

# Camden County Schools

## *Sugarmill Elementary School Eagles*

*Where Eagles Soar!*



*Parent / Student Handbook*

### **Important Notice:**

**Please check the school website for the most current version of the student handbook.**

**Terri Slattery, Principal**

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Dear Parents,

We would like to take this opportunity to welcome you to this school year. Sugarmill (SES) has had a long-standing tradition of success. We promise to uphold that tradition and meet the needs of all students. We are extremely excited about working with each of you and your children to provide the best educational experience possible.

Our mission is to ensure educational excellence in a safe and nurturing learning environment where all SES students are empowered to reach their goals and become productive citizens. We are dedicated to doing what it takes to place our student's future educational success at the cornerstone of all school-based decisions. Our teachers and staff work diligently to plan effective instruction to help students acquire the skills needed to achieve mastery of a rigorous curriculum the Georgia Standards of Excellence (GSE).

Parental involvement is crucial to our success and there are many ways that parents can become involved. We invite all parents to join our PTO, attend school functions, and volunteer in the school.

We are delighted and grateful for the opportunity to play such a crucial role in the lives of each of our Sugarmill students along with their families. Please feel free to call us at any time if you have questions or concerns. We look forward to working with you during this upcoming year.

Terri Slattery  
Principal

Corey Wilson  
Teaching and Learning Specialist

## SCHOOL INFORMATION

Principal:	Terri Slattery	Teaching & Learning Specialist:	Corey Wilson
School Counselor:	Lori Trednick	Nurse:	Jackie Wenzler: 912-729-8382
Telephone Number:	912-882-8191	Fax Number:	912-225-5146
Cafeteria:	Robbie Carter	Extended Daycare Number:	912-576-5871

Website address: <http://ses.camden.k12.ga.us/>

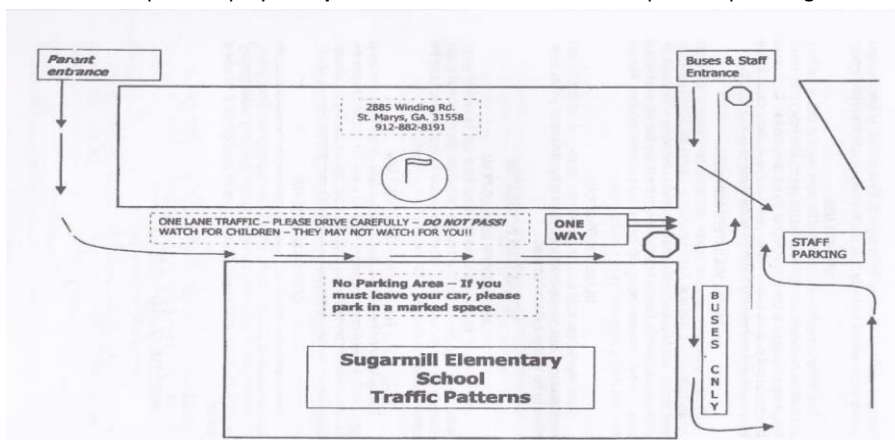
The purpose of this student handbook is to acquaint the students and parents at Sugarmill Elementary School (SES) with its programs, services, and policies. An understanding of regulations necessary for efficient school functioning and an awareness of the growth and developmental opportunities at SES will create a positive working relationship between students, parents, and staff.

## DAILY SCHEDULE AND OPERATION

Arrival of buses	8:00 am
Arrival of car riders	8:00 am
Arrival of walkers:	8:00 am (bus port-door locks at 8:32 am)
Breakfast is served	8:00 - 9:00 am
Students report to homeroom	8:00 - 8:30 am
Tardy bell:	8:32 am
Instructional day begins:	8:30 am <b>Students should be in class "ready to learn" at this time.</b>
Dismissal of car riders	3:15 pm
Dismissal of walkers:	K-2 at 3:15 pm / 3 - 5 at 3:20 pm
Bus Riders	3:30 pm

**\*\*If your student arrives after the tardy bell at 8:32 pm you must accompany them into the building to sign-in at the desk.\*\***

**We cannot accept responsibility for students who arrive prior to 8:00 am.** Students should be picked up from school at **3:30 pm** each day. Students who have not been picked up by **3:30 pm** will remain in the office until picked up and signed out by their parents.



## ARRIVAL ON CAMPUS

Adult supervision is not provided until 8:00 a.m. therefore, students should not arrive on campus before 8:00. All students eating breakfast must arrive by 8:00 a.m. to ensure ample time to eat. Students must be in the classroom by 8:30 in order not to be counted tardy. Your child's safety is a top priority for our staff in the morning during the time the students are being dropped off at school. **When dropping off your child, please stay in the double lanes until you reach the area where an adult is located. Have your child/children unload on the passenger's side of the vehicle. Cars are unloaded in groups, do not move until directed as to make sure all students are safely on the sidewalk before moving the car line. Do not drop off your child in the area where our trash bins are located. There is no adult to supervise students in this area. We ask that you do not block the faculty parking area at the end of the sidewalk near the mailbox. Barriers to direct traffic flow should not be removed. The bus entry is for staff, buses, and walkers only. All other vehicles are expected to come in through the main entrance located opposite of the bus entry.**

## DISMISSAL OF STUDENTS

Car riders are dismissed	3:15 pm
Dismissal of walkers	K-2 at 3:15 pm / 3-5 at 3:20 pm
Bus Riders	3:30 pm

Specific procedures must be followed at the end of the day and during dismissal, to ensure that all students are safe. Please do not walk up to the bus port or front office to pick up your child. We ask that all parents stay in their cars and pull up to the colored cones where an SES staff member will assist your child into the car. The car tag issued by the school should be **visible** on the passenger's side visor so that a staff member can easily view to check for security. **If a car tag is not visible, identification will be checked before a student is dismissed to a car.**

Students who walk to school will be escorted to the end of the bus port by a teacher to meet their parents at dismissal. Identification or walker tags supplied by the school must be presented to the teacher on duty before the students are released to the parent or guardian.

Please send written notification to your child's teacher if their regular dismissal procedure (bus rider/car rider/ walker) is going to change. If for some reason you need to make a change during the day, you may send an email to the attention of Pam Lewis at [SEStransportation@camden.k12.ga.us](mailto:SEStransportation@camden.k12.ga.us). You must call to verify that it has been received. This must be done prior to 2:00 pm to ensure the information is given to the teacher. We ask that you do not check your child out after 2:30 pm. This procedure is for the safety of all students.

The office staff at Sugarmill Elementary will not release a child to anyone not on the original check-out list without written directions from the parent / guardian. A photo ID is required at all times when students are being dismissed from school. Please make sure all individuals on your child's pick-up list are aware of this policy.

When it becomes necessary for a student to be dismissed during the school day, the parent / guardian must come to the office to sign out the child. We cannot call a student to the office until the parents arrive at school. If someone other than the custodial parent / guardian will be picking up the child, we should be notified in writing and photo ID is required.

### **VISITORS ON CAMPUS**

All schools have security doors at the school entrance. This requires all parents and visitors to check in at the front office before they are allowed to enter the school. The security system is placed on the main hall and cafeteria doors. These doors remain locked at all times.

All visitors arriving on campus should report immediately to the office in order to visit any individual or any classroom. In order to preserve instructional time and provide a safe and secure learning environment for all students, no visitors will be permitted in the halls or classrooms between 8:30 am and 3:30 pm. Exceptions will be made for scheduled parent conferences, volunteers, lunch buddies and other events when appropriate. All visitors must check in through our school check-in system and wear the sticker printed at all times. **All volunteers and visitors** should report only to the area in which you are permitted. Dropping in on classrooms to talk with teachers, interrupts instructional time for students. Teachers are more than happy to schedule a conference to discuss issues concerning a student.

### **UNDERAGE CHILDREN AT Sugarmill Elementary**

Parents may not bring younger siblings to the classroom during instruction, class parties, field day, etc. Parents are welcome to bring children under the age of 18 who are not enrolled at SES under the following conditions: Attending a parent conference before or after school; school assemblies in the cafeteria and/or gym during the school day (space permitting) is permissible. Children are welcome at all school functions outside the school day, including PTO meetings, festivals, curriculum fairs, etc.

### **FIELD TRIPS**

The purpose of a field trip is to extend learning into the “real world”. By definition, a field trip must involve an experience that cannot take place in the regular classroom therefore, field trips are considered an extension of the classroom. During field trips, students are counted as present at school and must use the approved transportation to/from the field trip. Because each school day begins at school, students must be present in homeroom before the field trip leaves. The only exception is in the instance of an overnight field trip. The school may limit the number of chaperones attending because of space limitations. Parents acting as chaperones may ride the bus space permitting but if driving, they cannot transport any students. Chaperones may not bring siblings or other children along during the field trip because they will have supervisory duties for students from the class. Chaperones must complete volunteer training and forms. Parents may sign out their own child at the end of the field trip if the field trip concludes at the end of the school day or for other legitimate reasons such as illness, family emergency, etc. **Please note, once funds for field trip have been received, they cannot be refunded.**

### **EMERGENCY DRILLS**

The most important aspect to be considered in a drill or a real event is to remain calm and remember that our number one priority is the safety of the children and adults in the building. As you know there is no way to plan for “every” scenario, so the best thing to do is to conduct emergency drills. In addition to fire and tornado drills, we will be conducting “lock down drills / intruder drills”. Please take time to talk with your child about the emergency drills that will be held to relieve any anxiety they may feel.

### **ATTENDANCE**

Attending school daily is important for academic success. When students are not in attendance the following procedure applies upon returning to school: notes must be **written by parent or guardian** within **two** days for an absence to be excused with an explanation of the absence. Emails are not accepted as written excuses.

### **STUDENT ILLNESS**

Early in the morning, it is often difficult to decide whether your child should stay home from school. Your child should remain at home if he/she is too sick to be comfortable at school or might spread a contagious disease to other children. A student should stay home if there is a fever over 100 degrees (must be fever free without fever reducing medicine for 24 hours before returning to school), vomiting (especially more than twice), diarrhea, a very frequent cough, persistent pain (ear, stomach, etc.), or a widespread rash. If you have questions, please call Ms. Wenzler the school nurse at 729-8382.

### **MEDICATIONS**

Medications must be brought into the school by the parent or guardian. It must be in the original containers with the physician’s orders and pharmacy label. Any medicine not in its original container will be returned. Any over the counter medications must be provided by the parent and authorization forms completed.

### **FOOD ALLOWED TO BE BROUGHT ON CAMPUS - Per the Administrative Handbook**

The following procedures have been developed to provide for the health and safety of all students during the school day.

1. No homemade food items will be allowed to be brought on campus to be distributed to students.
2. Parents may bring in food items purchased in a store provided they are packaged, and an ingredients label is available. Walmart cupcakes are sealed with a sticker that states they are made in a facility that does not process with peanut oil.
3. Parents must make arrangements with their child’s teacher **at least one school day prior** to bringing in snacks or food items for a class.
4. Parents must check with their child’s teacher for a list of snacks appropriate for that classroom.

## CHILD CUSTODY ISSUES

It is vital that the school administration have all pertinent court documentation regarding the custody of any child who attends our school and to show custody is in dispute. School personnel do not wish to become involved or know details of such cases unless those details directly impact the learning of the child involved. A copy of the court documentation should be brought to the school and given to the school counselor to place in the child's records. If a non-custodial parent requests copies of school pictures or report cards or requests to meet with a teacher, we will comply unless the court denies such access.

## PHOTOGRAPHS, WEBSITE AND VIDEOS

At times the media asks or is invited to attend school events. **If you do not want your child to be photographed**, videotaped (contests, performances) or placed on the school or system website, school Face Book page or other media, **please send the principal a letter requesting that the child not be in any school photos within the first 10 days of school.**

## DRESS CODE

The Camden County Board of Education Dress Code in its entirety is found in this handbook. At Sugarmill Elementary, shoes with high heels do not provide appropriate support for students as they exercise in physical education classes, play outside, or interact with other students in group situations. Students should not wear spandex, hoodies, pants/shorts that are frayed or have holes, headbands, hats, sunglasses, handkerchiefs or bandanas. Students' pants should be worn on their hips and not sag. The length of shorts should meet the "fingertip" rule. Halter tops, tops with bare midriffs, backless tops or tank tops are not permitted at school. Straps on shirts should follow a 2-3 finger width rule. Shoes with wheels ("wheelies") are not allowed on campus.

**Tennis shoes need to be worn on the days that students go to physical education.**

## BIRTHDAY CELEBRATIONS / INVITATIONS

If parents send party invitations to school with students, all students should be included. If there is not an invitation for every student, invitations will not be given out.

Students always enjoy celebrating their birthdays at school with friends. Parents may bring packaged cupcakes or other snacks which are not made with peanut oil and NOT HOMEMADE. These birthday snacks may only be served to the class during their scheduled lunch period. There must be a **24-hour** notice that birthday treats are being brought in so that the nurse can approve due to allergies.

## DISCIPLINE

We use the PBIS framework to guide our discipline plan. The focus of this plan is to create a positive school climate that fosters an environment that is responsible, respectful, and safe. School administrators have the broad discretion to determine consequences for student misconduct at the school level. The range of consequences for misconduct that can be assigned may include without limitation: student conference, warning, parent conference, lunch detention, bus suspension, in school time out, out of school suspension, and alternative school placement. A student could be referred to a disciplinary tribunal which may result in long-term suspension, alternative school placement or expulsion. Law enforcement and/or school social workers may be contacted if necessary. Behavior Intervention Plans may be implemented for any special need's situations. A student who has behavior referrals or receives disciplinary actions may be dismissed from participating in, but not limited to-- field day, school dances, after-school activities and clubs, field trips, recess, or any activity the administration deems appropriate.

## PTO

The P.T.O. is a vital part of our school program. We encourage parents to support P.T.O. by becoming **ACTIVE** members. Meeting dates will be announced. Follow the PTO and SES Facebook, the school webpage and Wednesday folders for all important school information.

## SCHOOL COUNCIL

The School Council is an advisory committee composed of the principal, two certified staff, two parents, and two community members. Meetings are open to the public and will be held four times per year. Meeting dates and times will be announced.

## MEDIA CENTER

Our Media program has a vital function in the operation of the school and the education of our students. It has been referred to as the hub around which the school revolves. It seeks to involve students, teachers, parents, and the community at large in providing our students with the skills and resources needed to become information literate in the lifelong pursuit of learning and knowledge. The media center will be open from 8:30 am to 3:00 pm for use by students.

### Media Checkout Procedures for Students

1. Each student grades K-5 may check out two books. Students are urged to explore the entire library collection and not limit themselves to just Accelerated Reader books.
2. Regular library books are checked out for a two-week period. Students will not be allowed to check out more books if they have an overdue book. If a student indicates a book is lost or a book is 4 weeks overdue, an overdue form will be sent home giving the parents the cost of the lost book(s). Arrangements will be made with the parents for paying for the book and reinstating the student's checkout privileges.
3. Parents of our students may arrange with the Media Specialist to obtain a library account for themselves in order to check out materials from the SES Media Center.

## PARENT RESOURCE COLLECTION

Parents are encouraged to take advantage of our Parent Resource Collection. The collection consists of a variety of books and educational activities



aimed at aiding parents to help students develop a mastery of all grade level standards. These materials are available for checkout through the media center.

### **INTERNET USE**

The internet is regularly used as part of the instructional day in classrooms. Students in grades 1-5 will be issued Google E-mail for instructional purposes. All students utilizing the internet at Sugarmill Elementary School will participate in lessons on the acceptable use of chrome book. Chrome books are for instructional use only. Students not following the guidelines established by the school/teacher for correct use of this tool will result in the loss of chrome book privileges (as stated by administration). Paper and pencil instruction will be the alternative tool for students. \*\*Students are also responsible for taking care of their chromebooks. Any damage caused intentionally as determined by administration can result in fines.

### **ELECTRONIC DEVICES**

A student may not use personal electronic devices during the instructional day without teacher and administrator consent for instructional purposes only. A student found in violation of this prohibition shall be subject to disciplinary action. Cameras included but are not limited to, digital, video, cell phone, i-pod, i-pad, tablets, laptops, earphones/wireless earphones smart watches, etc.

### **PARENT VOLUNTEER SERVICES**

Parents are urged to volunteer to work with students individually or in small groups. Listening to a child read, tutoring math facts, playing educational games, and helping students locate information are some of the tasks for which parents may assist. Parents may also work in the media center by helping shelve books or in the classroom helping with clerical tasks to assist teachers. All parents must always check in through our School Check-in system and wear the volunteer sticker printed.

**All volunteers must go through a volunteer training class conducted by Dr. Trednick, the guidance counselor. Parents chaperoning on field trips and helping on field days must also complete the volunteering.**

### **LOST AND FOUND**

All items should be labeled with child's first and last name (jackets, lunch boxes, water bottles, backpacks, etc.). All money sent to school with child should be labeled with child's name, teacher's name, grade level, and purpose of the money.

**IMPORTANT NOTICE: PLEASE CHECK THE SCHOOL WEBSITE FOR THE MOST CURRENT VERSION OF THE STUDENT HANDBOOK.**



## POLICY LINKS

[SCHOOL ATTENDANCE - Policy JB](#)

[COMPULSORY ATTENDANCE AGES - Policy JBA](#)

[ENTRANCE AGE - Policy JBB](#)

[GRADING SYSTEMS - Policy IHA](#)

[IMMUNIZATIONS - Policy JGCB](#)

[ABSENCES & EXCUSES – Policy JBD](#)

[AWARDING UNITS AND TRANSFERRING CREDIT – Policy JBC\(4\)](#)

The policies above and many throughout the handbook can be viewed in their entirety by clicking on the blue policy link. Clicking on those links will take you to the (school/system) website. To view particular policies, follow the directions below.

1. Go to [www.camden.k12.ga.us](http://www.camden.k12.ga.us).
2. Hover your mouse over the “Quick Links” tab. When the drop down box appears, click on “Online Policy Manual.”
3. Hover your mouse over the “Policies” tab. A drop down box will appear giving the alphabetical listing of each policy section.
4. Click on either of the alphabetical sections and each individual policy for that section will be displayed.

### POLICIES NEW OR UPDATED DURING THE PAST FISCAL YEAR:

[POLICY IHAB- REPORT CARDS AND PROGRESS REPORTS](#)

[POLICY IHA – GRADING SYSTEMS](#)

[POLICY FDC – NAMING FACILITIES](#)

[POLICY JAA – EQUAL EDUCATIONAL OPPORTUNITIES](#)

[POLICY JCAC- SEXUAL HARASSMENT OF STUDENTS](#)

### CAMDEN COUNTY SYSTEM CALENDAR

The current school year calendar can be located at [www.camden.k12.ga.us/quick\\_links](http://www.camden.k12.ga.us/quick_links).

### EMERGENCY CONTACT

Guardians are to maintain an up-to-date record of address, telephone number, employment, emergency contact persons, or persons authorized to sign out your child.

### VISITORS

All visitors to a school or school campus must report immediately to the main office of the school. Visitors may not go beyond the office without permission. Students are not allowed to bring nor have other children as visitors at school.

### BREAKFAST AND LUNCH

All students are encouraged to participate in our nutritious breakfast and lunch program.

Grade Level	Breakfast	Lunch	Reduced Lunch
Elementary	Free	\$1.95	\$0.40
Middle School	Free	\$2.10	\$0.40
High School	Free	\$2.35	\$0.40
Adult Staff	\$2.25	\$4.00	N/A
Visitor	\$2.25	\$4.00	N/A

We invite all students to participate in the National School Lunch Program and National School Breakfast Program. Breakfast will be offered for free to all Camden County students! Students who eat breakfast at school and are transported by parents must report 15 minutes before school begins. In the event of a late arriving bus, students on that bus will be allowed to eat breakfast.

Payment: All monies will be collected in the school’s cafeteria or on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). Free and reduced meal applications are available on-line as of July 1st of each school year at [www.myschoolapps.com](http://www.myschoolapps.com). A paper copy will also be sent home the first day of school. PLEASE either complete on-line or return the free and reduced application regardless of your child’s participation in the program. These applications assist the system in obtaining federal funding for all schools and benefit the students and schools in other ways in addition to providing delicious meals at free or reduced cost to those who are eligible. Charges for meals: Students are limited to three (3) charges. Students will not be allowed to charge during the last 30 days of school. Please refer to the [School Nutrition Program webpage](#) for additional information.

### FOOD ALLOWED TO BE BROUGHT ON CAMPUS

The following procedures have been developed to provide for the health and safety of all students during the school day.

1. No homemade food items will be allowed to be brought on campus to be distributed to students.
2. Parents may bring in food items purchased in a store provided they are packaged and an ingredients label is available.
3. Parents must make arrangements with their child’s teacher at least one school day prior to bringing in snacks or food items for a class.
4. Parents must check with their child’s teacher for a list of snacks appropriate for that particular classroom.
5. Parents and teachers will be provided with a list of “Healthy School Celebration” options and some suggestions for celebrations that do not include food items.

## **PLEDGE OF ALLEGIANCE /MOMENT OF REFLECTION - Policy IKD**

In compliance with Georgia law, each school in Camden County shall provide students the opportunity to recite the Pledge of Allegiance to the United States of America flag and participate in a moment of silent reflection.

## **PARENT/SCHOOL COMMUNICATION**

When parents have questions or concerns about their children, the first line of communication should be the classroom teacher. If concerns or questions are not resolved, contact with the school counselor or administrator is appropriate. Questions or concerns about school policies or procedures should be directed to administrators. If parents still have concerns about the outcome or response from school administrators, they need to contact system level personnel based on the specific concerns at 912-729-5687.

## **TELEPHONE CALLING SYSTEMS**

In an effort to provide efficient communication to parents, Camden County Schools will continue to use an automatic calling system providing the daily notification of student absences at all school levels. In elementary and middle schools, student attendance will be taken at the start of school. Phone calls indicating student absences will begin shortly after the start of school. A parent/guardian transporting a student to school and arriving after the start of school may receive a phone call indicating the student is absent. These students will be marked tardy for the day, but because of the timing of the tardy, an absence call may go out.

## **DIRECTORY INFORMATION**

Camden County Schools has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent previous educational institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Unless otherwise requested within 10 days after enrollment, the information above may be disclosed to the public.

## **USE OF STUDENT PHOTOGRAPHS/VIDEO FOOTAGE**

The Camden County School System utilizes student photographs/video footage to recognize students for awards and achievements and to publicize school activities and events. Unless otherwise requested within 10 days after enrollment, photographs/video footage of your child or you may be used for the purposes indicated above.

## **SOCIAL WORK SERVICES**

School Social Work Services are available to all Camden County students and their families. Occasionally students may experience difficulties which negatively affect their behavior, school attendance and/or academic performance. School social workers provide assistance in helping families and students bridge the channels between home, school, and community resources in order to improve student's educational opportunities. School personnel can make referrals to social workers when there is the need for additional support. Parents and students may also contact the school social worker at 729-5687 for assistance.

## **SURVEYS**

TITLE X - MISCELLANEOUS

PART A - MISCELLANEOUS PROVISIONS

SECTION 1017, PROTECTION OF PUPILS PROTECTION OF PUPIL RIGHTS

**Section 439 of the General Education Provisions Act (20 U.S.A. 1232g)** is amended to read as follows:

1. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parent/guardians of the student.
2. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sex behavior and/or attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom

respondents have close family relationships; legally recognized, privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parents. (The Georgia Student Health Survey may be administered on an annual basis.)

3. Educational agencies and institutions shall give parents and students effective notice of their rights under this section.
4. ENFORCEMENT - The Secretary take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that there has been a failure to comply with such section or compliance with such section cannot be secured by voluntary means.
5. OFFICE AND REVIEW BOARD - The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section.

## **TITLE I - PARENTAL INVOLVEMENT POLICY**

Title I is a federally funded program that provides services to schools based on student economic need, which is determined by the free or reduced lunch status. School improvement and parent involvement plans are required by all Title I schools and are available at the school or on school websites. Below are links describing the plans:

Title I, Part A – Disadvantaged Children Elementary and Secondary Education Act Every Student Succeeds Act

## **FEDERAL PROGRAM COMPLAINTS**

Information regarding federal program complaint procedures can be found [here](#).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) the “Act”), you have a right to

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Camden County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder;
5. Obtain a copy of the policy which the Board of Education has adopted regarding access to the records. Copies of this policy may be obtained by contacting the Administrative Office of the Camden County Board of Education at 311 S. East Street, Kingsland, Georgia 31548, (912) 729-5687.

## **ADMINISTRATION OF MEDICINES**

Schools will not administer medicine without a medical authorization form which may be completed within our PowerSchool Online Student Registration/Update link.

## **ANIMALS ON CAMPUS**

Due to potential health concerns of students and staff, any animals brought into the schools must receive administrative approval.

## **COMMUNICABLE DISEASE**

A student who has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community may be removed from the school by the principal on the approval of the superintendent until such student no longer poses a threat. This also applies to those children who are found to have head lice, chicken pox, impetigo, unknown rashes, ringworm, and conjunctivitis.

## **ACCIDENTS AND INSURANCE - <http://www.markelinsurance.com>**

The school is responsible only for immediate first aid. Camden County Schools does not pay any medical or hospital bill incurred as a result of an accident to a student at school. The parent or guardian is responsible for the payment of such bills. We urge you to consider the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. All accidents, no matter how minor, should be reported to the teacher immediately. First aid for minor injuries is available in the school clinic. In the case of severe accidents or acute illness, emergency care will be given and parents will be notified.

**BICYCLE SAFETY - O.C.G.A. 40-6-296** Georgia law requires children under the age of 16 to wear a helmet.

## **WATER SAFETY EDUCATION COURSES AND SWIMMING LESSONS**

For a listing of water safety education courses and swimming lessons available within the vicinity of the Camden County School System: [Click HERE](#).

**FIRE DRILLS - [Policy EBBC-R](#)** Georgia law requires schools to conduct fire drills monthly. Procedures are established at each school.

## **EMERGENCY CLOSINGS - [Policy AFC](#) and [Policy AFC-R](#)**

In the event of foul weather that would prevent the safe transportation of students to the schools or any other emergency situation that would affect the safety or well-being of students, or otherwise make it impractical or impossible for the normal operation of school, the superintendent, in collaboration with the board of education, will close the schools until said emergency condition no longer exists. In the case of sudden change of

weather conditions, the safety of students shall be the number one priority. Decisions concerning the early or late dismissal of students will be determined by the severity of the weather conditions and surrounding circumstances. If it is determined that students will be dismissed other than at the regular time of dismissal, all efforts will be made to contact the local media. The school system requests parents stay tuned to local radio and television stations during inclement weather. Since it would be impossible to individually contact parents, the school system will make every effort to inform these stations if dismissal times are changed.

### **PARENT PROTOCOL DURING SCHOOL CRISIS**

Camden County Schools works closely with local emergency agencies to establish protocols in the case of a crisis. Each school has developed an Emergency Operations manual in compliance with Georgia law which identifies roles and responsibilities. Parents are urged to follow all directions at the site. You will be instructed to the Family Reunification Site for child pickup. This is the only area designated for parent/student reunification. Please do not approach emergency personnel. Anyone picking up students must have proper picture identification and sign for the children's release.

### **SECLUSION/RESTRAINT – [Policy JGF\(2\)](#)**

The State Department of Education approved Rule 160-5-1-.35 Seclusion and Restraint for All Students, Code JGF(2), O.C.G.A. 20-2-240. The use of physical restraint is prohibited in Georgia public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. All physical restraint will be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress. The written policies governing the use of physical restraint are outlined in the online policy manual.

### **VIDEO SURVEILLANCE – [Policy JG\(1\)](#)**

The Camden County Board of Education authorizes the use of video camera surveillance on school grounds and in school transportation vehicles in accordance with state policy.

### **ASBESTOS PLAN**

This is to notify all persons who work or attend class in the Camden County Schools that management plans have been developed for friable and non-friable asbestos containing building materials for all buildings in this school system. The management plans show the location of asbestos containing material and assumed asbestos containing material. Anyone may review or retain a copy of these plans. Individual school plans are on file in the principal's office at each school. All plans are on file at the Administrative Office, Maintenance and Operations, Camden County Board of Education, 311 S. East Street, Kingsland, Ga. 31548.

### **ABSENCES AND EXCUSES – [Policy JBD](#) and [Policy JBD-R](#)**

Students shall be in attendance at public schools in accordance with requirements of the compulsory school attendance law and for the number of full-length days prescribed by law.

In accordance with the authority granted by the compulsory school attendance law and the following guidelines, excused absences shall be defined by the policies and regulations of the school system board of education. 11

Children may be temporarily excused from school when

1. personally ill and attendance in school would endanger their health or the health of others;
2. in their immediate family, there is a serious illness or death which would reasonably necessitate absence from school;
3. observing special and recognized religious holidays of their faith;
4. mandated by order of governmental agencies (Examples: pre-induction physical examination for service in the armed forces or a court order);
5. conditions render attendance impossible or hazardous to student health or safety;
6. the student registers to vote (one day only);
7. attending college/career visitations according to the administrative regulations provided in JBD-R;
8. to visit with a military parent or guardian who has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. (There will be a maximum of five school days excused for this purpose per school year.); or
9. any other absence not explicitly herein but deemed by the local board of education to have merit based on circumstances.
  - A. Local boards of education shall count students present when they are serving as pages of the General Assembly.
  - B. Local boards of education shall count foster care students present when they are required to be in court for foster care related issues.
  - C. Local boards of education shall count as present any student who successfully participates in the Student Teen Election Participant (STEP) program. (Maximum of two days per school year)

Absences shall not penalize students' grades; however, all make-up work must be completed.

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. When there is a cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his parent(s), to a person properly identified to school authorities, or upon request by letter or telephone from the parent(s).

### **MAKE UP WORK WHEN ABSENT - [Policy JBD](#)**

Determining if a student should be allowed to make up work due to an absence from school is a complex issue. Considering that our teachers work to help our students attain success in their classrooms, teachers face a difficult problem if they are forced to penalize students for unexcused absences beyond the students' control. At the same time, it is the responsibility of our school system to prepare a student to successfully enter the workplace as the student completes his/her high school education. A segment of that preparation must focus on making responsible decisions and

on being responsible for one's decisions. A valid written excuse (emails and phone calls will not be accepted) must be turned in to the student's homeroom teacher within two days of the last day of the absence or the absence will be considered unexcused. With that in mind, make-up work for student absences shall be as follows:

Grades 3-8 Students who are absent from school will be permitted to make up any work missed during the absence. They are allowed the number of days absent, plus one, to make up the missing assignments. Missing work that would lead to a failing grade should be assigned an "I" until the work has been completed.

Consequences for Excessive Absences Grades 6-8 Any student who misses more than seven (7) days (excused and/or unexcused) during a given semester may be ineligible for participation in any extracurricular activities held during the remainder of the semester in which the absences took place. Examples: athletic contests, fine arts productions and competitions, dances, prom, literary competitions, band competitions, etc.

### **HOSPITAL/HOMEBOUND PROGRAM – [Policy JBD](#)**

Students who have medical problems that prohibit them from attending school for an extended period of time are eligible for the services of the hospital/homebound program. Under this program, the school will provide a teacher to secure assignments/materials from the student's classroom teacher and visit the student in his/her home to provide individual instruction while the student is incapacitated. While a student is being served under this program, he/she will be counted as present in all of his/her classes.

The basic requirements for eligibility in the program include:

1. student must have a certified doctor's statement indicating said student will not be able to attend school for at least ten (10) school days,
2. student's illness must not be communicable, and
3. parents must provide medical updates after the initial 4-week service.

Parents are encouraged to contact the school counselor for additional information or an application for this program.

### **TARDIES – DISMISSALS**

- A. Students who come to school late must report to the office and obtain a late pass. A child may be dismissed early during the school day with parental permission and school approval. The student must be signed out in the front office before leaving. An authorized adult must sign a student out of school. Picture identification is required when picking up a student early from school and may be requested when picking up car riders. To ensure the safety of all students, please limit telephoned transportation changes to emergencies or extenuating circumstances only. Calling to make afternoon transportation changes should not be common practice. Students are not allowed to sign themselves out for the day.

### **PROGRESS REPORTS & REPORT CARDS - Calendar**

Progress reports and report cards shall be distributed according to the adopted school calendar.

### **GIFTED EDUCATION - [Policy IDDD](#)**

The board of education will maintain a school program designed specifically to meet the needs of intellectually gifted students in accordance with State Board of Education Policy 160-4-2-.38. Eligibility for gifted program placement is based upon four categories for assessment (mental ability, achievement, creativity, and motivation) and the performance standards that must be achieved in each for a student to become eligible for gifted education services

### **INTERNET USAGE BY STUDENTS - [Policy IFBG](#) and [Policy IFBG-R](#)**

**IMPORTANT NOTE TO PARENTS** Due to the nature of the Internet, it is neither practical nor possible for Camden County Schools to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and to use good judgment when using the Internet. Therefore, parents must communicate their expectations to their children regarding its use. Internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable materials and communication that are intended to exploit, harass, or abuse students. However, it is impossible for the school district to restrict access to all objectionable material, and the district is not responsible for materials acquired or contacts made on the network.

- A variety of inappropriate and offensive materials are available over the internet and it may be possible for students to access these materials if he/she chooses to behave irresponsibly. It is possible for undesirable or ill-intentioned individuals to communicate with students over the Internet. There is no practical means for the district to prevent this from happening, and students must take responsibility to avoid such communications if they are initiated. The staff can monitor any communications to or from my child on the Internet, however it is not possible for the school to monitor all such communications. The district maintains up to date content filters that meet all requirements of the Children's Internet Protection Act (CIPA).
- Any conduct that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of access and possible disciplinary action.
- Google Docs for Education is for instructional purposes and students may have individual Google accounts.

**STUDENT RESPONSIBILITY** Students are responsible for abiding by the Camden County Schools' Internet Acceptable Use Policy/Regulation (IFBG/IFBG-R) and guidelines. The use of the Internet and access to it is privilege, not a right:

- The Internet network must be used for appropriate educational purposes and research;
- The Internet network must only be used with the permission of designated school staff;
- Consideration of other users on the network and appropriate language use for school situations is required;

- Internet network services or equipment must not be intentionally degraded or disrupted. (This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, bypass filters, access proxy sites, or violating copyright laws.);
- Any security problems or breaches of these responsibilities must be immediately reported to appropriate school system/school staff;
- All rules and expectations regarding internet use must be followed;
- Personal information, such as addresses and telephone numbers, must not be given over the Internet.

Students have no right to privacy when using the district's Internet device or network. Any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access and possible disciplinary action.

### **STUDENT INTERNET CODE OF ETHICS**

1. Students accessing or using web products including, but not limited to, blogs, wikis, podcasts, Google applications, etc., for student assignments are required to keep personal information out of their postings. Student will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will not log in to the network as another classmate.
3. Students using web tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on web tools. Students are expected to treat others and their ideas on line with respect.
4. Assignments on web tools are like any other assignments in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Student blogs are to be a forum for student expression. However, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons.
6. Students shall not use the Internet, in connection with teacher assignments, to harass, discriminate, or threaten the safety of others. If students receive a comment on a blog or other web tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
7. Students accessing web tools from home or school using school equipment shall not download or install any software with permission.
8. Students should be honest, fair, and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
9. Students will treat information, sources, subjects, colleagues, and information consumers as human beings deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
10. Students are accountable to their readers, listeners, viewers, and to each other. Students should report unethical information and practices to school staff.
11. Failure to follow this Code of Ethics will result in academic sanctions and/or disciplinary action.

### **ONLINE COURSES**

Students can consider an on-line option for either courses that are locally not available or for courses the student may believe themselves to be more successful in when taken in an on-line environment. The process of electing to take advantage of an on-line course should begin with the parent and student discussing the option with the student's advisor and/or counselor. Parents and guardians are required to participate in the discussion with the appropriate school personnel prior to student enrollment in an on-line course. 90 Day Reg Applies 20-2-319.4

### **SEX EDUCATION AND AIDS PREVENTION INSTRUCTION WAIVER**

Parents have the right to elect, in writing that their children not participate in health curriculum which includes sex education and AIDS prevention instruction. Waiver forms are available from the school. Alternative assignments in a separate location may be provided.

### **INSTRUCTIONAL MATERIALS – [Policy IS-R](#)**

Instructional Materials (i.e. textbooks, electronic devices, other) are furnished free of charge. However, should a student lose or damage an item, he/she shall reimburse the system. The cost of the item shall be determined by school or district personnel.

### **TRANSFER AND WITHDRAWAL**

If your family plans to move to another location in Camden County, outside of Camden County, or out of state during the school year, you will need to notify the school office at least two (2) weeks before you withdraw or transfer your child. Official forms will need to be completed and all textbooks and library materials accounted for before the child transfers.

### **SCHOOL FUNDRAISING ACTIVITIES**

Students may participate in approved fundraising activities as a part of school clubs and organizations or as part of a school-wide fundraising event. Monies raised in a club are used to promote the activities of the club. Monies raised in a school-wide fundraising campaign may be used for student activities and events, purchase of awards, funding awards ceremonies, faculty and staff recognition, and other activities and events which promote the students and the school. Students are not encouraged to go door to door when involved with fund raising events.

### **NOTICE REGARDING TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher
  - A. has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - B. is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and



- C. is teaching in the field of discipline of the certification of the teacher.
- 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **EQUAL EDUCATION OPPORTUNITIES - Policy JAA**

The board of education does not discriminate in its educational program. All programs are open to anyone regardless of sex, race, creed, color, or national origin. The board of education adheres to Title IX, Title VI of the Civil Rights Act of 1964, Title II of Vocational Education Amendments of 1976, Title VII of the Civil Rights Act of 1964, Title XXIX of the Age Discrimination Act of 1976, and Section 504 of the Rehabilitation Act of 1973, and any amendments to those acts.

In keeping with the board's commitment and the requirement of applicable state and federal law, the board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the board.

### **DRESS CODE**

A student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols where the effect is distracting to other students or causes disruption or interference with the operation of the school environment. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols result in such interference or disruption. The final determination concerning this policy will rest with the principal. Parents will be called and asked to bring a change of clothing to school when a student has violated the dress code.

### **ITEMS NOT ALLOWED AT SCHOOL**

Items that are either not needed at school or are disruptive to the learning environment are to be left at home. School administrators will make the final determination on items not allowed. Cell phones provided by parents for their children are not to be used during school hours.

### **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

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

### **PROGRESSIVE DISCIPLINE PROCESS**

A progressive discipline process is an integral part of an effective school system. It helps correct student behavior and helps bring it within acceptable standards, ensuring a safe and productive school. The goal of progressive discipline has three components: 1. To reform the student and bring his or her conduct within acceptable standards; 2. To deter other students from engaging in similar conduct, and 3. To maintain control over the school as a whole and maintain school standards.

### **SCHOOL GUIDELINES FOR STUDENT BEHAVIOR**

At all times in the school setting students are expected to respect themselves, the adults at the school, other students and their property, and school property. This applies to anytime the student is at school events or on school property, including the school bus. Teachers will review behavioral expectations for all areas of the school.

### **SUSPENSION AGREEMENT**

Should a student enroll and the Camden County School System discovers that the student has been suspended (in school suspension or out of school suspension), expelled or recommended for expulsion from another school, the student is subject to being withdrawn from the Camden County School System.

### **STUDENT BEHAVIOR CODE - [Policy ICDA-R](#)**

For the purpose of student handbooks, all policies may not be stated in their entirety. Please use the hyperlinks provided or visit the online policy manual at [www.camden.k12.ga.us](http://www.camden.k12.ga.us).

#### **PART A - PURPOSE**

The purpose of this code is to provide students in the Camden County School System an effective and safe learning environment. This has been prepared in accordance with the discipline procedures of the Camden County School System. It contains information for school personnel, students, and parents. Included is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day, as well as during all school related activities. Off campus behaviors which could result in a 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 apply. Students and their parents need to know and understand this code in order to achieve these goals. Students should:

1. Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
2. Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
3. Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
4. Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and active participation of others.



Disciplinary actions for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Camden County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and CST-Child Study Team) will be reviewed for appropriate consequences. Parent involvement through conference is the most desirable avenue for correcting behavioral problems and will be used when possible. Conferences may stand alone or may be used in conjunction with other forms of discipline. Other disciplinary actions subject to the discretion of the principal may include any or all of the following: conferences (may include student, teacher, parents, or outside agencies), detention, work assignments, suspension of privileges, corporal punishment, placement in the alternative school, OSS (1-10 days), or referral to law enforcement. The State of Georgia has written a law which encourages parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**Discipline Glossary & Law Violation Terms** – see policy link for definitions - [Policy JCDA-R](#)

### **TEACHER REPORTING REQUIREMENT**

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. ~20-2-737 through 738. The superintendent or designee shall develop procedures as necessary for implementation of this policy and of state law.

### **STUDENT SUPPORT PROCESS / CHILD STUDY TEAM**

Consistent with the agreement reached in Georgia State Conference of Branches of NAACP v. Georgia (Ollie Marshall Case), the board of education believes that the child study team (CST) is an effective tool for students experiencing problems in school and for assisting teachers in addressing identified problems. The CST provides services through the regular education program, including instructional planning and consultation that includes those individuals responsible for the educational well-being of the instructional process for planning educational delivery systems. Implementation of CST procedures should occur for any student experiencing problems in school before a referral is made to other supplemental or support services. The board of education defines the CST as an interdisciplinary group that shall engage in a six-step process to include: 1) identification of needs; 2) assessment, if necessary; 3) educational plan; 4) implementation; 5) follow-up and support; 6) continuous monitoring and evaluation.

The purpose of the CST is to improve the delivery of instructional services to students experiencing problems of an academic, social, or behavioral nature in school and to serve as a resource for teachers and other educators in the delivery of these services. The superintendent shall develop regulations and procedures for the implementation of this policy.

The CST is an interdisciplinary group that addresses the needs of students having problems in school. Each school shall have a minimum of one student support team and establish support team procedures. The CST shall include at a minimum the referring teacher and at least one of the following participants: principal, general education teacher, counselor, lead teacher, school psychologist, subject area specialist, media specialist, special education teacher, parent, school social worker, central office personnel, or other appropriate personnel.

Documentation of SST activities shall include the following: student's name, name of team members, meeting dates, identification of student needs, any records of assessment, educational plan and implementation results, follow-up, and as appropriate, continuous evaluation.

### **GUIDANCE SERVICES**

The guidance services help provide personal opportunities and specialized staff services so that each individual can develop to the fullest of his/her abilities and capacities. The counselors are available for consultation with students, teachers, and parents concerning students' problems. Personal counseling is one of the main functions of the department. Students with problems come either voluntarily or by referral from teachers, administrators, or parents.

### **PROGRESSIVE DISCIPLINE PROCESS**

A progressive discipline process is an integral part of an effective school system. It helps correct student behavior and helps bring it within acceptable standards, ensuring a safe and productive school. The goal of progressive discipline has three components:

1. To reform the student and bring his or her conduct within acceptable standards,
2. To deter other students from engaging in similar conduct, and
3. To maintain control over the school as a whole and maintain school standards.

### **STATEMENT OF STUDENT MISCONDUCT**

These rules are designed to notify students as to the types and range of behaviors that are unacceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school. Minor offenses in the classroom, lunchroom, and hallway will be handled at the discretion of the teachers and administrators. Teachers are given authority to assign detention after and before school and during lunch and during recess in elementary schools. Teachers will also conference with students, parents, and administrators as part of disciplinary action taken against disruptive behavior.

### **DISCIPLINARY ACTION PLAN**

Depending upon the age of the student, the administration will choose the age-appropriate discipline plan. Progressive discipline processes and types of consequences used may vary depending upon whether the student attends a high school, middle school, or elementary school.

Student discipline is assigned based on the severity and/or frequency of code violations. Serious offenses have more severe, age-appropriate discipline. This means that a serious or major offense should result in a higher level of discipline even if the offense is the first of that kind. Repeated code violations result in the application of higher levels of discipline as determined by the principal or designee.

## **CONSEQUENCES OF STUDENT MISCONDUCT**

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, warning letter, parent conference, lunch detention, before or after school detention, Saturday school detention, bus suspension, ISS, OSS, and alternative school. A student could be referred to a disciplinary tribunal which may result in long-term suspension or expulsion, and depending upon the severity of the offense, juvenile court or law enforcement may be contacted. Administrators must acquire parental permission before administering corporal punishment.

**STUDENT BEHAVIOR CODE** The following rules apply while students are:

1. on the school grounds at any time;
2. off the school grounds at a school activity, function, or event;
3. enroute to and from school or to or from a school activity, function, or event, on school transportation;
4. off the school grounds while the student is in attendance at any school function, or is engaged in
5. activity that could have a direct effect on the orderly function of the school, or is otherwise subject to
6. the jurisdiction of school authorities; and/or
7. off the school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation or when the off-campus misconduct directly affects the safety and welfare of the school community or the orderly mission and function of the school.

### **RULE 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL**

No student shall:

- a. Pull fire alarm, set fire to, attempt to set fire to, or otherwise damage any school building or property;
- b. Occupy or block any area of the campus, prevent or attempt to prevent students from attending a class, school activity, or event;
- c. Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
- d. In any manner, by the use of violence, noise, force, coercion, threat, intimidation, fear, passive resistance, insult, or other disorderly conduct, intentionally or unintentionally cause the disruption of any lawful mission, process, or function of the school, including the teacher's ability to conduct his/her class, or engage in any such conduct for the purpose of causing the disruption or obstruction of any lawful mission process or function;
- e. Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- f. Incite, advise, or counsel other students to engage in prohibited acts or violate any rules of the Student Behavior Code;
- g. Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel;
- h. Fail to comply with reasonable verbal or written directions, rules, regulations, or commands of teachers, student teachers, substitute teachers, paraprofessionals, principals, school bus drivers, or other authorized school personnel;
- i. Dress, groom, wear, or use emblems, insignia, badges, or other symbols where the effect thereof is to distract the attention of other students or cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine if symbols result in such interference or disruption as to violate this rule. Rules concerning dress codes and procedures will be discussed in more detail in each school's student handbook.

### **RULE 2 - DAMAGE, DESTRUCTION, OR MISUSE OF SCHOOL PROPERTY OR EQUIPMENT**

A student shall not cause or willfully or maliciously attempt to cause damage or vandalism to school property or alter/misuse school technological equipment or hardware, including accessing unauthorized areas on electronic device(s). A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy, or transmit stolen school property or attempt to possess, sell, use, buy, or transmit stolen school property. This includes, but is not limited to, the following:

- a. Larceny/theft of school property,
- b. Computer trespass (accessing unauthorized areas on the computer/software),
- c. Marking, defacing, or destroying school property,
- d. Arson, and
- e. Breaking and entering & burglary.

### **RULE 3 - DAMAGE, DESTRUCTION, OR MISUSE OF PRIVATE PROPERTY**

A student shall not cause or willfully or maliciously attempt to cause damage to private property or steal or attempt to steal private property either off school grounds or on the school grounds or during a school activity, function, or event off school grounds. Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is because of or due to or a result of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds. This includes, but is not limited to, the following:

- a. damage or vandalism of private property (including marking, defacing, or destroying),
- b. theft of private property,
- c. possession of stolen private property,
- d. use of stolen private property,

- e. sale of stolen private property,
- f. purchase of stolen private property,
- g. transmission of stolen private property,
- h. arson,
- i. breaking and entering & burglary,
- j. larceny/theft,
- k. motor vehicle theft, and
- l. robbery (threat or battery is involved).

**RULE 4 - ABUSE, THREATS, INTIMIDATION, ASSAULT, OR BATTERY ON A SCHOOL EMPLOYEE**

A student shall not:

- a. Make oral or written contact or symbolic gesture or contact of a threatening or provoking nature to a school employee or in the presence of a school employee. This includes, but is not limited to, the following:
  - 1) oral threat,
  - 2) written threat,
  - 3) symbolic gesture,
  - 4) insult,
  - 5) use of vulgar or profane language directed towards a school employee,
  - 6) ethnic slur,
  - 7) racial slur,
  - 8) sexual slur,
  - 9) religious slur, and
  - 10) harassment.
- b. Cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee. Examples include, but are not limited to, the following:
  - 1) behavior causing physical injury to employee,
  - 2) physical contact of a threatening or provoking nature to employee, and
  - 3) physical assault or battery.

This rule also applies off school grounds when the misconduct by the alleged perpetrator is due to or because of or a result of the school employee's performance of his/her official duties.

A Disciplinary Tribunal Panel will determine all issues of fact and intent relative to incidents of alleged physical violence toward a teacher or school employee. The tribunal shall submit its findings and recommendation to the Camden County Board of Education for imposition of punishment. The board of education may follow the recommendations of the tribunal or impose penalties not recommended by the tribunal.

A student found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee involving intentional physical contact of an insulting or provoking nature shall be disciplined by expulsion, long-term suspension, or short-term suspension. In cases where the physical violence involves intentionally making physical contact which causes physical harm (unless such contact is in self-defense), the student shall be expelled from the school system for the remainder of the student's eligibility to attend public school. It is further mandated that students who are found guilty of the "causing physical harm" variety of physical violence be referred to juvenile court with a request for a petition alleging delinquent behavior. The board of education has some discretionary power regarding students in kindergarten through grade 5 since there is no alternative school for students in those grades.

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

**RULE 5 - ABUSE, THREAT, INTIMIDATION, ASSAULT, OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON NOT EMPLOYED BY THE SCHOOL**

A student shall not:

- a. Make oral or written threatening, harassing, or intimidating remarks or symbolic gestures toward any student, which threaten the safety or well-being of that student or have the likelihood of provoking a fight. This includes, but is not limited to, the following:
  - 1) oral threat/intimidation,
  - 2) written threat,
  - 3) symbolic gesture,
  - 4) bullying,
  - 5) insult,
  - 6) use of vulgar or profane language directed towards another student,
  - 7) ethnic slur,
  - 8) racial slur,
  - 9) sexual slur,
  - 10) religious slur,
  - 11) harassment,

- 12) sexual harassment,
  - 13) disrespectful conduct, and
  - 14) arguing.
- b. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not engage in any behavior which threatens the safety or well-being of another person or has the likelihood of provoking a fight. This includes, but is not limited to, gesturing; posturing; fighting; insult; the use of profanity or ethnic, racial, sexual, or religious slurs; or harassment. This includes, but is not limited to, the following:
- 1) pushing and shoving (attempting to fight, pre-fight confrontation);
  - 2) fighting (mutual participation in a fight where there is no one offender or major injury);
  - 3) battery (when one individual physically attacks or beats up on another individual against his or her will);
  - 4) behavior causing physical injury to another student;
  - 5) physical contact of a threatening or provoking nature to another student;
  - 6) aggravated physical assault or battery;
  - 7) homicide; and
  - 8) kidnapping (seizure, transportation, and/or detention of a person against his/her will).

**NOTICE: OFFICIAL CODE OF GEORGIA - Bullying Definition and Discipline**

Bullying is "any willful attempt or threat to inflict injury on another person when 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." (OCGA 20-2-751.4) Any student in middle or high school committing an act of bullying for the third time must be assigned to the alternative school.

**RULE 6 - WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE/ IMPLOSIVE DEVICES**

A student shall not solicit to buy or sell, or buy or sell, or possess, handle, transmit, threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as a weapon, such as, but not limited to, the following categories:

- Firearms - handgun; rifle or shotgun; BB or pellet gun; starter gun
- Dangerous Weapons - destructive device (bomb, grenade, mine, bazookas, recoilless rifles, rocket launchers having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, pipe bomb or similar device); toy or any look-alike gun; fireworks or explosives, including live bullets
- Hazardous Weapons - knife (2 inches or longer); brass knuckles or metal knucks; lighters (any type used as a weapon or used to start a fire); tear gas, mace, or pepper spray; bats, clubs, sticks, or other instruments of a bludgeoning type (other than for athletics); Chinese stars; razors or razor blades; spring stick; black jack; nun chahka , nun chuck, nunchaku, shuriken, fighting chain (any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely); throwing star, oriental dart, any disc having two points or pointed blades which is designed to be thrown or propelled; stun gun, taser, or non-lethal air gun as provided for in O.C.G.A. 16-11-127All school employees are required to report criminal activity to their school principal if they have "reasonable cause." "Reasonable cause" includes knowledge of any person under eighteen (18) carrying weapons at school functions or within school safety zones and illegal possession of a pistol or revolver by a person. The principal is required to report such activity immediately to the superintendent and to the police.

**NOTICE: OFFICIAL CODE OF GEORGIA**

**Possession of a Weapon on School Property or at School Functions**

Georgia Law now provides that possession of a weapon, on school property or at school functions can be a felony crime punishable by a fine up to \$5,000, by imprisonment for not more than five years or not less than one year, or by both.

A student shall be excluded from school for one year (exceptions limited on case-by-case basis) for possessing on school grounds or at a school function a firearm including a starter gun, any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, any firearm muffler or silencer, or any destructive device.

**RULE 7 - DRUGS, ALCOHOL, AND TOBACCO**

PART A

A student shall not possess, sell, buy, or transmit; or attempt to sell, buy, or transmit any substance under the pretense that it is in fact a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/ or use of a drug as authorized by a medical prescription from a registered physician. A student shall not be involved in any substance, drug, alcohol, and tobacco transaction, including, without limitation, to buy, possess, sell, use, transmit, or solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation:

- a. alcoholic beverage or intoxicant of any kind;
- b. amphetamine/methamphetamine drug (ex. crank, speed, uppers, ice, etc.);
- c. hallucinogenic drug (ex. peyote, PCP, etc.);
- d. anabolic steroid (controlled prescription drug) (ex. steroids, juice, roids, etc.);
- e. barbiturate drug (controlled prescription drug) (ex. phenobarbital, amobarbital, metharbital, etc.);
- f. marijuana (ex. dope, weed, hay, leaf, etc.);
- g. LSD (ex. acid, cube, blue heaven, etc.);
- h. cocaine (ex. crack, coke, dust, rock, etc.);

- i. Ritalin (controlled stimulant prescription drug);
- j. heroin (ex. antifreeze, big daddy, china man, etc.);
- k. caffeine pill;
- l. inhalant; and/or
- m. intoxicant of any kind.
- n. synthetic marijuana (Spice, K2)

**PART B**

A student shall not possess, sell, use, transmit, buy, or solicit any drug-related paraphernalia which includes, but is not limited to, the following:

- a. pipes,
- b. water pipes,
- c. clips,
- d. rolling papers, and/or
- e. herb pills.

**PART C**

A student shall not possess, sell, use, transmit, buy, or solicit tobacco products or tobacco paraphernalia, such as, but not limited to, the following:

- a. cigarettes, e-cigarettes,
- b. dip,
- c. snuff,
- d. matches,
- e. tobacco-related pipes,
- f. lighters, and/or
- g. tobacco-related rolling papers.

**PROCEDURES FOR HANDLING INCIDENTS OF ABUSE**

Procedure for handling incidents in the schools involving the possession, sale or conspiracy to sell, and/or use of drugs, alcohol, steroids, or any other behavior-affecting substances shall be as follows:

- A. Definite assignments shall be given to personnel within the individual school.
  - 1. The principal will be responsible for carrying out the policy and its supporting procedures within his/her school.
  - 2. The principal will serve as the clearing point for records, reports, and inquiries relating to his/her school.
  - 3. Staff members will pass concerns to any of the school's administrative staff. Administrative staff members are the principal and assistant principals.
- B. The names of students involved will not be released.
- C. The parents of any involved students shall be contacted immediately.
- D. Disciplinary action shall be specific.
  - 1. A student known to be in possession of such substances at school shall be suspended from school for a period not to exceed ten (10) days and referred to a disciplinary tribunal for further disposition.
  - 2. A student known to be under the influence of such substances at school shall be suspended from school for a period not to exceed ten (10) days and may be referred to a disciplinary tribunal for further disposition. A physician's written clearance shall precede a return to school, if warranted.
  - 3. A student known to be distributing such substances at school shall be suspended from school for a period not to exceed ten (10) days and referred to a system disciplinary tribunal for further disposition.
- E. The school will cooperate with the police department by making every effort to identify and report the source of supply and by developing an in-service instruction program for staff members.
- F. The schools will make every effort to help students who are having a drug problem by utilizing the following resources: drug abuse education, cooperation with the city or county health department and individual physicians in appropriate health education and health care, and other appropriate means.
- G. A copy of this policy shall be provided to all parents and students.
- H. There shall be a biennial review of this program to determine its effectiveness, to implement changes to the program if needed, and to ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

**RULE 8 - INDECENCY**

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts. A student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including any noncurricular sexually explicit printed or non-printed materials; or a student shall not possess view copy, sell, buy or transmit printed or nonprinted pornographic materials, including but not limited to, noncurricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering. This includes, but is not limited to, the following:

- a. sexual harassment (physical, written, or verbal),
- b. lewd exposure (any act of),
- c. obscene gestures or gestures that mimic or imply sexual intercourse,
- d. lewd caress or indecent fondling/touching of the student's own body,

- e. lewd caress or indecent fondling/touching of the body of another person,
- f. sexual intercourse (mutual consent),
- g. oral sex (mutual consent),
- h. sexual battery (forcibly having sex with another person against the person's will or lack of mental maturity) (ex. rape, sodomy, molestation, etc.),
- i. pornographic materials (printed or nonprinted),
- j. kissing or any act of intimacy, and/or
- k. inappropriate bodily contact.

**RULE 9 - TARDIES AND ABSENT WITHOUT LEAVE FROM CLASS AND SCHOOL**

A student shall not be tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds or class prior to the end of the school day, after his/her initial arrival on campus, without the permission of a duly authorized school official. This rule applies to, but is not limited to, the following:

- a. tardy to class,
- b. tardy to school,
- c. AWOL from class,
- d. AWOL from school, and/or
- e. encourage, urge, or counsel another student to violate this rule.

**RULE 10 - OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER**

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, the following:

- a. violating local school rules;
- b. violating local law, state law, or federal law;
- c. violating compulsory attendance ;
- d. gang-related activity or behavior;
- e. hate or hate-group related activity or behavior;
- f. provide false information (lying);
- g. cheating;
- i. laser pointers;
- j. unauthorized electronic devices; l. loitering;
- m. criminal trespassing;
- n. community misconduct that would pose a threat to the school community;
- o. altering grades in a teacher's grade book or any other record or misrepresent information on school records or forms;
- p. driving on school grounds without a license; and/or
- r. gambling.

The administration of the school system and the local schools reserve the right to punish behavior which is subversive to good order and discipline in the Camden County School System even though such behavior is not specified in the preceding written discipline rules.

**ELECTRONIC COMMUNICATION DEVICES**

A student may not use personal electronic devices during the instructional day without teacher or administrator consent for instructional purposes only. A student found in violation of this prohibition shall be subject to disciplinary action. School administration may determine appropriate consequences for violation of this rule.

**RULE 11- SECRET SOCIETIES/GANG ACTIVITY**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

**SAFE SCHOOLS POLICY**

It is the policy of the Camden County Board of Education to ensure the highest possible standards of learning, as well as the safety, health, and well-being of its students and employees. The Camden County Board of Education recognizes that gangs/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity.

In accordance, the Camden County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group-related activities in its schools and will accept a zero tolerance for such activities.

The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group related behavior which is subversive to good order, discipline, and well-being in our schools.



## **RULE 12 - REPEATED VIOLATIONS/MISBEHAVIOR/CHRONIC DISCIPLINARY PROBLEM STUDENTS**

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including the development and implementation of a student disciplinary and behavioral correction plan.

The student and parent must be notified in advance that further violations will lead to a RULE 12 charge pending a disciplinary tribunal hearing which may result in long-term suspension or expulsion.

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the student's parent or guardian of the disciplinary problem by certified mail with return receipt requested, first class mail, or by telephone call; the principal or his/her designee shall invite the parent or guardian to observe the student in the classroom situation; and the principal or his/her designee shall request at least one parent to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan.

## **RULE 13 - BUS SAFETY VIOLATIONS**

Rules 1 through 12 above apply to behavior on buses also, and discipline will be applied for violation of these rules when on a school bus. A student shall not violate any of the bus safety guidelines listed below.

- a. Students must stand away from streets where vehicles travel when waiting at the bus stop.
- b. Students must board the bus one at a time, in an orderly manner, and go directly to their assigned seats. They also must disembark the bus in an orderly manner, in single file.
- c. Students must refrain from noisy and boisterous conversation or other distracting acts.
- d. Students must keep their seat area free from litter.
- e. Students are prohibited from throwing any object onto or off the bus.
- f. Students must not deface or cause damage to a bus in any way.
- g. Students must remain seated during the entire trip to and from school.
- h. Students must not have any part of their bodies outside the bus at any time.
- i. Students must not open windows without permission from the bus driver.
- j. Students must stay clear of and must not tamper with the emergency door or any other emergency equipment.
- k. Students must keep the aisle, the front, and emergency exits free from obstruction at all times. Band instruments will be permitted only when they can be held in the student's lap or placed under the seat of the bus and not obstruct the driver's view or the boarding and unloading of the bus.
- l. Students are prohibited from bringing glass objects and live animals on the bus.
- m. Students must remain seated until the bus comes to a complete stop and must not loiter around the bus once they have disembarked.
- n. Students are prohibited from misusing any electronic device that causes disruption, violates policy, or interferes with the safe operation of the school bus.
- o. Students are prohibited from using:
  - 1) mirrors,
  - 2) lasers,
  - 3) flash cameras, or
  - 4) any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- p. Students will cross the highway, if necessary, after leaving the bus by:
  - 1) making certain that the bus is stationary;
  - 2) upon disembarking from the bus, standing at the side of the road and waiting for proper signal to cross; and
  - 3) upon signal from the driver, looking both to the left and to the right, and if the way is clear, proceeding across the highway in front of the bus.
- q. Students must be quiet when the bus is approaching or crossing railroad tracks.

A parent conference must be held with the parent or guardian of any student who is found to have engaged in bullying, physical assault, or battery on a school bus for the purpose of forming a school bus behavior contract for the student.

## **PART B**

Clubs and organizations shall operate within the guidelines of the student behavior code of conduct.

## **BUS CONDUCT**

The school bus is an extension of the classroom. Problems on school buses will be handled in the same manner as other school disciplinary problems. Students will be informed of specific rules, regulations, and consequences. Rules for bus behavior include, but are not limited to, the driver's instructions must be obeyed at all times; fighting is not permitted; weapons are not allowed; appropriate language must be used; possession or use of tobacco, alcohol, and drugs is prohibited; and students must remain seated when the bus is in motion.

When handling inappropriate bus behavior, a school administrator will discuss the behavior with the student, determine consequences of misbehavior, and talk to parents about student's behavior. Penalties for inappropriate behavior will be determined according to the frequency and severity of the violation(s). When behavior is habitual or a major violation, the student may be suspended from the bus for an indefinite period. See Rule 13 in the Student Behavior Code.

## **BUS PASS PROCEDURE**

Students who are to get off the bus at a location other than the regular stop must have a written request from parents indicating the location where the student should get off the bus. This note should be taken to the office and exchanged for a bus pass. Bus drivers will accept only bus



passes signed by appropriate school personnel. Students who ride the bus to school must also ride the bus home in the afternoon unless they have prior written permission from their parents or guardians.

### SCHOOL BUS SAFETY REMINDER

The rules that govern our buses are designed primarily for the safety of our students. The rules help to minimize distractions and obstructions for the driver and alleviate situations that could be potentially dangerous. The safety of our students is of utmost importance. With this in mind, please remember that the center aisle of the bus and the emergency exits must be kept clear at all times. Large, cumbersome items such as science project boards, large athletic equipment, large band instruments, etc. may not be transported on the bus. Glass containers of any type are also prohibited, as are animals and insects (alive or dead).

Students may bring other items on the bus that fit in their laps and will not obstruct any emergency exits.

Please contact the Transportation Office (729-8374) if you have any questions.

### EMERGENCY EVACUATION PROCEDURES

#### A. Front Door Evacuation

1. Evacuate the front seat to the left of the first aisle first; then empty the front seat to the right side of the aisle.
2. Continue this alternating procedure (emptying left seat then right seat) until the bus is evacuated.

#### B. Rear Door Evacuation

1. Evacuate the last rear seat to the left of the aisle first, then the last rear seat to the right of the aisle.
2. Continue this alternating procedure (emptying left seat then right seat) until the bus is evacuated.
3. The first two students evacuated should help all the other students as they step down from the rear door.

#### C. Both Front and Rear Door Evacuation

1. Students in the front-half of the bus should use the emergency Front Door Evacuation Procedure.
2. Students in the rear-half of the bus should use the emergency Rear Door Evacuation Procedure.

