

# Apalachee High School

## Student Handbook

### 2023-2024

*“Improving lives through education, one student at a time”*

**Jessica Rehberg**  
Principal



**Ralph Neeley**  
Assistant Principal  
Athletic Director

**Deigh Martin**  
Assistant Principal

**Ben Braaten**  
Assistant Principal

**Angela Boyd**  
Assistant Principal

940 Haymon-Morris Rd.  
Winder, Georgia 30680

Main Office (770) 586-5111  
Fax (770) 307-3726

Students,

Welcome (back) to Apalachee High School for the 2023-24 school year!

It is a great honor to return to where my educational journey began as an English student teacher in 2004. AHS is a special place, and I hope that you take every opportunity to get involved in our school community. You're only here for a small portion of your life, and we do not want you to regret anything you wish you'd accomplished while you were here. It is also important to me that you find ways to be a positive leader.

Please remember that your primary responsibility throughout your years here is to be in good attendance and good standing in your four classes each semester. We commit to enrolling you in the best classes with the most qualified teachers we can, and then, it's up to you to work hard and do your best in every situation. Your ultimate goal is to join thousands of Wildcats who have graduated from Apalachee High School.

Apalachee has secured its unique identity and place on the map, and we will find even greater success, add more traditions, and celebrate as much as we can this year. I look forward to seeing all students excel in our classrooms; on our fields, courts, and stages; at Region, State, and National competitions; and throughout our supportive community. Chee Nation, it's going to be a great year- do your part!

Please know I am available when you need me; I am here to support you.

Go Wildcats!

-J. Rehberg,  
*Principal*

# Bell Schedule 2023-2024 School Year

| Daily  |       |       | No Advisement/ELT |       |       | Activity Schedule |       |       |
|--------|-------|-------|-------------------|-------|-------|-------------------|-------|-------|
| Period | Begin | End   | Period            | Begin | End   | Period            | Begin | End   |
| 1st    | 8:15  | 9:38  | 1st               | 8:15  | 9:51  | 1st               | 8:15  | 9:41  |
| 2nd    | 9:45  | 11:08 | 2nd               | 9:58  | 11:33 | 2nd               | 9:48  | 11:13 |
| Adv    | 11:15 | 11:45 | Adv               | NA    | NA    | 3rd               | 11:20 | 1:13  |
| 3rd    | 11:52 | 1:49  | 3rd               | 11:40 | 1:33  | 4th               | 1:20  | 2:45  |
| 4th    | 1:56  | 3:15  | 4th               | 1:40  | 3:15  | Activity          | 2:45  | 3:15  |

## All Lunches are During Third Period

| Lunch                     | A-Lunch                       | B-Lunch                      | C-Lunch                         | D-Lunch       | E-Lunch                  |
|---------------------------|-------------------------------|------------------------------|---------------------------------|---------------|--------------------------|
| Daily                     | 11:52-12:12                   | 12:16 -12:36                 | 12:40 -1:00                     | 1:04 -1:24    | 1:28-1:49                |
| No Adv./ELT               | 11:40 – 12:00                 | 12:03 – 12:23                | 12:26 – 12:46                   | 12:49 – 1:09  | 1:12 – 1:33              |
| Activity                  | 11:20 – 11:40                 | 11:43 – 12:03                | 12:07 - 12:27                   | 12:30 - 12:50 | 12:53 - 1:13             |
| Hanna<br>Wallace<br>Acuna | Science<br>World<br>Languages | ELA<br>J. Graham<br>D. Parks | Math<br>F. Cooper<br>C. Wheaton | CTAE          | PE<br>JROTC<br>Fine Arts |

- On Tuesdays there will be no transition between 2<sup>nd</sup> period and advisement. Students are expected to remain in 2<sup>nd</sup> period for ELT.
- On Thursdays there will be no transition between ELT and 3<sup>rd</sup> period. Students are expected to remain in ELT with their 3<sup>rd</sup> period.

# The Apalachee Name

Apalachee High School is named for the Apalachee River which defines the southern border of Barrow County. Apalachee is the Choctaw Indian word meaning “allies.” The relationship among faculty, staff, parents, students, and our community forms an unbreakable alliance committed to academic excellence, personal integrity, opportunity through involvement and achievement with honor.



AHS Fast Facts  
Mascot: Wildcat  
School Colors: Navy Blue & Gold  
Enrollment: 9th-12th Grade  
Feeder Schools: HMMS, WMS

## Alma Mater

As we stand here side by side  
Singing loudly heads held high  
Of our memories and our friends  
Wildcat Pride will never end!!!

Alma Mater

Pride and Spirit

Though the years are passing by  
Alma Mater

We will think of thee

In our hearts we hold you high

Apalachee: Gold, White, Blue

Ever loyal, ever true

Always faithful we will be

Alma Mater, Hail to thee

*Chris Rittlemeier, Thomas Stewart & Anna Watson*

## **VISITOR POLICY**

Parents are welcome at Apalachee High School. We do ask that an appointment be made to see a teacher or visit a classroom. The principals and counselors of AHS are on duty from 7:45 AM to 3:45 PM. We encourage you to call to schedule an appointment with teachers, counselors, and/or administrators. The school procedure is to accept only those visitors who have a legitimate reason to visit the school. All visitors must report to the main office or attendance office immediately to receive a visitor's pass.

AHS is a closed campus. No student guests are allowed unless they are part of a pre-arranged exchange program with another school. Visitor's passes will not be issued during final examinations or other testing times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. To ensure quality and uninterrupted instruction, students will not be called out of class to take messages from parents except during class change.

Any person on campus without permission is trespassing and is subject to arrest by police authorities. **All students must leave campus by 3:30 PM unless they are under the direct supervision of a teacher, sponsor or coach. Remaining on campus after hours without supervision will be considered loitering.**

## **ABSENCES FROM SCHOOL**

Parents/guardians must call the school on the date(s) of a student's absence in order for the student to be excused from school. Parents must call (770) 586-5111, on the day of the absence or the absence will be coded unexcused. If a call is not received, a handwritten excuse or doctor's excuse is required within 5 days of an absence. Five absences per semester may be excused with a parent note. After that, a doctor's note can be required. Excuses for tardies and early dismissals should be furnished upon check-in or check-out. All excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused consistent with Barrow County Absences and Excuses Policy JBD.

In order to participate in school activities, the student must be in attendance for a minimum of two class periods during the school day of the activity. Absence from the other two classes must be excused.

When a student is on a field trip/school activity that requires the student to be out of the building, the student is to be recorded as present in class but noted that the student was on an activity. All missed work may be made up. These absences do not count against the student for credit purposes.

If you are absent from school, you must produce an excuse note that is verifiable in order to remain on track with your current course assignments. Students who have unexcused absences must turn in any work missed the day they return if they want feedback. Students who do not turn in missing work the day they return will receive a zero, which can be exempted or replaced with the test/summative assessment grade per mastery learning.

## **CHECKING OUT OF SCHOOL**

In order for a student to be dismissed from school during the school day, a parent/guardian must sign the student out in the attendance office. If a student needs to be dismissed for an appointment, he/she may bring a note from parent/guardian to the attendance office requesting early dismissal. School personnel will call to verify these notes, so a phone number where the parent/guardian can be reached must be included. **There will be no phone checkouts, and no checkouts after 2:30 PM.** Students must be released by this process and cannot be released from any class with a text message or phone call from a parent.

The hours of operation of the attendance office will be 8:00 AM until 3:30 PM. A student will not be released by phone call only, unless the parent has completed an Early Dismissal Form (available in the attendance office).

## **HOSPITAL / HOMEBOUND SERVICES**

The services of a hospital homebound teacher are available to students who are under a physician's care and need to be away from school for five or more consecutive days due to long-term illness or injury. Parents should contact the Guidance Office for an application.

## **ILLNESS AT SCHOOL**

If a student becomes ill or injured during the school day and must check out, the student must obtain a pass from the classroom teacher to visit the clinic. Parental contact will be made by clinic personnel to have the student picked up from school. The parent/guardian or person authorized for student pick-up on the official school record will be the only one(s) allowed to pick up students from school. If a signed Early Release Form is on file in the attendance office, school personnel will make phone contact with a parent/guardian, and the child will be released to drive home once permission has been given. In some extreme cases of illness or injury when a parent cannot be contacted, the school will act in place of the parent and call the proper medical authorities and possibly transport the student or have proper medical transportation made available. No student can return to school after an illness until they have been without a fever for 24 hours.

## **SKIPPING/TRUANCY/TARDIES**

Skipping is defined as any absence without the prior knowledge and consent of the parent/guardian. Skipping will result in disciplinary consequences. Any child under the age of 16 is required by law to attend school. Repeated absences will be investigated by a school social worker, with possible truancy charges being filed against the student and/or parent.

Any student who is out of assigned area or not participating in the activity defined by that will be sent home for the remainder of the day. Parent (s)/Guardian (s) will need to be prepared to pick the student up from our attendance office.

## **TARDY TO SCHOOL & CLASS**

A student is considered to be tardy when he/she is not in class when the bell rings. The intent of this procedure is to provide consistency and structure throughout the school and to have students in their seats and ready to begin the initial activity when the tardy bell rings. **Late students create a disruption to the learning environment.**

If a student is late to school **WITHOUT a verifiable excuse or WITHOUT a parent walking them in, that** student will receive an unexcused tardy to school.

Verifiable excuses include but are not limited to:

- Personal illness
- Serious illness or death in the immediate family required church observance/religious holidays
- Court appointments
- Instances where attendance by students would be hazardous

Please call if you experience traffic issues in the morning.

### **If a student is late to 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> period:**

All teachers lock doors at the start of class.

1<sup>st</sup> Tardy: verbal documented warning

2<sup>nd</sup> Tardy: phone call home documented

3<sup>rd</sup> Tardy: a referral should be submitted and parent called

## **HALL PASSES**

All students must have an appropriate hall pass AND teacher approval when out of the assigned area during class times. Students need to take the most efficient route to the closest restroom or other destination or will be considered out of assigned area.

## **ADVISEMENT**

Upon entering AHS, students will each be assigned a teacher advisor. In addition, each student has an assigned administrator and Counselor to assist with decision making and supporting students through academics. Students, with the assistance of their advisors and parents, select the program of study that best meets their career goals and abilities. Their advisors will also assist the student in the planning of their academic program of study while in high school with selections based upon their career interests. Appropriate program of study and graduation requirement activities and information will be distributed to all students through advisors.

Students must meet the established graduation requirements based on the graduation rule in effect when the student enters the ninth grade for the first time. Therefore, parents and students are encouraged to work very closely with the school counselor to ensure that all program requirements are met. Parent involvement is an integral part of this process. Please contact the Counseling Department for information about the University System of Georgia Freshman Admission Requirements.

Through their advisement, students will be given the opportunity to set both long and short term goals and participate in guided reading and study hall.

## PROMOTION REQUIREMENTS

Promotion shall be based upon units accumulated as follows:

- 6 units for promotion to 10<sup>th</sup> grade
- 13 units for promotion to 11<sup>th</sup> grade.
  - Units required for promotion to the 11<sup>th</sup> grade must include: English – 2 units; Math – 1 unit; Science – 1 unit; Social Studies – 1 unit.
- 18 units for promotion to 12<sup>th</sup> grade.

**For Students entering 9<sup>th</sup> grade in school year 2013-2014 or thereafter:**

\*Required Courses and / or Core Courses

| AREAS OF STUDY                               | Minimum Diploma Requirements | Expected Credits for Graduation |
|--|------------------------------|---------------------------------|
| English /Language Arts*                      | 4                            | 4                               |
| Mathematics*                                 | 4                            | 4                               |
| Science*+                                    | 4                            | 4                               |
| Social Studies                               | 4                            | 4                               |
| CTAE or Modern Language / Latin or Fine Arts | 3                            | 3                               |
| Health and Physical Education*               | 1                            | 1                               |
| Electives                                    | 4                            | 12                              |
| Total Units (minimum)                        | 24                           | 32                              |

+ The 4<sup>th</sup> science unit may be used to meet both the science and pathway requirement but may only count for 1 unit of credit.

## RANK IN CLASS

A student's rank in class is determined by two factors: the actual grade a student makes in the class and the weight factor (quality points) for that particular course. A student can receive more quality points for the same class by taking the course at a higher difficulty level. Barrow County Schools weigh those courses taught at the honors and Advanced Placement levels. Postsecondary courses taken in the required core area are also weighted. Average level classes receive no additional weight. Weighted scores are determined in the following way:

|   |                                     |
|---|-------------------------------------|
| Average courses:  | Raw score x 1.00                    |
| Honors courses:   | Raw score x 1.075                   |
| Adv. Placement courses:   | Raw score x 1.10                    |
| Dual Enrollment/Postsecondary Options<br>(D.E. classes taken during the traditional school day) | Raw score x 1.10 (A= unweighted 95) |

Both the raw score GPA and the weighted GPA will be reported at the end of each semester. Students do not receive any weight if a grade below 70 is received for a course. The weighted GPA is calculated by totaling the weighted score (see above table) for all courses the student has taken and dividing by the total number of courses the student has taken. The weighted GPAs for each graduating class are then ranked from the highest average to the lowest average. Final class rankings are determined at the end of the first semester of the school year.



## COUNSELING SERVICES

The AHS Counseling team offers a variety of services to students, parents, faculty and community. Our team strives to meet each student's emotional/social, academic and career needs. Services available include individual and group counseling, classroom core curriculum, educational planning, parent forums, staff development, middle school and high school transition, some standardized testing coordination with (Milestones, AP and PSAT) and community consultations. If needed, students may be referred to outside resources for additional support. The records clerk provides enrollment verification, transcripts, copies of records (immunizations, social security card, etc.), and good student discount letters for insurance and withdrawal forms. The Counseling Office is open from 7:45-3:45.

### Areas of Responsibility:

The counselors serve all grade levels and divide the students alphabetically as follows:

|            |                |  |
|------------|----------------|--|
| A-C (9-12) | Mrs. Hardegree | <a href="mailto:whitney.hardegree@barrow.k12.ga.us">whitney.hardegree@barrow.k12.ga.us</a> |
| D-F (9-12) | Ms. Bryan      | <a href="mailto:cynthia.bryan@barrow.k12.ga.us">cynthia.bryan@barrow.k12.ga.us</a>         |
| G-L (9-12) | Ms. Butler     | <a href="mailto:lisa.butler@barrow.k12.ga.us">lisa.butler@barrow.k12.ga.us</a>             |
| M-R (9-12) | Dr. Igbo       | <a href="mailto:robyn.medlockigbo@barrow.k12.ga.us">robyn.medlockigbo@barrow.k12.ga.us</a> |
| S-Z (9-12) | Mrs. Baker     | <a href="mailto:jade.baker@barrow.k12.ga.us">jade.baker@barrow.k12.ga.us</a>               |

### Counseling Referral Procedures:

Counselors are available daily between the hours of 7:45-3:45. Students will not be called from class. Students/Parents/Guardians may make an appointment with a counselor via email, phone or Acuity. Appointments are highly encouraged to ensure counselor availability.

In the event of an emergency, a teacher may refer a student directly to the counseling office. There will be times when an outside agency (DFCS, Law Enforcement, Juvenile Services, etc.) will need to see a student immediately without a scheduled appointment. Students will be called from class to report to the counseling office.

### Parent Conferences:

When parents request a conference with individual teachers, the individual teacher should schedule the conference. When parents request a conference with all of the student's teachers, the counselor will schedule the conference with the parents and will send notification of date, time and place to the teachers. Every attempt will be made to give teachers advance notice of the scheduled conference. Parent/teacher conferences (involving all of the student's teachers) will be held before or after school. If a teacher is unable to attend, he/she is asked to notify and provide the counselor with student progress information (current class grade, attendance, behavior, etc.).

### Procedures for Schedule Changes:

#### Alert the counseling office if,

1. You are a SENIOR and need a course to graduate
2. Duplication of course or credit
3. You don't have the pre-requisite for the course
4. Would like to move up an academic level (from honors to AP....)

### **Pathway Requirement:**

In order to graduate a student must:

- Complete a pathway of study
- Successfully complete required high school coursework

A Pathway consists of three elective units of credit in a coherent sequence that provides a path students to meet future career and/or post-secondary education goals.

### **Pathway choices are:**

- Career, Technical and Agricultural (CTAE)
- Modern (Foreign) Language
- Fine Arts
- Journalism

An Accelerated Pathway in core academic areas may be earned in addition to, not in lieu of, the required CTAE, Modern (Foreign) Language, Fine Arts or Journalism Pathway. Students should choose a pathway by the sophomore year; students should have the opportunity to complete requirements for several pathways.

Detailed information on graduation requirements is provided in the teacher advisement materials made available to all advisors.

### **Honor Graduates:**

To qualify as an Honor Graduate, a senior must have a cumulative weighted average of 89.5 or better representing the graduate's total high school experience after seven semesters.

\*\*Note: This Barrow County Schools GPA calculation includes all courses taken by the student and is a numerical GPA. The HOPE GPA is calculated by the Georgia Student Finance Commission on a 4.0 scale and includes only academic and academic elective courses.

### **HOPE GRANT/SCHOLARSHIP ZELL MILLER**

The **HOPE Scholarship** program is for students that have demonstrated academic achievement and are seeking a college degree. There are several ways to become eligible for the HOPE Scholarship, either by graduating from high school as a HOPE Scholar or by earning it while in college. For more information, please review the HOPE Scholarship regulations.

The **HOPE Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. For more information, please review the HOPE Grant regulations.

The **Zell Miller Scholarship** program is for students who have demonstrated academic achievement and are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, please review the Zell Miller Scholarship regulations.

The **Zell Miller Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. To be eligible for the Zell Miller Grant, a student must earn and maintain a minimum 3.5 cumulative postsecondary GPA. For more information, please review the Zell Miller Grant regulations.

The **HOPE and Zell Miller Scholarships and HOPE and Zell Miller Grants** pay a certain amount for tuition. The amount of the award depends on the type of school the student is attending, the number of credit hours the student is enrolled, and the specific tuition rate for the college.

For more details about the program and qualifications please visit: [www.gafutures.org](http://www.gafutures.org)

**Rank in Class:**

See Barrow County BOE Policy ICH “Rank in Class”.

GPA’s for Valedictorian and Salutatorian are calculated at the end of the seventh semester. For a student to be eligible for valedictorian and/or salutatorian for his/her graduating class, he/she must have attended AHS for four consecutive semesters during the junior and senior years.

**Transcript and Records (GPA, Rank, etc.) Requests:**

Students should complete a request form and drop it into the red box located on the table inside the Counseling Department.

Students may pick up the requested information (24 hours after the request) from the “Pick-Up Tray” on the table inside the Counseling Department.

**Career Center:**

Dana Damron, the Career Information Center Coordinator, provides information, on Career Interest Inventories, Job Shadowing Program, SAT/ACT, Compass, Asset and ASVAB testing, ACT/SAT fee waivers, college applications and scholarships. Ms. Sharp is also available to assist students in career planning. The Career Center is open to parents, students, and teachers.

**GEORGIA SCHOLAR**

These guidelines are provided as a reference and are subject to change by the governing agency. For current guidelines please visit the counseling department. Students nominated for Georgia Scholar must meet the following criteria:

- A minimum combined score of 1360 on the SAT at one sitting or a composite score of 31 at one sitting on the ACT
- Earned 22 Carnegie units of credit for graduation including:
  - \*3 units in science, including one unit in chemistry or physics
  - \*4 units in mathematics, including one unit in Algebra II
  - \*3 units in social studies, including economics and citizenship, world history and U.S. studies
  - \*4 units in English language arts
  - \*2 units of a single foreign language
  - \*1 unit in fine arts
- A non-weighted, cumulative GPA of at least 3.75 on a 4.0 scale
- Participated in a minimum of 3 different competitive interscholastic activities during grades 9-12
- Been appointed by school official or elected to positions of leadership in a minimum of two different activities sponsored by the school.
- Shown evidence of leadership in a minimum of two different youth activities outside the school, including being appointed by an organization sponsor or elected to a position of leadership or role of responsibility in a minimum of one of these activities
- Registered to vote (U.S. citizens) and 18 years old on or before March 1.
- Shown evidence of self-esteem and concern for others in day-to-day activities

## GRADING POLICY

There are two semesters in the school year, each consisting of two nine-week grading periods. Report cards will be published for each nine-week grading period on Parent Portal. Grades can be viewed at any time on Parent Portal. Please alert your child's counselor if you need a printed copy. The scale for reporting pupil progress with a word description is:

- 90 –100 Excellent
- 80 – 89 Good, above average
- 70 – 79 Average to below average
- 69 and below Failing

The maximum load of study is eight units for each school year. AHS requires a student to carry a full course load each semester (4 units). Students participating in a work release program may be authorized to work during a class period.

| <b>Final Exam Dates</b>  |
|--|
| <b>FALL</b>  |
| December 19 - periods 3 + 4<br>December 20 – periods 1 + 2<br>Early Release on December 20 |
| <b>SPRING</b>  |
| May 21 - periods 3 + 4<br>May 22 - periods 1 + 2<br>Early Release on May 22                |

\*Testing Calendar may be found on AHS or Barrow County Website

Common Courses **MUST** give a common exam and take final exams on the above published dates.

GMA courses must provide a graded final assessment on the above published dates. This assessment should cover what you have taught since your students took the GMA associated with your class.

**The following guidelines will be followed for administering exams at the high school level.**

### High School Exams:

- Final Exams will be given the last two days of each semester, aside from GMAs
- Georgia Milestones courses will count the GMA for 20% of total grade
- Final Exams for courses other than GMA's will count 20% of total grade
- All grades and exams will be cumulative
- All students should be present the last two days of each semester unless they are exempt from finals.  
Students missing Fall semester finals without a verified excuse will receive a zero on the final exam, and it is their responsibility to set up a make date with the teacher within the first 2 weeks of the following semester.  
Students missing Spring semester finals without a verified excuse will receive a zero on the final exam, and it is their responsibility to set up a make-up date and complete the exam prior to May 24.

### **Exemption Policy**

Students in grades 9-12 will be eligible to exempt the final semester classroom assessment, not including state-mandated assessments, if the following conditions are met:

- 90-100 average in the course
- No more than 5 absences in the course
- No administrative referrals, in the exam semester, that result in ISS, OSS, assignment to the alternative school, or other major consequences as determined by the principal

Extra points awarded in Honors and AP classes are not awarded until courses are completed, so exam exemptions are based on semester averages without the extra points.

For exam exemption purposes, an absence is defined as any time a student is not present in class, except for school-related trips or activities. **An absence is any time a student misses more than one-half of a class period.**

**Georgia Milestone End-of-Course Tests (state-mandated assessment):**

- Georgia Milestone End-Of-Course Tests are state-mandated standardized assessments for each of the following four courses: American Literature/Composition, Algebra, US History, & Biology.
- Georgia Milestone EOC assessments will count 20% of the student’s overall grade in the course.

**Final semester classroom assessments (for students who have GMAs as final exams):**

- During the last two days of each semester, teachers will administer final semester classroom assessments. The final semester classroom assessment may include selected response, constructed response, extended constructed response, technology enhanced items, performance tasks, or any combination of these.
- The grade weight of the final semester classroom assessment will be determined by the curriculum team for that course.

**Dual Enrollment**

Dual Enrollment provides opportunities for Georgia high school students to take college level courses and earn concurrent credit toward high school diploma and a college degree. Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken during the school day or outside of regular school hours on the college campus, online or at the high school. Dual enrollment classes taken outside the regular school day will not receive a weight factor. Approved courses may count toward high school graduation requirements. AHS students who are at least 16 years old and, in the 11th, or 12<sup>th</sup> grade can receive high school, college and/or technical college credit by completing a dual enrollment course.

The Dual Enrollment program provides funding through the school’s Full Time Equivalency (FTE) funding for eligible full-time dual enrolled students. In this program students must be attending college as a full-time student only.

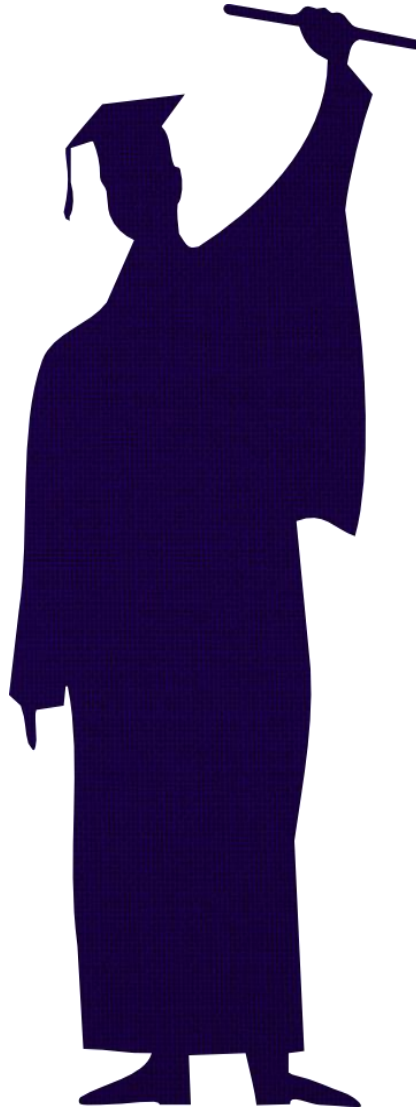
ACCEL Program is a program funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission to assist students who are simultaneously attending an eligible high school in Georgia and taking coursework leading to an Associate or Baccalaureate Degree from an eligible postsecondary institution in Georgia as a dual credit enrollment student. In this program students can attend college as a part-time or full-time student. (Most Georgia colleges offer ACCEL opportunities, and Georgia Gwinnett College, Lanier Technical College and the University of North Georgia provide a closer-to-home opportunity for students.

**CONTROVERSIAL & SENSITIVE ISSUES**

Occasionally students will encounter controversial or sensitive topics through materials read, class discussions, or assignments. Educational curriculum cannot always avoid controversial issues in our society. A duty charged by the school system is to prepare learners to acquire the insights and the skills necessary to make important personal and political decisions. Teachers shall be knowledgeable of controversial issues occurring in curriculum and thus be prepared to present a balanced perspective that addresses multiple views. Teachers welcome the opportunity to discuss and review the curriculum and materials for this course with the parents. All course standards are posted by the Georgia Department of Education, College Board, or the local college (for DE courses). Parents will have opportunities to select alternate assignments should they believe the material in question is inappropriate for their child.

# An AHS Graduate

Achieved  
Attentive  
Career/College Ready  
Community Participant  
Confident  
Determined  
Fair  
Focused  
Hard working  
High Standards  
Honorable  
Humble



Integrity  
Intelligent  
Knowledgeable  
Leadership  
Mindful  
Persistent  
Positive  
Prepared  
Resourceful  
Respectful  
Responsible  
Successful

## **DISASTER DRILLS**

Fire, tornado and other disaster drills as required by law will be conducted. Procedures for these drills will be posted in each classroom and students will be made aware of appropriate action to be taken in case of a disaster or real emergency.

## **DRESS CODE**

### **Dress Code for Professionalism and School Safety**

[View Board Policy JCDB: Student Dress Code \(eboardsolutions.com\)](http://eboardsolutions.com)

### **Discretionary Statement:**

The Principals/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in this dress code standard. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days."

## **ELECTRONIC DEVICES / CELL PHONES**

Cell phones and any other electronic devices (laptops, chromebooks, etc.) are permitted under the direct supervision of teachers as long as it is permitted for instructional purposes. Outside of instruction, during transitions and lunch, students are allowed to use their electronic devices appropriately.

**Students are expected to adhere to the cell phone policy set forth by the school and classroom teacher. If a student does not adhere to the policy, the student will be referred to the discipline administrator for insubordination.**

**School-issued devices must be used appropriately, and students are expected to bring fully charged devices (and chargers) to school each day. Students are encouraged to utilize their devices when deemed appropriate by the classroom teacher.**

**Headphones/earbuds are permitted in the building as long as students are using one ear only during transitions or in the cafeteria. Similar to cell phones, headphones are only permitted in the classroom if a teacher requests for instructional purposes.**

## **INSURANCE**

Accident insurance is available to students. This covers students while they are at school or while participating in school activities. The school assumes no responsibility for accidents other than making insurance available at a reasonable cost. The school will ensure that claims are filed. All students who participate in athletics, band, cheerleading, shop and lab classes, Georgia High School Association events, or students who travel while representing the school must show proof of insurance.

## **LOCKS AND LOCKERS**

If you desire a locker, in the hallway, or the gym, to store your books and belongings, you must rent a locker during open house. Students are personally responsible for their lockers and the contents thereof. Since lockers are property of the school, they may be subject to search if reasonable suspicion of a violation exists. The sharing of lockers is discouraged. Lockers should always be locked. Do not paste decals on lockers. **If your belongings are not locked up, please understand AHS is not responsible for stolen items.**

## **LOST AND FOUND**

Items found in and around the building will be brought to the office and kept there for a reasonable time. Textbooks will be returned to the appropriate department. AHS is not responsible for lost or stolen items. It is highly advisable that items of value and sums of money not be brought to school. If you must do so, it is best to keep them with you at all times. **It is your responsibility to safeguard your belongings.**

## **MEDIA CENTER**

### **Checking out materials:**

All books, equipment, and videos are to be checked out using the name or ID number of the individual staff member. Media Center resources are only checked out directly to AHS staff members. Do not send students or substitutes to checkout or pick-up these items at any time. Staff members are responsible for all media materials on their media center account. Media Center accounts should be cleared by post-planning as noted on the year end checklist. If any media center item is lost or damaged the staff member is responsible for the cost of replacing the lost or damaged item.

Media Center staff members will assist with any checkout and items can be checked out for two weeks. Items may be returned to the media center early.

**Library hours are 8:00am-3:45pm.** Georgia Virtual Students (GAVS) assigned to the Media Center must bring their own fully charged device each day for computer access. Students coming to the Media Center during school hours need to have a pass. Please note only two students may be sent at a time on a pass from the same class to the Media Center.

**Student checkout:**

Students are able to checkout three books for two weeks. Students will be charged five cents a day per book for an overdue book (no weekend or holiday charges). Media Staff will also periodically send out emails to classroom teachers to help remind students who have overdue books. Students will also be notified through paper notices handed out during advisement meetings. Students may lose privileges such as future checkout, locker rental and/or parking until their media center account is cleared. Seniors must clear accounts before Graduation.

**Copyright:**

AHS is a copyright law abiding school. Supplemental Approval Video Forms for staff owned videos are available in the media center and on the shelf in the faculty mail room. The form must be filled out and approved by the department head before using the video during instruction. A list of videos with a Supplemental Form on file is available.

**TERMS AND CONDITIONS FOR INTERNET USE**

Please refer to the Barrow County School District policy tab found at <http://www.barrow.k12.ga.us> for the latest updates of this policy.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited.

**MEDICINE AT SCHOOL / CLINIC PROCEDURES**

AHS operates a school clinic, which is used for minor illness, issuing of prescribed student medication (which has been brought to school and checked in properly), and minor first aid treatment. A registered nurse does not operate the clinic. At certain times, however, a school nurse will be available.

If a student must take medication during the school day, the student must leave the medicine at the school clinic. A note with the reason and dosage will be necessary for the clinic to dispense the medication. According to state law, all medication must be in the original container. Students may not carry any kind of medication, including over-the-counter medications, with them while at school. Also, students are not allowed to have diet pills or supplements at school. Any student found in violation of this policy will be subject to disciplinary action.

**PROM GUIDELINES**

The following students are eligible to attend the AHS Junior/Senior Prom:

- Students who have met the graduation requirements at the end of the first semester of their senior year (early grads)
- Students who have earned 13 units prior to the first day of 2nd semester of their third year in high school (if you purchase a ticket and you have not met these requirements, there are no refunds available)
- Eligible students must be actively enrolled and meet one of the above criteria
- Students must not be older than 20 years of age or younger than high school age

Non-AHS Students who are attending as a date must complete "a student in good standing" form from their high school and must be approved by an administrator prior to the prom date.



## **SCHOOL RESOURCE OFFICER (SRO)**

An SRO is assigned to AHS during the normal school day and during certain extracurricular activities. As a member of the teaching faculty, the SRO will serve as a role model to students in terms of appropriate attitudes and respect; deter misconduct by remaining highly visible; assist the administration when students or others commit acts of violence or crimes on campus; serve as a liaison between the school and the local law enforcement community; conduct classroom activities on a wide range of topics; assist with the security of the grounds, parking lots and buildings; and improve the safe atmosphere of the school for learning.

## **SEXUAL HARASSMENT**

It is the policy of the Barrow County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student or for a student to harass another student through conduct or communication of a sexual nature as defined below.

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggestive or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain to the principal, assistant principal, counselor, or other individual designated to receive such complaints. Four people (the principal, the superintendent, the assistant superintendent, and a central office administrator) are designated to receive complaints. A Hearing Officer will be appointed with the authority and responsibility of processing all sexual harassment complaints. The Hearing Officer, after reviewing the particulars of the case, may impose any sanctions deemed appropriate, including termination of employment for a school employee or, for a student offender, discipline including but not limited to, expulsion from school. (A complete copy of the B.O.E. policy is located in the Principal's office.)

## **STUDENT PARKING**

Students may park in the school parking lots under the following conditions:

- Possession of a valid Georgia Driver's License
- Proof of adequate insurance coverage of vehicle
- Agreement to park in the assigned parking area only, regardless of the parking lot location
- Assuming liability for damage to property
- Vehicle must be left alone during the school day
- Parking passes must be purchased (for \$70.00 either at Open House or from the front office after school starts) and displayed in the prescribed manner. Failure to observe these regulations will lead to temporary or permanent loss of parking privileges. Cars may also be towed if in violation of parking rules. AHS is private property, therefore vehicles parked on AHS are subject to search and seizure. Parking is a privilege, not a right, and will be removed if rules and regulations are not followed, including chronic tardiness.
- Students must abide by the parking contract which includes rules/regulations about speed limits and appropriate driving behavior.
- At any time, a school employee may suggest the revoking of a parking pass based on parking lot behavior, including but not limited to, behavior inside and outside of the vehicle.

**TITLE I**

The Barrow County School System is a Title I district.

**TEXTBOOKS, SUPPLIES, AND MATERIALS**

Students are responsible for all textbooks, supplies and materials that belong to the school and are checked out or issued to them. All textbooks, library books and materials must be returned or paid for before grades are released. Fees are charged for lost or damaged textbooks.

**CO-CURRICULAR / ATHLETIC ACTIVITY GUIDLINES**

A student is eligible to represent AHS in extra-curricular activities when the student:

- Is registered in AHS and has not exceeded 8 consecutive semesters or 4 consecutive years of enrollment from date of entry into the 9<sup>th</sup> grade.
- Is taking three or more units of academic work and not more than 1 unit of work-study credit per semester.
- Meets the Eligibility provisions as set by the Georgia High School Association (GHSA).
  - Earns 2.5 credits in the previous semester.
  - 2<sup>nd</sup> year student has accumulated at least 5 credits in the first year of school.
  - 3<sup>rd</sup> year student has accumulated at least 11 credits in the first two years.
  - 4<sup>th</sup> year student has accumulated at least 17 credits in the first three years.
- Has not attained his/her 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.
- Meets all other eligibility requirements of the Georgia High School Association.
- Follows all guidelines defined by the AHS Athletic Handbook and any code of conduct associated by the head coach. Head coaches are responsible for sharing the Athletic Handbook and their code with each athlete.

**Physicals:** A student will not be permitted to participate in any phase of the AHS athletic program until he/she has been examined and approved by a physician. Physical exams are valid for one (1) calendar year. The physical includes parental consent and proof of insurance along with the GHSA concussion form. Completed sports physicals, along with all required GHSA and BCSS forms, must be uploaded to the school's Dragonfly account.

**The Sports Equity Coordinator** for Barrow County Schools is Dr. Al Darby, at the Barrow County School District Professional Development Center, 770-867-4527.

\*If a student is dismissed from a team or quits participating on a team in season, they cannot participate or try-out for any other program in that season.

The district handbook can be found [HERE](#). It contains information on the topics listed below. After reviewing the AHS student handbook and the district handbook, please submit the [Policy Understanding Acknowledgement](#) form. This is required of all parents. If you would NOT like your student to participate in any clubs, please submit the [opt-out of club](#) request form.

## **Parent and Student Rights and Responsibilities**

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### **PARENT’S RIGHT TO REQUEST A TEACHER’S AND A PARAPROFESSIONAL’S QUALIFICATIONS**

In compliance with the requirements of the Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher(s) –
  - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
  - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Jessica Rehberg, 770-586-5111 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

## **COMPLAINT PROCEDURES**

### A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

### C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

### D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.
- The complaint must be addressed to: Amy Wright, Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680.

Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

#### E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

#### F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Barrow County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Barrow County School System's decision and include a complete statement of the reasons supporting the appeal.

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

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

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not inaccurate misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:

- a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
  - b. Complaint forms should be sent to Ms. Jennie Persinger at the Barrow Count Central Offices at 179 West Athens Street, Winder, GA.
  - c. A written response will be provided to Complainant within 10 business days of receipt of complaint.
  - d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving written response from local school system.
  - e. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
  - f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
- Student's name;
  - Student's grade level;
  - Student's photograph;
  - Student's participation in officially recognized clubs and sports;
  - Weight and height of student if he/she is a member of an athletic team;
  - Dates of attendance while enrolled in Barrow County Schools; and
  - Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled prior to a directory information request being made to the school or school system.

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

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
  - a. political affiliations;
  - b. mental and psychological problems potentially embarrassing to the student or his family;
  - c. sex behavior and attitudes;

- d. illegal, anti-social, self-incriminating and demeaning behavior;
  - e. critical appraisals of other individuals with whom the student has close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

**\*\*\*NON-DISCRIMINATION NOTICES\*\*\***

**BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

**TITLE VI AND TITLE IX NOTIFICATION**

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquires may be made to the respective coordinator regarding Title VI (Amy Wright), Title IX (Dr. Al Darby) and the Perkins Act (Shenley Rountree) or Ms. Jennie Persinger regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

**SECTION 504 INFORMATIONAL NOTICE**

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Ms. Jennie Persinger - 770-867-4527.

## **STUDENT COMPLAINTS AND GRIEVANCES**

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

**Step I:** If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

**Step II:** If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

**Step III:** For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. *\*Retaliation on account of filing a complaint at any level is strictly prohibited*

## **SCOPE PROGRAM FOR GIFTED STUDENTS**

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Dr. Pete Jones, Gifted Program Director at 770-867-4527.

## **SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW**

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. **Georgia Law O.C.G.A. 20-2-690.1** mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to **O.C.G.A. 20-2-690.1** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.



Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parent/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

**Student absences may be excused for the following reasons:**

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

**SCHOOL NUTRITION PROGRAM**

**BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.**

It is our privilege to provide low-cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus and prices are available on the Barrow County Schools Homepage on the internet at <https://www.barrow.k12.ga.us/departments/school-nutrition/index> for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

**Meal Accounts:** Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned computer identification (ID) number, which serves as their meal account number. ALL students are encouraged to learn their account number to use at the cashier station at the end of the meal line.**

**Prepayment** for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to **SNP** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must **NOT** be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at [www.myschoolbucks.com](http://www.myschoolbucks.com) and put money on your child's account. The site will open in July.

**Free or Reduced Price Meals:** Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. Parents may also fill out the free and reduced meal application online: <https://www.myschoolapps.com/>

### **CAFETERIA CHARGE BOARD POLICY (EE)**

#### **Cafeteria Charge**

A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and/or online portals.

School lunch meals should be paid for in advance or at time of purchase.

Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.

If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method – email, text or letter. Principals will also be notified of charged meal balances.

Families must re-apply each school year for free and reduced price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online. All information provided is confidential.

Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. Report cards will not be distributed until outstanding balances are paid. All charges must be paid by the end of the school year.

Principals will aid in the collection of outstanding balances.

**IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!**

#### **School Meal Prices**

<https://www.barrow.k12.ga.us/departments/school-nutrition/index>

## **CLUBS AND ORGANIZATIONS**

*(Required for every school that has clubs or organizations meeting the following definition: "Clubs and organizations" means clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.*

*"Competitive interscholastic activity" means functions held under the auspices or by sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.)*

Clubs and organizations are available at **Apalachee High School** for student participation. In addition to athletics listed below, the clubs and organizations that are available are listed on our school website:

<https://www.barrow.k12.ga.us/schools/ahs/clubs/index>

This list includes the purpose, faculty advisor, and a description of past or planned activities. If you **DO NOT WANT** your child to participate in one of these clubs or organizations you must notify the principal in writing by completing the clubs and organizations opt out form signature letter. You may obtain a policy signature letter from the school office. If a club or organization not listed below is started during the school year, students will have to have parental permission prior to participation.

| <b>Athletic Program</b> | <b>Coach</b>      |  | <b>Athletic Program</b> | <b>Coach</b>                  |
|-------------------------|-------------------|--|-------------------------|-------------------------------|
| Athletics               | Ralph Neeley      |  | Girls Track             | Laron Scott                   |
| Band                    | Dion Muldrow      |  | Golf                    | David Phenix                  |
| Baseball                | Kyle Bailey       |  | Literary Coordinator    | Dion Muldrow                  |
| Boys Basketball         | Ty Rowland        |  | One Act Play            | Anna Bell Hudson              |
| Boys Track              | Laron Scott       |  | Rifle Team              | James Collie                  |
| Color guard             | Dion Muldrow      |  | Soccer - Boys           | Vegas McCain                  |
| Competitive Cheer       | Katie Hicks       |  | Soccer - Girls          | Omeed Behzadi                 |
| Cross Country           | Jennifer Fancher  |  | Softball                | Brooke Turner                 |
| Drill Team              | James Collie      |  | Swim Team               | Ashley Bushnell               |
| E-Sports                | Marcus DeYoung    |  | Tennis                  | Jill Stephens and Charity Lee |
| Football                | Mike Hancock      |  | Volleyball              | Joey Alfonso                  |
| Football Cheer          | Ashley Herrington |  | Wrestling               | Randy Hill                    |
| Girls Basketball        | Bill Batson       |  |                         |                               |

*(The form for opting out of any clubs or organizations may be included on the back of the policy signature letter)*

For athletic eligibility, please view [ghsa.net/constitution](http://ghsa.net/constitution). In addition, each head coach has a copy of the AHS Athletic Handbook.

## **PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING**

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
  - Booster clubs exist only to support the school and its program.
  - A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
  - Each booster club will have in its constitution procedures for an annual financial report.
  - The Superintendent and principal have the right and the authority to audit booster club financial records.
  - Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
  - The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
  - The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
  - Coaches or sponsors of each individual activity will attend booster club meetings.
  - All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
  - *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
  - Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
  - All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
  - The Superintendent and principal have the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
  - If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.
-

## **MEDICAL PROCEDURES**

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.
2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

**For Additional Information see Board Policy – Medication – Board Policy JCGD**

## **PROHIBITION AGAINST BULLYING**

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is :

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

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

## **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.

## **MEDIA AND INTERNET PUBLICATION RELEASE NOTICE**

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)

5. Public relations/radio broadcasts /podcasts/newsletters/newspapers
6. TV presentations
7. Barrow County School System Internet web pages
8. School, teacher, and/or classroom project-based web pages
9. Social media including but not limited to Facebook, Twitter, YouTube and Instagram

### **NEWS MEDIA RELEASE NOTICE**

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment**.

### **BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY**

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

#### **Using Technology at School**

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

*The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:*

- *Barrow County School System Student Responsible Use of Technology Resources*  
(<https://goo.gl/VMOTlu>)

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of

web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System’s G Suite for Education Environment:** This education-focused Google Apps environment ([https://edu.google.com/training-support/privacy-security/?modal\\_active=none](https://edu.google.com/training-support/privacy-security/?modal_active=none)) is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district or a limited set of explicitly approved, academically oriented, external email systems such as Governor’s Honors Program, College Board etc. (Please note that G Suite for Education accounts are covered by more restrictive data privacy practices than “regular” Google accounts, including a restriction on advertising and the use of student data for advertising purposes. G Suite for Education also was an early signatory to the Student Privacy Pledge. (<https://studentprivacypledge.org/>))
- **Microsoft 365 for Education:** The district also offers students and staff access to Microsoft’s Office 365 platform. Like GSuite for Education, Office 365 is a cloud based, digital collaboration suite that provides students and staff access to the online version of the Microsoft Office Suite of tools, including Word, PowerPoint, and Excel. Using their Office 365 account, Students will have the ability to create, share, and collaborate on content across the full suite of Microsoft applications on virtually any device. Students can also use their Office 365 account to download and install the full versions of the latest Office suite on up to 5 PCs/Macs and 5 mobile devices per user, and can continue using it as long as they are a student in the Barrow County School district.

The district will create and manage all user accounts and will also control access to applications and permissions based on grade level organizations. Student email will remain in our sandboxed GSuite email environment, and we do not plan to use the email component of Office365 at this time.

In addition to providing students with the full Office Suite, all student’s Office 365 accounts will also provide access to Microsoft’s Minecraft Education Edition Platform. Minecraft Education Edition is a dedicated version of Minecraft that has been designed specifically for use in education. The educational version of Minecraft provides students and teachers with a secured and controlled environment that can be used to build real world collaboration, communication, and critical thinking skills in a variety of different subjects including Chemistry/Science, History, and Computer Science/Programming.

Please note that like GSuite for Education, Office 365 Educational accounts are covered by more restrictive privacy practices than consumer or Enterprise Office 365 accounts including restrictions on advertising as well as the use and collection of student data for datamining purposes. Regulatory information for both Office 365 and Minecraft for Education can be found here <https://minecraftereducation.zendesk.com/hc/en-us>.

**Web 2.0 Tools for Educational Use:** These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

|  |  |
|--|--|
| Compiling research<br>Online classroom discussions | Video production<br>Research reporting |
|--|--|



|   |   |
|---|---|
| Teacher-led video conferences<br>Multi-media projects | Individual / collaborative projects<br>Reading/ writing / peer review |
|---|---|

- **Online Curriculum Systems:** Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

### **Internet Safety**

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:
  - a. Which provide for monitoring the online activities of users; and
  - b. The use of technology protection measure to protect against access to visual depictions that are:
    1. obscene, as the term is defined in section 1460 of title 18, United States Code;
      - i. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
      - ii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.
    - c. Such procedures or guidelines shall be designed to:
3. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
4. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
5. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
6. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000;
7. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
8. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
9. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

### **Technology Use**

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network

resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device or accessing any school computer shall comply with the district's Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications, including content sent/received through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system, which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

### **Student Responsible Use of Technology Resources**

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System's Internet safety and Acceptable Use policy

(IFBG) <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true> and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, G Suite for Education tools, and Web 2.0 / social networking tools (for education) by its students.

|  |   |
|--|---|
| <p><b>Respect and Protect Yourself</b></p> | <p>I will take responsibility for my actions when posting/viewing information and images online.</p> <p>I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person.</p> <p>I will only use accounts created for my use.</p> <p>I will not share passwords for accounts created for my use.</p> <p>I will remember that anything I say online is public and usually permanent.</p> <p>I will follow school and BCSS policies, regulations and behavior standards.</p> <hr/> <p>I will not use technologies to degrade or defame others.</p> |
|--|---|

|   |  |
|---|--|
| <p><b>Respect and Protect Others</b></p>  | <p>I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness.<br/> I will obtain permission from individual(s) when sharing commonly created electronic data.<br/> I will not share or forward inappropriate materials or communications.<br/> I will always act with integrity and respect.</p>  |
| <p><b>Respect and Protect Intellectual Property</b></p>   | <p>I will have an understanding of the rules and laws applying to:<br/> copyright<br/> intellectual property<br/> fair use<br/> I will ask permission before I post/publish content and media created by others.<br/> I will use correct citation when I use content and media created by others in my own work.<br/> I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws.</p>  |
| <p><b>Respect and Protect Property</b></p>  | <p>I will take full responsibility for, and respectfully use, any technology available to me at school.<br/> I will use network bandwidth, file storage space and printers reasonably and responsibly.<br/> I will report abuse of technology to a staff member.<br/> I will report any material that may be deemed inappropriate to a staff member.<br/> I will report security or network problems to a staff member.</p>  |
| <p><b>Student use of Personal Technology Devices</b></p>  | <p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the <i>Barrow County School System Bring Your Own Technology (BYOT) Regulation</i>. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p>  |
| <p><b>Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education</b><br/>(Grades 6 -12)</p> | <p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district’s Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.<br/> Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p> |

## **Student Code of Conduct**

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

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

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

**Please see the Student Code of Conduct linked below:**

**<https://www.barrow.k12.ga.us/families/students/student-handbook>**

## POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

All Barrow County Schools participate in PBIS.

| Wildcat Expectations |   |   |  |
|----------------------|---|---|--|
| PBIS @ AHS           | Classroom   | Common Areas  | Extracurriculars   |
| <b>A</b> chieve      | I will pass all classes<br>I will determine my pathway<br>I will take "YouScience" with fidelity<br>I will strive for AP or Dual Enrollment courses | I will move quickly from one area to another<br><br>I will obey one way hallways  | I will take the ACT/SAT prep course then take the test   |
| <b>H</b> umble       | I will report suspicious activity<br>I will be kind to myself and those around me<br>I will dress for professionalism and school safety             | I will be courteous of others moving through the building<br>I will offer assistance when possible<br>I will be be forgiving of others and show empathy | I will remain positive and appropriate on social media<br>I will have a positive character                       |
| <b>S</b> uccess      | I will be on time for all classes<br>I will attend school regularly<br>I will advocate for myself when I need help                                  | I will engage in positive conversations only<br>I will maintain cleanliness   | I will join one extra-curricular group<br>I will apply to college(s)<br>I will complete scholarship applications |

## BUS DISCIPLINE

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

## I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an

emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

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

## **II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS**

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

## **III. BEHAVIOR GUIDELINES**

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

### **A. Class I Offenses**

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

### **B. Class II Offenses**

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind)
11. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies

and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

### **Bus Rules**

1. Students will follow the directions of the driver.
2. Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
3. Students will help keep the bus clean and in safe condition.
4. Students will cross the roadway in front of the bus, only after receiving a hand signal from the driver.
5. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students may only bring approved objects on the bus that can be held on their lap.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend their head, arms, or objects out of the bus windows and will refrain from yelling out windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus.
14. Students will respect themselves, others and property.
15. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
16. New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

### **BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL**

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

**No bus transportation changes will be accepted over the telephone**

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

**Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.**

**TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)** (MS/HS only)

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student is enrolled and not under expulsion in order for the student to be eligible to have a Georgia learner's permit or driver's license. *Students must request a certificate of attendance within 24 hours of need.*

**ANNUAL AHERA\ASBESTOS NOTIFICATION REQUIREMENTS TO:  
PARENT/LEGAL GUARDIANS/TEACHERS EMPLOYEES/ORGANIZATIONS**

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities. The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.



**STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT**

The **Apalachee High School** Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-586-5111**. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

**A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1<sup>st</sup> are required to sign this acknowledgement form in the space below.**

**Please complete the form here:**

**<https://campussuite3.forms-db.com/view.php?id=172651>**

### **SCHOOL CLUBS AND ORGANIZATIONS 2023-2024**

For a complete list of school clubs and organization, please visit our school website.

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below:

<https://campussuite3.forms-db.com/view.php?id=173069>