, clubs, events, band, and chorus. Field trip participation may also be denied.

Do students have to follow the mandatory dress code?

Yes, all students in Pre-K through 12 must follow the mandatory dress code.

STUDENT CONDUCT GRADES

Students will earn a conduct grade for each grading period which will be documented on their report card. The purpose is to encourage students to conduct themselves in an orderly, courteous, dignified, and respectful manner. The conduct grade will reflect student conduct during the previous grading period and will follow a student who transfers to another school.

At the elementary level, conduct grades will be determined by the classroom teacher. At the secondary level, students will receive a conduct grade in each subject which will be averaged for an overall conduct grade. The principal has the authority to assign the overall conduct grade.

Overall Excellent (E) Conduct Grade

Students receiving an "Excellent" (E) conduct grade can earn extra privileges/incentives which will be determined at the school level to ensure equity.

Overall Satisfactory (S) Conduct Grade

Students receiving a "Satisfactory" (S) conduct grade can be recognized for displaying appropriate behavior and work ethic. A process for awarding extra privileges/incentives will be developed at the school level to ensure equity.

Overall Needs Improvement (N) Conduct Grade

Students receiving a "Needs improvement" (N) conduct grade will be required to participate in the student support process and the development of a behavior correction plan with identified behaviors and specific consequences. Students are ineligible for honor roll.

Overall Unsatisfactory (U) Conduct Grade

These consequences will be applied immediately and will follow a student who changes schools:

- Consequences for "unsatisfactory" (U) conduct grades carry through to the next marking period. "Unsatisfactory" (U) conduct grades earned in the fourth marking period will carry over to the first marking period of the following school year.
- Any personal recognitions or opportunities serving as a representative of the school will be denied, including recognition for academic achievement.
- Participation in any extracurricular and competitive interscholastic activities will be forfeited (i.e., sports, cheerleading, clubs, events, band, chorus, etc.).
- Field trip participation may be denied.
- Students shall be ineligible for honor roll.
- Graduating seniors receiving an "unsatisfactory" (U) conduct grade may be excluded from senior activities and/or participation in graduation ceremonies.

Gateway Promotion Requirements for Grades 2, 4, & 7

Administrative Regulation IHE-R, Promotion and Retention

The Savannah-Chatham County Public School System is working to increase the literacy of all students to ensure their future academic success. Effective 2011-12, students in grades 2, 4, and 7 must demonstrate their competency in Reading to be eligible for promotion to the next grade. The requirements will increase in each of the next four years.

The required Reading proficiency levels for the 2012-2013 school year are as follows:

Grade Level	CRCT	Lexile
2nd	An alternate reading assessment will be used.	255
4th	803	590
7th	804	830

*Ms. Linda Olson, Curriculum Implementation and Instructional Design
208 Bull Street, Room 208 • Savannah, Georgia 31401
Phone: (912) 395-5544 • Fax: (912) 201-4166*

DISCIPLINE

Parents, schools, and communities share the responsibility for helping students develop positive self discipline. Expected behavior is shown through actions that promote learning and encourage self control during school as well as during all school-related activities. Students should be prepared to participate fully in the learning process, avoid behavior that impairs their own educational achievement or that of others, show respect for the knowledge and authority of teachers, administrators, and other school employees, and recognize and respect the rights of other students and adults. When students fail to use self control and self discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others.

In the Savannah-Chatham County Public School System, as in the community, certain policies and administrative regulations are established to guide students through constructive growth and into mature adulthood. These policies and administrative regulations are basically the same from Pre-K through grade 12. Parents, teachers, and others responsible for the welfare and education of these students should cooperate in interpreting and enforcing these rules. The Savannah-Chatham County Board of Education has established certain policies and administrative regulations regarding student conduct and disciplinary action. Some of these policies/administrative regulations are included in this handbook and should be reviewed carefully by parents/legal guardians and students.

Students and Parents/legal guardians are REQUIRED to sign for the receipt of the Student/Parent Handbook for Success (which includes the Student Code of Conduct) using the acknowledgement contract form provided. Any student and their parents/legal guardians that do not sign a receipt SHALL NOT be relieved of any responsibilities in following the Student Code of Conduct..

SCHOOL JURISDICTION

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds and within the school safety zone during, before, and after school hours;
2. On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group;
3. Off the school grounds at any school-related activity, function, or event as a participant or a spectator;
4. During the time required in going to or from the home, including time spent at the bus stop and on the school bus;
5. Off school grounds, when a student's behavior has a direct and immediate effect on maintaining order or discipline in schools or maintaining the safety and welfare of the students and staff;
6. Off school grounds which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school or which disrupts the educational process.

COMPLAINT PROCEDURES FOR STUDENTS

Classroom matters (grades, homework, attendance, etc.) should be discussed first with the classroom teacher and then with an administrator, if necessary, to resolve a problem. Federal and state laws allow students to file a complaint, both verbally and in writing, when there are allegations of race, color, national origin, sex (including sexual harassment and sexual orientation, etc.), religion, gender and disability discrimination; and, harassment and/or bullying (**refer to Rule 6**). Both informal and formal resolution processes are available to address any complaints arising out of the above-described categories. Allegations of discrimination, bullying, or harassment should be immediately reported to a teacher or counselor and an administrator at the school, school site or any school event; however, a student may make a direct report to the Title IX Coordinator, at 208 Bull Street, Savannah, Georgia 31401, or by dialing 912-395-5552. The site administrator or the Title IX Coordinator shall assist the student with completing and filing the complaint which should include a statement of facts, identification of witnesses, and any other pertinent and necessary information. Complaints should be filed within thirty (30) calendar days of the alleged incident. All policies and/or procedures mandated by any agency of the State of Georgia will be followed. Any retaliation for filing a complaint is prohibited. Any claims of retaliation should be reported to the Title IX Coordinator. Students are cautioned not to file any false complaints. (See Rule 18 of the Student Code of Conduct.)

LITERATURE DISTRIBUTION BY STUDENTS

At each school, the principal shall coordinate distribution or display of literature by students enrolled in the school. In all schools, the material must be approved by the principal, must not violate applicable School Board policies/administrative regulations, and must bear the name of the sponsoring individual(s) or school clubs/organization(s). The principal shall determine adherence or non-adherence to the provisions of School Board policies and administrative regulations.

EXPRESSION AND LIMITATIONS

Students may appropriately exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal to forecast substantial disruption of, or interference with, school activities or that endangers the health, safety or welfare of students and/or staff;
2. Material that is libelous or slanderous – false or inaccurate statements; statements that injure the person as to his/her reputation; or statements which cause personal humiliation, mental anguish, and suffering or other injuries;
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the State of Georgia, the City of Savannah, Chatham County or other applicable municipalities.

SEARCH AND SEIZURE - POLICY JCAB

School lockers, desks, cabinets and other school property will be jointly accessible to students and school authorities and shall be subject to inspection and search by school authorities at all times without further notice to students, parents/legal guardians, or any other party placing items therein. Sweeps of school facilities may be conducted using sniffing dogs and metal detectors.

The School District reserves the right to use walk-through and hand-held metal detectors or canine units at any school campus or function, including activities that occur outside of normal school hours or off of school campuses when, in the opinion of the superintendent, the use of such devices is appropriate to maintain safety and security.

School employees and visitors are subject to proper search by Campus Police or law enforcement agencies upon request of the principal.

Desks, lockers, and storage spaces which are provided to students are the property of the School District. Students will be required to sign written agreements acknowledging that their lockers and storage spaces will be subject to random inspections. The principal or designee may conduct general inspections on a periodic basis, including unannounced searches, and may open desks, lockers, storage spaces, and examine the contents. Searches of students or their personal belongings will occur when there is reasonable suspicion to believe that the student has violated or is violating state or federal laws, local codes, or School Board policies/administrative regulations. Reasonable efforts to locate the student will be made prior to the search. If the student is present, the school official shall advise him of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. Stolen items and items that are specifically prohibited by law, School Board policies/administrative regulations, or city or county codes will be impounded. These items will be secured by Campus Police or appropriate law enforcement officers, and disposition will be determined by the appropriate authority. Additionally, unannounced canine searches will be randomly conducted by law enforcement officials and Campus Police as part of the Safe Schools Initiative.

All students are required to register their automobiles with school officials. Students will be required to sign a written agreement acknowledging that their automobiles are subject to unannounced searches or inspections at any time while on Board of Education property.

RANDOM ADMINISTRATIVE INSPECTIONS

As part of an initiative to enhance the overall safety of our schools, the Superintendent has implemented Random Administrative Inspections that will be conducted using each site's staff members. Inspections will be conducted by personnel trained in the safe use of a magnetometer. A minimum number of staff members will be trained to minimize the impact on the school's educational mission, keeping staff members in their usual assignments and duties as much as possible.

Students found to be in possession of contraband during these inspections will be appropriately disciplined.

Random Administrative Inspections conducted as an administrative function will not involve Campus Police unless there is a safety issue, fight, violent outburst or threat, or other violations of criminal law. Campus Police may assist in securing the inspection area or escorting and/or monitoring students to be inspected but will not actively participate in the Random Administrative Inspections.

AMNESTY BOX

The school district has no tolerance for drugs and weapons. The Superintendent has established the use of an Amnesty Box inside each school.

The Amnesty Box is a secured/locked metal container that allows students to anonymously dispose of non-permissible items without fear of being disciplined.

At my school the Amnesty Box is located _____.
(Location inserted here by student)

VIOLATIONS AND CONSEQUENCES - DISCIPLINE CHART

Violations and consequences for each level may be any or all of the items listed below. These lists include, BUT ARE NOT LIMITED TO, behaviors and/or consequences that may result in disciplinary action. Also see Student Code of Conduct Procedure 10.

LEVEL I VIOLATIONS	LEVEL I CONSEQUENCES
<ol style="list-style-type: none"> 1. Bringing nuisance and non-related items on school property, to include but not limited to, electronic communication device (e.g. CD players, pagers, toys, radios, skateboards, hand held computer games etc...) 2. Cheating or copying the work of another student 3. Classroom disruption 4. Minor damage of school property or property of others 5. Misbehavior on school bus 6. Refusal to follow directions 7. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents) 	<ul style="list-style-type: none"> • Student conference (Required) • Parent Notification/Conference (Required) • Counseling • Confiscation of electronic communication devices/nuisance items for the day • Test invalidation • Loss of privileges • Special assignments • Detention/Saturday detention • Restitution • Isolation, time out • Removal from class • Exclusion from extracurricular activities • Failure to earn Carnegie Units (absenteeism/tardiness) • Conduct grade of N or U for repeated violations • On-site intervention • Suspension of bus transportation
LEVEL II VIOLATIONS	LEVEL II CONSEQUENCES
<ol style="list-style-type: none"> 1. Repeated Level I offenses 2. Engaging in verbal assault including threatened violence, ethnic racial slurs, derogatory or profane language or gestures directed toward anyone, including distribution of obscene materials 3. Profanity 4. Extortion 5. Fighting or instigating a fight (see simple assault and simple battery) 6. Forgery 7. Gambling 8. Hazing (harassment, initiations, etc.) 9. Possession or use of tobacco or tobacco products, including matches and lighters 10. Bullying/Cyberbullying 11. Skipping class 12. Truancy 13. Theft 14. Computer/Internet Violations 	<p style="text-align: center;">ALL LEVEL II CONSEQUENCES REQUIRE A STUDENT/PARENT CONFERENCE.</p> <ul style="list-style-type: none"> • Detention • Loss of privileges or credit • Restitution • Removal from class • Prohibit attending or participating in extracurricular activities • Behavioral contracts • Counseling • Unsatisfactory (U) conduct grade • On-site intervention • Out-of-school suspension (OSS) at home • Assignment to an alternative educational setting • Suspension of bus transportation • Possible court referral for repeated Level I & II violations
LEVEL III VIOLATIONS	LEVEL III CONSEQUENCES
<ol style="list-style-type: none"> 1. Substantial or Repeated Level II offenses 2. Criminal/delinquent acts of theft or attempted theft 3. Engaging in conduct that violates Student Discipline - Policy JD relative to drug possession or use including inhaling (huffing) abusable glue, paint, or chemicals and possession of any type of weapon or item that could be considered a weapon 4. Joining or being a member of any gang, or recruiting students for gang membership, or engaging in any gang activity 5. Participating in any activity of an unauthorized organization or group which results in a violation of the Student Code of Conduct 6. Physical assault against anyone 7. Battery against anyone 8. Terroristic threat 9. Threatening bodily harm or property damage 10. Trespassing on school property after school hours for an unlawful purpose 11. Vandalism, damaging or destroying school equipment or school property or the property of any other individual on school property 12. Any other conduct considered by the principal to be substantially disruptive, to the point it effects the orderly operation of the school or school related activities 	<p style="text-align: center;">ALL LEVEL III CONSEQUENCES REQUIRE A STUDENT/PARENT CONFERENCE.</p> <ul style="list-style-type: none"> • Unsatisfactory conduct grade • Out-of-school suspension at home (5 to 10 days) • Long-term suspension (more than 10 days) • Expulsion (Beyond the current school semester) • Full calendar year expulsion • Permanent expulsion • Court referral • Long term or permanent loss of bus transportation privileges <p style="text-align: center;">MANDATORY REFERRAL FOR LEVEL III OFFENSES</p> <p>A teacher must remove from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public School Disciplinary Tribunal Act found in O.C.G.A. § 20-2-750, et. seq., in conjunction with Board Policy, will be used to determine appropriate sanctions.</p>

DESIGNATED FELONY ACTS AND UNDERAGE SEXUAL CONDUCT

The Board of Education in its continuous efforts to improve and enhance student behavior and the student learning environment encourages each parent/legal guardian to inform their child who is enrolled in the school system of the following:

- ◆ Any child 13-17 years of age who is accused of the following offenses shall be tried as an adult:

Rape • Murder • Voluntary Manslaughter • Aggravated Sodomy

Aggravated Child Molestation • Aggravated Sexual Battery • Armed Robbery, if committed with a firearm

- ◆ Any child 13-17 years of age who is accused of a crime which, if committed by an adult, would be punished by loss of life, imprisonment for life without parole, or confinement for life may be tried as an adult in Superior Court

- ◆ Any child 15-17 years of age who is accused of the designated felony act of burglary and has 3 times previously been accused of burglary may be tried as an adult in Superior Court.

- ◆ Any child 15-17 years of age accused of any felony may be tried as an adult in Superior Court.

- ◆ Any child 15-17 years of age accused of committing the following sexual acts shall be tried as an adult in Superior Court:

• Aggravated Sodomy • Aggravated child molestation • Aggravated sexual battery

- ◆ Any child 15-17 years of age accused of committing the following sexual acts may be tried as an adult in Superior Court:

• Statutory Rape • Child molestation • Enticing a child for indecent purposes • Sexual battery

- ◆ Any child adjudicated by the Juvenile Court may face the following penalties:

• Commitment to the Department of Juvenile Justice (YDC) for a period not less than 12 months or more than 60 months

• Commitment to the Department of Juvenile Justice for 24 months

• Short-term placement of 60 days to the Department of Juvenile Justice

• Intensive supervision • Probation • Restitution • Community Service

• Prohibition of issuance of drivers license • Suspension of drivers license

- ◆ Any child 13-17 years of age convicted as an adult may face the following penalties:

• Imprisonment for life without parole • Confinement for life • Confinement for not less than 12 months

• Probation for not less than 12 months • Restitution • Community service

• Court assessed fees • Prohibition of issuance of drivers license • Suspension of drivers license

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

Implementation Guidelines Georgia Department of Driver Services and Georgia Department of Education Section (a.1) Georgia Code Section 40-5-22, Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia learner's permit or driver's license.

I. General Information

A. Section a.1 of the Teen-age and Adult Driver Responsibility Act applies to all minors who are at least 15 years of age and under the age of 18.

B. When such a minor submits an application for a Georgia driver's license or instruction permit, the applicant must present proof that he or she satisfies one of the following conditions as specified in O.C.G.A. § 40-5-22 (a.1):

(1) Is enrolled in and not under expulsion from a public or private school and has not had ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year;

(2) Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program. The Department of Driver Services shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of application;

(3) Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion; (4) Has terminated his or her secondary education and is enrolled in a postsecondary school or is pursuing a general educational development (GED) diploma.

A non-compliant student is one who:

(A) Has dropped out of school without graduating and has remained out of school for ten consecutive school days;

(B) Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or

(C) Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
(i) Threatening, striking, or causing bodily harm to a teacher or other school personnel; (ii) Possession or sale of drugs or alcohol on school property or at a school sponsored event;

(iii) Possession or use of a weapon on school property or at a school sponsored event. For purposes of this division, the term "weapon" shall have the same meaning as in Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project. (iv) Any sexual offense prohibited under Chapter 6 of Title 16; or (v) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A. § 40-5-22 (a.1)

VIOLATIONS AND CONSEQUENCES

LEVEL III VIOLATIONS WHICH MAY RESULT IN REQUEST FOR EXPULSION AND/OR REFERRAL TO COURT

A referral to court may be made by Campus Police for students OF ANY AGE who exhibit the following behavior(s):

- a. Aggravated assault
- b. Arson or attempted arson
- c. Assault or battery of a school employee
- d. Bomb threats, or other false reports to 911 or the school office
- e. Commission of any act which constitutes a felony
- f. Criminal/delinquent acts of extortion or attempted extortion, harassment, or intimidation
- g. Fireworks, stink bombs, or other explosives: Possession, distribution, use, or lighting of
- h. Participating in and/or instigating a riot (major disturbance) within a group or gang
- i. Possession or use of any dangerous instrument which may be used to inflict bodily harm including a firearm, knife with a blade of any length, razor blade, box cutter, and/or starter pistol
- j. Possession or use of mace, pepper gas, tear gas, etc.
- k. Public lewdness or indecent exposure (indecent exposure referred to court)
- l. Retaliating against a school employee, either on or off school property
- m. Severe false accusation of employee by student
- n. Severe violent behavior on school property or at a school function
- o. Sexual harassment or misconduct
- p. Terroristic threat
- q. The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, or otherwise use or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance, drug paraphernalia, over the counter or prescription medication, alcoholic beverage, intoxicant of any kind or any substance represented to be illegal drugs or imitation controlled substance while on school property, on the way to and from school, or at a school-sponsored function.
- r. Trespassing or presence on school property while suspended/expelled constitutes criminal trespass.
- s. Violence, and acts of assault and/or battery.
 - A juvenile court referral does not always result in a student being taken to the Youth Detention Center (YDC) from school. Upon receipt of a referral, the court will process the report and will handle it in the usual manner. Students may, however, be transported to YDC depending on the nature of the offense and the student's previous delinquent acts record.
 - Any offense (even those not listed) may be referred to the Juvenile Court system.
 - Students placed on suspension or expulsion will be prohibited from attending or participating in any school-sponsored or school-related activities and prohibited from being on any Board of Education campus except their assigned alternative site.

LEVEL III VIOLATIONS REQUIRING A REQUEST FOR EXPULSION AND/OR MANDATORY PLACEMENT AT THE ALTERNATIVE CENTER

Students having information filed against them or who are indicted, adjudicated guilty or convicted by the courts of a designated felony act regardless of where the act occurred, SHALL BE placed in an alternative setting determined by the District Placement Team.

- a. Adjudicated guilty of a designated felony act (**Policy JD**)
- b. Aggravated assault, sexual assault, or aggravated battery
- c. Arson - first degree and second degree
- d. Conduct punishable as a designated felony act with respect to trafficking marijuana, cocaine, illegal drugs or methamphetamine
- e. Kidnapping or Attempted Kidnapping
- f. Armed Robbery, Robbery or Robbery without a firearm
- g. Attempted Murder
- h. Uses, exhibits, or possesses a firearm, an illegal knife or club, any other prohibited weapon in violation of subsection (b) of **O.C.G.A. § 16-11-127.1**, or is in violation **O.C.G.A. § 16-7-82, 16-7-84 and 16-7-86**.
- i. Hijacking a motor vehicle
- j. Racketeering or violation of **O.C.G.A. § 16-10-52**
- k. Battery in violation of **O.C.G.A. § 16-5-23.1(i)** if the victim is a teacher or other school personnel and if done by a juvenile 13 or more years of age
- l. Any violation of **O.C.G.A. § 15-11-63** including:
 - Aggravated Child Molestation
 - Rape
 - Voluntary Manslaughter
 - Aggravated Sexual Battery
 - Murder
 - Aggravated Sodomy
 - Armed Robbery, if committed with a firearm

TERMS - STUDENT CODE OF CONDUCT

“Administrator” means the principal, assistant principal or other designated person to whom authority has been delegated.

“Aggravated Assault” A person commits the offense of aggravated assault when he assaults:

- (1) with intent to murder, to rape, or to rob
- (2) with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury
- (3) a person or persons without legal justification by discharging a firearm from within a motor vehicle toward a person or persons O.C.G.A. § 16-5-21

“Battery” A person commits the offense of battery when he or she intentionally causes substantial physical harm or visible bodily harm to another. As used in this Code section, 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 parts, or substantial bruises to body parts.

- (1) Any person who commits the offense of battery against a teacher or other school personnel, engaged in the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one nor more than five years or a fine of not more than \$10,000.00, or both. O.C.G.A. § 16-5-23.1

“Board” means the elected members of the local Board of Education.

“Bullying” means any willful attempt or threat to inflict injury on another person, accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. This definition has been amended by state law - refer to Board policy JCDAG, Bullying, for complete definition.

“Campus Police” can mean a School Resource Office (S.R.O.), a School Investigator, a Patrol Officer, or the Department as a whole.

“Clubs/Organizations” groups comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. This does not include competitive interscholastic activities.

“Competitive Interscholastic Activity” means functions held under the sponsorship of the school that involves its students in competition between individuals or groups representing two (2) or more schools. This includes cheer leading, band and chorus.

“Cyberbullying” is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student/students using the Internet, interactive and digital technologies or mobile phones.

“Disciplinary Hearing Officer” and Tribunal means the individual(s) appointed to conduct disciplinary hearings.

“E.C.D.” means electronic communication device which includes cell phones, pagers, PDA's, and other similar electronic instruments.

“Fight” means mutual participation in a physical conflict involving two (2) or more persons. It does not include verbal confrontations. (see Simple Assault, Simple Battery.)

“I.E.P.” Individualized Education Plan

“Legal Guardian” means a person or institution named in a will or a temporary guardianship who is responsible for the care of minor children. (2) Person assigned by the court to take care of minor children.

“O.C.G.A.” means Official Code of Georgia Annotated (State Law).

“Parent” means the student's natural parent(s) or court approved legal guardian(s).

Response to Intervention “RTI”- a process for providing services to students who are having difficulty meeting academic & behavioral expectations.

“Simple Assault” A person commits the offense of simple assault when he or she either:

- (1) attempts to commit a violent injury to the person of another
- (2) commits an act which places another in reasonable apprehension of immediately receiving a violent injury O.C.G.A. § 16-5-20

“Simple Battery” A person commits the offense of simple battery when he either:

- (1) intentionally makes physical contact of an insulting or provoking nature with the person of another
- (2) intentionally causes physical harm to another O.C.G.A. § 16-5-23

“SSP/SST” refers to Student Support Process or Student Support Team.

“Teacher” means a classroom teacher, substitute teacher, student teacher or any school employee who has been given authority over some part of the school program by the principal or a supervising teacher.

“Terroristic Threat” A person commits the offense of a terroristic threat when he threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. No person shall be convicted under this subsection on the uncorroborated testimony of the party to whom the threat is communicated O.C.G.A. § 16-11-37.

“Verbal Assault” is an intense, extreme or severe attack transmitted by speech intended to threaten and/ or intimidate another person.

The pronouns “he, his, him” and “himself” will be used to indicate both male and female.

STUDENT RULES & PROCEDURES

School attendance is a right guaranteed to students and will not be denied without due process. So that students may attend school in a setting conducive to learning, all students are expected to conduct themselves in a proper and lawful manner. The Savannah-Chatham County Board of Education has zero tolerance regarding possession and/or use of drugs including alcohol, acts of violence, and possession of weapons within a school safety zone as defined in **O.C.G.A. § 16-11-127.1(a)(1)**.

Students will be held personally accountable for behavior that may adversely affect the educational process or endanger the health, safety or well being of other students, teachers or employees of the school system while on any property of the Board of Education, attending school sponsored events or activities, riding as passengers in vehicles operated by or on behalf of the Board of Education, at the bus stop, enroute to and from school, or while within a school safety zone as defined in **O.C.G.A. § 16-11-127.1(a)(1)**.

This accountability includes, but is not limited to, passive participation, being an accomplice, or inciting, advising, or counseling others to engage in acts that are in violation of the Student Code of Conduct, federal and/or state laws. It also includes conduct off school grounds that has a direct and immediate effect on maintaining order or discipline in schools, or maintaining the safety and welfare of students and staff, or which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school.

Students may be excluded from school for violating school board rules, state or federal laws. Students may also be excluded if they assault or commit battery upon a teacher, other school official or employee **O.C.G.A. § 20-2-753(a)**. Students may be assigned detention, suspended temporarily, or expelled from school for serious or repeated violation of student behavior rules. The rights of students will not be abridged, and due process will be followed in all cases. The professional judgment of the principal and the facts of the investigation will guide the principal in deciding upon the appropriate disciplinary action.

Bringing a weapon or explosive compound to school is considered a felony and could subject the student or any individual to a fine of up to \$10,000 and imprisonment of not less than two (2) nor more than ten (10) years or both. **O.C.G.A. § 16-11-127.1(b)** If the student is under the age of 17 and violates this law, the student shall be subject to juvenile proceedings. The student is also subject to expulsion for being in possession of any illegal substance or any substance represented to be illegal, including counterfeit drugs.

The Board of Education does not authorize principals, teachers or other employees of the System to administer corporal punishment (paddling) on any student as provided in **O.C.G.A. § 20-2-730 et. seq.** Teachers, principals or other educators shall not be liable for any civil damages for, or arising out of, any act or omission concerning, relating to, or resulting from the discipline of any student or the reporting of any student for misconduct, except for acts or omissions of willful or wanton misconduct (**O.C.G.A. § 20-2-1000**).

Teachers, principals or other educators shall be immune from criminal liability relating to or resulting from the discipline of any student or the reporting of any student for misconduct provided that the educator acted in good faith (**O.C.G.A. § 20-2-1001**).

Pursuant to **O.C.G.A. § 20-2-735**, the Board of Education adopts an age appropriate student code of conduct which includes standards of behavior, progressive discipline, a description of the Student Support Process and parental involvement, and the policies/administrative regulations related to student discipline.

The Board aspires to meet the obligations and requirements that it sets out for itself in its policies/administrative regulations. These policies and administrative regulations are designed for guidance and to assist the Board in providing due process and complying with state and federal laws and standards. Failure to comply with any policy or administrative regulation is not a defense to improper conduct.

The following **STANDARDS OF BEHAVIOR** are mandatory and shall apply uniformly to **ALL** students.

Rule 1.

Complying with Directions/Commands & Policies

No student shall fail to comply with directions or commands of principals, assistant principals, teachers, student teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel. No student shall willfully and persistently violate the Student Code of Conduct or any policy or administrative regulation of a school or the system as a whole.

Rule 2.

Disruption and Interference with School

No student shall disrupt or otherwise interfere with the orderly operation of school or school activities.

Rule 3.

Substantial Disruption and Clear Danger

No student shall cause substantial disruption of the school environment or present a clear danger to any other student(s) or school personnel.

Rule 4.**Committing Illegal Acts**

No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

Rule 5.**Damaging, Destroying or Vandalizing Property**

No student shall willfully or maliciously damage, mark, deface, destroy or vandalize real or personal property of another student, other persons legitimately at the school or of the Board of Education during or after school hours.

Rule 6.**Harassment, Bullying and Cyberbullying**

No student shall sexually, emotionally, verbally, physically or by any communication by telephone, mail, broadcast, computer network or by any other electronic device or otherwise harass or bully any student, teacher, school employee or other person (**See Student Code of Conduct, Procedure 4**). Any student, in grades 6 through 12, committing the offense of bullying for the third time in a school year, shall be assigned to an alternative school pursuant to **O.C.G.A. § 20-2-751.4**. Any form of harassment or bullying shall be promptly reported to an administrator or counselor. Teachers may be notified to maintain classroom discipline.

Rule 7.**Assault, Battery, and Threatening Others**

No student shall assault, commit battery upon, threaten, or otherwise abuse any student, teacher, school employee or other person. A student may be referred for permanent expulsion for violation of this section.

Rule 8.**Physical Violence Toward School Staff or Bus Drivers**

No student shall commit any act of physical violence as defined in **Student Code of Conduct, Procedure 6** against a teacher, school bus driver, school official, or school employee (**O.C.G.A. § 20-2-751.6**). A student shall be referred to a disciplinary hearing for violation of this section. A student found to have committed an act of physical violence by intentionally making physical contact of an insulting and provoking nature [**Student Code of Conduct, Procedure 6 (1)**] may be disciplined by short-term suspension, long-term suspension or expulsion. A student found to have committed an act of physical violence by intentionally making physical contact which causes physical harm [**Student Code of Conduct, Procedure 6 (2)**] shall be permanently expelled and, if applicable, referred to juvenile court.

Rule 9.**Physical Assault and Bullying on a School Bus**

No student shall engage in bullying as defined in **O.C.G.A. § 20-2-751.4(a)** or in physical assault, battery, other unruly behavior, verbal assault or disrespectful conduct toward the bus driver or others. If a student is found to have engaged in bullying, a meeting of the parent of the student and appropriate school district officials shall be required to develop a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Procedures for developing the contract are outlined in **See Student Code of Conduct, Procedure 4**.

Rule 10.**Weapons and Dangerous Instruments**

No student shall possess, handle, display, discharge, transmit or otherwise use any firearm, air soft guns, pellet guns, bb guns or destructive device, including but limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, or weapons as defined in federal and/or state law, or other objects that reasonably can be considered a weapon OR **have the appearance of a weapon**. Principals have the authority to ban or confiscate any item that, in their judgment, may be used as a weapon to cause bodily harm either to students, themselves or to others.

A student shall be referred for full calendar year expulsion for violating this section as related to firearms and destructive devices as defined in federal law (**see Student Code of Conduct, Procedures 7, 14 and 15**). **See Student Code of Conduct Procedure 7** for a description of weapons and other objects covered in this rule.

Students violating this Rule by bringing weapons to school, on school grounds or to school related activities, that do not meet the federal law definition of weapons, but meet the state law definition or Board of Education definition, may be subject to long-term suspension, expulsion or permanent expulsion. (**see Student Code of Conduct, Procedures 7, 14, and 16**). **See Student Code of Conduct Procedure 7** for a description of weapons and other objects covered in this rule.

Rule 11.**Using or Threatening to use a Deadly Weapon and Bomb/Terroristic Threats**

Any student who uses, or threatens to use a deadly weapon, including, but not limited to, a firearm or knife, which may cause bodily harm or death, shall be subject to permanent expulsion. Students participating in or making a bomb or terroristic threat shall be subject to permanent expulsion. Student conduct off school grounds that has a direct and immediate effect on maintaining order or discipline in schools, or maintaining the safety and welfare of the students and staff; or off-campus conduct which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school, shall be subject to Board of Education discipline policies and administrative regulations.

Rule 12.**Tobacco, Alcohol and Other Drugs/Psychoactive Substances**

The use and/or possession of tobacco by students in any form is prohibited; on **(a)** school property; or **(b)** any property of the Board of Education; **(c)** while riding as passengers on vehicles operated by the Board of Education; or **(d)** while participating in or attending any school sponsored event at any time.

The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, otherwise use or be under the influence of any:

- narcotic • hallucinogenic drug • amphetamine • barbituate
- marijuana • other controlled substance • drug paraphernalia • over the counter or prescription medication(s)
- alcoholic beverage • intoxicant of any kind or • substance represented to be illegal drugs or imitation controlled substance

A student may be referred for permanent expulsion for violating the section on illicit drugs and alcohol (**see Policy JGCD, infra.**)

Rule 13.**Absenteeism**

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/legal guardian and/or the approval of the principal, except in cases of personal illness or other providential cause. (**see Policy JBA, infra.**)

Rule 14.**Dress Code**

Students shall comply with the District's Student Dress Code Pre-K through 12, as well as any and all individual school dress requirements. (**see Policy JCDB, infra.**)

Rule 15.**Electronic Devices (Cell Phones)**

No student shall possess (even if turned off) an electronic device during assessments or state testing. Students are only permitted to use personal electronic devices within school for instructional use or for other purposes as approved by the principal or teacher. For additional information and guidance, reference policy JCDAF

Rule 16.**Verbal Assault and Physical Assault**

No student shall verbally assault, threaten violence or physically assault other students, teachers, administrators, other school personnel or persons attending school-related functions.

Rule 17.**Disrespectful Conduct**

Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, other school personnel or persons attending school-related functions.

Rule 18.**False Reporting**

No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours. Any student having knowledge of such instances shall follow the procedures in JD-R (**Student Code of Conduct, Procedure 24**).

STUDENT DISCIPLINE - JD

Rule 19.

Passive Participation

No student shall incite, advise, encourage or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, federal and/or state laws.

Rule 20.

Internet/Electronic Use

See Policy IFBG (Internet Acceptable Use), IFBG and IFBG-E (1) and (2)

STUDENT DISCIPLINE - POLICY JD-R

Student Code of Conduct

(Student Code of Conduct, Procedure 1).

A copy of the Student Code of Conduct will be provided to students and parents/legal guardians in which it is explained what acts are considered misconduct and the possible consequences of misconduct. All parents/legal guardians and students are REQUIRED to sign and return the acknowledgement contract form. However, signature of a middle or high school student will verify notification to parents/legal guardians and students of the system's expectations. The acknowledgement contract form shall be maintained at the school throughout the school year. In addition, specific information about alcohol and other drug prevention shall be given to students which includes, but is not limited to, the following:

- statements directly explaining that for students in Pre-K through 12, the Board of Education does not tolerate possession and/or use of drugs or alcohol, acts of violence including bullying, gang and gang-like activities, and possession of weapons within a school safety zone as defined in **O.C.G.A. § 16-11-127.1 (a)(1)**
- a statement that the use of illicit drugs and the unlawful possession and/or use of alcohol are wrong and harmful
- information about drug, alcohol and tobacco counseling, and rehabilitation/re-entry programs available to students through the school guidance office. School System administrators will receive annual training related to **Policy JD** and the Student Code of Conduct

Discipline Reporting Process

(Student Code of Conduct, Procedure 2).

A progressive discipline process shall occur when a student exhibits behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or has violated the **Policy JD** and/or the Student Code of Conduct. Inadvertent omission or failure to follow these procedures shall not void the disciplinary actions of the administrator.

Mandatory Reporting

(Student Code of Conduct, Procedure 3).

Teachers and school employees who have reasonable cause to believe that a student Pre-K through 12 has committed any of the following acts upon school property or at any school function shall immediately report the act and the name of the student to the principal. A principal who has reasonable cause to believe that the report is valid shall immediately, orally or telephonically, or electronically report the act to the parent and to Campus Police, who shall report the act to the Superintendent, the appropriate police agency and the district attorney.

1. aggravated assault with a firearm (O.C.G.A. § 16-5-21)
2. aggravated battery (O.C.G.A. § 16-5-24)
3. sexual offenses (O.C.G.A. § 16-6-1; 16-6-2; 16-6-3; 16-6-4; 16-6-5; 16-6-8; 16-6-15; 16-6-22.1)
4. carrying weapons at school functions or on school property or within school safety zones (O.C.G.A. § 16-11-127.1)
5. illegal possession of a pistol or revolver by a person under 18 years of age (O.C.G.A. § 16-11-132)
6. purchase, possession, manufacture, distribution, or sale of controlled substances or marijuana (O.C.G.A. § 16-13-30)
7. trafficking in drugs (O.C.G.A. § 16-13-31)
8. battery against school personnel (O.C.G.A. § 16-5-23.1(i))
9. racketeering (O.C.G.A. § 16-14-4)

Student To Student Sexual Harassment & Bullying

(Student Code of Conduct, Procedure 4).

Student Discipline Policy JD, Rule 6, shall be considered student to student sexual harassment and student to student anti-harassment and bullying policy. Harassment shall include, but not be limited to the following:

1. unwelcomed sexual advances
2. request for sexual favors
3. request for unsolicited physical contact

4. verbal conduct of a sexual nature that creates an intimidating, hostile or offensive environment
5. writing sexually explicit notes or graffiti about another student
6. obtaining or attempting to obtain property or sexual favors through the use of force, menace or fear
7. acts initiated by a student against the chastity, common decency, and morals of another accompanied by threats, fears or danger
8. intentionally or knowingly causing physical contact with another in an offensive or provocative manner
9. intentionally or knowingly threatening another with imminent physical or psychological injury
10. inappropriate touching, rubbing or grabbing of others
11. as defined pursuant to Title IX of the Education Amendments of 1972

All charges of sexual misconduct and/or harassment will be investigated, documented, and filed in the student's discipline folder. If additional action is needed, the charge will be referred to Campus Police for appropriate action and copied to the appropriate Central Office Administrator.

Definition: **"Bullying"** means any willful attempt or threat to inflict injury on another person, accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. This definition has been amended by state law, - refer to Board policy JCDAG, Bullying, for complete definition.

"Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student/students using the Internet, interactive and digital technologies or mobile phones.

All charges of bullying will be investigated, documented, and placed in the student's discipline file.

First Offense

If the principal determines that a student has committed the offense of bullying, the principal will assign the appropriate Level II consequence(s), hold a conference with the parent explaining the offense, review **Policy JD, Rule 6**, and explain the consequence(s) related to the bullying in the Student Code of Conduct. This conference will be documented and a copy placed in the student's permanent file.

Second Offense

If the principal determines that a student has committed a second offense of bullying, the principal will assign the appropriate Level II and/or Level III consequences and implement the Student Support Process (**Student Code of Conduct, Procedure 8**). The principal will notify the parent in writing that a third offense of bullying will result in a request being made for long-term suspension from regular school and placement in an alternative program. Principals will also follow the procedure section in (**Student Code of Conduct, Procedure 5**). Chronic Disciplinary Problem Students.

Third Offense

Upon finding that a student in grades 6 through 12, has committed the offense of bullying for the third time in a school year, the principal shall make a request to the Administrator of the Student Hearing Office for the long-term suspension of the student to an alternative setting. Efforts to modify the bullying behavior must be included with the disciplinary request and placed in the student's permanent file.

School Bus

A principal may take action on any misconduct which occurs on a school bus, the same as if the violation had occurred on school grounds. It is up to the principal to determine the severity of the punishment for the misconduct in accordance with local board policy/administrative regulation and state law. Refer to **Bus Conduct - Policy EDCB** for additional information concerning student behavior on the school bus.

For students engaging in bullying or committing physical assault or battery upon another person on the school bus, the following shall occur:

- The parent and the student shall meet with the appropriate school district officials to form a school bus behavior contract.
- The contract shall provide for progressive age-appropriate discipline, penalties and restrictions.
- Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

For students committing acts of physical violence against school personnel or bus drivers (**See Student Code of Conduct, Procedure 8**).

Chronic Disciplinary Problem Students

(**Student Code of Conduct, Procedure 5**).

Definition: **"Chronic Disciplinary Problem Student"** means any student who exhibits a behavior pattern which interferes with the learning process of students around him and which is likely to recur. If a teacher or principal determines that a student is a chronic disciplinary problem student, then the principal shall:

1. notify the student's parent as soon as practical. The parent shall be notified by a telephone call and certified mail with a return receipt requested or first class mail.
2. invite the parent to the school to observe the student in a classroom situation.

3. give the parent an opportunity to schedule and attend a conference with the principal and/or teacher(s) to devise a disciplinary and behavioral correction plan. (O.C.G.A. § 20-2-765).
4. the student shall be referred to the Assessment Center.

Before any chronic disciplinary problem student returns from an expulsion, long-term suspension or short-term out-of-school suspension, the principal of the school to which the student is to be re-admitted shall:

1. request by a telephone call and certified mail with a return receipt requested or first class mail that the parent schedule and attend a conference with the principal so as to devise, update, or modify a disciplinary and behavioral correction plan.
2. at their discretion, invite a teacher, counselor, or other person to attend the conference. Failure of the parent to attend shall not preclude the student from being re-admitted to the school.
3. ensure that a notation of the conference is placed in the student's permanent file (O.C.G.A. § 20-2-766). The Student Support Process will be employed in the re-admission process, documented, and a copy placed in the student's permanent file.

Students Committing Acts of Physical Violence Against School Personnel and Bus Drivers (O.C.G.A. § 20-2-751.6)

(Student Code of Conduct, Procedure 6).

Definition: "Physical Violence"

- (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or
- (2) Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in O.C.G.A. § 16-3-21.

If a principal determines that a student has violated **Policy JD, Rule 8**, by committing an act of physical violence as defined in (See Student Code of Conduct, Procedure 6)., (1) or (2), the principal shall contact Campus Police and the principal shall follow due process procedures and issue a disciplinary referral. If the violation results in physical harm as provided for in (See Student Code of Conduct, Procedure 6). (2), the principal shall issue a disciplinary referral for permanent expulsion from the School System.

If a student is alleged to have committed an act of physical violence against a teacher, school bus driver, or other school official or employee as defined above, the student shall be suspended and a disciplinary hearing shall be scheduled pursuant to O.C.G.A. § 20-2-754 (see **Policy JCEB-R(0)**).

Any student found by a Disciplinary Hearing Officer to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, school bus driver, school official, or school employee as specified in **Policy JD, Rule 8**, may be disciplined by short term suspension, long-term suspension, or expulsion.

A student found by a Disciplinary Hearing Officer to have committed an act of physical violence by intentionally making physical contact which causes physical harm to a teacher, school bus driver, school official or employee as specified in **Policy JD, Rule 8**, shall be permanently expelled from the Public School System and shall be referred to Juvenile Court, if applicable. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. § 20-2-150.

Weapons

(Student Code of Conduct, Procedure 7).

Definition: "Weapons", as defined by the Savannah-Chatham County Public School System may include but shall not be limited to:

- (1) any item defined in state or federal law as a weapon
- (2) a knife with a blade of any length
- (3) any chemical, substance, device or instrument designed as a weapon or through its use is capable of threatening or terrorizing or producing bodily harm or death

Georgia Law, O.C.G.A. § 16-11-127.1(a)(2) and § 16-11-106(a), defines weapons as the items listed below:

- (1) any pistol, revolver, or any weapon designed or intended to propel a missile of any kind
- (2) any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches
- (3) straight-edge razor, razor blade
- (4) spring stick, metal knucks, blackjack
- (5) any bat, club, or other bludgeon-type weapon
- (6) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain

STUDENT DISCIPLINE - JD-R

(7) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart

(8) any weapon of like kind, and any stun gun or taser as defined in subsection (a) of **O.C.G.A. § 16-11-106**

Federal Law, 18 U.S.C.S. § 921, defines weapons and destructive devices as listed below:

Definition: "firearm"

- (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- (2) the frame or receiver of any such weapon
- (3) any firearm muffler or firearm silencer
- (4) any destructive device

It shall also include any type of weapon, other than a shotgun or a shotgun shell, by whatever name known 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 one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. Such terms do not include an antique firearm.

The term **"destructive device"** means:

- I. any explosive, incendiary, or poison gas
- II. bomb
- III. grenade
- IV. rocket having a propellant charge of more than four ounces
- V. missile having an explosive or incendiary charge of more than one-quarter ounce
- VI. mine
- VII. device similar to any of the devices described in the preceding clauses

The term **"shotgun"** means a weapon designed or redesigned, made or re-made, and intended to be fired from the shoulder and designed or re-designed and made or re-made to use the energy of the explosive in a fixed shotgun shell to fire through a smooth bore either a number of ball shots or a single projectile for each single pull of the trigger.

The term **"antique firearm"** means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898 and any replica of any antique firearm if it is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition or uses such ammunition which is no longer manufactured in the U.S.

Students violating **Policy JD, Rule 10**, by bringing a weapon or destructive device to school as defined in Federal Law, **18 U.S.C.S. § 921**, shall be referred for Full Calendar Year Expulsion and shall be subject to criminal prosecution. (see **Student Code of Conduct, Procedures 14 and 15**).

Students violating **Policy JD, Rule 10**, by bringing weapons to school, on school grounds or to school related activities, that meet the state law definition or Board of Education definition of weapons, but do not meet the federal law definition of weapons, may be subject to long-term suspension, expulsion or permanent expulsion and shall be subject to criminal prosecution. (see **Student Code of Conduct, Procedures 14 and 16**).

Special Category: This includes any instrument that may be classified as a weapon, other than a firearm or knife with a blade of two (2) or more inches in length, which has a legitimate purpose in ones' daily life other than use as a weapon. Examples of these special category weapons are hunting paraphernalia, scissors, screwdrivers, multi-purpose tools, or look-alike objects that take on the appearance of a weapon, such as water pistols, toy pistols, etc.

If the principal determines that the student was in possession of a Special Category weapon, but not with the purpose or intent to threaten or harm others, and not for personal protection, the principal may determine any appropriate disciplinary action. Any student found in possession of any weapon, tool, or instrument which is included in the state's definition of prohibited weapons shall be reported to Campus Police and referred for disciplinary action according to (**Student Code of Conduct, Procedures 14 and 16**).

If the principal determines that the student was in possession of a Special Category weapon with the purpose or intent to threaten or harm others or for personal protection, then the student shall be reported to Campus Police and shall be referred for disciplinary action according to (**Student Code of Conduct, Procedures 14 and 16**).

Campus Police and/or the Administrator of the Student Hearing Office shall be consulted in all cases involving Special Category weapons. A principal may request, through the Administrator of the Student Hearing Office, a review team meeting to assist in the decision making process.

Response to Intervention(RTI)/Student Support Process(SSP)

(Student Code of Conduct, Procedure 8).

The Student Support Process (SSP) is a regular education process for students experiencing problems of an academic, social or behavioral nature in school. RTI/SSP involves an inter-disciplinary group who works collectively to improve the delivery of instructional services to students, as well as, serve as a resource for teachers and other educators in the delivery of these services.

Parents may be invited to participate in the meetings of their child's SSP and in the development of interventions for their child. Parent participation is encouraged. The RTI/SSP documents shall be placed in the student's permanent file and copies given to all involved. If an SSP is utilized as a result of a discipline referral, parents shall receive a copy of the report (RTI/SSP minutes) and information on how to contact the principal.

Detention

(Student Code of Conduct, Procedure 9).

Definition: “**Detention**” means required attendance of a student outside of regular school hours for minor misbehavior or disciplinary infractions, provided parents are notified at least one (1) day in advance of any detention.

Students in grades Pre-K through 12 may be assigned detention. Prior to the student serving a detention, the parent must be notified at least one (1) day in advance.

Exclusion From School

(Student Code of Conduct, Procedure 10).

Students may be excluded from schools and/or programs for the following reasons:

1. the student violates the rules described in **Policy JD** or other rules that have been established and communicated in writing to the students and parents by the school
2. violation of a criminal law while on a school campus
3. the student substantially interferes with the on-going educational process or seriously threatens the physical safety of others
4. the student causes or attempts to cause physical injury, threatens bodily harm, intentionally makes physical contact of an insulting or provoking nature, or behaves in such a way as could reasonably cause physical injury to any person
5. the student commits an assault or battery upon any teacher, school official or school employee and such individual request their exclusion from the school

The professional judgment of the principal and the facts of the investigation into the case will guide the principal in deciding upon the appropriate disciplinary action.

Sending Suspended Students Home During The School Day

(Student Code of Conduct, Procedure 11).

When a student is suspended, the principal shall document the attempt to reach the student's parent/legal guardian to inform them of the suspension and to request that he come to the school for his/her child.

If the parent/legal guardian is unable to come for his child or if the principal cannot reach the parent, the student must remain on school property until the close of the school day. A secondary school student may be sent home if parent contact has been made. Students in grades Pre-K through 12 may be placed on short-term suspension (1-10 days) by the principal.

If a student's conduct is of such a nature that it disrupts the learning process, endangers others, damages property, or the principal is faced with a situation where the immediate removal of the student is essential, the principal may request Campus Police to remove the student immediately.

Progressive Use Of Short-Term Suspension

(Student Code of Conduct, Procedure 12).

Definition: “**Short-term Suspension**” means the exclusion of a student from the regular classroom setting in a public school for any period from one (1) to not more than ten (10) school days. Suspension out-of-school will be at home where parents are expected to supervise their children while they complete the out of school suspension.

Parents/legal guardians of the suspended student have no right to a disciplinary hearing or a right to appeal a short-term suspension.

It is recommended that after five (5) cumulative days of out-of-school suspension, the RTI/SSP be initiated. At this time, consideration of the student's behavior, lack of response to the behavior correction plan, and lack of response to being removed from the regular program must be considered. When the number of out-of-school suspension days reaches eleven (11) or more in any semester, the RTI/SSP shall be initiated to develop or review the behavior correction plan and document the need for the out-of-school option or alternative educational placement.

Student Discipline Records

(Student Code of Conduct, Procedure 13).

All documents including written statements and relevant information concerning student misconduct must be kept on file for the duration of the current school year and in subsequent years according to records management procedures.

Severe Disciplinary Action

(Student Code of Conduct, Procedure 14).

(Long-Term Suspension/Expulsion/Full Calendar Year Expulsion/Permanent Expulsion)

“Long-term Suspension” means the exclusion of a student from a public school for more than ten (10) days but not beyond the current school semester (one-half year).

“Expulsion” means the exclusion of a student from the regular classroom setting in a public school beyond the current school semester.

“Full Calendar Year Expulsion” means the exclusion of a student from the regular classroom setting in a public school for a period of not less than one (1) calendar year. (Student Code of Conduct, Procedure 15).

“Permanent Expulsion” means the permanent exclusion of a student from a public school system. (Student Code of Conduct, Procedure 16).

Students in grades Pre-K through 12 may be placed on long-term suspension, expulsion, full calendar year expulsion or permanent expulsion. These students have a right to a disciplinary hearing and a right to appeal the decision. If the student is an identified special education student, a manifestation determination review must be completed and a copy provided to the Student Hearing Office immediately upon completion.

Any student assigned to an alternative setting because of disciplinary infraction under Policy JD will not participate in athletics or other extracurricular activities at the regular school.

Mandatory Enrollment

It is the Board’s policy that all students who are assigned to an Alternative Learning Program/Pathways to Success must enroll and complete the full time they are assigned to that program as a prerequisite to returning to their regular school.

Full Calendar Year Expulsion

(Student Code of Conduct, Procedure 15).

If a principal determines that a student has violated Policy JD, Rule 10, and has brought a weapon (firearm and/or destructive device) to school as defined in Federal Law (18 U.S.C.S. § 921), the student shall be referred for expulsion from school for a period of not less than one (1) calendar year (Full Calendar Year Expulsion). See Procedure 7 for a description of weapons as used in this section. See Procedure 14 for severe disciplinary action.

Permanent Expulsion

(Student Code of Conduct, Procedure 16).

If a principal determines that a student has violated **Policy JD, Rule 8 or 11**, the student shall be referred for permanent expulsion from the school system.

If a principal determines that a student has violated **Policy JD, Rule 7, 10, or 12**, then the student may be referred for permanent expulsion from the School System.

Re-admission Requirements

(Student Code of Conduct, Procedure 22).

Long-Term Suspension/Expulsion/Full Calendar Year Expulsion/Permanent Expulsion

Re-admission requirements can be obtained from the Student Hearing Office.

Students With Disabilities

(Student Code of Conduct, Procedure 23).

“Students with Disabilities” means any student accepted into the system’s special education program under the requirement of the Individuals with Disabilities Education Act (I.D.E.A.).

All preceding sections apply to students with disabilities with the following exceptions:

- Procedures required under the I.D.E.A. must be followed and parents must be informed of their due process rights.
- Any student identified as disabled under the I.D.E.A. can be suspended for up to ten (10) school days in a school year without requiring an Individualized Educational Plan (I.E.P.) meeting. Immediate notification of any suspensions shall be sent to the program manager.

STUDENT DISCIPLINE - JD-R

- Suspension for more than ten (10) school days must follow specified procedures including: immediate notification to parents; an I.E.P. review with a functional assessment; development of a behavior management plan; and, a Manifestation Determination Review (M.D.R). Students receiving special education services MUST receive a free and appropriate public education (F.A.P.E.) If as a direct result of disciplinary action, a special education student has not received educational services for ten (10) school days in a school year, the System will make appropriate educational services available to that student for all remaining school days that school year.
 - a. If the Manifestation Team determines that the student's conduct at issue WAS NOT caused by or WAS NOT directly and substantially related to the student's disability AND if the I.E.P. Team finds the conduct in question WAS NOT the direct result of failure by the schools to implement the I.E.P. then the student will be subjected to the same disciplinary actions as a non-disabled student. Special Education records including discipline records must be made available to the Disciplinary Hearing Officer. Services required under the I.E.P., which now includes access to the general curriculum, must continue.
 - b. If the Manifestation Team determines that the student's conduct at issue WAS caused by or WAS directly and substantially related to the student's disability OR if the I.E.P. Team finds that the conduct in question WAS the direct result of a failure by the school to implement the I.E.P., the disciplinary process will continue; however, the student may not be subjected to the same discipline as non-disabled students. An I.E.P meeting must be held to review the current placement and discuss program changes or modifications.

Temporary alternative educational setting of not more than 45 days can be:

- Even if a Manifestation Team determines that the student's conduct at issue was caused by; or was directly and substantially related to the student's disability; or, if the I.E.P. Team finds that the conduct in question was the direct result of a failure by the school to implement the I.E.P., the student may be placed in a temporary alternative educational setting for up to 45 school days if:
 - a. the students receiving special education services:
 - brings a WEAPON to school, on school premises, or at a school function under the jurisdiction of then School District.
 - possesses, uses or sells CONTROLLED SUBSTANCES or ILLEGAL DRUGS at school, on school premises, or at a school function under the jurisdiction of the School District.
 - has caused SERIOUS BODILY INJURY at school, on school premises, or at a school function under the jurisdiction of the School District.
 - b. the School District obtains an order from an administrative hearing officer or district court judge that provides for appropriate interim placement of the student due to a finding that maintaining the student's current educational placement is substantially likely to result in an injury to the child or to others.
 - c. any 45 school day alternative educational placement may be applied in addition to a preliminary placement of up to ten (10) days.
- All appeals in the case of disagreement by the parent/legal guardian must comply with due process requirements of the I.D.E.A. and the state and local plan for Special Education.
- Students subject to a Section 504 plan will be processed as appropriate to their particular situation.
- All complaints under Section 504 must be directed to the School System's 504 Coordinator.

STUDENT DISCIPLINE - JD-R

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(Student Code of Conduct, Procedure 24).

All students shall follow these procedures when there is alleged instances of inappropriate behavior by a teacher, administrator or other school employee toward a student.

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any counselor or administrator at his/her school.
- (b) Any teacher counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other school employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and be followed by a written report in writing, if requested, to a child welfare

STUDENT DISCIPLINE - JD-R

agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. § 19-7-5 or 20-2-1184 shall be investigated immediately by the school or system personnel. If the investigation of the allegation of sexual misconduct indicated a reasonable cause to believe that the report of sexual misconduct indicates a reasonable cause to believe that the sexual misconduct is valid, the school or principal's designee shall make and immediately report to the superintendent and the Professional Standards Commission Ethics Division.

Disciplinary Hearing Officer - Procedures

(Student Code of Conduct, Procedure 19).

An oath or affirmation shall be administered by the Disciplinary Hearing Officer to all witnesses.

In all hearings, the burden of proof shall be on the school system, and it shall have the right to open and conclude. All questions relating to the admissibility of evidence or other legal matters shall be decided by the Disciplinary Hearing Officer.

Appeal

(Student Code of Conduct, Procedure 20).

Appeals may be brought to the Board of Public Education by either party aggrieved (dissatisfied) by the decision of the Disciplinary Hearing Officer or a decision rendered pursuant to **O.C.G.A. § 20-2-751.6** by notifying the Secretary of the Board of Education, in writing, of their desire to appeal.

A copy of Appeal Procedures can be obtained from the Student Hearing Office.

Follow-Up

(Student Code of Conduct, Procedure 21).

No later than the beginning of the next school year, through request in writing to the Administrator of the Student Hearing Office, the parent or student may have any case of expulsion or long-term suspension in any school year re-evaluated.

Policy JCEB-R

Student Hearing Office Actions

(Student Code of Conduct, Procedure 17).

The Administrator of the Student Hearing Office shall review the principal's request, make or have made additional investigation if appropriate, and determine if the requested disciplinary action is warranted. If the Administrator of the Student Hearing Office believes that grounds exist for the requested action, he or she shall schedule a hearing and notify the student and parent/legal guardian in accordance with the guidelines given below. The hearing must be held no later than ten (10) school days, not including weekends, public, legal and school holidays, after the beginning of the student's short-term suspension, unless the School System and parents/legal guardians mutually agree to an extension. If the hearing cannot be held for reasons beyond the control of the school system, the student may be placed in an alternative educational program.

A student and the student's parent may waive the right to a hearing if they agree with the charges and the principal's discipline request. The principal's disciplinary request would then be automatically granted and the disciplinary hearing cancelled.

A copy of all Hearing Office procedures can be obtained from the Student Hearing Office.

Disciplinary Hearing Officer Selection & Duties

(Student Code of Conduct, Procedure 18).

The Administrator of the Student Hearing Office, on behalf of the local school board, shall nominate the Disciplinary Hearing Officers from a pool of retired school principals. The list of nominated Disciplinary Hearing Officers shall be presented to the Board of Education for approval or rejection in whole or part. No Disciplinary Hearing Officers may take any official action until having been approved by the Board. The Disciplinary Hearing Officers shall preside over the hearings; decide the cases; make recommendations; and make all evidentiary and procedural rulings.

INTERNET ACCEPTABLE USE - IFBG-R

Technology Resources Acceptable Use Policy

Savannah-Chatham County Public Schools (SCCPSS) provides a full range of electronic resources ranging from the Internet to mobile handheld devices for students. Use of all electronic resources shall support the vision, mission, and goals established by SCCPSS. Access to the Internet is automatically available to students.

Parents have the option to restrict their child's access to online technology resources. To restrict access to services, please visit your child's school to request the Savannah-Chatham County Public Schools Parental Request to Restrict Access to Online Technology Resources form. Sign and date the form, and return it to the main office at your child's school.

Student access to the SCCPSS technology resources will automatically be provided unless the parent/guardian has submitted written notification to the District that restricted access is requested. The Technology Resources Acceptable Use Policy IFBG can be found in the Board Policy Manual at www.sccpss.com.

Testing Rules and Regulations:

Any student with an electronic communication device which includes, but is not limited to, cell phones, graphing calculators, iPods and CD players may result in test invalidation and the confiscation of the device. Any other inappropriate activity during testing which includes, but is not limited to, cheating, possession of study materials, unwillingness to test, etc. may also result in test invalidation.

Policy JHC

School-Sponsored Student Clubs/Organizations

Information regarding school-sponsored student clubs/organizations will be distributed to all students at the beginning of the school year. This information will provide parents/legal guardians the opportunity to withhold permission (OPT-OUT) for a student to join a club/organization. For clubs/organizations started during the school year, written permission (OPT-IN) will be required from a parent/legal guardian prior to a student's participation. These requirements do not apply to competitive interscholastic activities. The information packets will provide the following.

- a. A complete listing of all clubs/organizations
- b. An acknowledgement notice for the parents/legal guardians to sign and indicate any clubs/organizations in which permission is not given.

No student shall be allowed to participate in any school-sponsored student club/organization if the parent/legal guardian has indicated in writing that the student is not allowed to participate.

Students who have an overall conduct grade of unsatisfactory (U) are not eligible to participate, and shall not participate in school-sponsored student clubs/organizations. (see page 12)

JCDAF-R(1)

Use of Electronic Devices by Students

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission and goals established by the Board of Public Education. All personal electronic devices on board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG.

Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices. Principals can alter, change, or deny the use of personal electronic devices at any time.

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. The district shall not assume responsibility or liability for the theft, loss, or damage to personal devices, nor does it assume responsibility for the unauthorized use of any device.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that is not provided by The Board of Public Education. All Internet access will be filtered and recorded.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on board property without the expressed prior permission of a teacher or administrator. Students are also prohibited from disrupting instruction with ringtones, music, or sound effects.

No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned in to a teacher or testing proctor.

Students are prohibited from using any electronic devices while riding on a school bus. These electronic devices include, but are not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the vehicle to and/or from school. (O.C.G.A 20-2-751.5).

School staff may confiscate personal electronic devices, and school administrators may search the device (See Board Policy JCAB).

Students who do not comply with this regulation, or any supporting directives related to use of personal electronic devices will be subject to appropriate disciplinary action. Actions may include, but are not limited to:

- First Offense – Personal electronic device will be taken up and returned to the student at the end of class or the day. A student conference may be held on proper use of electronic devices within the school environment.
- Second Offense – Personal electronic device will be taken up and parent/guardian called to retrieve the device. Parent conference may be held on proper use of electronic devices within the school environment.

Third Offense – Loss of privilege within the classroom and/or school for 30 days. A behavior contract is signed by parent and student on the proper use of electronic devices may be required before the privilege is reinstated.

BICYCLE SAFETY

Each year 800 bicyclist are killed and as many as 500,000 require emergency room care for injuries.

Georgia bicycle traffic law (O.G.C.A. § 40-6-296) requires every person under the age of sixteen to wear a bicycle helmet while operating a bicycle or riding as a passenger. Any person that rides a bike to and from Savannah-Chatham Public Schools, including accompanying adults, MUST wear a bicycle helmet.

The District's bicycle helmet initiative is a comprehensive approach to identify and eliminate any gaps in school injury prevention programs and to protect the health and well-being of our children. With your assistance, SCCPSS will become a model for preventing bicycle related injuries and death. Please join us in this groundbreaking injury prevention effort to keep our children safe – “It's the Law.”

STUDENT DRESS CODE - JCDB-R

The Savannah-Chatham County Public School District REQUIRES ALL students in Pre-K through 12 to wear a school uniform as identified by the school in which they attend or will attend.

The procedures described below are applicable to all elementary and secondary schools. All students in Pre-K through 12 (except those deemed exempt) MUST adhere to the MANDATORY School Uniform Policy with the following dress code being applied in all schools:

Mandatory School Uniforms - Elementary and Secondary

- All schools will have khaki pants/bottoms and white tops. The uniform committee may choose one additional color pants/bottoms and one additional top color. Plaid skirts and jumpers may be worn.
- Solid navy, black, khaki or plaid (as specified by each school uniform committee) shorts, skirts, skorts, jumpers, capri pants or pants/slacks (no knit pants, jogging or cargo pants; no zippers or pockets on pant legs). Pants/slacks must be belted and made of standard uniform material (cotton and/or twill). Pants/slacks must be of appropriate size, be worn at the natural waist, and not drag the floor. No denim jeans, skirts, etc. Shorts, skirts, skorts and jumpers must be no shorter than three inches above the knee. Pants/slacks, skirts, skorts, shorts and jumpers must have a finished hem.
- Tops must be solid white and other solid color(s) as selected by each school uniform committee. Tops may be polo-style shirts, collared blouses or turtlenecks. Shirts may have the school insignia, if one is available, but no other ornamentation is permitted. Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tanks tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.
- All shoes must be enclosed and fastened/tied properly.
- Tights, legging, hose or socks may be worn. Tights and socks must be solid navy, black or white with no design. Hose without design may be worn.
- Solid colored sweaters, vests or sweatshirts may be worn over uniform shirts. Hooded sweatshirts are not allowed at any time.
- No hats, caps, or sunglasses may be worn in the building.
- Coats and jackets must be worn open while in the building.
- Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.
- Body piercing that causes a disruption, or interferes with the learning environment will not be allowed.
- Belts must be worn if pants, skirts, skorts or shorts have belt loops. Belts must be solid navy, black or brown and worn inside the belt loops. Belt buckles must not be oversized, computerized or have any writing that is considered offensive.
- No oversized/baggy garments.
- No oversized jewelry and/or accessories with inappropriate emblems and/or writing may be worn.
- Only white T-shirts may be worn under uniform shirts.
- Undergarments must not be visible.
- School ID badges must be worn and visibly displayed while on campus and while attending all school sponsored field trips (grades 6 through 12).
- Handbags, purses, pocketbooks, and similar items must be no larger than 8.5 X 11 inches (size of a regular sheet of paper), 3 to 4 inches thick and must not be large enough to contain a regular sized textbook.
- All book bags, tote bags, backpacks, athletic bags and all other similar items must have the contents clearly visible (see-through clear plastic or mesh). Any bag needed for after school events, which is not mesh or clear plastic, must be checked in at the beginning of the day and left with the student's teacher or with the student's coach during the school day.

Students assigned to alternative school sites and/or program other than their home school will wear the uniform consistent with the dress code of that site.

PROCEDURES FOR EXEMPTION

Parents/legal guardians may request an exemption from a mandatory school uniform program for medical, religious or other justifiable reasons. A request for an exemption must be made within ten (10) operational days of the beginning of the school year. (Note: The term, "operational days," is defined as days that school are in session.) Medical exemption requests must be signed by a medical doctor. See your school principal for further information.

A written request for an exemption must be submitted to the school principal using the Application for Exemption Form that can be obtained from the school. The request must be completed truthfully and correctly and signed by a physician, if the request is for medical reasons.

The school principal or his designee must meet with the parents/legal guardians within five (5) school days. The principal will discuss the School Uniform - Policy JCDB and verify the accuracy of the information on the Exemption Form.

The parents/legal guardians will be notified in writing of the outcome of the conference within three (3) school days. The principal will note the finding to grant or deny the request on the application, sign off on the application and forward a copy to the Superintendent or his designee.

The Superintendent or his designee will affirm or deny the principal's decision. If the parent/legal guardian does not agree with the decision, they have a right to appeal to the Board within five (5) school days. Consideration for exemption will be reviewed on a case by case basis.

No student will be considered non-compliant for the following reasons:

- An exemption has been established or is being appealed.
- The principal has established "non-uniform" day.
- A student is on campus outside of normal school hours.
- A student wears a button, armband or other accouterment (accessories) to exercise a constitutionally protected right to freedom of expression.

Buttons, armbands or other accouterment that signifies or is related to gangs, gang membership or gang activity or is disruptive to school safety and discipline are prohibited.

- A student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.

ACCEPTABLE DRESS FOR NON-UNIFORM DAYS WILL BE CONSISTENT WITH THE DRESS CODE OUTLINED BELOW.

- School ID badges must be worn and visibly displayed while on campus and while attending all school sponsored field trips (grades 6 through 12).
- Body piercing that causes a disruption, or interferes with the learning environment will not be allowed.
- Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.
- Pants must be of appropriate size, be worn at the natural waist, and not drag the floor.
- Belts, if worn, must be buckled.
- Shorts, skirts, jumpers and dresses must have a finished hem and extend to the length of the tip of the longest extended finger when student is standing upright with hands by his/her side.
- Undergarments must not be visible.
- All book bags, tote bags, backpacks, athletic bags and all other similar items must be see-through, clear plastic or mesh. Any bag needed for after school events, which is not mesh or clear plastic, must be checked in at the beginning of the day and left with the student's teacher or with the student's coach during the school day.

ATTENDANCE/TRUANCY - POLICY JBA

Parents/legal guardians, or caretakers residing in Chatham County are required to enroll and send children in their care between the ages of six (6) and sixteen (16) to school or to provide a home study program as provided by law. All children enrolled for twenty (20) school days or more in a public school prior to their seventh (7) birthday shall become subject to all of the provisions of O.C.G.A. § 20-2-690 through § 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven (7) years of age. Parents/legal guardians, or caretakers who fail to send their children to school or to provide a registered home study program, or children who are truant, may be subject to court action and subsequent penalties. SCCPS employs school social workers who are authorized and required to file a petition in the Juvenile and/or State Court to obtain compliance with this law.

Students assigned by the Local Board of Education to attend an alternative school program, regardless of whether they are suspended or expelled from another public school program, shall be required to attend school as prescribed by O.C.G.A. § 20-2-690.1.

Attendance at school is the responsibility of the parent/legal guardian and child. Any child subject to compulsory attendance, who during the school calendar year has more than five (5) days of unexcused absence, is considered truant. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. In accordance with O.C.G.A. § 20-2-690.2, school officials will comply with the terms of the Chatham County Truancy Reduction protocol. The school is responsible for informing the parent/legal guardian of the child's absence and/or truancy. After a student accumulates five (5) days of unexcused absences and is deemed to be truant, and after required parent/legal guardian and student notification, the school social worker may file charges in Juvenile and/or State Court against the student and/or the parent/legal guardian.

It is mandatory that students attend school on time and stay throughout the school day. Tardiness and leaving school early are unacceptable. If it is necessary for a student to leave school before the end of the school day, the parent/legal guardian with whom the student lives must send a written request or make the request in person to the principal. In cases where the right to custody is in doubt, the principal should require evidence that the person calling for the student is entitled to custody. Excessive tardiness and/or early dismissals may result in a referral to the school social worker for investigation as to cause.

All students enrolled in public schools shall be in attendance each school day, except for the following excused absences: personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities. Students who serve as pages in the General Assembly of Georgia should be counted present in school for the time missed and shall be credited as being present in their school.

For the purpose of granting academic credit, students in grades 9 through 12 who accumulate more than four (4) absences, including those excused and unexcused, in a block scheduled class in a semester will not receive course credit for that semester and/or class unless the site-based attendance committee excuses the absence.

Students in grades K through 8 who accumulate more than seven (7) absences, including those excused and unexcused in either semester, or accumulate fifteen (15) excused or unexcused absences in a year, will not be promoted unless the site-based attendance committee excuses the absence. Exemption from the above requirements may be authorized by the Superintendent or his designee in accordance with State Law and State Board Policies. Problems relating to pupil absenteeism that cannot be handled on the individual school level are to be referred to the school social worker.

School officials are required by law (O.C.G.A. § 20-2-701) to report to the State Board of Education, which in turn reports to the Department of Motor Vehicle Safety, any student fourteen (14) years of age or older who misses ten (10) unexcused days in a semester or combination of two (2) consecutive quarters or any student sixteen (16) years of age or older who has dropped out of school without graduating and has remained out of school for ten (10) consecutive days. This report may result in the denial, suspension or revocation of a student's learning permit or driver's license by the Department of Motor Vehicle Safety.

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, uniform criteria for withdrawing students shall be utilized by all system sites.

TRUANT

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant. Out-of-school suspension absences are not considered unexcused in determining truancy.

TARDY

A student is tardy when he arrives at school or at class after the designated time or tardy bell. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, school officials will take corrective actions.

ATTENDANCE/TRUANCY — DEFINITIONS

EXCUSED TARDY

A tardy is excused when events which cause the tardy are physically out of the student's control such as: a motor vehicle accident, unexpected road closure, power outage, late bus or bus did not come at all.

EXCUSED ABSENCES

Absences are excused for personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities.

ACTIVE DUTY MILITARY FAMILY LEAVE

Any student whose parent/legal guardian is being sent overseas for active duty or returning from active duty shall be granted up to a maximum of five (5) excused absences per school year.

UNEXCUSED ABSENCES

The following, even with parental consent, are considered unexcused absences: truancies; working; missing the bus; oversleeping; shopping; car trouble; taking senior pictures; keeping personal appointments; errands; family trips unless excused prior to absence; college visits unless excused prior to absence; and, if needed at home unless excused prior to absence.

PROLONGED ABSENCE DUE TO ILLNESS OR INJURY

Homebound/hospital instruction can be provided for students who have a chronic illness or who need to be absent from school for ten (10) or more consecutive days due to a long term illness or injury. A parent application and physician certification is required.

DOCUMENTATION FOR EXCUSED ABSENCES

All students enrolled in public schools shall be in attendance each school day, except for the following excused absences: personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities. Following an absence, documentation explaining the reason for the absence must be submitted on the day the student returns to school. Only five days of absence per school year will be excused with a handwritten parent note. Any absence beyond five days requires the submission of a physician or hospital statement, court subpoena, other order of governmental agencies or a funeral notice or obituary to be deemed an excused absence. Further documentation as stated above may be required by school officials at any time for the purpose of validating that any absence is an excused absence. Students who serve as pages in the General Assembly of Georgia should be counted present in school for the time missed and shall be credited as present in their school.

ATTENDANCE WAIVER

High school students who have made up missed work and are passing and have more than seven (7) or more absences in a semester or students with four (4) absences in a block scheduled class in a semester may submit an attendance waiver application.

Students in grades K through 8 who have accumulated fifteen (15) absences (excused or unexcused) in a year and are passing may apply to be granted academic credit or promotion by submitting an attendance waiver application, with appropriate documentation to the site-based attendance committee. After review of the application and documentation, the committee may grant or deny the waiver.

REFERRAL TO SCHOOL SOCIAL WORKER

After school officials have exhausted all of their efforts and consider a student to have excessive or unexplained absences, a referral may be made to the social worker. The social worker, using home visits and/or assistance from community resources, will document and/or attempt to resolve the problem with the student and the family.

The social worker shall prepare the case for Juvenile or State Court action if it is necessary for the welfare of the child and if they have followed the due process rights of the parent/legal guardian and child. School personnel having direct knowledge of a student's truancy will cooperate and assist the school social worker and possibly testify in court.

POSSIBLE PENALTIES FOR TRUANCY

Penalties may include a conference with the student and/or parent/legal guardian; detention before or after school or on Saturday; loss of parking permit; suspension from school; loss of an instruction permit or driver's license; ineligibility for or delay in applying for an instruction permit or drivers license; referral to the school counselor or social worker; possible charges filed in juvenile court if student is under sixteen (16) years of age; possible charges against the parent/legal guardian in the appropriate court or withdrawal from school if the student is sixteen (16) years of age or older. Court penalties may include fines; community service; mandated counseling; mental health treatment; probation; or incarceration.



Savannah-Chatham County Public School System
Student/Parent Handbook for Success
Acknowledgement Form
USE BLACK INK ONLY

Acknowledgement Form

USE BLACK INK ONLY

STUDENT INFORMATION		
Last Name (Legal):	First Name (Legal):	Middle Name (Legal):
Grade:	Birth Date:	Homeroom Teacher:
School:		

I acknowledge that I have received and read the Student/Parent Handbook for Success.

Student's Printed Name

Student's Signature

Date

Parent's Printed Name

Parent's Signature

Date

