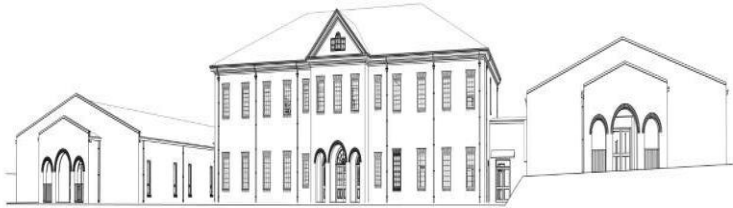


**SOUTHSIDE ELEMENTARY SCHOOL  
STUDENT HANDBOOK**



**2019-2020**

# **Southside Elementary School Student Handbook**

**2019-2020**

322 4<sup>th</sup> Avenue, S.E.  
Cairo, Georgia 39828  
Phone: 1-229-377-3723  
Fax: 1-229-377-5939  
<https://sse.grady.k12.ga.us>

**Kevin Strickland, Principal**  
**Christina Issac, Assistant Principal**  
**Kelly Joyner, Instructional Coordinator**  
**Latrena Perry, School Counselor**

### **Mission Statement**

The mission of Southside Elementary School is to provide a developmentally appropriate education which will enable each child to acquire the skills, knowledge and attitudes necessary for a lifelong pursuit of learning.

### **Vision Statement**

Southside Elementary School's vision is to create an environment that includes and fosters happiness, enthusiasm, productivity, cooperation and acceptance of one's self and others. We will guide children to learn essential skills through developmentally appropriate instruction so they may live a full and satisfying life and in turn lead themselves and others to leave a legacy of a better world.

### **School Mascot & Colors**

The Southside Hawks' colors are blue and white.

**Grady County Schools Calendar  
2019-2020**

Professional Development Day	Monday, July 29
Teacher Pre-Planning	Tuesday, July 30 – Aug 1
First Day for Students	Friday, Aug 2
Labor Day Holiday	Monday, Sep 2
Midterm	Wednesday, Sep 4
End of 1 <sup>st</sup> 9 weeks	Friday, Oct 4 (45 days)
Fall Break	Monday, Oct 7 – Friday, Oct 11
Report Cards Go Home	Wednesday, Oct 16
Midterm	Wednesday, Nov 13
Thanksgiving Holidays	Monday, Nov 25- Friday, Nov 29
End of 2 <sup>nd</sup> 9 Weeks/ 1 <sup>st</sup> Sem/ Early Release	Friday, Dec 20 (45 days)
Winter Break	Mon, Dec 23 – Tues, Jan 7
Teacher Workday	Monday, January 6
Professional Development Day	Tuesday, January 7
2 <sup>nd</sup> Semester / Students Return	Wednesday, January 8
Report Cards Go Home	Friday, January 10
Martin Luther King, Jr. Holiday	Monday, January 20
Midterm	Friday, February 7
End of 3 <sup>rd</sup> 9 Weeks	Wednesday, March 11 (45 days)
Teacher Workday	Thursday, March 12
Professional Development Day	Friday, March 13
Report Cards Go Home	Tuesday, March 17
Spring Break	Mon, April 6 – Friday, April 10
Midterm	Wednesday, April 22
Report Cards Go Home	Friday, May 22
End of 2 <sup>nd</sup> Semester/ Last Day / Early Release	Friday, May 22 (45 days)
Memorial Day Holiday	Monday, May 25
Teacher Workday / Post-Planning	Tuesday, May 26
Professional Development	Wednesday, May 27

## FACULTY AND STAFF

Principal –  
Kevin Strickland  
Asst. Principal –  
Christina Issac  
Instructional Coordinator –  
Kelly Joyner  
Counselor – Latrena Perry  
Media Specialist- Stephanie  
White  
Secretary – Kristi Sallee  
Secretary/Bookkeeper–  
Angela Williams  
Nurse- Jennifer Williams

### ESOL

Cynthia Toups  
Deanna Whitfield

### Pre-Kindergarten

Holly Butler  
Sharon Johnson  
Vanessa Renfroe  
\*Erin Sumner

### Kindergarten

Casey Bell  
Lynetra Griffin  
Catherine Harrell  
Ryan Harrell  
\*Heather Martin  
Feraby Moye

### 1<sup>st</sup> Grade

Krystal Gainous  
\* Carly Mobley  
Amanda Ridgley  
Cyndi Tarin  
Stephanie Wisham

### 2<sup>nd</sup> Grade

Delann Connell  
Amanda Dawson  
Amanda Gainous  
Jacinta Roan  
\*Rosalie Wilson

### 3<sup>rd</sup> Grade

Dana Brinkley  
Shequita Corker  
\* Renee Faircloth  
Ann Sleep  
Deena Wilcox

### 4<sup>th</sup>Grade

\*Leanna Derby  
Elizabeth Gainous  
Andrea Gandy  
Jenni Newberry

### 5<sup>th</sup> Grade

Darah Keaton  
Carolyn Rinker  
\*LaJuana Smith  
Shawn Woodward

### Special Education

Kristina Barber  
\* Michelle Bishop  
Kinsasha Davis  
Melanie Jewell  
Martin Pugh  
Logan Schober  
Kyndra Young

### Explorations Class

Steven Figueroa -PE  
Brett Montgomery- PE  
Quanz Peters- Technology  
Whitney Scanling- Music

Lunchroom Staff

Myra Akridge, Manager  
Gracie Barlow  
Alma Duncan  
Rashema Hart  
Adrian Leeks  
Iris Loudermilk  
Cheryl Mason

Custodial Staff

Heather Cummings  
Shondreika Henderson  
Shermeika Richardson  
Darius Walden

Paraprofessionals

Elena Alexander  
Christina Alicea  
Kristy Bryant  
Jennifer Cliett  
Rosanell Copeland  
Jayla Corker  
Scarlett Cummings  
Louise Davila  
Taylor Gilliard  
Jayla Grady  
Trina Henson  
Shelia Herendeen  
Donna Joiner  
Nicole Lewis  
Porscha Morton  
Priscilla Myers  
Becky Palmer  
Lynne Peart  
Quanz Peters  
Macy Rehberg  
Jailene Reyes  
Lisa Singletary  
Patricia Spence  
Darrie Stephens  
Selena Tomlinson  
Heidi Woods

### **Arrival at School/After School**

Due to limited supervision, students are not to arrive and enter campus **prior to 7:15 a.m.** Students are to report to the duty room or the lunchroom. Teachers are not on duty before 7:30 a.m.

School will dismiss at **3:00. Early dismissals must be before 2:30!** All children should be picked up **no later than 3:25 p.m.** Southside **does not** operate an extended day program. Repeated late pick-ups may require a referral to support agencies. Please follow the after school dismissal procedures provided by your child's teacher.

### **Attendance, Absences & Excuses**

A student shall not be absent from school, class or other required school functions during required school hours except for illness or other providential cause, except with written permission from a parent/guardian or from a duly authorized school official. Nor shall any student encourage, urge, or counsel other students to violate this rule. Regular attendance is one of the most important factors in a student's academic success. Students missing 10 or more days of school in a year may not receive credit for the coursework and may be retained. The following guidelines shall apply to all students in grades K-12. The principal of each school may determine when extenuating circumstances exist such that a student may be exempt from these guidelines. The principal will also determine excessive tardies on an individual basis.

Students may be temporarily excused from school when:

1. Personally ill and when attendance in school could endanger their health or the health of others, and when a parent/guardian requests in writing that the absence be excused.
2. A serious illness or death in the immediate family necessitates absence from school and the parent/guardian must request in writing that the absence be excused.
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order, and a copy of the order is presented to the school.

4. Celebrating religious holidays.
5. Conditions 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. An absence not to exceed five (5) days per school year for a child of a military or National Guard parent who is called to duty in a combat zone or combat supporting post, or whose parent is on leave from such an assignment.

### **Documentation for Absences**

A parent or guardian must personally present a written and signed reason for the absence(s) to the attendance clerk no later than five days after the student returns to school. If no documentation is presented for an absence, it will be counted as unexcused.

### **Students shall be counted present when they are:**

1. Attendance will be taken by class period.
2. Students in foster care shall be counted present when attending court proceedings relating to their foster care.

Absences due to out-of-school suspension shall not be counted in the total unexcused absences for the purpose of determining truancy.



## Grady County Schools Attendance Protocol

<p><b>1-4 unexcused absences</b></p>	<p><b>School Level Interventions.</b> School will make a minimum of two reasonable attempts to talk with student, parent, guardian and/or other person having control of the student to inquire about the reason for the absence and to inform regarding the attendance protocol. A parent conference may be held when a student reaches 3-4 unexcused absences to develop interventions to deter further unexcused absences. School will document all information to the social work portal. A School Level Attendance Letter will also be mailed to parents/guardians.</p>
<p><b>5 unexcused absences</b></p>	<p><b>School Social Work Interventions.</b> The school will submit an attendance referral and supporting documentation to the social work portal. The school social worker will mail an attendance letter to offer assistance in preventing further absences. School social workers will work in collaboration with the school faculty and/or Judicial System to develop and implement strategies to work with students and/or parents/guardians to prevent further unexcused absences.</p>
<p><b>7 unexcused absences</b></p>	<p><b>Attendance Task Force Committee Interventions.</b> The parents/guardians will attend a Mandated Attendance Task Force Hearing to discuss unexcused absences and recommendations from the committee. The school social worker will mail a certified letter along with signed documents from the attendance hearing.</p>
<p><b>10 unexcused absences</b></p>	<p><b>Referral to State/Juvenile Court.</b> A warrant and/or juvenile complaint will be issued for violation of the Georgia Compulsory Attendance Law if the student continues to accrue unexcused absences.</p>

* <b>Parent Excuses</b>	Each school will only accept <b>5</b> parent/guardian handwritten excuses.
* <b>Excuses</b>	Excuses are to be submitted within <b>5</b> days of student returning to school.
* <b>Previous school year : 10 UNA or more</b>	<b>Mandated Attendance Task Force Hearing.</b> When a student reaches 5 UNA this school term and the previous school year they had 10 UNA or more, the parents/guardian will attend a mandated Attendance Task Force Hearing or Mandated Conference to discuss unexcused absences and recommendations to prevent further unexcused absences. The school social worker will mail a certified letter to the parents/guardians along with signed documents from the hearing or conference.

## Bathroom Procedures

Please observe the following procedures:

- Observe posted occupancy.
- A bathroom pass is required without adult supervision.
- Students should respect the privacy of others.
- Students should remain quiet.
- Students should use the facilities appropriately.
- Students should avoid playing the bathroom.
- Students should refrain from eating in the bathroom.
- Students should flush toilets and urinals.
- Students should wash their hands.

## Bell Schedule

7:15 a.m.	Lunchroom Opens for Breakfast Duty Teachers/Paraprofessionals at duty posts
7:40 a.m.	Teachers Arrive
7:45 a.m.	Students Enter the Classrooms
8:05 a.m.	Tardy Bell rings
3:00 p.m.	Dismissal
3:30 p.m.	Teacher Dismissal

**\*STUDENTS MUST BE PICKED UP BY 3:25**

## Bus Guidelines

Students riding the bus are under the direct supervision of the driver. Students must obey the driver. Improper conduct on the bus may result in suspension from the bus or other consequences. Students are not to change buses and bus routes without the consent of school administration. The following procedures should be observed:

- Obey the bus driver.
- Be courteous.
- Stay in your assigned seat.
- Do not eat or drink on the bus.
- Talk quietly.
- Use appropriate language.
- Keep your hands, head and body inside the bus.

## Custody of Children

School personnel are bound by law to release children to either of their custodial parents, unless the school has a copy of a current court order on file which grants custody to a single parent or to a third party. School personnel recognizes the person that enrolled the child and is currently listed in PowerSchool as the custodial parent/guardian.

## Early Dismissal

Any student leaving school before the regular dismissal time must be signed out in the main office. **Students will not be called to the office until the parent arrives. All early dismissal students must be signed out through the main office – no exceptions!** No student is to leave the campus at any time, for any reason without being signed out in the office. **Parents are asked to complete early dismissals prior to 2:30.** Excessive early dismissals can adversely affect a student's academic performance. Therefore, excessive early dismissals will be reviewed and may result in absences.

## 504 Plans

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

## **Fund Raising**

Fund drives will be limited to those approved by the Grady County Board of Education. No door to door sales are permitted. No sales from outside organizations are permitted.

### **Gifted and Talented Program**

ALPHA/Gifted Academy (K-12)

The ALPHA/Gifted Academy (Advancement in Learning & Performance for Higher Achievement) is a county-wide (K-12) program that offers our gifted and talented students a deeper level of learning and adds the breadth and acceleration needed in the classroom. Our school system currently has over 50 teachers who are gifted-endorsed and/or holds College-Board™ AP certification. Our ALPHA/Gifted students are surrounded in their classrooms with like-minded students who are on similar journeys that are challenged by their teachers and administrators not just academically but also challenged to get involved and grow personally. Our students exhibit high achievement in academics, partake in scholarly competitions, and participate in many extracurricular activities. We want our ALPHA/Gifted students to gain confidence in order to find their voice and take courses that demonstrate rigor. By providing extended-learning opportunities that offer critical thinking or problem-solving skills, we want to develop intellectual curiosity in order to advance their scholarship and realize their greatest potential. For more information, please contact Mrs. Danielle Jones, ALPHA/Gifted Academy Director, at the Grady County Board of Education (229) 307-1710.

### **Programa de Superdotados y Talentosos**

ALFA / Academia de Superdotados (K-12)

ALPHA / Gifted Academy (Avance en el aprendizaje y el rendimiento para un mayor rendimiento) es un programa en todo el condado (K-12) que ofrece a nuestros estudiantes dotados y talentosos un nivel más profundo de aprendizaje y agrega la amplitud y la aceleración necesarias en el aula. Nuestro sistema escolar actualmente cuenta con más de 50 maestros que cuentan con el respaldo de superdotados y / o posee la certificación AP College-Board™. Nuestros estudiantes ALPHA / Dotados están rodeados en sus aulas con estudiantes de ideas afines que se encuentran en viajes similares que son desafiados por sus maestros y administradores, no solo académicamente, sino que también tienen el reto de participar y crecer personalmente. Nuestros estudiantes exhiben altos logros académicos, participan en competencias académicas y participan en muchas actividades extracurriculares. Queremos que nuestros estudiantes ALPHA / Dotados ganen confianza para encontrar su voz y tomar cursos que demuestren rigor.

Al brindar oportunidades de aprendizaje extendido que ofrecen pensamiento crítico o habilidades de resolución de problemas, deseamos desarrollar la curiosidad intelectual para avanzar en su erudición y lograr su mayor potencial. Para obtener más información, comuníquese con la Sra. Danielle Jones, ALPHA / Gifted Academy Director, en la Junta de Educación del Condado de Grady (229) 307-1710.

### **Homework**

Homework is an integral part of the instructional program. Homework assignments should be limited to tasks that can be accomplished in 30 minutes to 1 hour for an average student. Teachers who are working together are asked to plan together and to be aware of the total time required to do the combined assignments.

### **Honor Roll**

Students who make all A's in all subject areas at the end of each 9 week grading period will be recognized as achieving the All A Honor Roll. Students who make all A's and B's at end of each 9 week grading period will be recognized as achieving the A and B Honor Roll. The Readers and Leaders Programs are held at the end of each nine weeks. Students will qualify for all "A" or "A-B" Honor Roll for the year using the year 1 average on the report card. Conduct will be recognized through the school-wide Soaring Hawks Positive Behavior Plan. Conduct grades are not a factor in determining Honor Roll.

## **Make-up Work**

Students who are absent will be allowed five (5) days from the day they return to school to make arrangements that are satisfactory with each individual teacher to make-up work missed. **It is the responsibility of the student/parent to check with teachers about make-up work.** Putting the makeup request in writing is sensible way of requesting the makeup work.

## **Immunizations**

Georgia law requires that each child receive required immunizations. Georgia Form #3231 is required to be on file in each student's permanent school record. An eye, ear, and dental screening form is also required.

## **In-School Suspension**

Disruptive students in grades 4-12 or ages 9 and above may be reassigned to an in-school suspension as a disciplinary action. The purposes of the program are to:

1. Isolate the disruptive students during the school day from the regularly assigned classrooms and activities of the school.
2. Continue the student's progress with classroom assignments.
3. Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to students' adjustment problems.

\*ISS at Southside is used as a discipline step for disruptive students in all grade levels for the same purposes listed above.

## **Computer Software Management**

It is the policy of the Grady County Board of Education to respect all computer software copyrights and adhere to the terms of all software licenses to which the Board is a party. Only software purchased through the purchasing procedures of the Board of Education, donated to the Grady County Board of Education, approved by Grady

County School Boards or used in staff development or college credit courses may be used on computers purchased by the Board of Education. All non-purchased software must be accompanied with a letter identifying the software, and the author of copyright/licensing agreement of the software. Students are not permitted to bring software from home or software obtained by any party other than those so specified to load the software on any computer purchased by the Board of Education.

### **Corporal Punishment**

Corporal punishment may be used as a disciplinary action. This disciplinary procedure is used in accordance with the Grady County Schools Policy. A written note from the parent for the current year must be on file for a student to be on the “**No paddle list.**”

### **Internet Access and Use**

The purpose of Internet use in the Grady county School System is to support and enhance education by providing access to unique resources and the opportunity for collaborative work. Use of the Grady County Schools’ connection to the Internet must be the support of education and academic research consistent with the educational objectives of the Grady County Schools. Grady County Schools support the guidelines of the Department of Education’s Office of Instructional Technology and the Board of Regent’s Policy for Acceptance Use. Use of another organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of any U.S. or State regulation is prohibited. Illegal activities are strictly prohibited. The use of Grade County Schools’ Internet access is not a right; it is a privilege. Inappropriate use will result in the cancellation of access privileges and possible disciplinary action. The system media committee will give guidance and direction to the system’s Internet use and access. School media committees established at each school will monitor Internet access at each school and advise school staff of appropriate practices and procedures. All students have access to the internet through normal daily activity. **If you do not want your child to have this access... please contact your school to “opt-out”.** If you do not want your child’s photo used for



school purposes please contact the school to “opt-out”. The full Grady County – Technology and Internet Acceptable Use Policy can be obtained by requesting a copy from the school or by accessing the full document over the internet at <http://goo.gl/Sn1cT>.

### Head Lice

Head lice are very contagious because of the ease with which it can be transmitted from one person to another. In the event that a child is found to have head lice or nits, a parent or guardian will be contacted to pick up the child for treatment. All siblings and other children in the same classroom will be checked as well. Before returning to school the child must have **NO NITS**. Upon returning to school, the child must be accompanied by a parent and must show the school nurse proof of treatment. **The student must not have any nits in order to be re-admitted to school.**

### Lost and Found

Please help us by putting your child’s name in jackets and other personal items. We look for some kind of identification before putting items in lost and found. Please feel free to check the lost and found area if your child is missing an item. Unclaimed items are donated to a charitable organization.

### Lunch Schedule

3 <sup>rd</sup> Grade	10:45-11:15
Kindergarten	11:00-11:30
2 <sup>nd</sup> Grade	11:15-11:45
5 <sup>th</sup> Grade	11:30-12:00
4 <sup>th</sup> Grade	12:00-12:30
SC SpEd	12:15-12:45
1 <sup>st</sup> Grade	12:30-1:00
Pre-K	12:45- 1:15

## Lunch/Breakfast Procedures

All students should use the same lunch procedures. They are as follows:

- Students should remain quiet until seated.
- Students should whisper at the table.
- Students should keep food and trash off the floor.
- Students should stay in their seats until they have permission to leave.
- Students should pick up food/trash from the table.
- Milk/juice containers should be closed before dismissal.
- Students should exit quietly and walk carefully.

\*Parents are encouraged to come and eat lunch with their children during the regularly scheduled lunch times. If purchasing a meal from the lunchroom, parents will be charged the adult meal price and the serving portions and choices established by the lunchroom must be honored or additional charges may apply. There is a separate charge for a cup of tea if a full meal is not purchased. Parents may eat lunch with their children in the designated areas. Other students are **not** to be pulled for lunch without the written permission of the child's parents.

\*In keeping with the Healthy Meals and Healthy Snacks programs, parents are expected to keep fast food meals on campus to a minimum. Sodas are prohibited.

## Meal Policies

Parents are reminded that breakfast is served from 7:30 a.m. until 8:00 a.m. **Students must be in the lunchroom prior to the 7:55 bell if they wish to eat breakfast.**

Students: No charge for breakfast and lunch

Adults: Breakfast \$2.25  
Lunch \$3.75

\*Extra entrees are \$1.50  
\*Tea \$1.50

\*Extra milk \$0.35

## **Media Center Hours and Policies**

The materials in our school media center are available to all students, faculty, and staff through regular circulation procedures. The school media center is accessible from 7:45 a.m. to 3:15 p.m. daily. Parents are welcome to visit at any time.

## **Medication**

If it becomes necessary for a student to take any form of medication at school, a signed note from the parent must be provided to the teacher and nurse. The medication must be brought to school in the original container. Prescription medications must have the child's name on the container and the directions for administering the medication. Students taking medication on a regular basis must have a Medication Permission Form on file with the nurse. The nurse will keep a daily report of medications given at school. **Medications are not to be transported by students. Parents must deliver the medication to the school.**

## **Money and Other Valuables to School**

A student may be asked to bring money to school at different times during the school year. The money should be put in a sealed envelope with the student's name and the purpose for the money. Money (except for specific school purposes) and other valuables should not be brought to school.

## **Nondiscrimination Policy**

It is the policy of the Grady County Board of Education not to discriminate on the basis of sex, age, race, color, creed, national origin, native language, religion, handicap, or political affiliation in educational programs and activities of or admission to facilities operated by the employment practices of the Grady County Board of Education.

## Parent Participation in School Activities

Any adult participating in school functions involving students, such as field trips, volunteering in classrooms, etc. are required by Georgia law to successfully complete the Mandated Reporter Training. Several sessions are held at Southside throughout the school year. An online version of this training is also available at <http://preventchildabusega.org/>. Upon successful completion, a certificate is issued to the individuals as proof of this training. Parents/guardians are also expected to view a short presentation about campus guidelines. See visitation guidelines.

## Out of District

### Out of District Enrollment Guidelines

- Parent/Guardian of out-of-district students must request enrollment with the principal of the out-of-district school. The contract must be signed by the principal of the requesting school prior to enrollment.
- Parent/Guardian must complete an Out-of-District Contract for each year of out-of-district enrollment. Contract completion does not guarantee enrollment in the requested school.

**Once accepted for out-of-district enrollment, the parent and student must agree to abide by the following guidelines:**

1. **TRANSPORTATION:** Parent will be responsible for providing transportation to and from school within the set school hours. Excessive tardies, early pick-ups, and pick-ups past the dismissal time may determine continued eligibility for enrollment in the out-of-district school.
2. **ATTENDANCE: No more than five (5) unexcused absences and/or fifteen (10) tardies will be accepted.** As noted above, early pick-ups causing the student to miss instruction and any pick-ups past the dismissal time will also be considered in continued eligibility for out-of-district enrollment. **\*\*Enrollment is subject to availability based on in-district student enrollment.\*\***
3. **BEHAVIOR:** Student and parent will agree to abide by the Student Code of Conduct outlined in the accepting school's Student Handbook. Excessive disciplinary referrals will be considered when determining acceptance and continued enrollment.

All Grady County Schools are governed by the above Out-of-District guidelines.

## **Physical Education Classes**

All students who are physically able are required to participate in daily physical education classes. A student may be excused from participation temporarily upon a written request from a parent and/or a note from a doctor recommending temporary suspension. Permanent exclusion from physical education requires a written doctor's statement. It is strongly recommended that students wear tennis shoes/sneakers for their safety and comfort. FLIP FLOPS and sandals without backs are **NOT** allowed!

## **Promotion Policy**

The Grady County Schools Promotion/Retention policy will be finalized when the Georgia Department of Education testing changes have been completed.

## **Report Cards**

The evaluation of student achievement is one of the important functions of the teachers. The Grady County accepted marking system is as follows:

### **Kindergarten**

A standards-based report card will indicate the skills that have been mastered.

### **Grades 1-5**

A – Good (90-100)

B – Satisfactory (80-89)

C – Needs Improvement (70-79)

F – Unsatisfactory (Below 70)

Report cards are issued 3-5 school days after each nine-week grading period. There are four grading periods in each school year. Teachers will also send home mid-term progress reports. Report cards should be given to the student's parents or guardians for examination and signature. The report should then be returned to the teacher the next day. Refer to page 3 for dates.

## **Recorded Student Grades**

All students (Grades 1 -5) receive numerical report card grades to indicate their current status in each of their classes. Numerical grades are based on a 100 scale. For the first and second 9 weeks report card grade, students earning an averaged failing numerical grade from 0-59 will be given a 60. Third and fourth 9 weeks grades will be recorded exactly as earned. Students who fail the first semester will have the two 60's averaged with their two second semester 9 weeks grades for a yearly average.

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## **Southside Elementary School: Student Discipline Code 2019-2020**

**NOTICE:** You are duly informed that the principal of each school in the Grady County School System, his/her authorized representative and/or School Resource Officers possess the authority to conduct reasonable interviews/investigations of students in order to properly investigate and punish student misconduct without parental consent. This includes the authority to conduct a search of students and their property, including book bags, back packs, purses, and personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

**NOTE:** Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Grady County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

**A. AGGRESSIVE BEHAVIOR:** Verbal assault of other student(s); threatening or intimidating another student. Threats (verbal, written or via social media) will result in the following:

1. Without physical contact:

**CONSEQUENCE:** 1<sup>st</sup> Offense: Administrative Discretion  
2<sup>nd</sup> Offense: 1-3 days ISS or Corporal Punishment  
3<sup>rd</sup> Offense: 3-5 days ISS. For more severe- Administrative Discretion.

2. With physical contact:

**CONSEQUENCE:**

1<sup>st</sup> Offense: 1 day Detention or Corporal Punishment  
2<sup>nd</sup> Offense: Minimum 2 days Detention or 1 day OSS  
3<sup>rd</sup> Offense: 1 – 3 days OSS

- Excessive/Extreme offenses may be recommended for tribunal.

**B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:** *Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules B-1, 2, and 3.*

1. **DRUGS:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be or misrepresented as an illegal drug.

2. **PARAPHERNALIA:** No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

3. **ALCOHOL:** No student shall possess, consume, transmit, store, **be under any degree of influence** of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute alcoholic beverages (including relates products such as “near” beer, non-alcoholic beer and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

4. **INHALANTS:** No student shall sniff or be under the influence of inhalants and/or other substances.

**CONSEQUENCE: 10 days OSS and Recommendation for Tribunal and Referral to School Resource Officer**

### **C. ATTENDANCE VIOLATIONS:**

1. **TRUANCY:** A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

2. **SKIPPING:** No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator.

3. **UNAUTHORIZED AREA:** An unauthorized area is any location a student is not given specific permission to go (gym, restroom, hallways, Media Center, offices, etc.).

#### **CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: 1 day Detention/ISS**

**3<sup>rd</sup> Offense: minimum of 2 days Detention/ISS**

- **Excessive/Extreme offenses may be recommended for tribunal.**

4. **LEAVING CAMPUS:** Students shall not leave school grounds once they come onto campus. This includes students arriving on campus before the first bell in the



morning. The school must be notified before the student leaves campus. Every student who leaves school must be signed out at the office by a parent, guardian or parents' designee.

**5. TARDIES:** No student shall be tardy to any class/activity for which he/she is enrolled without a valid excuse from a parent or doctor. Students who are tardy for school will not be eligible for "Perfect Attendance" recognition.

**D. BOMB THREATS:** Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

**CONSEQUENCE:**

**10 Days OSS and Recommendation for Tribunal and Referral to School Resource Officer/Law Enforcement**

**E. BULLYING:** The term "bullying" means an act that is: 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: A) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is identified in Code Section 16-5-23.1; B) has the effect of substantially interfering with a student's education; C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or D) has the effect of substantially disrupting the orderly operation of the school. The term applies to acts which occur on school property, on school vehicles, at designated 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if they electronic communication 1. Is directed specifically at students or school personnel, 2. Is maliciously intended for the purpose of threatening the safety of those specified or

substantially disrupting the orderly operation of the school, and 3. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For the purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo, electronic or photo optical system. (O.C.G.A. 20-2-751.4) (Bullying should be identified as such by school administration only)

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Minimum 1 day OSS**

**2<sup>nd</sup> Offense: Minimum of 3 days OSS**

**3<sup>rd</sup> Offense: 10 days OSS and Recommendation for Tribunal**

**F. BUS GUIDELINES:** Students who ride the bus are under the direct supervision of the driver. Students must obey the driver at all times. Improper conduct on the bus may result in suspension from the bus or other consequences. The following procedures should be observed:

- Be courteous.
- Stay in your assigned seat.
- Do not eat or drink on the bus.
- Talk quietly.
- Use appropriate language.
- Keep your hands and head inside the bus.
- Talk in a quiet voice.
- Obey the bus driver.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: Minimum of 1 day Bus Suspension**

**3<sup>rd</sup> Offense: Minimum of 3 days Bus Suspension; additional offenses may result in lengthy or permanent bus suspension**

**G. CHEATING:** When it has been determined that a student has been involved in cheating, the student will receive a zero on the assignment and will not be allowed to retake that assignment and/or makeup that grade.

**CONSEQUENCE:** Zero on assignment, no retake privilege and parent notification by teacher.

**G. CHRONIC MISBEHAVIOR:** Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for a student tribunal and alternative placement.

**H. COMMUNICATION/ELECTRONIC DEVICES:** Electronic devices including, but not limited to cell phones, iPads, iPods, laptops, etc. are PROHIBITED at school. Parents may pick items up at no cost after 3:00 p.m. on the day the item was confiscated, or anytime thereafter. Teachers will not be interrupted to retrieve an item that has been taken. **STOLEN ELECTRONIC DEVICES ARE NOT THE RESPONSIBILITY OF SCHOOL ADMINISTRATION AND ADMINISTRATORS/LAW ENFORCEMENT WILL NOT CONDUCT CLASSROOM SEARCHES OR INVESTIGATIONS OF THESE MISSING ITEMS.**

**CONSEQUENCE:**

**1<sup>st</sup> Offense:** Parent Pick Up – No Charge

**2<sup>nd</sup> Offense:** Parent Pick Up - \$10.00 Fine

**3<sup>rd</sup>+ Offense:** Parent Pick Up - \$20.00 Fine per incident

## **I. CONDUCT**

**1. RUDE/DISRESPECTFUL-1 (Adults: Teachers, faculty/staff)** No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in manner, displaying a poor attitude, intimidating, threatening, and/or any other action that is deemed to not be polite.

**CONSEQUENCE:**

**1<sup>st</sup> Offense:** Administrative Discretion.

**2<sup>nd</sup> Offense:** Minimum 1 day Detention/ISS

**3<sup>rd</sup> Offense:** Minimum 2 days of Detention/ISS

**2. RUDE/DISRESPECTFUL-2 (Other students)**

Disrespectful conduct towards other students.

## **CONSEQUENCE: Administrative Discretion**

**3. Profane, Vulgar, or Obscene Words or Gestures - 1 (Adults: Administrators, Teachers, faculty/staff)** No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures toward any administrator, teacher, adult, faculty/staff, guest, on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargon commonly known to mean something disrespectful. This includes profanity not directly aimed at, but in the presence of an adult and any threatened violence.

### **CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: Minimum 1 day OSS**

**3<sup>rd</sup> Offense: minimum 3-10 days OSS, mandatory parent conference and possible referral to student tribunal**

- **Excessive/Extreme offenses may be recommended for tribunal.**

**4. PROFANE, VULGAR, OR OBSCENE WORDS OR GESTURES - 2 (Other students)** No student shall use any type of profane, ethnically offensive language, vulgar, obscene, abusive or offensive language (written or oral) or gestures in reference to another student and/or that maybe overheard by an administrator, teacher, adult, faculty/staff, guest on school property or at a school sponsored event.

### **CONSEQUENCE:**

**1<sup>st</sup> Offense: 1 day Detention or Corporal Punishment**

**2<sup>nd</sup> Offense: Minimum of 3 days Detention**

**3<sup>rd</sup> Offense: Minimum of 5 days Detention**

- **Excessive/Extreme offenses may be recommended for tribunal.**

5. **OBSCENE MATERIALS:** No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

**CONSEQUENCE:**

**1<sup>st</sup> Offense:** 1 day Detention/ISS or Corporal Punishment

**2<sup>nd</sup> Offense:** Minimum 3 days Detention/ISS

**3<sup>rd</sup> Offense:** Minimum 5 days Detention/ISS

- **Excessive/Extreme offenses may be recommended for tribunal.**

6. **FALSE REPORTS:** No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; or forge signatures.

**CONSEQUENCE: Administrative Discretion**

- **Excessive/Extreme offenses may be recommended for tribunal.**

7. **DRESS CODE:** No student shall repeatedly violate the school dress code. **Students must follow the school's Dress Code policy.**

**CONSEQUENCE:**

**1<sup>st</sup> Offense:** Administrative Warning

**2<sup>nd</sup> Offense:** 1 day Detention/ISS

**3<sup>rd</sup> Offense:** Minimum 2 days Detention/ISS

**\* Parent will be contacted to bring a change of clothes.**

**Southside Elementary School Dress Code for Students**

Research has indicated that there is a direct relationship between students' attire and their classroom behavior, attitude, and achievement. A dress code that promotes a positive learning environment free from distractions will be enforced.

1. Students may wear dresses, bermuda shorts, Capri pants, blue jeans, or long pants. Shorts, dresses, and skirts should be an appropriate length –no more than 3 inches

above the knee for dresses and skirts. Gym shorts and bike shorts are prohibited.

2. Sagging pants shall not be permitted. Belts must be properly fastened.
3. Shirts should be appropriate for school. Bare midriffs, spaghetti strap shirts, tank tops, t-shirts with inappropriate slogans or emblems are **prohibited**.
4. Clothing which has holes cut out or torn above the knee is prohibited.
5. Shoes or sandals with back straps across the ankle must be worn at all times. Cleated shoes, skate shoes, bedroom shoes, and flip flops are not allowed.
6. Body piercings other than earrings in the earlobes are prohibited.
7. Hair must be well-groomed. Hairstyles should not cause disruptions or excessive attention in class as to take away from instructional time. Hair should be worn so that vision is not impaired.
8. Students may not wear sweat bands, combs, picks, etc. Caps and sunglasses may not be worn inside the buildings.
9. Fads and styles which differ extremely from conventionally accepted standards causing unnecessary attention or interfering with the process of learning are prohibited.

The administration reserves the right to determine appropriateness in cases related to student dress, student appearance and hair styles.

## **J. DISRUPTION OF CLASS/SCHOOL:**

**1. CLASS DISRUPTION:** No student shall intentionally make noise or act in any manner so as to interfere with a teacher's ability to conduct class or another student's ability to learn.

### **CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: Minimum of 1 day Detention/ISS or Corporal Punishment**

**3<sup>rd</sup> Offense: Minimum of 2 days Detention/ISS**

- **Continued classroom disruptions may result in OSS.**
- **Excessive/Extreme offenses may be**

**recommended for tribunal.**

**2. SCHOOL DISRUPTION:** No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: Minimum of 1 day Detention/ISS**

**3<sup>rd</sup> Offense: Minimum of 2 days Detention/ISS**

- **Continued classroom disruptions may result in OSS.**
- **Excessive/Extreme offenses may be recommended for tribunal.**

**K. FALSE SAFETY REPORTS:** No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

1. **FALSE CALL TO EMERGENCY SERVICES:** No student shall knowingly make or cause a false call to emergency services to be made.
2. **FALSE FIRE ALARM:** No student shall knowingly give or cause a false fire alarm to be given.

**CONSEQUENCE: Administrative Discretion**

**L. GANG RELATED ACTIVITY:** No gangs or unauthorized clubs will be permitted on the school campus.

**CONSEQUENCE: Administrative Discretion**

**Students who violate this policy may be subject to arrest and/or 10 days OSS and a recommendation for a student tribunal.**

**M. INCENDIARY DEVICES:** No student shall possess, light, and/or

discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

**CONSEQUENCE: Administrative Discretion**

**Any activity deemed arson will result in 10 days OSS, and recommendation for tribunal and referral to the School Resource Officer.**

**N. OFF CAMPUS OFFENSES:** Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, students, and/or property at the school, property of others, or that disrupts the discipline or educational environment of the school.

**Off-Campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:**

1. Prohibited by the Georgia or United States criminal codes;
2. Punishable as a misdemeanor or felony if committed by an adult
3. Conduct for which a student has been arrested, indicted, adjudicated to have committed or convicted.
4. Conduct that is outlined in the work leave, and/or Youth Apprenticeship Program (YAP) student agreement form.

**CONSEQUENCE: Administrative Discretion**

**O. OTHER BEHAVIORS:** No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other sections of this handbook.

**CONSEQUENCE: Administrative Discretion**

**P. PRESCRIPTION / NON-PRESCRIPTION DRUGS**

1. **OVER-THE-COUNTER MEDICATIONS:** Possession of all over-the-counter medication on school property must be in compliance with Grady County School Board policies. A student is prohibited from selling, distributing, or possessing



with intent to distribute any over-the-counter medication

**CONSEQUENCE: Administrative Discretion; 10 days OSS and Possible Recommendation for Tribunal and Referral to School Resource Officer**

2. **PRESCRIPTION DRUGS:** No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must be in compliance with Grady County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

**CONSEQUENCE: Administrative Discretion; 10 days OSS and Possible Recommendation for Tribunal and Referral to School Resource Officer**

**Q. PHYSICAL OFFENSES:** Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, physical altercation, fighting or physical bullying. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

#### 1. HORSEPLAY

**CONSEQUENCE: Administrative Discretion**

2. **BATTERY:** No student shall physically attack another student, teacher, staff member or administrator.
3. **FIGHTING:** No students shall participate in any type of fighting, physical altercation, or physical harassment.
4. **GANGING UP:** No student shall gang up with any other student or students and physically attack another student or other persons.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: 1 day Detention/ISS or Corporal Punishment**

**2<sup>nd</sup> Offense: Minimum 2 days Detention or 1 day OSS**

**3<sup>rd</sup> Offense: 1 – 3 days OSS**

- **Excessive/Extreme offenses may be recommended for tribunal.**

**NOTE: Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or Administrator will be charged at a minimum with simple battery. Student will be referred to the School Resource Officer and recommended for a student tribunal.**

**R. PROPERTY RELATED OFFENSES: NOTE: Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where student appears to be in violation of the law.**

1. **VANDALISM:** No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

**CONSEQUENCE: Administrative Discretion and Restitution; Possible up to 10 days OSS and referral to School Resource Officer and possible referral to student tribunal**

2. **PROPERTY DAMAGE:** Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the school. Private property will include, but not be limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damage were done to Grady County

School's property.

**CONSEQUENCE: Administrative Discretion and Restitution; Possible up to 10 days OSS and referral to School Resource Officer and possible referral to student tribunal**

**S. SEXUAL OFFENSES:** Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. The following are prohibited on school property, school buses, at school-sponsored events, activities or functions, or while using school technology resources.

1. **PDA:** No student shall engage in Public Displays of Affection while on school property or while attending school events.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Administrative Discretion**

**2<sup>nd</sup> Offense: Minimum 1 day Detention/ISS**

**3<sup>rd</sup> Offense: Minimum 2 days Detention/ISS**

**2. SEXUAL MISCONDUCT:**

- No student shall consent to and participate in any form of sexual activity.
- No student shall expose one's intimate body parts or "moon" in public.
- No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct.
- No student shall purposefully touch another student on either their skin, hair, outside clothing, and/or body parts.

**A. SEXUAL HARASSMENT:** No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.

**B. SEXUAL BATTERY:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student without the consent of that person.

**C. SEXUAL MOLESTATION:** Sexual molestation is defined

as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student's intimate body parts.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Up to 10 days OSS AND Referral to School Resource Officer AND Possible Recommendation for Student Tribunal.**

**T. TECHNOLOGY OFFENSES:** School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal property or school property while using school technology resources on or off school grounds. Students will not use school technology resources to distribute nor display inappropriate material.
4. Students shall not attempt to search, visit, and/or view internet web sites that have not been approved.

**CONSEQUENCE: Administrative Discretion**

**U. THEFT:** No student shall steal or possess stolen private property or school property.

**CONSEQUENCE:**

**Administrative Discretion with the possibility of 10 days OSS, Referral to School Resource Officer and Possible Recommendation for Tribunal**

**V. TOBACCO/VAPING MATERIAL(S):** Possession and/or the use of tobacco in any form are prohibited on campus, on school buses, and at school activities or functions. Vaping devices and/or accessories including vaping content, cigarettes, lighters, matches, dips and

tobacco alternative products, including dipping, chewing and smokeless non- tobacco products, will be confiscated. "Spit cups" are evidence of tobacco and carry the same consequence.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: 3 days Detention/ISS**

**2<sup>nd</sup> Offense: Minimum 1 day OSS**

**3<sup>rd</sup> Offense: Minimum 3 days OSS**

**W. WEAPONS:** A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event or activity. Administrative discretion will be used in determining the legitimate threat level of any weapon. (O.C.G.A. 16-11-127.1)

- Toy guns and other toy weapons are prohibited.

**CONSEQUENCE:**

**1<sup>st</sup> Offense: Up to 10 days OSS AND Referral to School Resource Officer AND Recommendation for Tribunal Terms and Definitions**

**ADMINISTRATIVE DISCRETION-** Examples are, but not limited to: verbal administrative warning, parent notification of offense, corporal punishment, office time-out, loss of privileges and/or events including recess, field trips, Field Day, Spring Fling, etc., school counselor referral, School Resource Officer referral AND/OR referral to law enforcement.

**IN-SCHOOL SUSPENSION (ISS):** In-School Suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

**In-School Suspension Rules:**

1. In addition to all regular school rules students serving ISS will also adhere to posted ISS rules.

2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. The ISS teacher may suspend any student assigned to ISS for insubordination for the remainder of the day. The student will then be assigned an additional day of ISS.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Students may not attend any school related activities while suspended. Example: If suspension is through Friday, student cannot participate on Saturday. Suspension is considered ended when student is readmitted to the classroom.

**STUDENT TRIBUNAL (Student Disciplinary Hearing)** For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures: The Superintendent or designee shall convene a hearing in the following cases

Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;

Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.

The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing, the Superintendent or his or her staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.

Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.

The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be

borne by the party requesting the transcript.

The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.

In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.

The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's

withdrawal from school.

**SURVEILLANCE CAMERA POLICY:** Southside Elementary School recognizes a need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and faculty.

The purpose of video surveillance at SES is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.

Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours per day, seven days a week and record continually for several months. Cameras are monitored by designated school officials who may include, but are not limited to, administrators, teachers, and School Resource Officers (SRO).

Surveillance DVDs will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff (SRO) from obtaining the aid of students, faculty and staff in identifying persons of interest who may be implicated in a surveillance recording. Request to view surveillance evidence will require Grady County School Board approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent of which an act has been committed.

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### **Student Dismissal**

The school personnel shall release a student from school during the school day only to the person(s) having lawful custody of the student or to someone who can present evidence that they have permission



from the custodial party to pick the student up from school. All students are dismissed through the main office only! Dismissal guidelines and times must be followed at all times!

### **Student Records**

Custodial parents/guardians may obtain copies of their child's school records from the school office. A wait time may be required.

\*The school does not provide proof of residency/school attendance to parents for income tax purposes.

### **Tardy Arrivals**

All **tardy** students (**arriving after 8:05**) will report to the secretary's office upon arriving on campus. The student will be required to sign in at the office and will receive an admission slip to class. Students with excessive unexcused absences and/or tardies will be referred to a school social worker. Once a referral is made, each three additional tardies may equal one unexcused absence.

### **Textbooks**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Fees for lost or damage books will be the responsibility of the parent.

## **TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

In compliance with the requirements of the Every Student Succeeds Act, 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-
  - has met State qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction;
  - is teaching under emergency or other 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 the 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 Mr. Kevin Strickland at Southside Elementary School at 229-377-3723, [k.strickland@grady.k12.ga.us](mailto:k.strickland@grady.k12.ga.us). (August 2, 2019)

## **WHAT IS TITLE I?**

Title I, Part A is a part of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA). This Act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards. LEAs target the Title I, Part A funds they receive to public schools with the highest percentages of children from low-income families. These funds may be used for children from preschool aged to high school. Title I, Part A is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I, Part A programs must be based on effective means of improving student achievement and include strategies to support parental involvement. Southside Elementary School is a Schoolwide Title I school and the Schoolwide Improvement Plan is available for review in the main office of the school and on the school's website at <http://Southside.gce.schoolinsites.com>. Parents are invited to participate in the annual revision of the Schoolwide Improvement Plan.

## **. PARENT and FAMILY ENGAGEMENT PLAN**

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement plan. Copies of the Grady County Parent and Family Engagement Plan and the Southside Elementary School Title I Parent and Family Engagement Plan are available for review by parents in the main office of the school or on the school website <http://Southside.gce.schoolinsites.com>. The Grady County Title I program provides resource materials to parents who visit the Parent Smart Resource Center located at Southside Elementary School in the media center. The Parent Resource Center is open during the school day from 8:00 a.m. until 3:00 p.m. For additional information please contact the school at 229-377-

3723. Parents are invited to participate in workshops and special events sponsored by Title I and the annual revision of the Parent and Family Engagement Plan.

### **SCHOOL-PARENT COMPACT**

The School-Parent Compact is a written agreement between parents, teachers and students. The compact is developed by all stakeholders and outlines how parents, the entire school staff and students will share the responsibility for improving student achievement. The compact is signed by parents, teachers and students at the beginning of the year and serves as a clear reminder of the agreement for all to share in the responsibility for student learning. A copy of the school-parent compact is available in the school office and on the school website at <http://Southside.gce.schoolinsites.com/>. Parents are invited to participate in the annual revision of the school-parent compact.

### **ACADEMIC STANDARDS**

Students at Southside Elementary School are taught using State required academic standards. Standards for all academic areas can be accessed at [www.georgiastandards.org](http://www.georgiastandards.org).

### **Traducción de documento 229-377-3723**

#### **Toys and Collectable Items**

Collectable cards, toys, or any other items that may distract students from their work are prohibited and will be confiscated and turned into the administration. Parents may pick these items up from the main office. Repeated offenses may require the items to be held in the main office until the end of the school year.

#### **Visitation**

Southside Elementary encourages parents and family to be a part of the school events. All visitors must check in at the main office and obtain a visitor's badge. To ensure the safety of the students, faculty and staff; visitors are expected to go directly to the intended area for the visit. Wandering around the campus is prohibited. Please adhere to the following expectations:

1. Cell phone use is prohibited during campus visits except during awards programs and organized events such as field trips.

2. Dress for success! Visitors are expected to be dressed modestly and appropriately for an elementary campus. If the attire is not allowed for a student to wear to school, it shouldn't be worn by the visitor either. (No pajamas, satin caps, bedroom slippers or other bedtime attire).
3. Appropriate language is expected at all times – no profanity!
4. Your visit is about your child. Interactions with other students should be brief and respectful.
5. Party items and special events such as birthdays are to be cleared in advance with your child's teacher.
6. Parents are encouraged to come in for parent conferences. Please schedule these in advance.

\* Failure to follow these expectations may result in removal from the activity and/or campus.

### **Volunteer Program**

The Southside Volunteer Program recruits parents, interested adults, students, and community leaders to give their time and talents to benefit the children of our school. If you are interested, please contact our school at 377-3723.



**Parent Confirmation:**

Receipt of Southside Elementary School

2019-2020 Student Handbook

**Please complete form and return it to your child's school.**

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

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

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

**SOUTHSIDE**  
**ELEMENTARY**