



PUTNAM
COUNTY CHARTER SCHOOL SYSTEM
inspire. innovate. excel.

2014-2015
System & School
Handbook
Contact Numbers

PCPS	706.485.5141
PCES	706.485.5312
PCMS	706.485.8547
PCHS	706.485.9971
BOE Office	706.485.5381

This agenda belongs to:

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STUDENT NO. _____



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Putnam County Charter School System

Mission Statement

The mission of the Putnam County School System is to assist all students in acquiring knowledge, fostering aspirations and developing life skills that will empower them to become self-directing, productive and contributing members of a global society.

Putnam County Board Goals

- Goal One: To ensure high levels of performance for all students in Putnam County
- Goal Two: To ensure fiscal responsibility and effective resource stewardship
- Goal Three: To develop leadership and staff capacity throughout the system
- Goal Four: To actively engage students, parents and community stakeholders

Disclaimer

While this student handbook represents the District and Schools' efforts to capture information from Board Policy and Administrative Regulations in a form that is useful and helpful to parents, the Policies and Administrative Regulations are always the final source of information on an issue. Policies and Administrative Regulations may change during the course of the year, after Student Handbooks are printed; however, current copies of the Policies and Administrative Regulations are always available at the Board website at www.putnam.k12.ga.us or in the Board office at 158 Old Glenwood Springs Road, and should be consulted. This Handbook is intended to be informational in nature. It is in no way intended to override any of the Putnam County Board of Education Policies and Procedures. If you have any questions or concerns about anything contained in this handbook, please contact your child's school principal.

Additional School Information

Each school will have a supplement to this District Handbook that contains information on site-specific guidelines and procedures as related to student expectations. Please be sure to review that supplement as well for additional information.

Support Services and Resources

School Resource	Services 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.	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547
Bullying Hotline	Provides a 24-hour reporting mechanism for reporting bullying.	www.putnam.k12.ga.us on parent resource tab
Family/Community Liaisons	Provides information and training to parents on Special Education procedures and processes.	Parent Mentor 706.485.5381
GA School Safety Hotline	24 hour toll free hotline for students to report bullying, bomb threats, weapons, violations, 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.	Amy Lowery 706.485.8547 ext. 2010
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.	Amy Lowery 706.485.8547 ext. 2010
Pupil Personnel Services	Ensures that parents, students and schools receive optimum service and assistance in the placement of students within Putnam County Charter School System. Services include Special Education, 504, Migrant and ESOL.	Laura Melton 706.485.5381
School Bus Transportation	School bus transportation provided for students to and from school, field trips and some after-school activities.	Ray Ricks & Eric Little 706.485.5798
School Guidance Counselors	School counselors help student with academic, career and personal/social development through in class lessons, small groups and individual counseling. PCPS: Andrea Bottchen, ext. 4016 and Towanda Finney, ext. 4056 PCES: Amelia McMullen, ext. 3048 and Mandy Williams, ext. 3082 PCMS: Hollie Haley, ext. 2019	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
School Nurses	Collaborate with parents, educators and community health care professionals to provide quality health care to students. PCPS: ext. 4082 PCES: ext. 3054 PCMS: ext. 2068 PCHS: ext. 1177	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
School Nutrition	Provides nutritionally adequate meals at affordable prices to all elementary and secondary school students. PCPS: ext. 4168 PCES: ext. 3032 PCMS: ext. 2032 PCHS: ext. 1178	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
School Psychologist	Provides comprehensive psychological assessments for students referred through the Student Support Team and through Special Education. Coordinated by the Office of Student Services.	Joyce Senator 706.485.5141 ext. 4132
System Social Worker	Assists with family concerns and to help ensure student success.	Amy Lowery 706.485.8547 ext. 2010
Student Hearings	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. Coordinated by the Assistant Superintendent.	Derick Austin 706.485.5381 ext. 5036

Agency	Service Provided	Phone Number
Truancy Information	Person to report students who are not in school during the school day. Parents should contact their child's school.	Amy Lowery 706.485.8547 ext. 2010
Uniform Closet	A clothes closet located within each school. Contact your child's school for more information or to donate new or gently worn uniforms	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
EMERGENCY HOUSING		
The Salvation Army	Shelter for men, women and families.	478.452.6940
Circle of Love	Shelter for women and children.	706.453.4017
COMMUNITY SERVICES		
Tender Care Clinic	Medical services for residents who do not have health insurance.	706.453.1201
Putnam General Hospital	Medical services for Putnam County residents.	706.485.2711
Putnam County Health Department	Health care services for Putnam County residents to include immunizations, health education classes and vital records.	706.485.8591
Georgia Legal Services	Assistance with legal issues such as guardianship, housing issues, and power of attorney	1.800.560.2855
Juvenile Justice	Handles all delinquent complaints concerning children who are under the age of 17 years old.	706.484.2943
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
River Edge Behavioral Health Services	Counseling for students and families	478.455.1290
Oconee Center	Counseling for students and families	478.445.5322
FINANCIAL, MEDICAL and NUTRITIONAL SUPPORT		
Putnam 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.	706.485.4921
Putnam Christian Outreach	Local food and clothing center	706.485.4066
CRISIS LINE		
Circle of Love	Crisis line for victims of domestic violence.	706.453.4017
National Runaway Switchboard	Toll free hotline for crisis intervention and referrals.	800-786-2929 (800-RUNAWAY)
Crisis Line	Crisis Intervention for mental health issues	478.445.4357

Parent Notifications

Notification of Rights

The Elementary and Secondary Educational Act (2010), formerly known as No Child Left Behind (NCLB), requires school districts and individual schools receiving Title I funds to provide notices to parents and the public. These notices include:

1. District & School Report Cards:
 - a. The ESEA requires each public school receiving Title I funds to provide parents with a report (performance index) on student achievement.
 - b. Report (performance index) must show aggregate information on Adequate Yearly Progress (AYP) of students in achieving academic standards and a comparison to state averages.
 - c. Information on AYP can be found on the state website at www.doe.k12.ga.us.
2. Written Parental Involvement Policies:
 - a. School districts receiving Title I funds must develop a written parental involvement policy in consultation with parents.
 - b. Information on Title I parental involvement can be found on the school website.
3. Parent notification and involvement in development and review of Title I school improvement plan.
4. Parent Compacts:
 - a. Signed contract between parent/teacher/students/administrator.
5. Title I Annual Program information meeting:
 - a. Provide parents with current information as it relates to the Title I program requirements and resources.
 - b. Annual Parent Survey
 - c. Distribution of an annual parent survey for an opportunity for parents to provide feedback concerning activities and resources.
6. Limited English Proficient Students:
 - a. Schools using Title III funds to provide services to English Learners (EL) students must notify the parents of EL-designated students, in English and the language they understand, that their child has been identified as EL and of their child's placement in an instructional bilingual or free-standing English as a second language program.
 - b. Information on the English to Speakers of Other Language (ESOL) program can be found by contacting the Director of Special Programs, contact information found on PCCSS web site at www.putnam.k12.ga.us.
7. Teacher and Paraprofessional Qualifications:
 - a. Parents of children in Title I schools have the right to request information about the qualification of teachers and paraprofessionals teaching their children and this information can be found on the Georgia Professional Standards website at www.gapsc.com.

- b. You may also request information concerning the qualifications of your child's teachers and/or paraprofessionals, by contacting the principal of their school.

ESEA - Parents Right to Know, Regarding Teacher Qualifications

In compliance with the requirements of the ESEA statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

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

To request information concerning the qualifications of your child's teacher(s), you will need to contact the principal. Inquiries or complaints concerning Title I services in this school system may be submitted to the Assistant Superintendent for Student Achievement, 706.485.5381.

Gender Equity in Sports

Nondiscrimination Notice

State law prohibits discrimination based on gender in the athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that the Putnam County Charter 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. The sports equity coordinator for this system may be reached at the Board of Education, 158 Old Glenwood Springs Road, Eatonton, Georgia 31024, (706) 485-5381.

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

The Putnam County Charter School System prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, gender, age, or disability.

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 concerning educational services for homeless students in this school system may be submitted to the Homeless Liaison.

Section 504 Plans

Notification of Right to an Impartial Hearing

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 failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

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 provide a description of other reasons why your school district proposed or refused the action.

Inquiries concerning Special Education services in this school system may be submitted to Pupil Personnel Services.

Student Nutrition

Charges

Students may not charge more than 5 lunches at a time. After the fifth charge parents or guardians will be notified.

Meal Prices

Meals	PCPS	PCES	PCMS	PCHS
Student				
Breakfast	Free	Free	Free	Free
Lunch	1.75	1.75	1.90	1.95
Reduced Lunch	0.40	0.40	0.40	0.40
Adult				
Breakfast	1.60	1.60	1.60	1.60
Lunch	3.50	3.50	3.50	3.50

Student Meals

Child Nutrition Eligibility Notice

The lunchroom is operated for the students' benefit and is a non-profit organization. A child may bring lunch from home, but all lunches must be eaten in the lunchroom. Free and reduced-price lunches are available to those who qualify under the rules and regulations set forth by the government. A family application form will be sent home from the Nutrition Department the first week of school. The free or reduced lunch application form should be completed and returned within 10 days to the NUTRITION DEPARTMENT. In accordance with Federal Law and the U.S. Department of Agriculture policy, the Putnam County Charter School System is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Free and reduced applications are available anytime during the year if the family income or size changes.

Students are not allowed to bring carbonated beverages or sports drinks, candy, gum, or fast foods (McDonald's, etc.) to school. Parents are welcome to eat with their child at any time, but they should not bring in restaurant food for themselves or their child.

Inquiries concerning school nutrition services in this school system may be submitted to the Director of School Nutrition.

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.

Student Records and FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student’s records.

The Board of Education designates the following information as “directory information.” Unless a parent or eligible student makes a timely request to the principal that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

1. Student’s name, address and telephone number;
2. Student’s date and place of birth;
3. Student’s e-mail address;
4. Student’s participation in official school clubs and sports;
5. Weight and height of student if he/she is a member of an athletic team;
6. Dates of attendance at school within the school district;
7. Honors and awards received during the time enrolled in the district’s school;
8. Video, audio, or film images or recording;
9. Photograph; and
10. Grade level.

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt policies regarding surveys, instructional materials, physical examinations and personal information.

Procedures for obtaining access to student records and Definition of Terms used in PPRA are located in the Board Policy Manual, JR (Student Records).

Discipline and Student Code of Conduct

Standards of Behavior

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.

It is the purpose of the Putnam County Board of Education to operate each school in a manner that will provide an orderly educational environment that will provide for the welfare and safety of all students who attend the schools within the system. In accordance with that purpose the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves properly at all times in order to facilitate a learning environment for themselves and other students.

In the Putnam County Charter 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 Putnam County Charter School System 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 (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.

These standards of behavior require students to respect each other and school system employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the system.

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

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

1. At school or on school property at any time;
2. Off school grounds at any school-related activity, function or event and while traveling to and from such events;
3. On school buses and at school bus stops.

Also students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony, and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Some violations, including but not limited to drugs and weapon offenses, can lead to the school being named as an Unsafe School according to the provision of State Board Rule 160-4-8.16 UNSAFE SCHOOL CHOICE OPTIONS.

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

Authority of the Principal

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

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

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

Amnesty Box

The school system has no tolerance for drugs or weapons. Each principal has established the use of an Amnesty Box inside the 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 the _____ School, the Amnesty Box is located _____. (School name and box location to be inserted by student.)

Standards of Behavior

The following rules are considered *standards of behavior* and 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. This includes online content, internet usage, text messages, and all social media sites such as twitter, snapchat, kik, etc.

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 or other persons legitimately at the school or the Board of Education during or after school hours.

Rule 6

Harassment, Bullying and Cyber Bullying

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. 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. 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 against a teacher, school bus driver, school official, or school employee.

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 him or her.

If a student is alleged to have committed an act of physical violence as defined above against a teacher, school bus driver, or other school official or employee, the student shall be suspended and a disciplinary hearing shall be scheduled.

Any student found by a Disciplinary Hearing Officer or Tribunal 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 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 shall be permanently expelled from the Putnam County Charter 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.

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.

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 not limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, not 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.

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.

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 • barbiturate • 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.

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.

Rule 14

Dress Code

Students shall comply with the System's Student Dress Code K through 12, as well as any and all individual school dress requirements.

Rule 15

Electronic Devices (Cell Phones)

No student shall use an electronic communication device except for health or other reasons as approved by the principal. Students are approved to use electronic devices/mobile phones before school, during lunch, class changes, and after school. Electronic devices/mobile phones are not to be used during instructional time without principal's permission. Headphones are not permitted on any personal devices without principal's permission. At no time are students permitted to film/record video of other students with their personal devices unless under the direction of a teacher or staff member.

Rule 16

Verbal Assault and Physical Assault

No student shall verbally assault, threaten violence or physically assault other students, teachers, administrators, 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, 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.

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

No student shall violate the Putnam County Charter School System Acceptable Use Policy. PCCSS provides a full range of electronic information systems, including Internet resources, for all students. Use of all electronic resources supports the vision, mission, and goals established by the PCCSS. Access to these resources will be provided automatically.

Parents have the option to deny their child access to online technology resources. To deny access to these services, please visit your child's school to request the PCCSS's Parent Request to Deny Online Technology Resources form. Sign and date the form, and return it to the main office at your child's school.

The Technology Resources Acceptable Use Policy can be found in the Board Policy Manual at www.putnam.k12.ga.us.

Rule 21

Public Displays of Affection

Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Definition of Terms

Assault:

Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Simple Assault – a person commits the offense of simple assault when he or she either:

- a. Attempts to commit a violent injury to the person of another

- b. Commits an act which places another in reasonable apprehension of immediately receiving a violent injury

Aggravated assault – a person commits the offense of aggravated assault when he assaults:

- a. With the intent to murder, to rape, or to rob
- b. 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
- c. A person or persons without legal justification by discharging a firearm from within a motor vehicle towards a person or persons.

Battery:

Intentionally making physical contact with another person in an insulting, offensive or provoking manner or in a way that physically harms the other person.

Simple Battery – a person commits the offense of simple battery when he either:

- a. Intentionally makes physical contact of an insulting or provoking nature with the person of another
- b. Intentionally causes physical harm to another

Bullying:

In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Chronic Disciplinary Problem Student:

A student who exhibits a pattern of behavioral characteristics, which interfere with the learning process of students around him/her and which are likely to recur.

Clubs and 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:

Functions held under the sponsorship of the school that involve its students in competition between individuals or groups representing two (2) or more schools. This includes cheerleading, band, and chorus.

Cyber bullying:

When a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones. Online content that poses a problem or disruption at school will not be tolerated and will be subject to appropriate discipline.

Detention:

A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students in grades 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.

Disciplinary Hearing Officer:

School official appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Disciplinary Tribunal:

School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug:

The term drug does not include prescriptions issued to the individual such as aspirin or similar cold and/or similar medications taken according to product recommendation and board policy. Caffeine pills are considered drugs

Expulsion:

The suspension of a student from a public school beyond the current school semester or quarter and only a disciplinary tribunal may take such action.

Extortion:

Obtaining money or goods from another student by threats, violence, or misuse of authority.

Fireworks:

The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling:

Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension:

Removal of a student from classes or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence:

Intentionally making physical contact of an insulting or provoking nature with another person; or intentionally making physical contact, which causes physical harm to another.

Suspension:

The removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term which may be imposed only by actions of a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events and/or activities sponsored by the school or its employees.

Theft:

The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver:

A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons:

The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol or revolver; any weapon designed or intended to propel a missile of any kind; any dirk, bat, club, or other bludgeon-type weapon; any stun gun or Taser; bowie knife, switchblade knife, ballistic knife, other knife, straight-edge razor or razor blade; or any spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain, throwing star or oriental dart or any weapon of like kind.

Bullying and Sexual Harassment

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 record.

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.

Cyber bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by other student/students using the Internet, interactive and digital technologies or mobile phones. Cyber bullying that occurs outside school hours but has an impact on the school setting will be addressed by school personnel as well.

First Offense of Bullying

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 this section on bullying, 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 of Bullying

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. 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 for Chronic Disciplinary Problem Students.

Third Offense of Bullying

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 referral for a disciplinary tribunal for the long-term suspension of the student to an alternative setting. Documentation of the Student Support Process with a copy of the behavior correction plan, and data showing efforts to modify the bullying behavior must be included with the disciplinary request and placed in the student's permanent file.

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

Bus Misbehavior

The provisions specified below shall govern student conduct and safety on all buses. Bus discipline is progressive in nature with loss of riding privileges increasing in duration with each offense. Bus riding privileges are completely revocable if behavior is not appropriate. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

1. All provisions of the Student Code of Conduct apply to behavior on the school bus including but not limited to acts as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other person on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
2. A meeting of the parent/guardian of the student and appropriate school system officials must be held to form a school bus behavior contract whenever:
 - a. A student is found to have engaged in bullying; or
 - b. A student is found to have engaged in physical assault or battery on another person on the school bus.
3. The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for students misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.
4. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players, without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operations of the school bus.
5. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Chronic Disciplinary Problem Students

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, or certified mail with a return receipt requested through 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. If not already in the RTI process, the student will be referred to Tier 3.

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 or certified mail with a return receipt requested through first class mail requesting 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.
4. The Response to Intervention (RTI) Process will be employed in the re-admission process, documented, and a copy placed in the student’s permanent file.

Discipline and Students with Disabilities

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:

- The Putnam County Charter School System uses a positive behavior approach to discipline. District personnel follow specific procedures when they discipline students with disabilities and the number of suspensions is monitored monthly by the Director of Special Programs, the due process facilitator and the principals of each school. However, caseload teachers are responsible for keeping up with how many days students on their caseloads have been suspended. Within 10 school days from the beginning of a disciplinary action that either exceeds 10 school days in a row or that constitutes a pattern of removals up to ten days, a manifestation determination meeting will be conducted to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability or whether the conduct was a result of the district’s failure to implement the student’s IEP. A pattern of removals occurs when a series of removals totals more than 10 school days in a school year or the behavior is substantially similar to previous incidents that required removal or the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another have been considered. A functional behavioral assessment must be conducted and a behavior intervention plan put in place if the student does not already have one written in his/her IEP. On the 11th day of

suspension, students must receive services which insure that he/or she can appropriately progress in the general curriculum and advance toward achieving the goals set out in his/or her IEP.

- Arrangements are made to provide services for the student with the Director of Special Programs. This can be done through a telephone call or email. Services may be conducted at the public library, the board of education office or a place agreed upon by the parent and teacher. Documentation of the dates and times of services will be maintained, along with student signatures of attendance and turned in after services are over for payment and student record documentation.
- If the IEP team during the manifestation review determines that the student's behavior was caused by or has a substantial relationship to the student's disability, or that the behavior was a direct result of the district's failure to implement the IEP, then the behavior is a manifestation of the student's disability. At this point, the student would be returned to the placement from which the student was removed, except in cases involving weapons, serious bodily injury, or illegal drugs or controlled substance, unless the parent and the district agree to a change in placement.
- If the IEP team finds that the student's behavior was not a manifestation of the student's disability, the same disciplinary actions can be imposed on the student with a disability as those imposed on any student. If the actions include expulsion, the IEP team must determine how the student will continue to receive educational services that allow him or her to continue to participate in the general education curriculum and progress toward meeting goals in the IEP.

Special Circumstances

- Certain serious behaviors such as weapons, drugs, and serious bodily injury upon another person may lead to a student being removed to an interim alternative educational setting for up to 45 days, even if the conduct is determined to be a manifestation of the student's disability. The district will provide parental rights and procedural safeguards any time a change of placement occurs.

Appeal Process

- A parent may appeal the manifestation determination and the selection of an interim alternative educational placement regarding the issues of weapons, illegal drugs or controlled substances, or serious bodily injury. The district may appeal if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others.
- The due process hearing will occur within 20 school days of the date the hearing is requested. A determination will be made by the administrative law judge within 10 school days after the hearing.

Placement During Appeal

- The student will remain in the interim alternative educational setting pending the hearing decision or until the expiration of the 45 school day time period unless the parent and district agree otherwise.

Protections for Children Not Yet Eligible

- Students not yet determined eligible for special education services may have protection under the Discipline Rule if the district had knowledge that the student may be a student with a disability. The parent had to have expressed concern that the student was in need of special education and related services or the parent had requested an evaluation or the teacher of the student or other district personnel expressed specific concerns about a pattern of behavior.

Referral to Law Enforcement

- The Putnam County Charter School System principals or designee may report criminal acts committed by a student with a disability to local law enforcement. If local law enforcement is called, parents are notified by school personnel.

Discipline Records

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.

Progressive Discipline Procedures

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character expectations of this Student Code of Conduct.

Response to Intervention (RTI)

Response to Intervention is a regular education process for students experiencing problems of an academic, social or behavioral nature in school. RTI involves an inter-disciplinary group who works collectively to improve the delivery of instructional services to students as well as serves as a resource for teachers and other educators in the delivery of these services.

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

It is recommended that after five (5) cumulative days of out-of-school suspension, the RTI process 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 process 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.

Rules and Procedures

1. 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 Putnam County Charter School System 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).

The Putnam County Charter School System prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, gender, age, or disability. 25

2. 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, in route to and from school, or while within a school safety zone as defined in O.C.G.A. § 16-11-127.1(a)(1).
3. 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.
4. 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.
5. 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.
6. The Board of Education does not authorize principals, teachers or other employees of the System to administer corporal punishment (paddling) on any student. 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).
7. 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).
8. 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.
9. 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.

Search and Seizure

1. 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.
2. 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.
3. School employees and visitors are subject to proper search by law enforcement agencies upon request of the principal.
4. Desks, lockers, and storage spaces, which are provided to students, are the property of the School District. 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.
5. Stolen items and items that are specifically prohibited by law, School Board policies/administrative regulations, or city or county codes will be confiscated. These items will be secured by administration or appropriate law enforcement officers, and disposition will be determined by the appropriate authority. Additionally, law enforcement officials will randomly conduct unannounced canine searches in an effort to keep our campuses drug free.
6. All high school students are required to register their automobiles with school officials and such automobiles are subject to search and seizure procedures as identified in this section.

Severe Disciplinary Action

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.

Definitions – 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 for the remainder of the current semester plus one additional 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.

Permanent Expulsion means the permanent exclusion of a student from a public school system.

Any student assigned to the Putnam County Alternative School will not participate in athletics or other extracurricular activities at the regular school.

Assessment Rules and Regulations Pertaining to Internet/Electronic Use: 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 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.

Weapons

Definition: "Weapons", as defined by the Putnam County Charter School System, may include but shall not be limited to:

1. Any item defined in local, 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
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:

Any explosive, incendiary, or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; 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 rim fire or conventional center fire fixed ammunition or uses such ammunition which is no longer manufactured in the U.S.

Students bringing a weapon or destructive device to school as defined here shall be referred for Full Calendar Year Expulsion and shall be subject to criminal prosecution.

Students 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.

Discipline Reporting Process

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 Board Policy on Student Discipline and/or the Student Code of Conduct. Inadvertent omission or failure to follow these procedures shall not void the disciplinary actions of the administrator. The chart below may be used to determine the consequences for violations.

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.

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 not being used for instructional purposes (e.g. CD players, telephones/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) 8. First offenses of Public Displays of Affection 	<ul style="list-style-type: none"> • Student conference (Required) • Parent notification (Required) • Counseling • Confiscation of electronic communication devices/nuisance items • Test invalidation • Loss of privileges (including driving on campus) • Special assignments • Detention/Saturday detention • Restitution • Isolation, time out • Removal from class • Exclusion from extracurricular activities • Failure to earn Carnegie Units (absenteeism/tardiness) (9-12) • Conduct grade of N or U for repeated violations (K-5) • On-site intervention • Suspension of bus transportation • ISS
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>All level II consequences require a student/parent conference.</p> <ul style="list-style-type: none"> • Detention • Loss of privileges or credit (including driving on campus) • Restitution • Removal from class • Prohibit attending or participating in extracurricular activities • Behavioral contracts • Counseling • Unsatisfactory (U) conduct grade (K-5) • 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>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 • Loss of privileges (including driving on campus) <p>Mandatory referral for Level III offenses. 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>

General Information

Admissions and Entrance Age

1. Proof of Prior School Enrollment, if a transfer student. A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.
2. Residency Verification. The parent/guardian must provide documentation such as a lease agreement, tax receipt, or utility bill validating residency in Putnam County at the time of registration. If utilities or home are not in the parent's name or you are staying with someone else, you must have a notarized Residency Affidavit completed. A check stub, bank deposit, or driver's license may not be used to prove residency. A student will be withdrawn from Putnam County Schools if it is discovered that he/she was admitted with fraudulent residency information.
3. Custody/Guardianship. Proof of custody/guardianship must be provided if the child does not live with one or both parents. This document must be provided at the time of registration.
4. Immunization Form. All students, including foreign exchange students, must submit a Georgia Certificate of Immunization on Form 3231. Students who do not comply will be withdrawn from school.
5. Eye, Ear, and Dental Form. All students entering a Georgia Public School for the first time must have on file the Georgia DHR Form 3300 Certificate of Eye, Ear, and Dental Examination.
6. Birth Certificate. The copy must be the State issued birth certificate, which includes the certificate number. If this is initial enrollment in a Georgia Public School, an original certified form must be provided.
7. Social Security Number. All students must provide a copy of their social security card or sign an Objection Waiver.

School secretaries and leadership personnel will assist parents with any questions they may have regarding the registration of their children.

Assessment

Students in the Putnam County Charter School System experience various forms of standardized and teacher-made assessments. Discuss with your child's teacher the types of tests your child will encounter during the school year. Parents will be given ample notice of when the standardized tests will be given, and they will also be informed when results are returned to the school system.

The State of Georgia has a mandatory testing program that includes testing for all grades.

STAR Math and Scholastic Reading Inventory (SRI) are given to all students K-8 multiple times a year. Students in grades 9-11 are given the SRI quarterly.

In compliance with the BOE identified goals, all students will take pre and posttests. Results for these assessments will be available to parents. If you have any questions regarding any test your child will be taking, please call your child's school.

Assessment Schedule – State Assessments

Test	Grade Levels	Month(s) Tested
Georgia Milestone Assessment	3 rd – 8 th	April
Georgia High School Writing Assessment	11 th	October
Georgia Milestone Assessment for End of Course	9 th – 12 th	December and May
AP (Advanced Placement)	9 th – 12 th	May
ELL ACCESS	K-12 th	January – March
GAA (GA Alternate Assessment)	3 rd – 12 th	September – March

Clubs and 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 complete listing of all clubs/organizations
- 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) in grades K-5 or a history of disciplinary incidents in grades 6-12 may not be eligible to participate in school sponsored student clubs/organizations. Individual clubs and organizations may also provide additional behavioral and participation expectations with which students must comply.

Communicable Diseases

Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable.

Lice (pediculosis)	Chicken Pox (Varicella)	German measles
Fifth's Disease	Scarlet Fever	Pink-Eye (Conjunctivitis)
Whooping Cough (Pertussis)	Strep Throat	Hepatitis
Ringworm	Impetigo/Staph Infection	Mononucleosis
Scabies	Worms or Parasites	T.B. (Tuberculosis)
Measles (Rubella)	Mumps	Meningitis
Poliomyelitis		

Parents should notify the school if their child has been affected by any of these for advice on readmission to school.

Counseling Services

As part of our school program, we offer guidance and counseling services. These services include individual counseling, small group counseling, and classroom guidance. During the year, various support groups will be meeting. In addition, classroom guidance is conducted on a regular basis and is directed at helping all students by addressing topics that are developmental and preventative in nature. Parents, teachers, or students may make a referral for group or individual counseling. Permission will be obtained for ongoing counseling services.

Please feel free to contact your child's counselor to discuss any concerns you may have at any time.

- PS: 706.485.5141 Andrea Bottchen, ext. 4016 and Towanda Finney, ext. 4056
- ES: 706.485.5312 Amelia McMullen, ext. 3048 and Mandy Williams, ext. 3082
- MS: 706.485.8547 Hollie Haley, ext. 2019
- HS: 706.485.9971 Mark Adams, ext. 1101 and Amy Kennedy, ext. 1134

Custodial Parent/Guardianship

The Putnam County Schools will abide by state and federal laws regarding custody issues involving students enrolled in our schools. Change of custody (visitation swap) shall not occur on school campus.

Under the Family Educational Rights and Privacy Act (FERPA) both parents have a right of access to their child's educational records. Both parents are allowed to discuss at reasonable times and intervals with teachers and administrators their child's progress in school and any problems requiring parental intervention. Non-custodial parents may visit their children at school unless specifically prohibited by the custody order. School visits are limited to specialized school sanctioned events such as lunch, field trips, class programs, etc. or upon written approval of the custodial parent. Court ordered or allowed visitation will not take place at school. Please do all you can to make sure that the school remains a neutral place for you and your children. We should not be caught in the middle of any custody issues. Mail, telephone calls, or gifts of a personal nature will not be accepted. If sent, they will be returned.

A stepparent does not by law have any authority to make educational decisions or obtain information from his/her stepchild's educational records, unless under FERPA the natural parent has given written authorization. The natural parent also may grant specific permission for the stepparent to be present at school events or conferences with teachers and administrators and to pick up the child at school. However, only the natural parent is empowered to sign documents which require parental signature.

If you as a parent have custody of your child and there are circumstances specifically stated in the court order that affect the child at school, you are required to provide a certified copy of the order. It is the custodial parent's responsibility to keep the school informed of any changes in the custody order.

Dress Code

Putnam County Charter School System seeks to promote a positive and safe learning environment with the establishment of a uniform dress code policy. No student should dress in a manner that is disruptive or has an adverse effect on school. These minimum standards for student attire have been developed. **Clothing must be of an appropriate size and fit.** The school principal or designee will make the final determination of whether a student's attire or appearance conflicts with these standards. Students must also change back to school uniform before dismissal and must be in uniform 30 minutes after dismissal except for school athletic competition uniforms for school events.

The Putnam County Charter School System prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, gender, age, or disability. 34

Tops:

- Tops must be of a solid color. Shirts may be collared golf-type or polo style, long or short sleeved collar style shirts, button down collared shirt, or turtlenecks. Shirts may have the school insignia, if one is chosen, but no other insignia is permitted.
- All shirts must be tucked in for girls and boys.
- Tee shirts and thermal undergarments that are in a solid color may be worn UNDER the uniform top.
- Solid colored sweaters and vests may be worn over uniform shirts.

Bottoms:

- Girls: Solid blue, black or khaki shorts, skirts, skorts, jumpers, Capri pants or pants/slacks
- Boys: Solid blue, black or khaki shorts, pants, slacks
- Shorts, skirts, skorts, dresses and jumpers must be knee length.
- Jeans are not permitted except on occasions approved by the principal.
- Belt buckles must be plain and of a solid color. They should not be oversized. They should not bear offensive messages, images, nor have an electronic buckle.
- Clothing should fit properly so that no underwear is showing.
- Jogging pants are not allowed.
- Legging/jeggings/stretch pants are not allowed as a standalone item of clothing. Leggings may be worn under a uniform dress, skirt, or skort.

Outer Wear:

- The Uniform dress code shall not prohibit students from wearing coats, jackets and sweaters when necessary due to weather conditions. Trench coats and dusters are not permitted.
- Wind shirts, sweater vests, sweatshirts, or fleeces and must be worn over the uniform shirt. If the extra garment has a hood, the hood cannot be worn in the building.

Professional/Formal Wear:

- Students may wear professional attire such as dresses, suits, and ties, as approved by the principal.

Footwear:

- Flip-flops, house shoes, and athletic flip-flops are not permitted.
- Shoes designed for laces must be laced and tied. Shoes with Velcro straps must be firmly strapped at all times.
- All students must wear socks unless they have on sandals.

Other Areas:

- No hats, caps, or sunglasses may be worn in the building.
- Belts must be worn with pants that have loops.
- Body piercings that cause a disruption, or interfere with the learning environment will not be allowed to be visibly displayed.

- Extreme hair color/style that causes a disruption or interferes with the learning environment will not be allowed.
- Articles of apparel, including patches on clothing, or jewelry, must not contain alcohol, tobacco, and other drug advertisements, obscene or inappropriate words or designs. The wearing of gang related styles/symbols is prohibited.

Exceptions:

- The principal may establish non-uniform days such as spirit days.
- A student may wear the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts, as approved by the principal.
- School organizations, clubs, and teams may be permitted to wear their uniforms or organization shirts during the instructional day, as approved by the principal.

Early Dismissal

It is very important for students to remain at school for the entire day. Any student leaving school before the dismissal bell must be signed out with the front office. If a student has an appointment and will be leaving class, parents are asked to send a note giving the time that the child will be leaving. Students will be called to the office once the parent or guardian has signed them out. We are responsible for the child while he/she is with us. Therefore, for the protection of your children, parents, guardians, and anyone sent to pick up your child will be asked to show picture I.D. No student will be released unless the name of the person picking up the child is on the student pick-up list and he or she can provide appropriate identification. There will be no exceptions to this. Even though the front office may know you on sight, you should come prepared to show ID. Please understand that this is for the protection of your child and is not meant to inconvenience you.

Changes in buses or daily routines must be planned in advance and sent to the student's teacher or the school office in writing on the Change of Transportation Form. All notes must have the child's full name, his/her grade, and the teacher's name. The only exception to this rule will be verified emergencies. This is for your child's safety.

Eligibility for Extra-Curricular Activities

Beginning in the 6th grade, all sporting activities are governed by state "no pass, no play" requirements. If a student fails two or more subjects in a semester or owes money to the school, he or she will not be eligible to participate in sporting activities the following semester. All participants in sporting activities must meet age and grade eligibility, not owe the school/system any funds, have an up-to-date physical, and have proof of insurance PRIOR to trying out for and participation in the activity.

Parents are provided an opportunity to examine a list of all extra-curricular activities in the beginning of school parent packet and on our website.

School system staff has the right to remove a student from any extra-curricular activity when the student's behavior makes it necessary. Unless an acceptable resolution is found, future attendance at these events may not be allowed.

Students assigned to ISS or OSS (in school suspension or out of school suspension) may not attend any extra-curricular activities the day of the suspension.

Students must be present at school for more than half the school day to participate in any extra-curricular activity (sports practice, games, concerts, drama productions, dances, etc.) that day.

We do not have personnel to supervise students after the end of an activity or event. It is the parents' obligation to make sure their children have a way home. Failure to be picked up on time may cause the student to lose the privilege of attending future activities.

Emergency Calling System

Putnam County Charter School System participates in an Emergency Calling System. This system will be used for both emergencies and routine school events. The system has the capability to call all students within a 10-15 minute time frame. For routine events, the system has been set up to call the students' home phone numbers. In the event of an emergency, the system will call up to three numbers for each child. It is imperative that the school has a working number on file for your child at all times. Each time the system is activated – whether for an emergency or a routine event – three attempts to reach a number will be made. This means if the line is busy, the system will try two more times before quitting. Routine events will include things such as PTC meetings, grade level field trips, upcoming standardized tests, etc. Emergency situations would be things like school being cancelled due to snow or a need to close school early due to bad weather. The system is a secure system and phone numbers are not shared with any other entities.

English to Speakers of Other Languages

The English to Speakers of Other Languages (ESOL) program provides a curriculum and instructional assistance to students not proficient in English because their native language is other than English. The program provides skill instruction in listening, speaking, reading, writing, and American cultural concepts which students need to participate in regular classroom instruction. Teachers who hold an ESOL endorsement teach explicit instruction in academic vocabulary.

Students are given a home language survey at the time of enrollment and if any language other than English is identified on the Home Language Survey, then the student is tested using the WIDA-ACCESS Placement Test (W-APT). Certain criteria must be met for placement in the program.

Some parents of students identified as ELs may choose to waive language assistance services for their child; however, our district is still held responsible for providing language support under Office for Civil Rights law. The district must find alternate means of providing the student with support for language development and proficiency outside of structured ESOL classes. Parents who waive services must do so in writing on an annual basis and the district must maintain evidence of the written documentation.

Although the parents may have chosen to waive a formal language assistance program, the student has been identified and coded as an EL and will continue to be coded as such until the student reaches an English proficiency level that meets the state requirements for exiting language assistance services. ELs whose parents have waived services are still eligible for accommodations on standardized tests and their English language proficiency skills must be assessed on an annual basis until they meet eligibility criteria.

Each spring, ACCESS for ELs is administered annually to all English learners in Georgia. It is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency and progress in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context and across the four language domains of speaking, listening, reading, and writing. Students may exit the ESOL program based on their scores on the ACCESS and meetings will be held each spring.

The school system does contract with an interpreter to translate at parent/teacher meetings, school night events and as needed by the parents. Should you need the use of the interpreter or have specific questions about the ESOL program you can ask for the ESOL teacher at your child's school or you can contact the pupil personnel services.

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:

- 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;
- 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; or
- 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 Eatonton, Putnam County or other applicable municipalities.

Field Trip Experiences

Our school faculty and staff support and encourage field trips that are educationally sound. If your child is scheduled for a field trip, the parent or legal guardian will be required to sign a slip granting permission for participation. These permission slips are maintained on file at the school. Teachers planning field trips may request a monetary donation. Please note that we cannot allow children who are not enrolled in our school to ride the bus during a field trip nor can we allow students in other grade levels to attend a field trip with siblings, etc. Parents who attend a field trip as a chaperone are expected to help with the supervision of the children on the field trip, so we ask that arrangements be made to care for any other siblings rather than taking them on the field trip. Parents may be asked to drive separately if there is not space on the bus for chaperones.

Field trip payments are non-refundable because tickets must be pre-purchased. In the event your child is unable to attend, regardless of the reason, money cannot be refunded.

Students must have a satisfactory discipline record and be in good standing academically to participate in field trips. Any exceptions to this must be approved by the principal.

Fire and Tornado Drills

Fire and tornado drills are held during the year according to each school's safety plan. Teachers will instruct their students on the procedures to be followed during fire and tornado drills. Students are carefully evacuated from the building during a fire drill. Students are escorted to designated places during a tornado drill. Fire Drills are held monthly and tornado drills are held twice annually. Other emergency drills may be held 1-2 times a year.

First Aid

The school nurse may treat minor injuries that happen at school. Parents or guardians must take care of accidents and/or injuries that happen off school grounds. In the unlikely event of a more serious injury that occurs at school, every effort will be made to contact the parent or guardian. We must have a working emergency phone number. If your child has a temperature of 100 degrees or higher, you will be called to pick up your child.

Gifted Education Services

Students who are placed in the Gifted Program must meet eligibility requirements as set forth by the Georgia Department of Education. To be eligible for gifted education services, a student must either (a) score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described below, or (b) qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation or (c) the student must meet the criterion score on a nationally normed test and either have observational data collected on his or her performance, or produce a superior product to be judged by a panel of qualified persons.

1. Mental Ability: score of 96%ile or above on a test of Cognitive Ability
2. Achievement: A score of 90%ile or above in the area of Total Reading, Total Math, or Total Battery on a nationally normed achievement test (such as ITBS)
3. Creativity: A score of 90%ile or above on the Total Battery score of a standardized test of creativity or standardized creativity characteristic rating scale
4. Motivation: A grade point average of at least 3.5 on a 4.0 scale averaged over the previous two years or a score at or above the 90%ile on a motivation rating scale.

A student may be referred for the Gifted Program testing by a parent, teacher, administrator, self, or peer. Achievement test scores are screened annually to identify students who meet the achievement test score criteria. Written consent for testing from parents or guardians of students who are being considered for gifted education services are necessary. Written consent from parents or guardians is also obtained before students determined to be eligible for gifted education services can receive these services.

The Putnam County Charter School System uses the State Board of Education approved Common Core State Standards in language arts and mathematics and the Georgia Performance Standards in science, social studies and foreign language when developing curricula for gifted education programs. Curriculum objectives focus on developing cognitive, learning, research and reference, and metacognitive skills at each grade grouping, using principles of differentiation, in one or more of the following content areas: mathematics, science, language arts, social studies, foreign language, fine arts and vocational/technical education.

The Putnam County Charter School System prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, gender, age, or disability.

Students identified as gifted and whose participation has received parental consent shall receive at least five segments per week (or the yearly equivalent) of gifted education services, using one of the approved models.

There are two referral windows for evaluation for gifted services. Should you want to make a referral or if you would like more information on the process, please contact the assistant principal at your child's school.

Federal law prohibits discrimination on the basis of age, gender, race, religion, national origin, or handicapping condition. The Georgia Department of Education does not discriminate in any educational programs or activities. Putnam County Charter School System's Gifted Programs adhere to non-discriminatory laws.

Grading Policy, Regulations, and Report Cards

PCCSS BOE Policy IHA may be found on the system website. The intent of the policy is to create a uniform method of grading for all teachers throughout the District. The assignment of grades by teachers should be consistent in accordance to the regulations and guidelines established by the Superintendent or designee. Grades shall be based on student performance as assessed in district regulations.

The principal shall assume full responsibility for informing teachers about regulations governing grading and reporting.

Administrative Regulation

The school teacher of record assigns grades following the procedures set forth in this regulation. Grading may be done in collaboration with resource and co-teachers. No classroom teacher shall be required, coerced, intimidated or disciplined in any manner to change the grade of a student. A violation of this rule regarding assigning of grades constitutes an ethics violation.

- This procedure does not prevent principals or other administrators from discussing grades and grading with the classroom teacher.
- This procedure does not prevent a school or central office administrator, or the Superintendent, from changing a student's grade. Any grade change made by a person other than the Superintendent must be submitted by the classroom teacher in writing, clearly indicated in the student's school records and must indicate the person responsible for making such grade change.

Conversion of Grades

If previous schools attended provide a grade range, assigning the midpoint of the range will make conversion, not to exceed the values listed in the following conversion scale. If a grade range is not provided, the following conversion scale will be used. The principal will make any final decision on conversion of grades.

Letter Grade	Numerical Equivalent	Grading Scale	Mid-Point Conversion Scale
A	4.0	90 - 100	95
B	3.0	80 - 89	85
C	2.0	71 - 79	75
D	1.0	70	70
F	0	69 or Below	65

Grades

A. Grades Kindergarten and First

- a. Standards based grading will be utilized in kindergarten and first grade. Progress will be reported by standards quarterly.

B. Grades Second through Fifth

- a. Numerical grades will be assigned to the core subjects of Language Arts, Reading, Mathematics, Science/Health and Social Studies:
 1. A = 90 - 100
 2. B = 80 - 89
 3. C = 70 - 79
 4. F = 0 - 69
 5. I = Incomplete Work for the grade level
 6. "I" must be approved by the principal. The student must make up the incomplete work by the mid-term of the succeeding marking period.
 7. A low score signals the need for intervention, which should be provided immediately to the student to assist with mastery of content.
- b. Letter grades will be used for PE, Music, Art, Computer Lab, Conduct and Work/Study Habits:
 1. E = Exceeds Expectations
 2. M = Meets Expectations
 3. N = Needs Improvement
 4. U = Unsatisfactory Progress, Failing
 5. I = Incomplete Work for the grade level
- c. Computation of Grades
 1. The following will serve as the basis for grading progress in all subjects:
 - ii. Student assessment activities include: class assignments, projects, group participation, make-up work, oral tests, teacher-made tests, nine-week tests, research papers and teacher observations.
 - iii. The final grade in each of the core subjects (Language Arts, Reading, Mathematics, Science/Health, and Social Studies) will be calculated by averaging numerical grades for the four marking periods.
 - iv. The final letter grade in Art, Music, PE, Computer Lab, Conduct, and Work/Study Habits will be calculated by converting the four marking period grades to numerical equivalents and averaging the numerical equivalent to determine the final grade.

C. Grades Sixth through Eighth

- a. Grades will be based on the following scale:
 1. A = 90 – 100
 2. B = 80 – 89
 3. C = 70 – 79
 4. F = 0 – 69
- b. Computation of Grades
 1. Grades will be calculated in two categories using the following components:
 - ii. Minor Grades: Minor grades will be weighted as 40% of the final average. Included in this category will be homework, class work, notebook reviews and quizzes.
 - iii. Major Grades: Major grades will be weighted as 60% of the final average. Included in this category will be tests, projects, essays, and/or culminating activities.

D. Grades Ninth through Twelfth

- a. The following grading scales will be used to report student achievement in the school subjects:
 1. A = 90 -100 (4 points)
 2. B = 80 - 89 (3 points)
 3. C = 70 - 79 (2 points)
 4. F = 0 – 69 (0 points)
- b. Computation of Grades
 1. Teachers will calculate the grades for each of the following components to determine a numerical grade:
 - i. Class assignments, homework assignments and group participation shall constitute 40% of the grade.
 - ii. Student assessment activities including oral tests, teacher-made tests, nine-week tests, semester tests, term papers, and research, shall constitute 60% of the grade.
 - iii. For all classes with an End-Of-Course Test (Georgia Milestone End of Course), 25% of the student's final numeric grade in the course will be assessed by the Georgia Milestone End of Course.

Progress Reports/Report Cards

The principal will issue a progress report at mid-marking period and report card to the parent or guardian of every student for each marking period.

The principal will issue a completed report card for each marking period to the parent or guardian of any student who has entered from another school during the marking period. In computing the grades for such students, the current teacher shall average his/her grades with those of the sending teacher. If a student has not attended any single school for twenty (20) or more school days in a marking period, the principal of the current school will decide whether a report card will be completed. If the principal decides grades cannot be given, the principal will notify the parents or guardians as to why grades were not given and why credit cannot be earned.

Head Lice

Students who have head lice (pediculosis) are to be sent home from school. After treatment and before re-entering school, the students will be cleared by a school official to make certain that the student is free of all infection and any remnants, including dead nits.

If the student’s head is still suspect, he/she will not be allowed to re-enter school. However, if your child has not been cleared to re-enter on or before the third school day from the date he/she was sent home, the matter will be referred to the School Social Worker. If student is sent home by our school nurse for head lice: 2 days should be sufficient to treat your child and have him/her back in school. Two days will be allowed as excused absences; additional days will require a current doctor’s note in order to be considered excused. Referrals will be made to the School Social Worker for repeated cases of head lice.

Hospital/Homebound Students

A student who has a medically diagnosed, non-communicable condition, which restricts him or her to home or hospital for ten (10) or more school days, may be eligible for hospital/homebound instruction. Please contact the school principal or assistant principal for further information regarding this program.

Immunizations

The Putnam County School System in accordance with the Georgia Department of Human Resources requires all students entering a Georgia public school to have the following immunizations:

Diphtheria	3 doses	Hepatitis B	3 doses
Tetanus	3 doses	Varicella	2 doses
Pertussis	3 doses	Measles/Mumps	2 doses
Polio	3 doses	Rubella	1 dose

Effective July 1, 2014, the following is now required for any child born on or after January 1, 2002 who will be attending the 7th grade this year:

- One booster dose of pertussis containing vaccine (TDaP) and one dose of Meningococcal conjugate vaccine.

This rule also applies to new entrants entering grades 8-12 in a Georgia school. New entrant means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year.

The Georgia State Certificate of Immunization #3231 must be on file for your child in the nurse’s office. Unless you hear from us requesting this, you may assume we have it already.

Instructional Support Services

Putnam County Charter School System provides instructional support to students who are experiencing academic difficulties. The Early Intervention Program (EIP) (grades K-5), the Remedial Education Program (REP) (grades 6-12) and Title I (grades K-12) are programs designed to provide additional services to students in the academic areas. Students are selected for these program services based on multiple criteria that include standardized test scores, grades, and teacher recommendations. Teachers or professionals work with identified students to provide extra instruction in each student's area of weakness. These teachers and paraprofessionals carefully plan with the student's regular classroom teachers to provide a well sequenced, balanced, and timely improvement program. Your child may be served in the regular classroom or may be pulled out for smaller group instruction.

All Putnam County Schools are Title I school wide schools, meaning all students may benefit from these services.

Parents of EIP, REP, and Title I students are encouraged to become involved in special parent activities held throughout the year. Questions regarding these program services may be directed to your child's principal or your child's teacher.

Insurance

The Putnam County Charter School System does not provide insurance for students. Parents/guardians have the opportunity to buy accident insurance from the Board approved insurance carrier. This policy pays for accidents regardless of any other accident insurance coverage you may have on your child. School time coverage is for school hours and travels directly to and from school. Twenty-four hour/twelve month coverage affords year round protection. This insurance is usually transferable should a student move to another school. Information concerning school insurance programs is sent home at the beginning of the school year. Parents are advised to consider purchasing it if they need such coverage for their children. The school system will not be able to pay for medical expenses incurred as a result of accidents at school since this insurance has been offered to all students. Insurance forms are sent home with all students the first week of school. Forms are not returned to the school – parents should mail their checks straight to the Insurance Company noted in the brochure.

Health Insurance is required for any student participating in any athletic program, including cheerleading. This supplemental school coverage offered to parents would meet this requirement.

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.

Medications

Teachers are not allowed to administer medicines, prescription drugs, aspirin, etc. to students. Special cases approved through the RTI process and/ or I.E.P. requirements are the only exceptions to this rule.

Parents are requested to schedule prescription drugs to fit the family's home time frame or to speak to the school nurse about sending the medicine to school, rather than sending the medicine to the teacher. Any medicine brought to the school nurse must be in its original container.

No medications are permitted to be kept with the student without consent from the school nurse and/or principal. A parent must check in prescription or over-the-counter medications with the school nurse or front office. Items such as epi-pens, inhalers, and blood glucose monitors may be kept with the student after being recorded in the clinic.

Moment of Silence

The Georgia State Legislature requires that a moment of silence be observed every day in all Georgia public schools. This will be done each day during homeroom time. At various times throughout the year, the General Assembly will call for special moments of silence and Putnam County Charter School System will observe these as well.

Parent Portal

Parent Portal, https://tems.putnam.k12.ga.us//tsi_live/login.aspx, is available to students and parents online. Here, parents will find instant access to accurate, current, and confidential information about your child(ren)'s school attendance, grades, class assignments, and more. We encourage parents to check this site regularly. Parents need to contact their child(ren)'s school(s) to obtain a password.

In order to accurately compile attendance and student grades, access to Parent Portal is turned off during the last two weeks of each semester.

Pledge of Allegiance

Students will have the opportunity to recite the Pledge of Allegiance each day. Students participating in the Pledge will be expected to stand, face the flag, and repeat the Pledge in unison. Students who choose not to participate should still stand, but they have the option to not recite the Pledge. No issue will be made of non-participation unless a student behaves in a manner that is disruptive or derogatory.

Promotion, Placement and Retention Policy

The promotion or placement of a student will be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next highest level of academic achievement. The system will adhere to all state laws, rules and regulations regarding accountability with the exception of those waived in the charter.

The Superintendent and appropriate staff shall develop rules and regulations governing promotion, placement and retention of students in grades K-12.

Promotion Requirements

1. Kindergarten and first grade students will be promoted on an individual basis based on:
 - a) Minimum 90% mastery of the standards for math and literacy based on post assessments;
 - b) Annual benchmarks in reading (kindergarten Lexile 100 and first grade Lexile 250) using the Scholastic Reading Inventory and grade level math using STAR Math; and
 - c) Teacher recommendation.
2. Second grade students will be promoted on an individual basis based on:
 - a) Minimum 80% mastery of the standards for math, reading, language arts, science and social studies based on post assessments;
 - b) Annual benchmarks in reading (Lexile 330) using the Scholastic Reading Inventory and grade level math mastery using STAR Math; and
 - c) Teacher recommendations.
3. In order to be promoted, third, fourth and fifth grade students must:
 - a) Pass reading, math, language arts, science and social studies with a minimum final grade of 70;
 - b) Demonstrate 80% mastery of the standards for the content areas noted above as measured by post assessment;
 - c) Meet annual benchmarks in reading (third grade Lexile 500, fourth grade Lexile 615, fifth grade Lexile 725) using the Scholastic Reading Inventory and grade level math mastery using STAR Math;
 - d) Earn a minimum score of 800 on the CRCT in reading in third grade; and
 - e) Earn a minimum score of 800 on the CRCT in reading and math in fifth grade.
4. In orders to be promoted sixth, seventh and eighth grade students must:
 - a) Pass reading, math, language arts, science and social studies with a minimum final grade of 70;
 - b) Demonstrate 80% mastery of the standards for the content areas noted above as measured by post assessments;
 - c) Earn a minimum of 80% as a combined average for all connection class grades;
 - d) Meet annual benchmarks in reading (sixth grade Lexile 830, seventh grade Lexile 900 and eighth grade Lexile 950) using the Scholastic Reading Inventory and grade level math mastery using STAR Math (sixth grade 759, seventh grade 789, and eighth grade 809) ; and
 - e) Earn a minimum score of 800 on the CRCT in reading and math in eighth grade.
5. In grades nine through twelve promotion is based on the number of units a student has earned as credits toward graduation.

9th to 10th grade	5 units	Minimum of 1 unit in each of English, Mathematics, and Science
10th to 11th grade	11 units	Minimum of 2 units in each of English, Mathematics, and Science and 1 unit of Social Studies
11th to 12th grade	18 units	Minimum of 3 units in each of English, Mathematics, Science and 1 unit Social Studies
Graduation Requirements	23 units	Minimum of 4 units in English, Mathematics, Science and 3 units of Social Studies

Promotion, grade placement, and graduation requirements for students transferring into Putnam County High School will be evaluated on a case-by-case basis by the principal or designee. Consideration will be given to a student's grade history, unit totals, and maximum potential units available to be earned.

Parents or guardians shall be notified annually of promotion criteria for each grade level. Parents will be invited throughout the year to participate in meetings about their child's academic status and progress towards promotion. Parents will be informed at the end of each year of their child's final promotion status.

The principal has final responsibility for the promotion, retention and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA). There shall be no appeal of promotion, retention and/or placement decisions beyond the school level.

Pyramid of Interventions

PCCSS utilizes a Pyramid of Interventions, which provides a framework to align instructional and learning practices with the mission of learning for everyone. The Pyramid itself is simply a graphic organizer that illustrates four layers of instructional efforts PCCSS is committed to providing all students according to their individual needs. This process requires continual progress monitoring and adjustment of the layers of intervention provided so that students can be successful. Teachers and staff see this as a proactive approach that does not wait until students have large gaps in their learning that are almost too great to overcome. This approach focuses on determining when students are struggling and then providing strategic interventions to help them strengthen areas of weakness. For PCCSS, the Pyramid of Interventions begins with standards-based classrooms serving as the foundation for all teaching and learning. The PCCSS Pyramid of Interventions consists of 4 levels, or tiers, of intervention. Each is described below.

Tier 1 – Standards Based Classroom Learning: This tier describes the instruction that is happening in all classrooms for all students. The Georgia Performance Standards (GPS) are the foundation for learning that occurs in all classrooms. This type of curriculum standards based instruction/learning focuses on the GPS and includes evidenced based instruction that is differentiated according to students' various needs. Teachers utilize progress-monitoring results to guide and adjust instruction.

Tier 2 – Needs Based Instruction/Learning: This tier describes pre-planned interventions that should be in place for students who are not being sufficiently successful or adequately challenged with Tier 1 interventions alone. Tier 2 interventions are not a substitute for Tier 1 interventions but are layered upon the Tier 1 interventions. All students who need Tier 2 interventions will be monitored through the Tier 2 Support Team. Tier 2 interventions are designed to be proactive and are intended to maintain high expectations of all students. Academic coaches are also utilized at this tier. The goal of Tier 2 interventions is to close the achievement or behavioral gap for a child at risk so that Tier 1 interventions are appropriate for him/her.

Tier 3 – Student Support Team Driven Instruction/Learning: This tier provides an additional layer of analysis and interventions. The Student Support Team meets to discuss students who are still having difficulty meeting grade level benchmarks regardless of interventions utilized. During this process, the diagnostic team analyzes the specific needs of the individual student. Tier 3 becomes much more individualized as the student’s teachers, other personnel, and parents systematically determine the issues that need to be addressed for the student to achieve academic and behavioral success. Instructional interventions are then strategically put in place for the student and progress monitoring processes are implemented frequently to determine if the student is responding to the interventions.

Tier 4 – Special Designed Instruction/Learning: This tier provides intervention specifically for students who meet the respective eligibility criteria for special education program placement. With three effective tiers in place prior to specialized services, more struggling students will be successful and will not require this degree of interventions. Tier 4 will provide instruction that is targeted and specialized to meet a student’s needs. Tier 4 is not a substitute for Tier 2 but is layered upon Tier 2 interventions.

For a more detailed description of the Pyramid of Interventions, please contact your child’s teacher.

School Governing Authorities (SGA)

Each school in the Putnam County Charter School System utilizes a School Governing Authority as a governing body with the intent of increasing and maximizing school level decision making. The SGA at each school is comprised of parents, staff members, and local community representatives and is responsible for complying with and carrying out the provisions of the system’s Charter with the state. The SGA is subject to the control and management of the Local Board of Education. Please refer to each school’s website for more information regarding the individual SGAs.

School Websites

Please check the website for your child/children’s school(s) frequently for news and important information. Upcoming dates and events will be posted on each site.

PS: www.putnam.k12.ga.us/pcps

ES: www.putnam.k12.ga.us/pces

MS: www.putnam.k12.ga.us/pcms

HS: www.putnam.k12.ga.us/pchs

Teenage and Adult Driver Responsibility Act (TAADRA)

Implementation Guidelines for 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, require 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.

1. 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.
2. 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):
 - a) 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;

- b) 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;
- c) Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion;
- d) 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:

- 1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
- 2. 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
- 3. 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:
 - a) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - b) Possession or sale of drugs or alcohol on school property or at a school sponsored event;
 - c) 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.
 - d) Any sexual offense prohibited under Chapter 6 of Title 16; or
 - e) 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)

Textbooks

Each student is responsible for the books issued to him or her as well as materials on loan from the media center. Since these books are public property to be used again by other students, books should not be marked, defaced, or otherwise mutilated. If the book is damaged in excess of ordinary wear, or if it is lost, the student must pay a fine sufficient to cover the damage or loss. In the case of failure to pay the fees, a student may not receive his/her report card or be issued any other textbook until the debt is cleared.

Truancy and Student Attendance

Truancy is the habitual and unlawful absence from school. In accordance with Georgia School Law, parents or guardians are responsible for requiring any student under their control or charge and between 6 and 16 years of age to attend school regularly except for legal absences as defined by Georgia school law and State Board of Education Rules and Regulations. If a student under 16 years of age becomes truant, the parent or guardian of such student may be guilty of a misdemeanor and subject to punishment under Georgia law.

If a parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the Juvenile Court. The teacher and principal shall monitor student attendance closely and shall investigate reasons for non-attendance and attempt to effect a solution.

The Superintendent will establish regulations and procedures for the monitoring of student attendance. When a satisfactory solution to attendance problems is not achieved at the local school level, the social worker shall then make a referral to the Putnam County Sheriff's Department.

Administrative Regulation

Mandatory Attendance Ages

Pursuant to Georgia Law (O.C.G.A. 20-2-690.1a) students between the ages of six (6) and sixteen (16) are required to regularly attend school. Any student age 16 or older who misses more than ten (10) unexcused absences per semester may be withdrawn from school. The same provisions of the mandatory school attendance rules and laws shall bind students below the age of six (6) should they elect to enroll in preschool programs provided by the Putnam County Charter School System.

Excused Absences

Student absences may be excused when absences are the consequence of:

- Personal illness with a doctor's excuse or parent written notification of illness which would endanger the student's health or the health of others;
- Death of a close family member requiring the student to miss school;
- Religious holiday;
- Registering to vote, for a period not to exceed one day;
- When absence is mandated by order of governmental agencies, e.g. pre-induction physical examination for service in armed forces or court order;
- Conditions render attendance impossible or hazardous to their health or safety;
- Circumstances approved by the principal;
- Students in foster care shall be counted present when they attend court proceedings relating to their foster care.

Students shall be counted present for truancy determination when they are

- In attendance at least one half of the instructional day;
- Serving as pages of the Georgia General Assembly;
- Engaged in joint enrollment with another institution; engaged in some form of work-study program that requires them to be off-campus for periods of time;
- Engaged in some off-campus school-related activity that adheres to the guidelines for such activities (e.g. music festivals, literary meets, athletic events, approved field trips).

Upon returning to school after an absence, students must present a written excuse within three (3) school days. This action is required whether the absence is excused or unexcused. The following information must be specified on each excuse:

- The date(s) of the excuse(s),
- The date(s) and day(s) of absence(s),
- The reason for the absence(s),
- The signature of the parent or guardian.

A parent may submit a note for no more than four (4) days of student illness per year. In grades 9 - 12 that is 2 per semester. All other absences due to illness must be documented with physician's statement.

Referral Process for Unexcused Absences:

The school system shall provide to each parent/guardian a written summary of possible consequences and penalties for failing to comply with compulsory attendance under (O.C.G.A. 20-2-690.1). The parent/guardian shall sign a statement indicating receipt of these possible consequences and penalties. Students age 10 years or older by September 1 shall also sign a statement indicating receipt of possible consequences and penalties (Exhibit 1). After two reasonable attempts by the school to secure such signature or signatures, the school system shall be considered to be in legal compliance. The school system shall retain signed copies of statements through the end of the school year.

- When a student is absent:
 - The teacher will attempt to secure a parent excuse.
 - The teacher will give all excuses to the Attendance Clerk each morning by 9:00 a.m.
 - Teacher(s) will assign makeup work and set a reasonable timeline for return of work.
- After three unexcused absences:
 - Principal or designee will contact the parent/guardian of said student. The absences will be discussed and a resolution to the problem will be attempted.
 - The parent/guardian will also be informed that another unexcused absence from school will result in a meeting with the Attendance Support Team.
- After four unexcused absences:
 - Principal or designee will set up a meeting with the parent/guardian and the Attendance Support Team.
 - At the meeting, the parent/guardian will be informed of the Georgia Compulsory School Attendance Law and the Putnam County Charter School System Attendance regulations as well as being provided a copy of each.
 - The parent/guardian will be asked to sign a Truancy Contract (Exhibit 2), indicating knowledge of their child's absences and consequences of future absences.
- After five unexcused absences:
 - Principal or designee will make a referral to the School Social Worker.
 - The School Social Worker via certified mail, receipt requested, send a letter detailing the student's absences and consequences of continued unexcused absences.
- After six unexcused absences:
 - A referral will be made to the School Social Worker.
 - The School Social Worker will contact the parent/guardian by phone and advise that another unexcused absence will result in a warrant filed with the Putnam County Sheriff's Department.
- After seven unexcused absences:
 - Principal or designee will make a referral to the School Social Worker.
 - The School Social Worker will file a truancy application with the Putnam County Sheriff's Department and seek a warrant directing the parent to appear in court.
 - Each unexcused absence over seven (7) constitutes a separate offense for the parent/guardian involved. The principal or designee will make a referral to the School System Social Worker for each unexcused absence over seven.

Denial of Driver's Permit or License:

Once a student age fourteen (14) or older accumulates seven (7) unexcused absences, the school will send a letter via first class mail notifying the student that he/she has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A 40-5-2 regarding the denial of driver's permits and licenses. Once the student reaches ten (10) unexcused absences, his/her name will be reported to the Department of Motor Vehicles, and his/her driver's permit may be denied.

Attendance for Extra-Curricular and Co-Curricular Participation (Middle and High School):

- A student must be in attendance for at least half day in order to participate in an extra-curricular or co-curricular activity, except for extenuating circumstances.
- A student may not participate in an extra-curricular or co-curricular activity on a day that he/she has served out-of-school suspension (OSS) or in-school suspension (ISS).

Valedictorian and Salutatorian Policy

The honor of Valedictorian will be awarded to the student enrolled at PCHS for at least seven (7) semesters with the highest grade point average calculated using a weighted numeric GPA scale. The honor of Salutatorian will be awarded to the student attending PCHS for at least seven (7) semesters with the second highest grade point average calculated using a weighted numeric GPA scale.

These designees shall be determined after the first semester senior grades have been posted. In the event that two or more students are tied for the rank of valedictorian, they shall be designated as co-valedictorians. Furthermore, in the event there is one valedictorian and two or more students are tied for the rank of salutatorian, co-salutatorians shall be designated. In the event that an agency or organization outside the school system requests the names of one valedictorian and one salutatorian for recognition, the names submitted shall be those of the two honor graduates in the senior class with the highest grade point averages when calculated to the nearest decimal point that breaks the tie.

Class Rank

Students will be assigned a class rank based on the numerical average of all of their course grades. Students who transfer from other high schools will have their class rank computed on the basis of all the course grades they earned in the other high schools. Transfer grades for AP, honors and IB courses will not receive the local district's bonus points. Letter grades earned in other high schools will be converted to numerical grades, based on the conversion chart.

All rankings for Honor Graduate, Valedictorian, and Salutatorian will be based on the weighted average of regular education core classes (Math, Science, English, Social Studies, Foreign Language) as of May 1st.

Honors courses will be awarded +0.5 point. AP/Dual Enrollment courses will be awarded +1.0 point.

Examples:	<u>Honors</u>	<u>AP</u>
92	$92 + .5 = 92.5$	$92 + 1 = 93$
89	$89 + .5 = 89.5$	$89 + 1 = 90$

The HOPE Scholarship average will still be determined by the Georgia Student Finance Commission using an unweighted 4.0 scale. To qualify as an Honor Graduate a student must earn an Academic Core GPA of 90 or higher.

Withdrawal from School

If it becomes necessary for a student to withdraw from school during the school year, the parent or guardian must notify the school office in advance and sign an official withdrawal form. If sufficient notice is provided, the student may obtain up to date grades on the last day of attendance; otherwise, up to date information will be mailed to the new school when records are requested.

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 must 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 9 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 have to follow the mandatory dress code?

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

Student/Parent Handbook Acknowledgement Form

Student Information		
Last Name	First Name	Middle Name
Grade	Date of Birth	Homeroom/Advisor Teacher
School <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> PCPS <input type="checkbox"/> PCES <input type="checkbox"/> PCMS <input type="checkbox"/> PCHS </div>		

I acknowledge I have received and read the District Student/Parent Handbook. I have carefully reviewed the following policies, regulations, and expectations:

- Attendance
- Bus Discipline
- Code of Conduct Policy
- Dress Code
- FERPA
- Grading
- Internet Usage Rules
- Promotion and Retention
- Government issued ID is required to check out my child (ie: driver's license, etc.)

 Student's Printed Name

 Student Signature

 Date

 Parent's Printed Name

 Parent Signature

 Date