

2026-2027 Parent/Guardian and Student Acknowledgement Form

Evans County School System's Student Handbook and Code of Conduct Affirmation

As the custodial parent of a child enrolled in Evans County School System, my child and I acknowledge by signing this form that we have read and understand the **Evans County School System's 2026-2027 Student Handbook and Code of Conduct**. My family and I understand and agree to abide by the policies, agreements, procedures, and directives set forth in these publications. We understand that failure to sign or return this acknowledgement form does not excuse any individual from complying with school system policies, regulations, and guidelines.

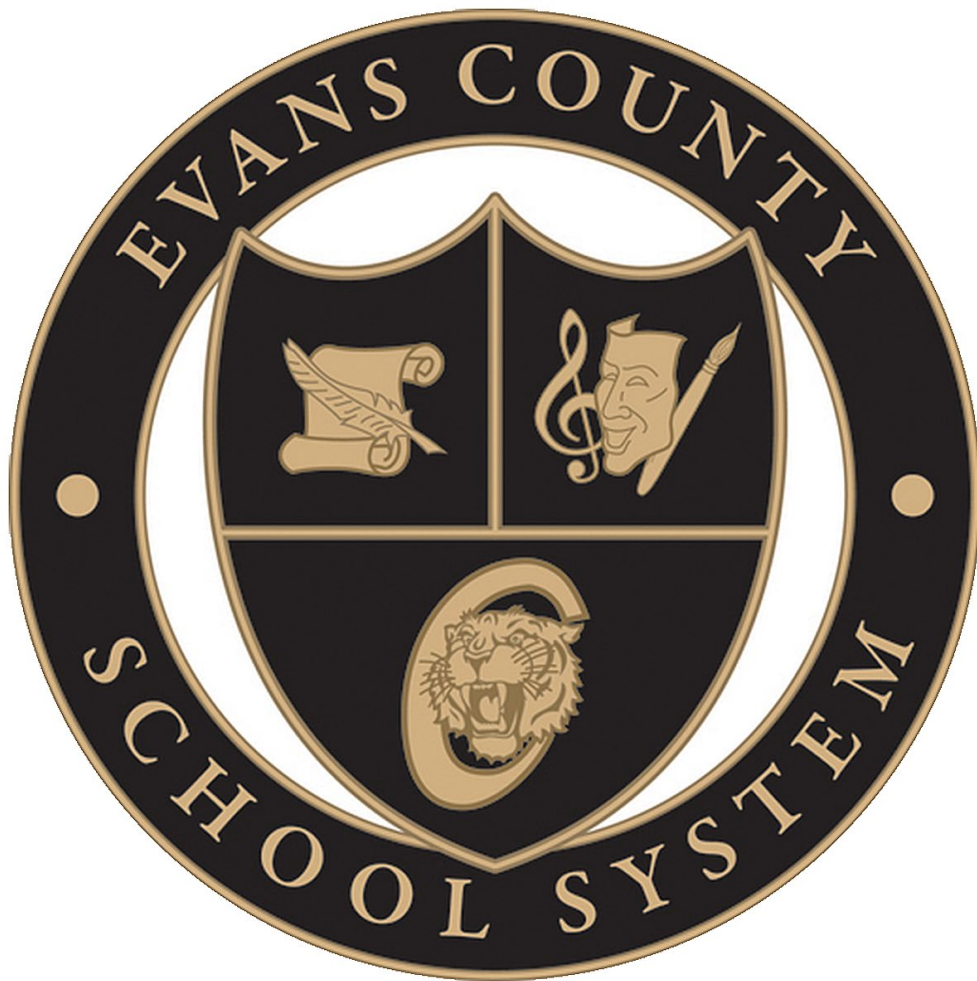
Review and sign this form and return it to school within 10 days of enrollment.

(PRINT) Student's Last Name _____ First _____ Middle _____

Student Signature _____ Date _____

Custodial Parent's/Guardian's Signature _____ Date _____

Student Handbook



2026-2027

EVANS COUNTY BOARD OF EDUCATION

**Bradley Anderson, Ed.D.
Superintendent**

BOARD MEMBERS

**Huey “Bo” Eason
Chairman of the Board**

**Michael Tucker
Vice-Chairman of the Board
District 3 Representative**

**Barbara Murphy
District 1 Representative**

**Joyce Lockwood
District 2 Representative**

**Dorcas Moore
District 4 Representative**

**Greg Threatte
District 5 Representative**

**Larry Davis
District 6 Representative**

Evans County Schools Mission:

“To ensure a commitment that ALL students have the opportunity and support to achieve the high levels of learning and character development required for successful college, career, and community endeavors through partnerships with students, parents, staff, and the community.”

Evans County School System is accredited by COGNIA.

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Dear Students, Parents, Staff, and Community Members,

Welcome to the 2026–2027 school year!

It is with great excitement and optimism that I welcome you to another year of learning, growth, and opportunity in the Evans County School System. As we begin this new school year, I am grateful for the continued support of our families, staff, Board of Education, and community partners who work together to help our students succeed.

The start of a new school year brings fresh opportunities, renewed energy, and the promise of what can be accomplished when we focus on what matters most—student learning. Our teachers, administrators, and support staff have spent countless hours preparing for the arrival of our students, and we are excited about the great learning experiences that await them.

This year, we recommit ourselves to the core priorities outlined in our Strategic Plan. At the center of everything we do is our unwavering focus on Student Learning and Support. We believe every student deserves access to high-quality instruction, meaningful learning opportunities, and the support necessary to reach their full potential. Whether a student is taking their first steps into a classroom, preparing for graduation, exploring career pathways, participating in athletics and extracurricular activities, or planning for college and the workforce, our goal is to ensure they are challenged, supported, and prepared for future success.

We also remain committed to creating schools where students feel safe, valued, and connected. Strong relationships between students, staff, families, and the community are essential to creating an environment where learning thrives. We want every student to know that they belong, that they are cared for, and that we believe in their ability to succeed.

As we move forward together, I encourage each of us to embrace the opportunities that this new year presents. Let us celebrate achievements, learn from challenges, support one another, and remain focused on providing the very best educational experience for every child entrusted to our care.

Thank you for being an important part of the Evans County School System. I look forward to a wonderful year filled with growth, achievement, and success for our students and our community.

Best wishes for an outstanding 2026–2027 school year!

Sincerely,

Bradley Anderson, Ed.D
Superintendent
Evans County School System

2026-2027 Evans County Schools Calendar

Approved January 12, 2026 (178 Student days, 12 Staff planning days)

July 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27-31 Preplanning

August 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 First Day of School

September 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Student/Staff Holiday

October 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-20 Staff Inservice/Student Holidays
21-23 Student/Staff Holidays

November 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 Student/Staff Holidays

December 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Last Day of Schools First Semester
21-31 Student/Staff Holidays

January 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-4 Student/Staff Holidays
5 Staff Inservice/Student Holiday
6 Students Return
18 Student/Staff Holiday

February 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 Student/Staff Holiday
16 Staff Inservice/Student Holiday

March 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 Staff Inservice/ Student Holiday

April 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5-9 Student/Staff Holidays

May 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Last Day of School
24-25 Staff Inservice

June 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Work Day or Professional Development Day/Student Holiday
Beginning of Term
End of Term

Early Release (Parent Conferences or Exams for High School)
Staff and Student Holiday

SECTION I: ENROLLMENT PROCESS

Enrollment Requirements

A child must have attained the age of five (5) on or before September 1 of the fiscal year to be eligible for admission into kindergarten. A child is entitled to admission to the first grade if he or she will be six (6) years of age on or before September 1 of the school year. A birth certificate is required for a student to initially enter school. The student must also have a Social Security Card or waiver.

Students initially entering school or transferring from another state shall be given an eye, ear, and a dental examination by the local Board of Health or a private physician and a certificate provided pursuant to the rules issued by the State Department of Public Health and the State Board of Education. The statement must be on a Georgia Department of Human Resources form.

A certificate of immunization from a physician or a qualified employee of a county Board of Health shall be furnished by the child's parents to the school where attendance is sought. The statement of immunization must be on a Georgia Department of Human Resources Form 3231. The certificate shall be placed in the student's folder.

In the interest of maintaining a safe and productive school environment for all children, and in accordance with state law, parents will also be asked to provide any information about a child's history with law enforcement and the judicial system, if such exists. Under O.C.G.A § 20-2-751.2 (b), a local board of education which has a student who attempts to enroll or who is enrolled in any school in its school system during the time in which that student is subject to a disciplinary order is authorized to refuse to enroll or subject that student to short-term suspension, long term suspension, or expulsion for any time remaining in that other school system's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school.

Additionally, under O.C.G.A § 20-2-768 (a), each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under O.C.G.A. §§ 15-11-602 and 15-11-707 which would be a felony if committed by an adult.

Parent/Legal Guardian Identity

Parents and legal guardians must identify themselves by submitting one (1) form of picture identification. This identification may include a driver's license, a state identification card, a passport, or other official photo identification, such as an ID card obtained through an official government agency.

To register a child, you must live in the household with the child, have primary responsibility for the child, and be one of the following:

A natural or adoptive parent.

- A legal guardian with a court-issued guardianship order
- A person with a properly executed military power of attorney which authorizes them to register the child
- A person with a properly executed Kinship Caregiver Affidavit or Power of Attorney which authorizes them to register the child.
- A foster parent with proof of student placement from the Department of Family & Children Services or a representative thereof.

Immigrant Students/Non-Visa Holders

- LEAs shall accept immigrants/non-visa-holders who meet age and residency requirements and shall not inquire about their legal status in accordance with U.S. Supreme Court Decision in Plyler v Doe (1982).

- LEAs may accept non-immigrant, foreign students on F-1 visas in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996.
- LEAs may accept non-immigrant, foreign exchange students on J-1 visas in accordance with the Mutual Educational and Cultural Exchange Act of 1961 (PL 87-256) as amended.
- LEAs shall accept non-immigrant foreign students on derivative visas where they are the qualifying child of a non-immigrant student or exchange visitor (i.e. F-2, M-2, J-2).
- LEAs shall accept non-immigrant, foreign students on B-1/B-2 visas and are not responsible for ascertaining whether or not seeking enrollment in school will violate the terms of the visa.

Note: If a legal parent/guardian resides in the household with the child, this parent/guardian must complete the registration. In accordance with Georgia Law (O.C.G.A. 20-2-780), the authorized person who registers the child controls the child's list of approved persons who can pick up the child and sets pick-up restrictions.

Proof of Legal Custody/Guardianship Changes

If legal custody of a child is split between two parents, in addition to the registration documents, parents/guardians must also submit a copy of the most recent court order identifying each parent's respective award of physical custody. Parents/guardians are responsible for immediately informing the school of any changes to the court order. The district may request proof of legal custody in situations involving multiple adults claiming control of the same student.

Parents/guardians will be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change. If the status of a student's custody changes after the student's enrollment, the parent or guardian shall notify the local school of the student's new address and contact information.

Residency Verification

To classify as a resident, a student shall be required to reside with his/her parent, legal custodian, or legal guardian within Evans County. For purposes of this policy, a resident is defined as an individual who is legally domiciled in Evans County. For enrollment purposes, a resident is defined as an individual who is a full-time occupant (7 days a week) of a dwelling located within the county and who, on any given school day and weekends, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.

Students who are residents of Evans County are eligible for enrollment in the schools of Evans County. Please note that notarized letters are not accepted for proof of Legal Guardianship. If you are the legal guardian, you must present a current copy of the court order signed by the Judge of Clerks of Probate Court. The Evans County School System does not charge its students any fee for enrollment.

Proof of Residency (Required Documents)

- One of the following: Mortgage statement, property tax notice, homeowner's insurance bill, vehicle registration, current PeachCare eligibility document, or
- A current utility bill (less than 60 days old)
 - Acceptable utilities are gas, water, electric bills, or landline telephone/Internet.
 - The bill must list the residence as the service address.
- Notarized current lease, with rent receipt or proof of deposit paid within the last 60 days.
- Notarized letter from shelter.
- Notarized letter from employer if employer provides housing.
- Notarized letter from hotel/motel/RV park.

*Paystubs, mail solicitations, cellular telephone bills and driver's licenses are not acceptable proofs of residency.

Enrollment (Required Documents)

- (ONE OF THE FOLLOWING – IN ORDER OF IMPORTANCE)
 - Copy of Birth certificate or certified hospital issued birth record;
 - military ID;
 - valid student driver's license (if applicable);
 - passport;
 - adoption record;
 - religious record signed by an authorized religious official;
 - official school transcript; **or**
 - **when no other evidence can be produced**, an affidavit of age sworn to by parent/guardian/kinship caregiver/individual with executed power of attorney accompanied by a certification of age signed by a licensed practicing physician who has examined the child and believes that the age, as stated in the affidavit, is substantially correct.
- Social Security Card or signed waiver
- Eye, Ear, Dental form
- Certificate of Immunization

Upon enrollment, the school will request all educational documents from the previous school that the student attended.

Proof of residency is required. Students discovered to be ineligible for enrollment in Evans County Schools will be withdrawn immediately.

Joint Residency Affidavits/Statement of Legal Residence Affidavit

A Joint Residency Affidavit/Statement of Legal Residence Affidavit form shall be completed for students seeking enrollment in Evans County Schools, who live with their parents or guardians, but reside in the home of another adult. This form must be submitted for each child enrolled in the district. This form must only be completed by the adult with whom the student(s) and parent/guardian are living. All Joint Residency Affidavits/ Statement of Legal Residence Affidavit must be renewed annually. The Joint Residency applicant must present to the school their driver's license or a form of state identification with an address change within 30 days of enrollment. Student(s) is subject to be withdrawn if not in compliance within 30 days identification change. All new Joint Residency Affidavits/Statement of Legal Residence Affidavit applicants and the person with whom they are living must complete all proper paperwork at the respective school.

McKinney Vento Assistance Act

The McKinney-Vento Education for Homeless Children and Youth Act ensures educational rights and protections for children and youth experiencing homelessness. This law identifies any student who lacks a fixed, regular, and adequate nighttime residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Evans County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, Exceptional Learning, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to the services needed to support their academic achievement as they work to meet the same challenging standards to which all students are held.

Foster Care

Students in the temporary custody of the Division of Family and Children Services (DFCS) are experiencing foster care. Relatives and fictive kin should confirm with their DFCS case manager if the student is in DFCS custody, as students can experience foster care and can be placed with relatives or fictive kin.

In order for DFCS to enroll a student experiencing foster care, a DFCS worker should present DFCS ID, court order showing the student is in DFCS custody, and provide the address of where the student is currently residing. For a foster caregiver to enroll a student experiencing foster care, the caregiver should present an ID and letter from DFCS authorizing the enrollment. This Placement Authorization Letter includes the student's name, date of birth, the foster parent's name, and the foster home address.

Purchase of Home or Construction

If a parent(s)/guardian(s) is in the process of purchasing/ building a home in the Evans County School district, proper paperwork must be provided to enroll. The parents must provide a sales contract and a sworn statement from the builder/realtor confirming that they will reside in the home within a 9-week period of school registration.

Parents must understand that bus transportation will not be provided until the move is complete and all paperwork is provided. If the parent does not provide the documentation after the 9-week period, the school has the right to withdraw the student on the last day of the 9-week period. This is nonnegotiable.

Student Withdrawals

1. In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.
2. The school shall forward a transcript of the student's records to the target school upon receipt of a signed request of the parent or guardian.
3. Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
4. Any student who fails to withdraw properly shall be considered a dropout and must go through the correct procedures before being readmitted.

SECTION II: CURRICULUM AND INSTRUCTION

Grades K-12

K-12 Grading System

90-100	A
80-89	B
70-79	C
69 & Lower	F

K-8 Promotion & Retention

Promotion and retention decisions are based on multiple factors including, but not limited to, MAP scores, academic performance, and attendance. Students in grades 3, 5, and 8 must meet promotion expectations of the appropriate Georgia Milestones Assessment.

K-12 Appeals Process

Any parent wishing to file an appeal regarding a student's retention must contact the building principal. The principal or designee will schedule a Retention Committee Meeting to consider the student's overall academic performance, State and local assessment results, and promotion criteria. A decision to promote must be unanimous among the committee members and must include intensive, differentiated, or supplemental instruction for the upcoming school year that will help ensure the student will be performing at grade-level by the end of that school year. Any student promoted by the Retention Committee will create a plan to monitor the student throughout the year to assess the student's progress.

HIGH SCHOOL COURSE REQUIREMENTS (9-12):

Class of 2030 and Beyond

Students must meet the following credit requirements across various areas of study to fulfill graduation prerequisites:

- English Language Arts: 4 credits
- Math: 4 credits
- Science: 4 credits
- Social Studies: 3 credits
- CTAE (Career, Technical, and Agricultural Education), Modern Language, or Fine Arts: 3 credits

Evans County offers CTAE courses in the CTAE Pathways of Agriculture; Business, Management & Administration; Hospitality and Tourism (Culinary Arts); Finance; Law, Public Safety, Corrections and Security (Firefighting); and Health Science; Students who complete the three required pathway courses in a program of study are considered pathway completers. Pathway completion is required and equips the students with a defined set of skills to take into college and career settings. While any of the CTAE courses may be used to satisfy the elective unit requirements for graduation, the following courses may count towards satisfying the fourth science requirement and are recognized as a fourth by the Board of Regents: Computer Science (if not being used for a foreign language), Essentials of Healthcare, Food Science, and General Horticulture.

- Health and Physical Education: 1 credit
- High School Transitions: 1 credit
- Electives: 8 credits
- Foreign Language (required if attending a University System of Georgia Institution): 2 credits

Total Minimum Units Required: 28 credits

Class of 2029

Students must meet the following credit requirements across various areas of study to fulfill graduation prerequisites:

- English Language Arts: 4 credits
- Math: 4 credits
- Science: 4 credits
- Social Studies: 3 credits
- CTAE (Career, Technical, and Agricultural Education), Modern Language, or Fine Arts: 3 credits

Evans County offers CTAE courses in the CTAE Pathways of Agriculture; Business, Management & Administration; Hospitality and Tourism (Culinary Arts); Finance; Law, Public Safety, Corrections and Security (Firefighting); and Health Science; Students who complete the three required pathway courses in a program of study are considered pathway completers. Pathway completion is required and equips the students with a defined set of skills to take into college and career settings. While any of the CTAE courses may be used to satisfy the elective unit requirements for graduation, the following courses may count towards satisfying the fourth science requirement and are recognized as a fourth by the Board of Regents: Computer Science (if not being used for a foreign language), Essentials of Healthcare, Food Science, and General Horticulture.

- Health and Physical Education: 1 credit
- High School Transitions: 2 credits
- Electives: 7 credits
- Foreign Language (required if attending a University System of Georgia Institution): 2 credits

Total Minimum Units Required: 28 credits

Class of 2027 and Class of 2028

Students must meet the following credit requirements across various areas of study to fulfill graduation prerequisites:

- English Language Arts: 4 credits
- Math: 4 credits
- Science: 4 credits
- Social Studies: 3 credits
- CTAE (Career, Technical, and Agricultural Education), Modern Language, or Fine Arts: 3 credits

Evans County offers CTAE courses in the CTAE Pathways of Agriculture; Business, Management & Administration; Hospitality and Tourism (Culinary Arts); Finance; Law, Public Safety, Corrections and Security (Firefighting); and Health Science. Students who complete the three required pathway courses in a program of study are considered pathway completers. Pathway completion is required and equips the students with a defined set of skills to take into college and career settings. While any of the CTAE courses may be used to satisfy the elective unit requirements for graduation, the following courses may count towards satisfying the fourth science requirement and are recognized as a fourth by the Board of Regents: Computer Science (if not being used for a foreign language), Essentials of Healthcare, Food Science, and General Horticulture.

- Health and Physical Education: 1 credit
- High School Transitions: 1 credit
- Electives: 4 credits
- Foreign Language (required if attending a University System of Georgia Institution): 2 credits

Total Minimum Units Required: 24 credits

High School Promotion Requirements

To ensure students remain on track for graduation, they must earn the required number of units as outlined below. Students who fail to pass their courses will need to engage in credit recovery programs or attend Summer School to make up the necessary coursework; please note that fees may apply. It is important to note that students will not repeat courses they have already passed unless extenuating circumstances arise. Exceptions to the standard practice of not repeating passed courses will be considered under special circumstances. These exceptions must be evaluated on an individual basis by the principal. Any approved exceptions will be thoroughly documented in the student's academic folder, including a statement signed by the principal to provide a clear record of the decision and its justification.

Juniors and seniors transferring into the Evans County School System who have already met state graduation requirements may be exempt from additional local system requirements.

The following conversion scale will be used for converting letter grades from the outside schools, districts, official transcript to numerical averages on the high school transcript: A= 95, B = 85, C = 75, D = 70, F = 60.

The following conversion scale will be used for converting letter grades from the postsecondary institution's official transcript to numerical averages on the high school transcript: A=99, B=89, C=79, D=70, F=69.

Promotion Grade	Units	Required course work
10th	6 (Note: 4 units must be core classes)	9 th Grade English Language Arts 9 th Grade Social Studies 9 th Grade Math 9 th Grade Science High School Transitions (required for all 9th grade students beginning 2020-2021) *Health/Personal Fitness (This requirement could be completed in 8 th grade)
11th	12 (Note: 8 units must be core classes)	10 th Grade English Language Arts 10 th Grade Social Studies 10 th Grade Math 10 th Grade Science 2 Electives
12th	18 (Note: 12 units must be core classes)	11 th Grade English Language Arts 11 th Grade Social Studies 11 th Grade Math 11 th Grade Science 2 Electives

Dual Enrollment

High School students may earn credits through eligible participating post-secondary institutions. To learn more about Dual Enrollment options and scholarships/grants please visit the Georgia Student Finance Commission website at <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/> or contact your high school counselor.

Accelerated Career Diploma Pursuit: This program is supported by Accelerated Career Education Grants, specifically designed for students aiming to expedite their career readiness through advanced technical education.

Georgia's High School Graduation Accelerated Career Path offers an alternative pathway to high school graduation for students who want to simultaneously earn a high school diploma and postsecondary credentials such as an associate degree Technical Diploma, or two Technical Certificates of Credit (TCCs). This program aims to prepare students for high-demand careers by allowing them to engage in dual enrollment and complete both high school and college-level coursework. Students who are interested in Accelerated Career Path should visit their school counselor.

Regular Dual Enrollment: This program allows students to enroll in college courses while still in high school, with funding support capped at 30 credit hours.

Graduation Requirements for Grades 9-12 in Evans County

The Evans County Board of Education mandates that students meet all state and local graduation requirements in order to receive a high school diploma. These requirements are set by the State Board of Education and supplemented by local criteria determined by the Evans County Board of Education. Students and their parents will be informed of specific graduation requirements relevant to their graduating class through multiple resources. It is crucial for students and their families to familiarize themselves with these resources to fully understand the graduation requirements and ensure all criteria are met for the attainment of a high school diploma.

- a. Student Handbooks: Detailed information is provided within the handbooks distributed to students.
- b. Advisement Materials: These are provided when students and their families develop individual graduation plans, as mandated by state law.
- c. State Board of Education Graduation Rule: Official rules and regulations from the State Board of Education outline mandatory graduation criteria.
- d. State Department of Education Guidance: Official guidance and updates issued by the State Department of Education help clarify any changes or additional requirements.

Participation in Graduation Ceremony:

These requirements ensure that all graduating students have met the necessary educational standards to receive their diplomas and participate in graduation ceremonies. To participate in a graduation ceremony, students must:

- complete all unit requirements and meet all state testing criteria, or
- complete all requirements for an accelerated diploma, or
- Students with disabilities who may not have met all state assessment requirements or completed all standard requirements for a high school diploma, but have fulfilled their Individualized Educational Program (IEP), are eligible to receive a Special Education or Alternate Diploma.

Early Graduation

Students wishing to graduate before their expected graduation date must apply for early graduation. Applications are available in the Claxton High School Counselor's office.

Honor Graduates

Students must achieve a non-rounded average of 90 or better in all core academic courses (HOPE) taken from grades 9-12, including academic dual enrollment courses.

Valedictorian & Salutatorian Determination

Determined by the highest academic averages over four years (grades 9-12), meeting all honor graduate and HOPE requirements, and having taken at least one AP course or approved Dual Enrollment core course. Students must have attended Claxton High School in grades 9 through 12 to be eligible for Valedictorian or Salutatorian.

Tie-breaking: In the event of a tie, the student with more AP or approved Dual Enrollment courses will prevail. Continued ties will be broken based on AP exam scores or by a method determined by the school administration.

High School Required Testing

End of Course Assessments (EOCs):

Students enrolled in courses that have End of Course Assessments (EOCs) as part of the Georgia Milestones assessments will be required to take these tests. The EOC scores will be calculated into the course average as 20% of the final grade in the course. For more information regarding these testing policies, please consult your child's guidance counselor.

Earning Credit by Testing Out

According to Georgia State Board Rule 160-5-1-.15 and Georgia Department of Education's *Guidance for Awarding Credit*, Local Boards of Education may award units of credit in two ways. First, a student may earn course credit by earning a final grade of 70 or higher as required by State Board of Education Rule 160-4-2-.13 *Statewide Passing Score*. Second, a student may earn course credit by achieving a pre-defined performance

level on the state designed End of Course Test (EOCT). This method is referred to as “testing-out”. Per O.C.G.A. §20-2-159.4, a student may only earn up to three credits by testing-out. Students are allowed only ONE opportunity to test-out per course.

Students must meet the following requirements for earning course credit through testing-out:

- Not currently or previously enrolled in the course;
- Have earned a grade of 'B' or better in a content area course that is the same content area of the course for which the student is attempting the EOCT;
- Received a teacher recommendation from a teacher in the same content area of the course for which the student is attempting the EOCT; AND
- Received parent/guardian permission if the student is less than 18 years of age.

If a student does not achieve the Distinguished Learner achievement level on the EOCT when attempting to test-out, they must enroll in and complete the course and retake the EOCT, even if the student makes a passing grade on the EOCT during the testing-out attempt, if the course is required for graduation.

A \$50 deposit is required for students taking the test-out option. The deposit must be made before taking the test. If the student reaches the Distinguished Learner achievement level, the fee will be reimbursed.

End of Pathway Assessments (EOPAs)

All students enrolled in the final course of a Career, Technical, and Agricultural Education (CTAE) pathway must take an EOPA relevant to their program area. EOPAs are provided free of charge to ECSS students and are authorized by agencies such as Microsoft, NOCTI (National Occupational Competency Testing Institute), Precision, and the American Restaurant Association. Students who pass an EOPA will receive an official certificate from the testing agency and an honor cord to wear with their graduation regalia. Students who do not pass initially may retest once, provided they attend a mandatory study/remediation session.

Gifted Education Services

The ECSS shall notify parents and guardians of identified gifted students being considered to receive gifted education services in writing of information related to the gifted education program including, but not limited to the following:

1. Referral procedures and eligibility requirements adopted and applied by the ECSS.
2. Notification of initial consideration for gifted education services.
3. Evaluation guidelines and documentation of training procedures utilized and maintained by the ECSS.
4. The type(s) of gifted services to be provided, academic standards to be met, the teaching methods employed, and the manner in which students will be evaluated annually.
5. Performance standards gifted students are to meet to maintain their eligibility and receive continued services in the program.
6. A description of the probationary period applied to students in jeopardy of losing their eligibility for services. The description shall include the length of the probationary period and the criteria.
7. Termination of services when students on probation have failed to meet criteria for continuation of services.

Any student who meets the initial eligibility criteria for gifted education services in one LEA shall be considered eligible to receive gifted education services in any LEA **within the state**. There is no mandated reciprocity between states unless the student is a dependent of military personnel as provided in O.C.G.A. § 20-2-2140.

Title I, Parent & Family Engagement Plan

The Board of Education recognizes that a child's education is a responsibility shared by the school and the family. To effectively educate students, the schools and parents must work as knowledgeable partners. Parent and family involvement is an ongoing process that assists the teachers in meeting their obligations to the child. As their child's first teacher, the parent helps to promote clear, two-way communication between the home and the school. The Board and all Evans County public schools shall abide by and support all rules and regulations pertaining to

Title I, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110, and **Georgia's ESEA Flexibility Waiver** approved Feb. 9, 2012. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will include a home/school compact. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

Exceptional Learning Services

The Evans County School System is governed by the Individuals with Disabilities Education Improvement Act (IDEIA/IDEA) which ensures that all students receive a Free Appropriate Public Education (FAPE) in the least restrictive environment (LRE) to the maximum extent appropriate. A full continuum of services is provided ranging from the least restrictive to a more restrictive environment based on the individual student needs. ECSS meets the individual needs of students ages three (3) through twenty-one (21) who are eligible for services according to IDEIA/IDEA. For more details regarding Exceptional Learning Services, 912-739-3544 EXT 1222.

SECTION III: ATTENDANCE POLICY AND PROCEDURES

State Attendance Requirements

Regular attendance is crucial for a quality education. It underlines the significance of learning, aids in developing good work habits, and correlates strongly with improved academic performance. **Attendance is a responsibility shared by students and parents and is a key indicator in the College and Career Ready Performance Index (CCRPI).**

Georgia law requires **compulsory school attendance** for all students between the ages of 6 and 16 who reside in Evans County. Any parent, guardian or other person residing in Georgia who has control or charge of a child or children and who violates the law shall be guilty of a misdemeanor and, upon conviction thereof, can be subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. (O.C.G.A. §20-2-690.1). In addition, a child under six years of age who has attended more than 20 days in public school will be subject to the compulsory attendance law. {O.C.G.A. § 20-2-150 (C)}. Any child subject to the compulsory attendance, who during the school calendar year has more than five (5) days of unexcused absences, shall be deemed truant per the Georgia Department of Education State Board Rule 160-5-1-.10 STUDENT ATTENDANCE and Evans County School Board Policy JB: STUDENT ATTENDANCE.

Students are not counted absent from school if they are present at least half of the instructional day. Students will be marked absent from every class they miss, however, even if counted present for the day. Attendance is checked every block/class in the middle and high schools. If a student is not present for at least half of a class, they are marked absent from that class. Students should make up the missed work within five (5) school days.

Tardiness & Early Dismissals

Early Dismissals occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines.

Tardies, for purposes of this section of the student handbook, occur when a student is late to school. A tardy can be marked as excused if it is aligned to the excused absences guidelines.

Excused Absences

Excused absences are defined in OCGA 160-5-1-.10 and are as follows:

- Personal illness or attendance in school endangers a student's health or the health of others. Evans County Schools will request medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
- A serious illness or death in the student's immediate family (parents or legal guardians, siblings, grandparents, step-parents, and other relatives living in the student's household) necessitating absence from school. In the event of a serious illness in a student's immediate family, Evans County Schools will request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
- A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety. (For Evans County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent to qualify as an excused absence.)
- A period not to exceed one (1) day is allowed at the discretion of the local school for registering to vote or voting in a public election.
- Students will be counted present when they are serving as pages of the Georgia General Assembly.
- Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.
- A student who participates in the Student Teen Election Participant (STEP) program will be counted as present and given full credit for the school day during which he or she served in the STEP program.
- Military dependent Absence: Code Section 20-2-692.1 provides that a student whose parent is in the armed forces of the United States military or National Guard, and said parent has been called for overseas deployment or is on leave from overseas employment, will be granted up to five (5) school days of excused absences per school year to visit with said parent, prior to their deployment or while they are on leave.

Progression for Excessive Unexcused Absences

Elementary/Middle School Progression for Excessive Unexcused Absences (Determined by School Year)

Tier I:

1-4 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- If **3 or more** consecutive days are missed, parent/guardian will be notified by phone.

Tier II:

5 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Student is considered **truant** by Georgia State Board of Education Rule
- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court

7 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court. This letter will also inform the parent that at the 10th (or more) unexcused absence, the student and the parent/guardian will be referred to the CHINS Program through the Juvenile Court.
- Parent/guardian will be notified by phone.

- A **mandatory meeting** will be arranged with the parent/guardian, student, and school's Attendance Support Team to review the ECSS attendance protocol. During the meeting, the parent/guardian will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court. The student and parent/guardian will be placed on an attendance contract.

10 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court.
- Parent/guardian will be notified by phone by a member of the Attendance Support Team.
- The student and parent/guardian will be referred to the CHINS Program through the Juvenile Court.
- *If **10 or more consecutive** days are missed, the student may be withdrawn for lack of attendance. This will automatically include a mandatory referral to the Department of Family and Children's Services (DFCS).

Tier III:

11-19 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court.
- Parent/guardian will be notified by phone by a member of the Attendance Support Team.
- The student and parent/guardian will continue attending the CHINS Program through the Juvenile Court. Additional referrals may include: DFCS and/or Magistrate Court.
- **Fifteen or more (15+) unexcused absences** could result in the failure of a class and/or possible grade retention.

Tier IV:

20+ Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- School Principals may recommend a District Intervention Plan Review
 - Student Attendance Hearing
- School Principals may recommend a referral to Magistrate Court

High School Progression for Excessive Unexcused Absences (Determined by Grading Period/Semester)

Tier I:

1-3 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- If **3 or more** consecutive days are missed, parent/guardian will be notified by phone.
- Parent/guardian will be notified by a letter sent home to inform of the number of unexcused absences and the state's attendance requirements.

Tier II:

5 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Parent/guardian will be notified by phone.
- Student is considered **truant** by Georgia State Board of Education Rule
- A **mandatory meeting** will be arranged with the parent/guardian, student, and school's Attendance Support Team to review the ECS attendance protocol. During the meeting, the parent/guardian will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court. The student and parent/guardian will be placed on an **attendance contract**.

Tier III:

7 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements and possible referrals to: CHINS, DFCS, and/or Magistrate Court. This letter will also inform the parent that at the **10th (or more)** unexcused absence, the student and the parent/guardian will be referred to the CHINS Program through the Juvenile Court.

Tier IV:

10 Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- Student is considered **truant** by Georgia State Board of Education Rule
- The student will be referred to the CHINS Program through the Juvenile Court.
- At **ten or more (10+) unexcused absences** (for **any** class), high school students are **required** to make up the missed seat time. Failure to do so will result in failure of the class, loss of course credit, and possible grade retention.
- *If **10 or more consecutive** days are missed, the student may be withdrawn for lack of attendance. This will automatically include a mandatory referral to the Department of Family and Children's Services (DFCS).

10+ Absences-

- Daily attendance notification sent to parent/guardian via electronic messaging platform
- School Principals may recommend a District Intervention Plan Review
 - Student Attendance Hearing
- School Principals may recommend a referral to Magistrate Court

SECTION IV: CODE OF CONDUCT

Student Codes of Conduct

Evans County Schools is committed to creating a safe, positive environment for all our students, staff, parents, stakeholders, and community partners. We will work to ensure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursue excellence in academic knowledge, skills and behavior. We believe that all children can thrive in a safe learning environment. The district utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels. Evans County Schools has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for the acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for behavior that endangers the safety of the schools and/or disrupts the educational experience for other students. **Corporal punishment is allowed in ECSS but only as outlined in Policy JDA.**

The Code also sets forth the disciplinary procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the district and the students and may be amended at any time. It is a place for Evans County Schools to explain certain guidelines applicable to students.

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not acceptable; nevertheless, every specific situation may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- On school grounds at any time;
- Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;

- Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
- Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
- Off school grounds and when a student leaves without permission (AWOL) of a school official or anytime Rule 11 would apply.

Range of Consequences

The decision to address a student's violation of the Student Conduct Behavior Code shall be made by the local school administration, based on the nature and severity of the incident, the student's prior behavior, and the best interest of the school community. The following disciplinary actions may be imposed, individually or in combination, for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor
- Notification of parents or guardians
- Parent conference
- Loss of privileges (e.g., extracurricular participation, campus access)
- Isolation/time-out/reset
- Temporary removal from class or activity
- In-School Suspension (ISS)
- Short-term suspension from school
- Restitution for stolen or damaged property
- Suspension or expulsion from the school bus
- Suspension or expulsion from the school
- Referral to a disciplinary hearing
- Placement in Evans County Schools' Alternative Education Program

Disciplinary actions are determined on a **case-by-case basis**, ensuring fairness, due process, and alignment with district policy. The goal is to provide opportunities for reflection, accountability, and positive behavior change. References to **Title 16 of the Official Code of Georgia Annotated (O.C.G.A.)** within this Student Conduct Behavior Code are provided for context and clarity. However, **school disciplinary actions do not require that the legal elements of a specific criminal code section be proven beyond a reasonable doubt.** These references do not impose additional legal intent requirements on school personnel when enforcing this Code of Conduct.

In accordance with **Georgia law**, certain acts of misconduct must be reported to the appropriate law enforcement authorities. Additionally, school officials **retain the discretion to refer any act of misconduct to law enforcement** when it is determined that such a referral is necessary or appropriate based on the nature or severity of the incident.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. **Parents and/or guardian must be called for all disciplinary actions whether verbal and/or written.**

Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et. Seq., (Ga. Laws 1984 VI), the Evans County Board of Education shall appoint a student disciplinary hearing officer or panel to hold disciplinary hearings.

- A. Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a student disciplinary hearing officer/panel.
- B. An alleged violation of the student code of conduct where the recommendation is suspension or expulsion of longer than ten school days will result in a hearing before the student disciplinary hearing officer/panel.
- C. The hearing officer/panel will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and will determine the appropriate punishment to impose, taking into consideration the circumstances of the offenses and the student's disciplinary record.
- D. The student disciplinary hearing officer/panel will determine whether a student will be allowed to apply to the alternative school program, the Second Chance Academy (SCA). The student disciplinary hearing officer will base their determination upon the nature of the offense committed and the student's prior discipline record.
- E. Any decision of the student disciplinary hearing officer/panel may be appealed to the Board of Education by filing a written notice of appeal within 20 days from the date the decision is rendered.

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

The following is general information regarding student discipline:

- Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Evans County school campus or to attend any school activity, function, or event. Students assigned to out-of-school suspension are not allowed to participate in extracurricular activities during that time period. Students who are under suspension or expulsion through the spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
- All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned into school administration.
- A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
- Students are prohibited from engaging in gang/hate groups or hazing related activities in school.
- School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.
- A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense when the student: (1) Directly violates the Student Conduct Behavior Code; (2) Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code; (3) Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even when the responsible persons are not students subject to the Code.
- Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities. Other law enforcement agencies may address the student's misconduct in accordance with state laws, in addition to the school system's administrative procedures and regulations.
- Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items. State law requires that certain criminal offenses committed by a student while on school property or at a school sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).

- Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for clarification. All students, regardless of age, are subject to the rules and regulations of the Evans County Schools. Parents will review the contents of this handbook with their students.
- Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
- Students coming from Department of Juvenile Justice placement, public or private residential treatment facility, or incarceration for longer than 30 days will transition through the Evans County School System's Alternative Program.
- After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school, upon assignment to the Alternative Program.
- The Unsafe School Choice Option provides students at schools classified as "persistently dangerous" with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named "persistently dangerous" or unsafe pursuant to State Board of Education Rule 160-4-8-.16.
- Willful and persistent violations of the student code of conduct may result in additional disciplinary action.

RULES

Rule 1- Disruption and Interference with School

No student shall cause or attempt to cause directly or indirectly disruption or interference with school. This includes the use of cell phones in grades K-12 during the instructional school day as stated in Evans County Board Policy JCDAF.

Rule 2- Damage, Destruction, or Misuse of School Property or Equipment

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property. Students may not record or transmit recordings of School Employees, students, or the school building without prior authorization of the school.

Rule 3- Damage, Destruction, or Misuse of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds. Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds.

Rule 4- Abuse, Threats, Intimidation, Assault, or Battery of a School Employee

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people. Students may not record or transmit recordings of School Employees without prior authorization of the school.

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee. Rule 4B also

applies off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his or her official duties.

Rule 5- Abuse, Threats, Intimidation, Assault, or Battery by a Student regarding another Student or to Any Other Person Not Employed by the School

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, instigating, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying/cyberbullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people. Students may not record or transmit recordings of other students without prior authorization of the school. Students are prohibited from engaging in gang/hate groups or hazing related activities in school.

State law defines Bullying as: 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 substantial physical harm; b) substantially interferes with a student's education; c) is so severe, persistent or pervasive that it creates an intimidating/ threatening educational environment; or d) disrupts the orderly operation of school. Upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. (O.C.G.A. 20-2-751.4) Retaliation for reports of bullying/cyberbullying will not be tolerated and will be subject to independent disciplinary action.

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or wellbeing of another person or has the likelihood of provoking a fight. The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. **Bullying**, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Rule 6- Weapons, Dangerous Instruments, and Explosive or Implosive Devices

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon, such as, but not limited to knives; guns; pellet guns; brass knuckles; fireworks; lighters, tear gas, mace, explosives, pepper spray; bats (other than for athletics); clubs, sticks or other instruments of a bludgeoning type. Students are prohibited from possessing firearms (including a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge), dangerous weapons (as defined by O.C.G.A. § 16-11-121) or hazardous objects (as defined by O.C.G.A. § 20- 2-751), while on school property or at school functions.

Rule 7- Drugs, Alcohol, Tobacco, Electronic Smoking Devices, and/or Paraphernalia

A student shall not be in possession of any substance, drug, alcohol, tobacco, Electronic Smoking Devices, and/or paraphernalia involved in any transaction, including, without limitation, to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit involved in any substance, drug, alcohol, tobacco, Electronic Smoking Devices, and/or paraphernalia transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, cannabinoid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or non-prescription drug shall be considered a violation of this rule; however, this rule shall

not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician. Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county forms and procedures.

Rule 8- Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 9- Sexual Misconduct/Indecency

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

Rule 10- Unexcused Absences

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official.

Rule 11- Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violating local school rules; violating local law, state law, or federal law; violating compulsory attendance; gang-related activity or behavior; hate or hate-group related activity or behavior; violation of state and federal law, provide false information (lying); cheating; paging devices; laser pointers; electronic communications (cellular telephones, radios, televisions, etc.); actions that are ethnically or racially inflammatory; loitering; being in unauthorized areas of the school; criminal trespassing; community misconduct that would pose a threat to the school community; altering grades in a teacher's grade book or any other record or misrepresent information on school records or forms; driving on school grounds without a license; and/or gambling or community misconduct that would be so serious as to pose a threat to the school community.

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

Rule 12- School Bus Infractions

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means to include:

- Talking, whistling, shouting, or making other noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks.
- Throwing any object from the windows of a bus at any time.
- Having any part of his or her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time.
- Eating and drinking while on the bus (water is allowed)

- (Georgia Code 20-2-751.5) Students shall be prohibited from acts of physical violence as defined in Code Section 20-2-751.6, bullying as defined in Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- Students shall be prohibited from using any electronic devices that might interfere with communication on the school bus or the school bus driver's operation of a safe school bus environment.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- Possess, handle, transmit or use a weapon, as defined in Rule 6.
- Possess, sell or attempt to sell, use or be under the influence of alcoholic beverages, vapes, tobacco products, narcotics or controlled substances as defined in Rules 7.

Bus Disciplinary Procedures

Disciplinary action for misbehavior on school buses is administered by school administration at the local school. School buses and bus stops are considered extensions of the school campus. All rules that govern students conduct while on school campus/property apply while students are on the school bus or at the bus stop. School principals have the authority to impose an immediate suspension for serious offenses. School administration may also add any other disciplinary action deemed necessary. School bus drivers do not discipline children, although they have the prerogative to assign seats or move a child from one seat to another.

Georgia Code 20-2-1181 states that parents, guardians and others should not attempt to board a school bus during the bus route. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

PK-12 Bus Discipline Guidelines:

- Offense 1:** School administration will counsel and submit a warning to the student. The student will be placed on probation. The driver will provide documentation of action taken during the first offense. The parent(s) or guardian(s) will be contacted. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 2:** Student will be suspended from riding the bus for two (2) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 3:** Student will be suspended from riding the bus for five (5) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 4:** Student will be suspended from riding the bus for 10 days. Subsequent offenses will warrant a 10 or more days suspension from all school buses. When suspended from any bus, the student is suspended from all buses (including vehicles used for extra-curricular activities). ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***

NOTE: All other Evans County School System rules still apply while on the bus or at the bus stop. Safety is the first priority while transporting students to and from school. While on a bus, the bus driver/monitor is the school official who has supervisory responsibility for the students. Drivers must be able to

concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death. The bus driver may return a student to the school if the student is endangering others or seriously misbehaving. Students who jeopardize the safety of others will be susceptible to disciplinary measures that may include being permanently suspended from school transportation services. Riding the bus is a privilege not a right.

Middle/High School Disciplinary Actions

Alcohol/ Drugs

10 days OSS and a referral for a disciplinary hearing. A student may be referred to the appropriate court or arrested and charged with appropriate criminal statutes.

Blades (less than 2 inches)

Offense 1: 1 day OSS

Offense 2: 3 days OSS, Behavior Contract

Offense 3: 5 days OSS, with the possibility of a Disciplinary Hearing

Blades (more than 2 inches)

Offense 1: 5 days OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing

Offense 2: minimum of 5 days OSS pending a Disciplinary Hearing & report to law enforcement

Bullying/ Cyberbullying

Offense 1: 3 days OSS/ School Counselor Referral/ Formal notification of parents with the possibility of a Disciplinary Hearing

Offense 2: 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing

Offense 3: 10 days OSS pending a Disciplinary Hearing

Cell Phones

Offense 1: Retrieve phone and return to student at the end of the school day

Offense 2: Retrieve phone, have parent conference, release phone to parent at the end of school day

Offense 3+: Retrieve phone, refer for insubordination resulting in 1-10 days of ISS/OSS/Hearing (graduated discipline model)

Fighting

Offense 1: 5 days OSS, possible Disciplinary Hearing & legal charges

Offense 2: 10 days OSS pending a Disciplinary Hearing & legal charges

Firearms/ Weapons

1-10 days OSS/expulsion/student hearing & file all mandatory legal charges

Instigation of an Altercation

Offense 1: 3 days ISS or 1 day OSS

Offense 2: 3 days of OSS

Offense 3: 5 days of OSS Behavior Contract

Offense 4: 10 days OSS pending a Disciplinary Hearing

Physical Aggression

Offense 1: 3 days ISS or 1 day OSS

Offense 2: 3 days of OSS & Behavior Contract

Offense 3: 10 days OSS pending a Disciplinary Hearing

Physical Aggression towards Faculty/Staff

10 days of OSS, pending a Disciplinary Hearing & legal charges

Profanity towards Faculty/Staff

3-10 days of OSS, with the possibility of a Disciplinary Hearing & legal charges

Skipping class (AWOL) (in other school location during class without permission of staff)

Offense 1: Minimum 1 days ISS

Offense 2: Minimum 3 days ISS

Offense 3: Minimum 1 to 3 days OSS, Behavior Contract (parent meeting)

Skipping school (leaving campus without permission)

Offense 1 & 2: 3 days of ISS or 1 day OSS; possibility of revoking parking permit

Offense 3: 3 days OSS, Behavior Contract (parent meeting)

Threat (oral or written)

Offense 1: (that did not specifically target a student or staff member): 1-3 days OSS

Offense 2: (or Offense 1 that specifically targeted a student or staff member): 4-6 days OSS

Offense 3: (incident and/or specifically targeted a student or staff member and/or caused significant harm and/or disruption): 10 days OSS and possible disciplinary Hearing

Tobacco, E-Cigarettes and Paraphernalia

Offense 1: 2 days OSS and assignment to a mandatory Drug and Alcohol class with parent.

Offense 2: 3-day OSS and assignment to a mandatory Drug and Alcohol class with parent. Student will be placed on a behavior contract.

Offense 3: 10 days OSS and referral for a disciplinary hearing.

Unauthorized Recording or Transmission of School, School Personnel or Students

(All recordings/ transmissions have to be authorized by the school) 2-5 days OSS, possible Discipline Hearing

Unauthorized Area

2-10 days of OSS, with the possibility of a Disciplinary Hearing

Verbal Fight

Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing & legal charges

Multi-Tiered System of Supports/Student Support Team (MTSS/SST)

The Evans County School System utilizes a multi-tiered system of support , including a student support team (MTSS/SST) framework that acknowledges the interrelated influence of academic, social, and behavioral needs on a student's overall educational performance. MTSS/SST includes three tiers that form a continuum of support, including high-quality core instruction and evidence-based interventions that address academics, behavior, and wellbeing for all students. Decision guidelines promote proactive decision-making by helping educators identify the most effective ways to prevent poor outcomes and support student success. The MTSS/SST process involves regular progress monitoring, data based decision-making, and close collaboration with families and staff to provide the most effective support possible. Parents are encouraged to reach out to their child's teacher, counselor, or administrator to learn more about the support available through MTSS/SST.

SECTION V: DRESS CODE

The Evans County Dress Code applies to all students while on any school system property, on any school bus, or during any school-sponsored activity or event. ECSS is of the belief that appropriate dress has a positive impact on student behavior. Neat and appropriate dress is expected of all students. Any clothing and/or accessory deemed to be a distraction to the learning environment is prohibited.

No clothing will be allowed that has pictures, writings, messages, and/or symbols related to, promoting, or considered to promote racism, sex, obscenities, alcohol, tobacco, drugs, firearms, or violence. No pajamas or gang attire may be worn. No overly long coats, strapless tops, or transparent clothing will be allowed.

Undergarments are required and must remain covered. No bright-colored undergarments may be worn under light-colored shirts, shorts, or pants.

School administration has the final authority in decisions regarding dress code. Violations of the dress code will require students to make necessary adjustments as directed by the administrator. Non-compliance will be treated as insubordination and addressed according to the severity of the offense, including possible suspension.

General Dress Code Expectations

- 1. Footwear:** All students are required to wear safe and appropriate shoes. Sandals are allowed but must have a strap around the heel if the heel back is bare. Flip-flops, shower shoes, heelies, slides, and bedroom slippers are prohibited. Closed-toed shoes must be worn in lab settings which are governed by OSHA.
- 2. Hair:** Hair must be of a length not dangerous around machinery and equipment; long hair worn on males or females in these areas must be secured at the back of the head.
- 3. Headwear and Accessories:** Hats, athletic sweatbands, bandanas, hair curlers, picks, hair nets, head gear of any kind, and sunglasses are not to be worn during school hours or on school buses. These items must be placed in book bags prior to loading the bus in the morning or upon arriving at school if a car rider.
- 4. Pants and shorts:** Jeans of appropriate size for the student are acceptable and must be worn at the waist. Baggy or excessively large (drop crotch) pants or shorts are prohibited. Excessively tight-fitting pants or shorts (ex: jeggings, yoga pants, lounge wear, exercise pants, spandex, etc.) are not allowed. No garments with bare skin showing above the knee may be worn. An appropriate length for shorts is a mid-thigh or fingertip length with hands down by the side (whichever is longer) for grades 4-12. Gym shorts are only allowed in PE classes. Gym shorts must also be mid-thigh or fingertip length with hands down by the side (whichever is longer).
- 5. Tops:** Shirts must be tuckable and cover midsections at all times (no mid-drifts allowed). Low-cut or cleavage-revealing tops are prohibited. Tops must have sleeves. Tops with holes are not allowed. Jackets/Coats/Hoodies/Sweatshirts of any color may be worn but can only be worn with a shirt underneath.
- 6. Dresses and Skirts:** Dresses must have sleeves. Cleavage must not be visible. An appropriate length for dresses and skirts is a mid-thigh length or fingertip length with hands down by the side (whichever is longer) for grades 4-12. Wraparound dresses are inappropriate and not allowed. Leggings can only be worn under a skirt or dress on the appropriate length.
- 7. Tattoos and Piercings:** Tattoos, piercings, and grills that are safety hazards and/or considered disruptive to the learning environment are prohibited.

SECTION VI: CELL PHONE USE

As outlined in Policy JCDAF, established 1/12/2026, students in grades K-12 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission. Students found in violation of this policy and/or its procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct, including but not limited to ISS and OSS. Staff members have the right to confiscate electronic devices when used in violation of Policy JCDAF. Parents wishing to reach their child during school hours should contact the front office.

SECTION VII: EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletic competitions is a privilege extended to students by the Evans County Board of Education. Students participating in Georgia High School Association (GHSA) extracurricular athletic

activities represent the Evans County School System (ECSS). All students are expected to conduct themselves in such a manner as to always meet the highest standards. The Code of Conduct is designed to establish high expectations and standards for all students participating in GHSA sanctioned athletic activities. All students, parents, and coaches understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day a student joins an ECSS high school athletic team and remains in effect for the entire calendar year, including time when school is not in session.

Students participating in extra-curricular activities will receive additional rules, expectations and possible consequences, which will be administered by the school administrators.

SECTION VIII: HEALTH

Diabetic Care Plans

All diabetic students must have a Diabetes Medical Management Plan on file each school year that includes the doctor's orders and provisions specific to the student's needs during the school day and activities. This plan must be updated annually.

Students must provide their own glucometer, ketone strips, and all necessary supplies. Parents/guardians will not be notified to pick up the student if blood glucose levels are too high or too low.

First Aid/Illness Procedures

Students who become ill or need first aid during the school day must report to the nurse's office. If it is deemed necessary to call an ambulance, parents will be notified immediately. If a student is taken to a doctor or the hospital, the parent is notified immediately and is expected to pick up the student and assume responsibility for their well-being.

Students with a fever cannot return to school until they have been fever-free for 24 hours without the aid of fever-reducing medication. If a student is brought to school before meeting the 24-hour requirement, parents/guardians will be contacted to pick up the student.

Parents should notify the school principal or nurse immediately regarding student diagnosed allergies.

Head Lice/Bed Bugs/Other Infestations

Any student suspected of having an infestation of head lice, bed bugs, etc., will be sent to the nurse for examination. The school nurse and/or school administrator will contact parents and explain procedures for re-entry to school. Being able to ride the school bus will be at the discretion of the administrator based on the examination results.

Hospital/Homebound Program Overview

The Hospital/Homebound Program is available for students who are unable to attend school due to serious illness requiring an absence of ten days or more, or those with chronic illnesses necessitating long-term or intermittent absences. Parents must obtain the necessary forms from the Assistant Superintendent at Central Office and secure a doctor's statement confirming that the student is unable to attend school due to health reasons. Once the documentation is completed, it must be returned to the Assistant Superintendent who will process the request. The student will be considered present for all days they are confined, provided they receive a minimum of three hours of instruction per week by the Hospital/Homebound Teacher. Support may include modifications in the classroom, assistance from the school nurse or counselor, adjustments to the school day's length, and other accommodations to support the student's ability to participate in the educational process on the actual school campus.

If a licensed physician or psychiatrist recommends that the student is able to attend school or can no longer participate or benefit from HHB services, the student will be removed from the program. If the student is

employed, goes on vacation, regularly participates in extracurricular activities, or is no longer confined at home, they will be removed from the program.

If the conditions of the location where HHB services are provided are not conducive for instruction or threaten the health and welfare of the HHB teacher, the student will be removed from the program.

A child who returns to school will be automatically removed from the hospital/homebound program.

For questions, contact the Exceptional Learning Department, at (912) 739-3544 EXT 1222.

Medication Guidelines

All prescription medications are required to be stored in the clinic. Prescription medication must be in the original pharmacy container. All non-prescription medications must be in the original, labeled container or package and signed in at the nurse's clinic. All medications, along with the completed Authorization for Administration of Medicine form must be carried to the clinic by a parent/guardian in the original labeled bottle and logged in with the school nurse.

Self-Administered Medications

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions, ready-to-use glucagon and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan or medication and supplies authorized by the student's seizure action plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan or seizure action plan developed and implemented pursuant to state law.

Opioid Antagonists

Per state law (O.C.G.A. 20-2-776.5), the School District will make a reasonable effort to acquire and maintain a supply of opioid antagonists. The medication will be kept in a secure location, and personnel will be trained regarding its use, including how and when it should be administered. School personnel may administer an opioid antagonist to anyone who they, in good faith, believe is experiencing an opioid overdose while at school or a school sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as before- or after-school care on school operated property. After the administration of an opioid antagonist, 911 (emergency medical services) should be called. If medication is administered to a student, the parent/guardian should be contacted.

Seizure Action Plan

Safely managing students with seizures in a school setting requires careful planning, preparation, and collaboration among school staff, parents, guardians, and healthcare professionals. The following are key requirements for ensuring the safety and well-being of students with seizures in the school environment.

The parent or guardian of a student being treated for a seizure disorder may seek support and services for the student's seizures while the student is at school or participating in a school-related function by annually submitting

to the local school system or school at which the student is enrolled, a copy of a Seizure Action Plan (SAP). Following the request of a parent or guardian of a student being treated for a seizure disorder and the reviewed submission of such a student's SAP, a school nurse or trained SAP personnel, shall be onsite at each school where a student with an SAP is enrolled and shall be available during regular school hours to provide support and services to the student in accordance with the student's SAP.

Students With Health Care Plans

Students with school-developed health plans may need to be referred for 504 evaluations. It is the responsibility of the school nurse or a staff member to initiate the Section 504 referral; it is not the responsibility of the parent to do so, although they may also initiate the referral. After a 504 evaluation and eligibility determination, a 504 Accommodation Plan may be written to reflect needed accommodations. It is important to note that a student health plan need not exhibit limitations in learning in order to be referred for a Section 504 evaluation.

Physician's Orders and Parent/Guardian consent are required for any specialized health procedures such as catheterization, tube feedings, and ostomy care. Parents/Guardians must provide all necessary equipment, supplies, medications, formulas, or other items needed for required procedures. Parents/Guardians are also responsible for providing replacements and ensuring maintenance of the provided items as necessary.

For any inquiries related to student health services, please contact the nurse at your student's school.

SECTION IX: SAFETY

School Safety Plan

The Evans County School System has developed an Emergency Preparedness Plan for the school system and for each of the Evans County Schools. A copy of each plan is on file in the Evans County Board of Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school's approved plan. The schools and the central office monitor weather conditions on a continuous basis.

All facilities may be monitored using video surveillance. These videos may be reviewed and used in any discipline and/or criminal referral.

Concussion Policy

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS (available at www.nfhslearn.com) at least every two years.

Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.

Water Safety

In accordance to O.C.G.A. §20-2-779.3, the Evans County School System is providing a list of organizations that provide or may provide water safety training.

Red Cross Swimming Lessons: Offers comprehensive courses on water safety and swimming skills.

Vidalia Aquatics Center: Provides local swimming lessons and water safety courses.

Bulloch County Parks & Recreation: Features a variety of swimming programs for different age groups and skill levels.

Weather & Safety Drills

Every school conducts regular safety drills, including lockdowns and fire drills, to prepare students and staff for emergency situations.

SECTION X: SCHOOL NUTRITION

The Evans County School Nutrition Program provides all students with nutritious, USDA-compliant meals and snacks at no charge. Under the Community Eligibility Provision (CEP) for the 2026-2027 school year, every student in the Evans County School System is eligible for free breakfast and lunch daily. Students may use meal accounts to buy extra items.

Breakfast and lunch are available to all students from the first day of school. Students may choose to eat the school-prepared meals, which meet government specifications, or bring meals from home. Meals from local fast-food franchises must be repacked if brought from home. Original fast-food packaging is not allowed, e.g., a McDonald's meal cannot be brought in a McDonald's bag.

After two instances of insufficient funds, checks will no longer be accepted for the affected account.

For special dietary needs (medical or religious), parents must arrange a meeting with the School Nutrition Director, School Nurse, and Lunchroom Manager.

Please contact the School Nutrition Department @ 912-739-1336 for any inquiries.

Federal Disclaimer

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,
1400 Independence Avenue, SW, Mail Stop 9410,
Washington, D.C. 20250-9410;

(2) fax:

(202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

SECTION XI: TRANSPORTATION

The school system operates buses throughout the week for all students enrolled in the transportation program. Bus routes and numbers for the new school year will be published on the Evans County School System website. For any inquiries related to school bus transportation, please contact the Transportation Department at (912) 739-3544 EXT 5235.

Students must arrive at the bus stop five minutes prior to the scheduled arrival time of the bus. Bus drivers will not wait for students who are tardy.

Students are advised to leave personal items at home. The school bus driver is not responsible for any personal belongings left on the bus. Only items that can be held safely in a student's lap may be transported on the bus. Due to safety concerns, items like flowers and balloons are not permitted on the bus.

Students are required to travel only on their assigned buses unless there is an emergency. In such cases, the school will issue a temporary bus pass, which must be presented to the bus driver. Information required on the bus pass must be provided by the administration.

Students must be familiar with the proper school bus evacuation procedures. Drills will be conducted to ensure all students know how to safely evacuate the bus in various scenarios. There are 3 types of evacuation drills:

Type A (Front Door Evacuation): Students evacuate in an orderly fashion through the front entrance, starting from the seat closest to the door to the seat farthest from the door.

Type B (Rear Door Evacuation): Evacuation is executed through the rear emergency door, beginning with the student seated nearest to the rear door.

Type C (Dual Door Evacuation): Students exit through the nearest door, whether front or rear, starting from the seats closest to either door and moving towards those farthest from the doors.

Students in pre-kindergarten, kindergarten, and first grade must be met by an authorized person at the bus stop unless the parent or legal guardian has provided written authorization to the Transportation Director allowing the child to disembark alone. Parents or legal guardians must complete and submit an authorization form before the first day of school. This form is essential for ensuring student safety and can be obtained from the elementary school or the bus garage.

Surveillance Videos

All regular route buses may be equipped with video cameras to record student activities while boarding, riding, and disembarking. This includes travel to and from school and other destinations.

Footage may be reviewed following incidents such as fights, possession of illegal substances or weapons, verbal abuse, acts of physical violence, or any other serious disciplinary issues that require investigation.

Behavioral Expectations and Consequences

The school bus and bus stop are considered extensions of the classroom. Therefore, the same behavioral expectations on school grounds apply to the bus and bus stop areas. Riding the school bus is a privilege extended to students attending public schools in Evans County. This privilege can be revoked if a student fails to comply with the bus conduct rules. Students must respect their bus driver and follow any instructions given. Cooperation with the bus driver is essential for maintaining a safe and orderly environment. During transit, students should

stay in their assigned seats, keep aisles clear, and avoid extending their hands and feet to touch other riders or their belongings.

Student behavior on the bus must align with school rules to ensure safety. Misconduct that compromises safety will be reported to the principal, who will decide on the continuation or revocation of bus privileges. This decision is final.

Parents are encouraged to discuss bus behavior expectations with their children to help maintain a safe transportation environment.

Bus Behavior and Discipline

School principals or their designated representatives are responsible for administering disciplinary actions related to bus misconduct. While bus drivers do not administer disciplinary actions, they are authorized to manage seating arrangements to address behavioral issues, such as moving students to different seats. Principals may impose immediate suspensions for serious offenses and can implement additional disciplinary measures as deemed necessary.

Elementary Bus Discipline Procedures

Progressive Discipline Steps:

- Offense 1:** The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the school administrator will contact the parent. The driver will document these actions. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 2:** School administration will counsel and submit a warning to the student. The student will be placed on probation. The driver will provide documentation of action taken during the first offense. The parent(s) or guardian(s) will be contacted. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 3:** Student will be suspended from riding the bus for one (1) day. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 4:** Student will be suspended from riding the bus for three (3) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 5:** Student will be suspended from riding the bus for five (5) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 6:** Student will be suspended from riding the bus for ten (10) days. Subsequent offenses will warrant a 10 or more days' suspension from all school buses. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***

Middle/High School Bus Discipline Procedures

Progressive Discipline Steps:

- Offense 1:** School administration will counsel and submit a warning to the student. The student will be placed on probation. The driver will provide documentation of action taken during the first offense. The parent(s) or guardian(s) will be contacted. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 2:** Student will be suspended from riding the bus for one (1) day. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***
- Offense 3:** Student will be suspended from riding the bus for three (3) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***

Offense 4: Student will be suspended from riding the bus for five (5) days. ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***

Offense 5: Student will be suspended from riding the bus for 10 days. Subsequent offenses will warrant a 10 or more days suspension from all school buses. When suspended from any bus, the student is suspended from all buses (including vehicles used for extra-curricular activities). ***The principal or his/her designee have the right to forego the discipline guidelines at any time, if the incident is deemed severe.***

NOTE: All other Evans County School System rules still apply while on the bus or at the bus stop. Safety is the first priority while transporting students to and from school. While on a bus, the bus driver/manager is the school official who has supervisory responsibility for the students. Drivers must be able to concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death. The bus driver may return a student to the school if the student is endangering others or seriously misbehaving. Students who jeopardize the safety of others will be susceptible to disciplinary measures that may include being permanently suspended from school transportation services. Riding the bus is a privilege not a right.

SECTION XII: TECHNOLOGY

Student Internet Use

The Evans County Schools System is a member of the Google Apps for Education program. With this initiative, all elementary through high school Evans County students are enrolled in this program which provides students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goal of this program is to provide a digital educational resource that appropriately serves the students throughout their tenure in the Evans County School System. All Evans County students are granted access to the internet. When using Evans County School System technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts are to be used for legitimate educational purposes and are subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Evans County School System DOES NOT CONDONE the use of such materials. Inappropriate use of system technology or network access is a violation of the Student Conduct Behavior Code. If the parent/guardian wishes to prohibit their child from accessing the internet, the school or school system must be notified in writing, within 30 days of the beginning of the school year or the date of enrollment. Internet access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

System technology, network access, and electronic resources must **not** be used to:

- Harm other people
- Interfere with other people's work
- Steal property
- Gain unauthorized access to other people's files or programs
- Gain unauthorized access to online resources, including using someone else's password
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies
- Steal or damage data and/or computers and network equipment
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Evans County School System technology resources and further disciplinary actions as defined by existing Evans County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

For more information regarding student internet use, refer to Policy IFBG "Internet Acceptable Use" and Policy IFBGE "Internet Safety", both found on the Evans County School System website.

SECTION XIII: LEGAL INFORMATION

Annual Notice of Non-Discrimination

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Evans County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities; in access to them; in the treatment of individuals; or in any aspect of its operations and provides equal access to the Boys Scouts and other designated youth groups. The Evans County School System does not discriminate in its hiring or employment practices. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the school principal or directly to the Assistant Superintendent.

Complaint Procedures for Title II; Title IX; and Section 504

Inquiries concerning the application of Title II, Title IX, Title VI, Section 504, or the Americans with Disabilities Act to the policies of the Evans County Board of Education may be addressed to the Assistant Superintendent, who can assist with processing complaints, questions, or requests for additional information. Evans County School System's Career, Technical and Agricultural Education (CTAE) department does not discriminate in enrollment or access to any of the available programs located in middle or high schools. The challenging CTAE curriculum, in conjunction with core academics, is designed to prepare students for a broad range of future education and career opportunities. The following is a list of CTAE programs being offered this year under the guidance of certified teachers: Agriculture; Business, Management, and Administration; Hospitality and Tourism (Culinary Arts); Finance; Law, Public Safety, Corrections and Security (Firefighting); and Health Science. All CTAE programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. For general information about these programs, contact the Assistant Superintendent.

Complaint Procedures

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below. Any individual—whether an employee, job applicant, student, or other person—who believes they have been subjected to discrimination or harassment under any of the civil rights laws mentioned above may submit a complaint either orally or in writing to a school principal or to the Assistant Superintendent. If a complaint is made orally, the recipient must promptly document it in writing, have the complainant review and sign it, and forward it to the Assistant Superintendent. If the school principal receives the complaint, they are responsible for notifying the Assistant Superintendent immediately. If the complaint involves the Assistant Superintendent, the issue should be reported to the Superintendent. If it involves the Superintendent, the complaint should be directed to the Board Chair through the Assistant Superintendent, who will forward it without further investigation. The Assistant Superintendent or their designee has fifteen (15) workdays to investigate the complaint, gather facts, consider the requested remedy, and attempt resolution. A written response will be provided to the complainant, detailing the outcome and next steps. Copies will also be shared with the Superintendent and relevant personnel.

If the issue is unresolved or the complainant disagrees with the outcome, they may request that the matter be reviewed by the Superintendent within five (5) workdays of receiving the Assistant Superintendent's response. The Superintendent will then have fifteen (15) workdays to review all information and issue a written decision. If dissatisfaction persists, the complainant may submit a written appeal to the Board of Education within fifteen (15) workdays of receiving the Superintendent's response. This appeal must include reasons for disagreement and the requested action. The Superintendent will present the appeal to the Board at the next regular or specially called meeting. The Board may review all previous findings and may choose to hear from individuals involved. The Board will issue a final decision, which will be documented in the meeting minutes or issued separately in writing. This procedure does not limit an employee's right to file a grievance under other policies of the Evans County Board of Education, including those related to performance evaluations or employment issues covered under state mandated due process rules. It also does not replace hearings or legal rights under Georgia's Fair Dismissal Act. At any point, the complainant may contact external agencies such as the U.S. Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), or other state or federal authorities for support. The Evans County School System prohibits any form of retaliation against individuals who report discrimination or harassment or who participate in an investigation. Confidentiality will be protected as much as possible, in accordance with the law, while ensuring a thorough investigation and appropriate resolution.

Complaints may also be submitted to the following federal agencies:

U.S. Department of Education – Office for Civil Rights (OCR)

400 Maryland Avenue, SW, Washington, DC 20202-1100

Customer Service Hotline: 800-421-3481

Fax: 202-453-6012 | TDD: 877-521-2172

Email: OCR@ed.gov | Web: www.ed.gov/ocr

OCR – Region IV (Atlanta)

61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303-8927

Phone: 404-974-9406 | Fax: 404-974-9471

Email: OCR.Atlanta@ed.gov

Student Complaints and Grievances

The Evans County Board of Education 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, nationality, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, nationality, or disability, the student may utilize the following three-step procedure.

Step I:

If a student has a complaint of discrimination or unfair treatment, they should report their concern to the principal, the Title IX coordinator (*705 West Main Street, Claxton, GA 30417; 912-739-3544 EXT 1223*), teachers, counselors, or other school administrators. If a student is not satisfied with the complaint's resolution, the student or their parent may request a meeting with the principal, following which, the principal will inform the parent in writing of their decision regarding 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 Assistant Superintendent within 10 working days of the receipt of the principal's decision. The appeal must cite specific reasons for reconsideration of the complaint, stating precisely the source of dissatisfaction, and be limited to the matter under review.

Step III:

For assistance with the student complaint or grievance process, you may contact the Assistant Superintendent.

Retaliation on account of filing a complaint at any level is strictly prohibited.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they would like changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
 - to school officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other person who performs school system services or functions that would otherwise be completed by school employees. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
 - to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
 - to specified officials for audit or evaluation purposes;
 - in connection with the student's application for financial aid;
 - to state and local officials pursuant to State law;
 - to organizations conducting studies on behalf of the school;
 - to accrediting organizations;
 - to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
 - to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
 - in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.
- A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be sent to:

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

FERPA permits the district to disclose information designated as Directory Information without the consent of the Parent or Eligible Student. Directory Information is data which is generally not considered harmful or an invasion of privacy when distributed. Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, media releases, etc.

Evans County Public Schools has designated the following information as Directory Information; student name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Directory Information also includes: parent/guardian's name, email address, and telephone number. Unless the Parent or Eligible Student decides to opt out of Directory Information disclosure, the items as indicated above may be distributed to appropriate legitimate agencies identified by the district, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse this disclosure. In order to opt out, you must notify your student's principal in writing within 10 days of receipt of this handbook.

The written notice must include:

1. The name of the student;
2. A statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under FERPA; and
3. Signed and dated by the parent, guardian, or eligible student.

***Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.**

Harassment Statement

It is the policy of the Evans County Board of Education not to discriminate on the basis of gender, age, race, ethnicity, color, disability, religious belief, or national origin in educational programs and activities, nor in admissions to facilities operated by the Evans County Board of Education, or in the employment practices of the school system. It is the express policy of the Evans County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Evans County Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, ethnicity, color, gender, religious belief, nationality, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including expulsion from school.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

To be protected under Section 504, a student must be determined to:

- (1) have a physical or mental impairment that substantially limits one or more major life activities; or
- (2) have a record of such an impairment; or
- (3) be regarded as having such an impairment.

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. Anyone that feels a child is in need of Section 504 protections may refer the child by contacting the school administrator and requesting an evaluation.

Evaluation and Eligibility Determination

An evaluation under Section 504 is not necessarily a comprehensive evaluation as required under Individuals with Disabilities Education Act (IDEA). Section 504 evaluations draw upon a variety of sources and may include cumulative record and work sample review; observational data; interviews with student, parent and/or school personnel; and/or administration of formal assessment measures. A physician's medical diagnosis alone is insufficient to suffice as an evaluation. Although a medical diagnosis is one source of data to consider, it is neither required nor sufficient for establishing eligibility under Section 504. The Section 504 team may request medical documentation to assist in determining eligibility. The 504 team should always include persons knowledgeable about the student, interpretation of evaluation data, and the placement options available.

Section 504 Accommodation Plan (504 Plan)

A student who is eligible for Section 504 and requires related services or accommodations in order for his/her educational needs to be met as adequately as those of non-disabled peers will have a Section 504 Accommodation Plan developed. The goal of the plan is to provide reasonable accommodations that ensure a student with a disability has the opportunity to participate and access the general education curriculum and extracurricular activities to the same extent as a non-disabled peer. This does not guarantee equal outcome, but provides equal opportunity, so that if appropriate effort is applied, a student will benefit the same as non-disabled peers. The 504 Plan will be developed by the Section 504 team and will be based upon the individual student's educational needs and least restrictive environment. For a diabetic student, whose endocrine system does not function properly and is at risk of serious health problems, and even death, if not properly treated, the 504 Plan may include, but is not limited to: monitoring of blood glucose levels, permission to carry and use blood glucose monitoring supplies, snacks, water, and insulin as per the student's Diabetes Medical Management Plan (DMMP), and frequent restroom breaks.

Child Find Responsibility

Under Child Find for Section 504, a school district is obligated to identify students who are disabled and may need related services or accommodations because of their disability. Section 504 eligibility and the need for an accommodation plan are separate determinations. OCR (Office of Civil Rights) has indicated that a student does not have to demonstrate a need for related services or accommodations in order to be Section 504 eligible. Even if a student does not need a 504 Accommodation Plan, he/she can be determined eligible and receive procedural safeguards, periodic reevaluation, manifestation determination and the nondiscrimination protections of Section 504. Should the need for 504 Accommodation Plan develop, the team would reconvene and develop an appropriate plan.

Training to Address Medical Needs: Evans County Schools will provide training by qualified medical personnel to staff who educate, serve, supervise, or transport students. Training for staff (including, but is not limited to, administrators, school nurses, teachers, paraprofessionals, bus drivers, cafeteria staff, substitute teachers, substitute paraprofessionals, substitute bus drivers, and staff supervising students on field trips or other off campus locations) will address the needs of students with medical conditions requiring school-developed health plans and/or Section 504 Accommodation Plans. Detailed information will be provided with regard to addressing the needs of students with diabetes, including diabetic and emergency care and a review of a protocol reflecting required written notification by the school nurse to the parent/guardian one week in advance of a student needing medical and other related supplies. If supplies are not received within three calendar days, then the school nurse will follow-up with a phone call or email (parent-provided email address). All notifications must be documented by the school nurse.

If a parent, guardian, or adult student has a question about their rights under Section 504, they may contact the Exceptional Learning Department at 912-739-3544 EXT 1222.

No otherwise qualified handicapped individual ... shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Sexual Misconduct

“20-2-751.7 (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such a state mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies.”

- 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 a verbal report of the act to their teacher, counselor, or an administrator at their school.
- Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make a verbal report of the incident immediately to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee, within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the verbal and written reports should be made to the superintendent or the superintendent's designee.
- Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make a verbal report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the alleged sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or principal's designee shall make an immediate written report to the superintendent.

“Sexual Abuse” means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

“Sexual Misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- Making sexual comments, jokes or gestures;
- Showing or displaying sexual pictures, photographs, illustrations, or messages;
- Writing sexual messages/graffiti on notes or the Internet;
- Spreading sexual rumors;
- Unnecessarily supervising students as they dress, shower or use restroom areas at school;
- Flashing or “mooning” students;
- Touching, excessively hugging or grabbing students in a sexual manner;
- Forcing a student to make a sign of physical affection or any movement sexual in nature;
- Talking or asking about a student's developing body, sexuality, dating habits, etc.;
- Talking repeatedly about sexual activities or sexual fantasies;
- Making fun of the student's physical attributes; or
- Calling the students by a sexual name.

Parents and Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials:** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and
- **Surveys:** The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing "Protected Information," the written consent of the parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing "Protected Information" without providing the parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. "Protected Information" falls into the following categories:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental and psychological problems of the student or the student's family;
 - Sexual behaviors and attitudes;
 - Any self-incriminating behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
 - Religious practices, affiliations, or beliefs of the student or parents.

Physical Examinations

Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law. The Evans County Board of Education has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution procedures.

The Evans County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and students, at least annually, at the start of each school year of the specific or approximate dates of the collection, disclosure, or use of personal information for marketing, sales or other distribution and the opportunity to opt of said services.

Family Policy Compliance Office

**U. S. Department Education 100 Maryland Avenue, SW
Washington, D.C. 20202-4605**

All notifications must be documented by the school nurse.

SECTION XIV: MISCELLANEOUS DISTRICT INFORMATION

Visitors on School Property

1. Parents and other visitors shall register with the office secretary upon arriving on campus.
2. Food from outside restaurants cannot be brought to school for use during breakfast or lunch time.
3. The school shall not issue visitor permits except to those persons on school related business as

sanctioned by the administration. Students are not permitted to bring visitors with them to school.

4. The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file appropriate charges with the local law enforcement agency. Disruption of school operations is a misdemeanor.
5. Parents (except as invited by the administration) and other non-students cannot ride buses. Appropriate charges may be filed upon a person's refusal to leave the bus.
6. Violations of safety, security, or health procedures will result in forfeiture of visitation privileges.
7. Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to insult or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500 (O.C.G.A.20-2-1182)

Volunteer Information

1. Volunteers may be required to complete the Parent Volunteer Training. The trainings will be hosted at the individual schools.
2. Parent volunteers will complete the Mandated Reporting Training every year.
3. A criminal background check will be required for all parent volunteers.

Photography & Digital Media

Unless the parent/guardian requests otherwise, pictures and/or recordings of students may be taken by the news media, individual schools, partnering colleges and universities or the school system during the school day or at school events. Such pictures and/or recordings of students may appear on school and school system website, on Evans County School's social media pages/site or in other public places. If the parent/guardian wishes to prohibit the taking of any picture and/or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. Pictures and/or recordings that identify students as receiving specialized instruction or services provided through an Individualized Education Program will not be publicly displayed. Regardless of parental consent or notification, the school system has the right to record students with video cameras for safety, instructional purposes, and at extracurricular activities.