Stewart County Educational Complex

Stewart County Elementary School

Stewart County Middle School

Stewart County High School

2026 - 2027

Student-Parent Handbook

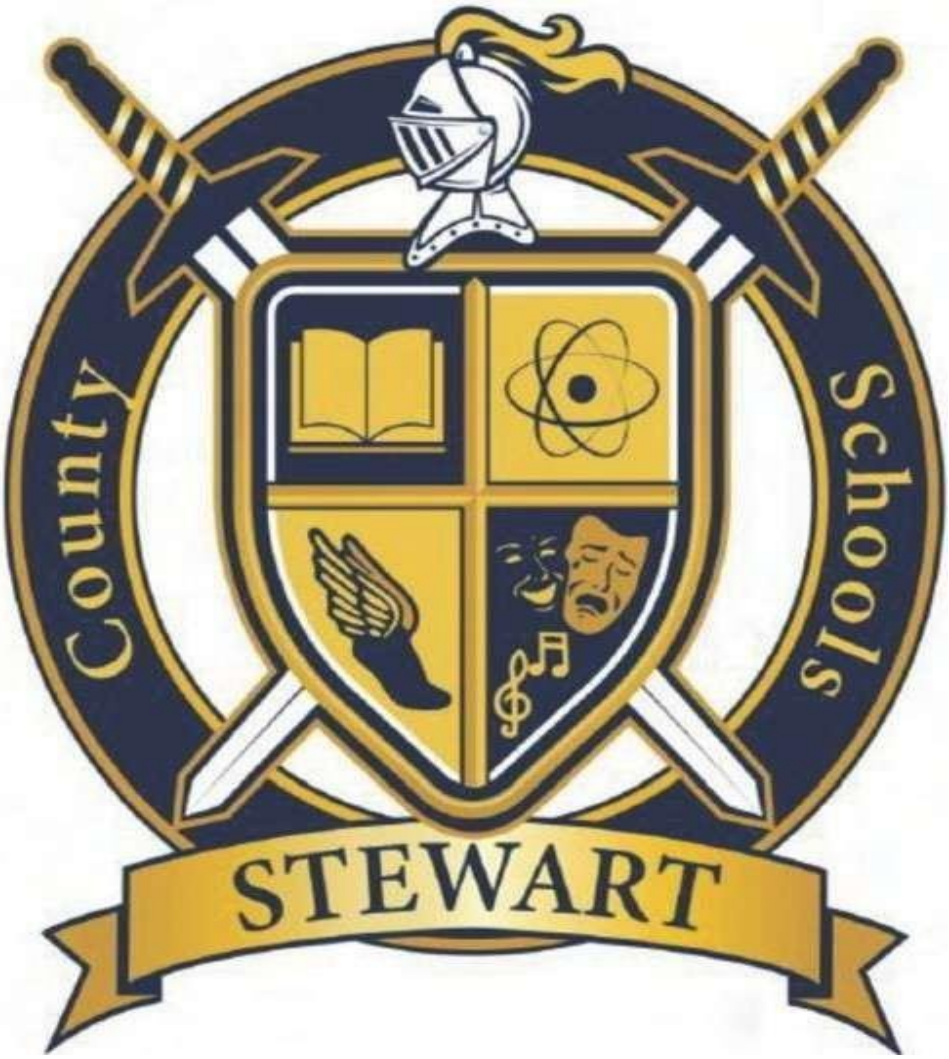

County
Schools
STEWART

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Stewart County Board of Education

7168 Green Grove Road – P.O. Box 547
Lumpkin, Georgia 31815
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STEWART COUNTY HIGH SCHOOL

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Telephone: (229) 838-4301 – Fax: (229) 838-4352
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STEWART COUNTY MIDDLE SCHOOL
STEWART COUNTY ELEMENTARY SCHOOL

15582 GA Highway 27 East – P.O. Box 37
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STEWART COUNTY BOARD OF EDUCATION

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Dr. Pierre Coffey

STEWART COUNTY SCHOOLS ASSISTANT PRINCIPAL
Dr. Busani Siphambili

*The **Mission** of Stewart County School System is to provide a quality education to all students.*

*The **Vision** of Stewart County School System is to become one of the highest performing school systems in the State of Georgia.*

*The **Motto** of Stewart County School System is "Building the Future, One Child at a Time"*

Welcome to the 2026 - 2027 School Year!

Superintendent's Message

Greetings, Stewart County School District!

Welcome to the 2026-2027 school year! It is an immense honor to serve as the Superintendent of Stewart County Schools. In this moment of significant change and boundless possibilities, I am reminded of the words of Nelson Mandela, who stated, "Education is the most powerful weapon which you can use to change the world." I truly believe in the essence of that statement as an educator of 33 years and a dedicated public servant. Education is the gift of hope for our youth.

I want to assure you that my top priority is to maintain the fundamental values of improving and strengthening the educational system of the Stewart County community. I pledge to work tirelessly to ensure that the students of Stewart County receive the best possible education in a safe and supportive environment while expanding extracurricular opportunities to further enhance their educational experience. I am excited to join this remarkable community and embark on this important journey together.

Education is a partnership between schools, families, and the community. Together we can create a learning environment where our students are challenged, supported, and inspired. I'm excited to work alongside each of you to help our students grow, thrive, and achieve their dreams. I am eager for us to work together, hand in hand, step by step, with unwavering dedication to give the students of Stewart County excellence by design.

I look forward to listening to your ideas, concerns, and feedback as we work together to build a brighter future for our students. Together we will make Stewart County Schools the best rural school district in the state. Let's Go Knights!

Sincerely,

Shonda M. Green, Ed.D.

Principal's Message

Dear Knight Family,

I am honored and excited to serve as the new Principal of such a vibrant and dedicated learning community. Whether you are new to our school or a returning family, I warmly welcome you and look forward to a successful year filled with growth, learning, and collaboration.

At Stewart County, our mission is to provide a quality education to all students, and our vision is to be one of the highest-performing school districts in Georgia. I am committed to working closely with parents, community members, and staff to foster a student-centered environment that emphasizes rigorous, relevant, and engaging learning experiences each and every day.

My goal is to provide the kind of leadership that promotes continuous growth for both teachers and students. Together, we will cultivate a school culture where high expectations, innovation, and academic excellence are the norm.

I strongly encourage all stakeholders to get involved—whether through parent organizations, volunteer opportunities, or consistent communication with your child's teachers. Your support and engagement are vital to our success.

Thank you for being a part of the Stewart County family. Here's to a wonderful school year ahead!

Warm regards,

Dr. Pierre Coffey, **Principal**
Stewart County School District

STEWART COUNTY SCHOOL DISTRICT

PARENT & COMMUNITY ISSUE RESOLUTION PROTOCOL

The Stewart County School District (SCSD) is continuing its efforts to create a culture of trust and accountability in our schools and community. We realize that building trust with all stakeholders, both internal and external, through procedures and processes that respond in the proper spirit of cooperation to all concerns, issues, and questions. To achieve this trust, our school district has developed and implemented a clear, transparent, problem-resolution protocol that will appropriately address issues/questions that may arise during the course of daily business or school operations. All classroom/school-level/departmental operational concerns should be addressed by an SCSD employee at the appropriate level as indicated below. Should the stakeholder feel that the concern has not been addressed appropriately, the stakeholder has the right to advance the concern to the next level. Please note: Any classroom/school level/departmental operational concern by-passing any of the levels listed below, (For example: sharing a concern with the Superintendent and/or Board Members while bypassing the Teacher, Principal, and Departmental Supervisor) will be forwarded to the appropriate level to be addressed within the protocol. For additional contact information, please visit the Stewart County Schools website (www.stewart.k12.ga.us).

Resolution Process

School Level

If a problem or concern should arise, please immediately address the issue with the person closest to the problem or concern for a resolution. After addressing the issue with the person closest to the problem and you believe that the matter needs further attention, please notify the Principal for additional assistance. The Principal will provide investigative measures to assist in a complete resolution regarding your concern and consult the Superintendent's Office for further measures if necessary.

District Level

If you are not completely satisfied with the resolution of the matter at the school level, please contact our Superintendent at 229-838-4329 or by email at sgreen@stewart.k12.ga.us. The superintendent will consult with the Principal and provide further investigative measures to assist you with a complete resolution. Staying consistent with our vision "To become the highest performing school district", the final resolution will be in the best interest of all scholars.

Stewart County School System
2026 - 2027
Calendar

Dates	Important Event or Activity
July 27 – July 31, 2026	Teacher Pre-planning
July 30, 2026	Open House
August 3, 2026	First Day of School
September 4, 2026	Progress Reports 1st Nine Weeks
September 7, 2026	Labor Day
October 5 – 9, 2026	Fall Break
October 15, 2026	Report Cards
October 26, 2006	Virtual Learning Day
November 13, 2026	Progress reports 2nd Nine Weeks
November 23 – 27, 2026	Thanksgiving Break
December 18, 2026	Early Release ½ Day 1st Semester Ends
December 21, 2026 – January 4, 2027	Winter Break
January 4, 2027	Teacher Work Day
January 5, 2027	Students Return
January 7, 2027	Report Cards
January 18, 2027	Dr. Martin Luther King Jr. Holiday
February 5, 2027	Progress Reports 3rd Nine Weeks
February 12 & 15, 2027	Winter Break
March 8, 2027	Virtual Learning & Teacher PL Day
March 15, 2027	Report Cards
April 5 – 9, 2027	Spring Break
April 20, 2027	Progress Report 4th 9 Weeks
May 15, 2027	Graduation
May 21, 2027	Early Dismissal Last Day of School/Report Cards
May 24 – 27, 2027	Post-Planning

Daily Schedules

Stewart County Elementary School

Stewart County Elementary School will be open for students at 7:30 A.M. Breakfast will be served from 7:30 A.M.-7:50 A.M. daily. The school day for all students is from 7:50 A.M.-3:10 P.M. with the exception of prekindergarten who will dismiss at 3:00 P.M. Students arriving after 8:00 A.M. will be considered tardy. The instructional day is from 7:50 A.M. to 3:10 P.M. Upon arrival at school, all students should immediately report to their assigned places and remain there unless permission is received from a school staff member to leave the room.

It is strongly recommended that parents of kindergartners and first graders allow children to go to their rooms on their own after the first week of school so that they may gain independence and self-confidence. Unless someone is designated for early morning duty, students will not be admitted to school prior to 7:30 A.M. It is essential that students be picked up from school by 3:30 P.M. each afternoon. Parents picking up a child should wait in the designated areas.

No phone calls for bus changes after 2:00 P.M. No student can be checked out after 2:50 P.M., unless an emergency and approval by an administrator.)

Daily Schedule

2026 -2027
Stewart County Middle School

Arrival-Breakfast	7:30 - 8:00
1st Block	8:00 - 9:30
2nd Block	9:30 – 11:00
3rd Block	11:00 – 12:30
Lunch	12:35 - 1:05
1st Exploratory	1:05 - 1:50
2nd Exploratory	1:50 - 2:35
Knight's TIme	2:35 – 3:20
Dismissal	3:20

Daily Schedule

2026 - 2027
Stewart County High School

Arrival - Breakfast	7:30 – 7:55
1st Period	8:00 – 8:55
2nd Period	9:00 – 9:55
3rd Period	10:00 – 10:55
4th Period	11:00 – 11:55
Lunch	12:00– 12:35
5th Period	12:40 – 1:30
6th Period	1:35 – 2:25
7th Period	2:30 – 3:25
Dismissal	3:30

I. General Information

A. Admission to School

Any student enrolling in a Georgia Public School for the first time must present the following items:

- A certified copy of the birth certificate
- A Georgia Immunization Certificate
- A Vision, Hearing, Dental Evaluation Certificate
- Proof that parents or guardians of child live in the county (rent contract, utility bill, phone bill)
- Social Security Card

- Name of previous school
- Transcripts or report card of previous school
- Copy of previous discipline

For entrance into 6th grade or the equivalent age, all students must have at least one additional dose of MMR for a total of two administered on or after the child's first birthday and at least 30 days apart. This dose may be given at the local county health department or by the child's private physician. Children without this additional vaccination will not be allowed to enter 6th grade.

APPEALS

State and local policies and rules for assessment, discipline, instruction, promotion and retention, often include the opportunity for appeal and/or waiver. For further information regarding processes for appeals and waivers, go to the specific state or local policy or guideline at the Stewart County District's website and/or the Georgia Department of Education website.

B. Book bags and Lockers

For the safety of our students and staff, only **clear or mesh book bags** are permitted on campus. All bags must be secured in a locker at the opening bell. Student athletes must turn in all athletic school-sponsored bags that are not clear or mesh into their respective coaches upon arrival to school. Young ladies will NOT be allowed to use the large purses as book bags. Lockers are assigned to students in grades 9-12. These lockers will be located in the main entrance. Lockers will be sold at a cost of $5.00. Students are encouraged to purchase a lock to secure their possessions. In order to do this, the student must keep his/her combination confidential!

Locker Hours: 7:30 am – 7:45 am
Lunch
2:30 pm – 2:35 pm

Students' lockers are the property of the school and are at all times under the control of the school; however, students are expected to assume full responsibility for the security and contents of lockers assigned to them. School authorities, for any reason, may conduct periodic general inspections of the lockers at any time without further notice, without student's consent, and without a search warrant.

C. Cafeteria

The cafeteria is operated daily during the school year for the convenience and nutrition of our faculty and students for breakfast and lunch. Students are expected to make breakfast and lunch pleasant for all by waiting their turn in lines, being respectful, and by leaving tables free of food and trash. Trays are to be taken to the proper area after lunch and breakfast. All food and drinks served in the cafeteria must be consumed in the cafeteria. No glass bottles or soft drinks.

Students may bring lunches prepared at home to eat in the cafeteria. Students may not leave campus for lunch. No commercially prepared food may be brought in the container from the restaurant or delivered to the school. If appropriate documentation from a physician is on file in the office, students with certain medical conditions are allowed to have water bottles in the classroom.

D. Career Readiness Index or CCRPI

The CCRPI is a comprehensive school improvement, accountability, and communication platform for all educational stakeholders that will promote college and career readiness for all Georgia public school students. Data and information from student test results, climate survey, student attendance, staff attendance, and discipline are used to calculate the score. Our goal is for each school and the district to have the highest CCRPI possible, and we will need the help of students, parents, community, and staff to improve our ratings.

E. Designated Areas for Students

Teachers at each grade level will advise students of the areas on the campus that are designated for them. Students must not be out of their designated areas unless they have a pass from their teacher. This includes visits to the media center or office, and at all times, including breaks and lunch periods. Students out of their designated areas will be subject to disciplinary action.

F. Disaster Alerts

Fire drills are conducted monthly. Escape routes are posted in every classroom, and children are evacuated to safe locations away from the building in a safe, quiet, and orderly manner.

Tornado or severe weather drills are conducted during the school year. Classes report to designated safe areas within the building where they kneel facing a wall and covering their heads.

G. Dress Code

There is a **positive relationship** between an appropriate neat appearance and a good learning environment. Current safety issues are address by the dress code. The dress code is intended to be fair and equal in promoting rules which must be adhered:

Student Dress Code – Grades K-5

Four days of wearing uniform (Monday – Thursday) with Fridays as dress down

All K-5 students will wear school uniforms during the school day and to any school related function (off-campus) during the normal hours of school.

The official SCES school attire for students includes:

* Button down collared shirts or blouses (polo-like shirts) in white, light blue, yellow, or navy blue, black, red, and gold.

  Girl's skorts, skirts, jumpers, shorts, or slacks in navy or khaki. Skorts and shorts must be the appropriate length (no more than 2-3 inches above the knee; loose fit)

* Boy's slacks or shorts in khaki or navy blue with belts

* Sandals, sneakers, crocs, or closed-toed shoes

* For safety reasons, we recommend sneakers for P.E.

* Students will carry mesh or clear book bags

* Students' pants must have a waistband or belt line that is worn no lower than the top of each hip

* Pants with holes are allowed as long as skin is not showing and length of hole or ripped can be no longer than 3 inches.

* Shirts and blouses must be tucked in at all times

* No jeans during the week – only on Fridays

* Sandals and Crocs are to be worn with straps on the back of the heels for students

* Students can wear headbands of any color, but not red headbands. Headbands can be personalized with no obscene language.

K-12 Students may **not** wear:

* Tight, form-fitting clothing

* Flip flops, high heels, bubble flats, and thick-soled shoes

* Mesh or see-through shirts, tank tops, and spaghetti straps

* Lewd, obscene or suggestive clothing

* Jogging and warm-up suits

* Short shorts

* Leggings and jeggings

* Sagging pants

* Fanny pouches

* White T-Shirts

Student Dress Code – Grades 6-12

* Anything that interferes with, or distracts from a pleasant, proper learning environment is unacceptable.

* Clothing must be worn as it was designed.

* All short pants, shirts, skorts, split skirts, etc., should be worn to the appropriate length. The length must be no shorter than 3 inches above the knee. A split in a skirt must not be more than 3 inches above the knee.

* No hats or headgear of any type (toboggans, bandannas, visors, scarves, and hoods on shirts or jackets, etc.) are to be worn in the building.

* As a safety precaution, baggy or over-sized clothing will be restricted. Also, shirts must be worn inside the pants. Jeans, pants, shorts, and slacks must be worn at the natural waistline. "Sagging" of pants is prohibited. A belt is mandatory if pants have belt loops.

* No revealing clothes of any type, no see-through tops, no sleeveless tops. No undergarments Are to be shown at any time. No cleavage showing.

* Slogans: Garments may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures related to, but not limited to, the following: racial slurs, profanity, sexually suggestive language, violence, alcohol, tobacco, drugs.

* Undershirts may not be worn as a T-shirt. Some T-shirt style shirts with certain designs are not allowed. No plain white T-shirts.

* Shirts may be worn out of pants as long as the shirt does not go below the waist.

* Excessively tight-fitting clothes are not to be worn. Bicycle pants, tights, leggings, or jeggings will not be allowed.

* Jewelry should be worn in appropriate places. Jewelry worn in the nose, eyebrow, lip, etc., will be prohibited during graduation. No large chains are to be worn around the neck. Jewelry should not be a distraction.

* Appropriate shoes must be worn at all times. No bedroom shoes, no flip flops, and no stiletto heels. All other heels must be no more than 3 inches. Enclosed shoes must be worn in the gym or lab.

* No pajamas or pajama-like pants (loungewear, emojis, jogging pants) are allowed.

* Pants with holes are allowed as long as skin is not showing and length of hole or rip can be no more than 3 inches. (Sparse or tights worn underneath rip)

* Colored hair is permitted within the school. However, during graduation ceremonies, only natural hair colors are allowed.

* No clothing representing gang involvement including handkerchiefs

* Fanny pouches are not allowed

* Sandals and Crocs are to be worn with straps on the back of the heels for students

* Students can wear headbands of any color, **but not red**: can be personalized with no obscene language.

* **"Flip flops, high heels, bubble flats, and excessively thick-soled footwear are prohibited."**

* Crocs and similar molded footwear shall be permitted provided they are worn in accordance with the manufacturer's intended safety design and secured appropriately during school activities.

* Students may be required to wear alternative footwear during physical education classes, laboratory activities, field experiences, or other activities where enhanced safety measures are necessary.

The administrators or designee will make final determination of what is or is not appropriate to wear to school. The decision is final and is not subject to appeal. If there is a question in your mind about the appropriateness, **don't wear it.** It is of utmost importance that students and parents use good judgment based on the mission of the school.

Students who violate the dress code are subject to consequences according to the discipline code.
Students are not to abuse the way certain styles of clothes are to be worn. THE DRESS CODE IS IN EFFECT AT ALL TIMES.

H. Grade Reporting

Report cards will be issued at the end of each nine weeks. Mid-term progress reports are issued four and one-half weeks into each marking period. Parents are encouraged to contact teachers for more frequent reports if desired and whenever an academic concern exists.

I. Guidance Services

The guidance department is open to students and parents during the regular school day. The counselor is available by appointment before and after school. Guidance services include: assisting students in educational and occupational placement, administering and interpreting individual and group testing. Providing orientation for new students to their school environment, providing information on colleges, vocational schools, financial aid, scholarships, etc., providing individual counseling, maintaining accurate and up-to-date records, and providing student's records as requested.

J. Hall Passes

Students are expected to be in their classes at all scheduled times. On rare occasions when students must be temporarily out of their classrooms, hall passes are required. Permanent restroom passes may be used; however, written passes are necessary for other destinations such as the office, media center, etc.

K. Hospital-Homebound

A hospital-homebound program is designed to serve students who will be absent from school for a minimum of ten (10) consecutive school days because of a non-communicable disease, illness, injury, or surgery. A doctor must identify the specific nature of the illness, disease or injury and state the date the student is expected to be able to return to school. It is the school's responsibility to determine if hospital-homebound services will be provided or if accommodations can be made at school. Parents are required to contact the principal regarding the condition of extended illness and provide a medical statement from the attending physician prior to receiving home services. Applications for these services are available in the front office.

L. Lunch Numbers

Students are given lunch numbers. Those who have not received a number previously will receive one. Teachers in grade K-5 will continue to help students to learn their numbers. Students in grade 6-12 should already know their numbers.

M. Media Center

The media center is open during the regular school day and immediately before and after school, as well as during lunch hours. Media center passes will be required during the regularly scheduled class periods.

N. Parent-Teacher Conferences

SCHS, SCMS, and SCES encourage and solicit parent involvement in our schools. Please feel free to call the school to make an appointment for conferences with teachers, counselors, and administrators.

Conferences may be held before or after school, or during a teacher's planning period. Parents may visit classrooms following school's guidelines. The education of our students is most successful when it involves the teamwork of teachers, administrators, and parents working together. **Please be sure to schedule a conference prior to visiting the school.**

O. Professional Learning and Planning (PLP) Time

Effective use of professional learning and planning time is a necessary part of a teacher's day. Along with instructional time, PLP time will be protected to insure teachers have time for planning effective lessons, professional review of data and information including student's work, targeted professional learning, and curriculum and assessment development

.

P. Personal Use of School's Telephones and Cell Phones at School

K-8 Ban (House Bill 340): Signed in 2025, this law requires public schools to mandate that students in kindergarten through eighth grade lock up or store away personal devices from the first bell to the last. This restriction applies to cell phones, smartwatches, and tablets.

High School Ban (House Bill 1009): Signed into law in May 2026, this bill extends the bell-to-bell ban to all public high schools. For purposes of this policy, electronic devices include, but are not limited to, cellular telephones, smart watches, earbuds, headphones, tablets, gaming devices, Bluetooth-enabled devices, and other personal electronic equipment.

Cell Phones/Electronic Devices

Students shall not carry, display, wear, access, activate, or otherwise use cell phones during the instructional day unless authorized by school personnel. All phones must be secured in the designated areas as directed by the school staff.

Failure to surrender a cell phone or electronic device when directed by a school employee may be considered insubordination and may result in additional disciplinary consequences.

Other Electronic Devices

Personal electronic devices other than cell phones (personal tablets, iPads, iPods, personal headphones, etc..) are not permitted

Confiscated Devices

Confiscated devices shall be returned in accordance with established school procedures. School officials may require a parent or guardian to retrieve a confiscated device.

School officials may retain confiscated devices pending parent retrieval. Examination of the contents of any electronic device shall occur only when authorized by law, Board policy, or when there is reasonable administrative necessity consistent with applicable legal standards.

Q. Prescription and Non-Prescription Medications

Prescription and non-prescription medications are to be registered with the schools' nurse who will administer them in accordance with directions provided by parents. Students may not carry these medications with them or store them in their lockers. Students who do not comply with these provisions may be considered in violation of the drug and alcohol rules found in this handbook or school district policies, and such students may be subject to the disciplinary actions set forth in the handbook or board policy.

Any student who has a special health problem needs to have on file with the school nurse a form from the doctor's office substantiating the problem and the necessary treatment needed during school hours.

R. Requirements of Elementary and Secondary Act Statute

In compliance with the requirements of the Elementary and Secondary Act Statute, parents may request information concerning the qualifications of their child's teacher(s) from the principal. The following information may be requested: (1) Certification held by the teacher; (2) College major/graduation certification or degree held by the teacher; and (3) Qualifications of the paraprofessional, if

paraprofessional services are provided in the classroom. Contact Dr. Shonda M. Green, Superintendent, at 229-838-4329 or e-mail sgreen@stewart.k12.ga.us.

S. Schedules and Schedule Changes

Students desiring to withdraw from one course and enroll in another may do so with adequate reason(s) within three (3) days of enrolling and with permission from the counselor and the teacher (s) involved in the change.

T. School Safety Zones (any property owned by the school)

It is unlawful for any person to carry, possess, or have under/his/her control any weapons or explosive compound while within a school safety zone, at a school building or school function, or on school property, or a bus furnished by the school. Violation is a felony.

U. Section 504 Procedural Safeguard Notice

Any student, parent, or guardian ("Grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 505 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found on the system's website or may be picked up at the central office or any of the school offices.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Section 504 coordinator at the following address: Mrs. Bailee Stovall-Smith, Section 504 Coordinator,15582 Ga. Hwy 27 E. Lumpkin, Georgia 31815, (229) 838-4374 Ext. 227, bsmith@stewart.k12.ga.us

V. Student's Debts

No instructional fees are charged. Students are required to pay replacement or repair costs of lost or damaged textbooks or other school-owned materials that have been used by the student.

Students are to provide materials for projects that the students will keep. High School students will be assessed $5.00 for a lock. Class dues for Juniors will be determined by the class advisors each year. All dues are mandatory and are used for school sponsored activities. Students must pay dues whether they participate in the activities or not. Payment of dues is required for scholars to participate in graduation ceremonies.

W. Student's Personal Property

The school accepts no responsibility for valuables or other items that are the personal property of students.

X. Textbooks

Students are responsible for the care of textbooks assigned to them. Students are responsible for replacing media center and textbooks that are lost or have been damaged.

Y. Vehicles/Parking Permits

Administrators have the authority to regulate the operations of motor vehicles on school property and property used by the school. Any violation of the rules may result in the revocation of a student's parking/driving privileges or other disciplinary measures that are redeemed necessary. At the beginning of EVERY school year, students must present a valid GEORGIA driver's license and current insurance coverage to drive on campus. ALL STUDENT drivers are required to purchase a parking permit from the school resource officer for $10.00. Parking decals must be properly displayed on the vehicle at all times on campus.

Students with permits may ONLY park in the student parking area, in properly marked spaces.

Unauthorized vehicles without proper decals will be TOWED AT THE OWNER'S EXPENSE!

Returning to vehicles during the school day is only allowed in emergencies, with the principal's approval and escort of the school resource officer when available.

All vehicles are subject to search by school officials WITHOUT WARNING!

Administration reserves the right to prohibit any student from driving on campus.

Z. Visitors

Visiting parents are welcome on our campuses at all times. All visitors on school grounds, including parents, must first report to the office, sign in, and receive a visitor's pass. Visitors are expected to sign out and leave the grounds promptly upon completing their business.

Stewart County Schools - Visits to the Classrooms/Observations

- To improve teaching and learning, Stewart County Schools will protect instructional time. With that, conferences will be scheduled in advance and during non-instructional times.
- In order to ensure the safety and confidentiality of students, Stewart County Schools limits classroom visitors to parents/legal guardians of current students and those persons invited by the district or the school for official business.
- To minimize disruption to the instructional program, visits to classrooms, class/group programs, a request to meet with specific personnel requires at least 24 hours' advance notice (or such additional notice as the principal or designee determines based on the circumstances.)
- The principal may, at his/her discretion, designate school/district personnel to accompany visitors on visits to classrooms, programs, or meetings.

School personnel shall warn unauthorized individuals that loitering on school premises during school hours constitutes trespassing and may subject violators to criminal prosecution under Georgia law (OCGA 20-2-1180).

Failure to Leave Campus (O.C.G.A. 16-22-35) Any person who fails to leave the premises when requested to leave any school property and/or return to any school property after being instructed by school personnel or law enforcement to leave the property is considered trespassing and faces criminal prosecution or a misdemeanor of a high and aggravated nature.

AA.Withdrawals

Students withdrawing during the school year must complete a withdrawal form. Teachers and office personnel will summarize the withdrawing student's progress, and prepare records for transfer to another school system.

If a student between the ages of 16 and 18 withdraws and does not plan to re-enroll at another site or plans on attending an adult school, the student MUST have a signed and completed exit interview on file with the school district. The principal of the student's home school will initiate the exit interview and guidance personnel will assist with the completion.

I. Academic Information

A. Academic Honors (Elementary, Middle School and High School)

Stewart County School System has established an honor roll to recognize the outstanding scholastic achievements of students in grades four through twelve. Honor roll will be announced at the end of each nine weeks according to the following criteria:

A Honor Roll:	All A's
A/B Honor Roll:	A's & B's
Principal's Honor Roll	All grades 95 or above

B. Academic Grades

An academic grade shall reflect the teacher's most objective assessment of the student's progress of mastery of grade level standards. **Academic grades shall not be used as a means of maintaining discipline in the classroom.**

Students in grades 1 through 12 will have numerical grades assigned for work completed. The minimum passing score for all courses is 70.

For grades 9 through 12, midterm and final exams are required in year-long courses.

In specific high school courses, the Georgia Department of Education requires End of Course Test (s). These End of Course Test will make up 20% of the final course grade.

For those high school courses not requiring an End of Course Test (EOCT) or End of Grade (EPG), the local school system may require Student Learning Objectives (SLO) assessments for each course. These SLOs will consist of pre-tests administered in the fall of the academic year and post tests administered in the spring of the academic year to measure student's growth.

Students' Responsibilities:

- To become informed of the method of grading and how grades are determined in each class
- To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress

Students' Rights:

- To receive a teacher's grading criteria at the beginning of each year
- To receive periodic progress reports
- To receive a minimum of one grade per week in each class

Teachers' Responsibilities

- To ensure that all work and grades assigned to students are aligned to the state standards
- By the end of the day each Monday, post a minimum of one weekly grade per course in Power School for the previous week

Students Grades

The grading system ranges from 0 to 100: 90-100 =A, 80-89 =B, 70-79 = C, 69 and below = F. It is requested that teachers should not record any grade lower than 60 on the report card nor any grade higher than 100.

Elementary School Promotion Requirements

Elementary school students in Pre-K-5th grades must demonstrate competency of the grade level objectives in the five academic course areas: English/Language Arts, Mathematics, Reading, Science, and Social Studies. Students who meet the requirements in the five (5) academic areas of the elementary curriculum will also be required to demonstrate satisfactory progress in other subjects/courses taught within their grade level, i.e., Exploratory, PE, and Music. All students in grades 3rd – 5th will be required to take state mandated tests. Promotion will be based on State Requirements.

Students in grades 3-8 will be graded based on their performance in the following areas:

- Daily Work 40%
- Homework..... 10 %
- Quizzes.....20%
- Test & Major Project.....30%

Students in grades 9-12 will be graded based on their performance in the following areas:

- Classwork/Daily Work 35%
- Quizzes 15%
- Tests/Major Projects 40%
- Homework 10%

Final report cards will be mailed for grades K – 12 ().

C. Exams and Tests

In high school and middle school, major test grades plus daily grades, quizzes, etc. will be given in each class during each nine weeks. For grades nine through twelve numerical grades must be recorded and maintained for all courses in which credit is given. The minimum passing score for all courses is 70. Nine weeks and semester exams are required.

D. Gifted Education Program

In order to qualify for gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. In Stewart County, students are screened for possible referral for gifted education services each year. A student may be automatically referred based on a Norm Referenced test, GA Milestone Achievement test, and teacher's recommendations. A student may also be referred for consideration for education services for the gifted by teachers, counselors, administrators, parents, peers, or self with knowledge of the student's abilities. Referral forms are available at the front desk of each school.

Number of Referrals

A student will not be screened more than three times. It is recommended that students tested and not meeting eligibility requirements not be retested the following year. Exceptions to this may be made for students who have a qualifying score in mental ability, achievement, or creativity the previous year.

Screening Time frame for Referrals

Screening will begin in the spring of each year. Teachers and administrators will be given referral forms to complete on any student they believe may be eligible. Written consent for testing will be obtained prior to testing from parents and guardians of students who are being considered for gifted education services.

E. High School Promotion Requirements

High school students who qualify for promotion to the next grade shall meet the following requirements:

Attendance

Students MUST NOT be absent more **5** days within a school year if they are to receive full credit for academic work completed during that time.

Academic Credits

Students in grades 9-12 must receive a grade of 70 or higher in each course in order to earn unit credits for graduation.

The following minimum number of units must be earned in order to be promoted to the next grade:

- Promotion from 9th to 10th grade 5 units
- Promotion from 10th to 11th grade 11 units
- Promotion from 11th to 12th grade 17 units
- Graduation from High School 23 units

Promotion Requirements
10th - 5 units which must be as follows:
1 unit of math
1 unit of ELA
3 units of other required courses

11th - 11 units which must be as follows:
2 units of math
2 units of ELA
1 unit of science
1 unit of social studies
5 units of other required courses

12th - 17 units which must be as follows:
3 units of math
3 units of ELA
2 units of science
2 units of social studies
7 units of other required courses

23 units to graduate
A student must have 17 credits to have senior status and be assigned to a senior homeroom. All seniors must satisfactorily complete a senior project.

F. Middle School Promotion Requirements

Middle school students who qualify for promotion to the next grade shall meet the following requirements:

Attendance
Students MUST NOT be absent more than **5 unexcused days** within a school year if they are to receive full credit for academic work completed during that time.

Academic
Middle school students in grades 6-8 must demonstrate competency of the grade level objectives in the five academic course areas: English/Language Arts, Mathematics, Reading, Science, and Social Studies. Students who meet the requirements in the Five (5) academic areas of the MS curriculum will also be required to demonstrate satisfactory progress in other subjects/courses taught within their grade level, i.e., Exploratory, PE, and Health.
All students will be required to take state mandated tests.

Special Programs
Students who have been placed in special education programs through a regular screening process adopted for each system level will be required to meet academic subject area standards appropriate for their abilities and special circumstances as specified in their individual educational profiles. Grade placement will be based upon recommendation of the IEP committee.

Administrative Placement
Students who do not demonstrate proficiency of the Promotion Standards identified at each grade level, but who have been in the grade, in which they are presently enrolled for two years, may be placed in the next grade level with conditions of the recommendation of the SST Committee, subject to the approval of the school principal.

Promotion
In order for a student to be promoted to the next grade, he or she must pass five out of six classes. Promotion for 8th Grade will be based on State Requirements.

G. No Pass/No Participate Rule

All school sponsored competitive activities including cheerleading, sports, and literary and vocational meets will follow the Georgia High School Association guidelines as they exist. Students in grades six through twelve must have passed three of four subjects during the semester preceding participation. High School students must also be on track for graduation as defined below before they can participate in competitive activities:

- During the first year of high school, a student must earn a minimum of 5 units.
- During the second year of high school, a student must have accumulated a minimum of 11 units.
- During the third year of high school, a student must have accumulated a minimum of 17 units.

H. Physical Education Grades

Students in kindergarten through grade five will receive grades based on their participation and cooperation. Dressing out is not a requirement for students in kindergarten through the fifth grade.

Students in grades six through twelve will receive numerical grades based on participation, performance on skills tests, written exams, and other assessments. Dressing out is a requirement.

Students who do not dress out but bring excuses from home stating that there are medical reasons for their non-participation will not be penalized. Extended illnesses of more than three consecutive days require doctor's excuses in order to avoid having points deducted.

I. Regulations for Junior-Senior Beta Club Membership

Academic Requirements

Prospective Junior Beta members must have a cumulative grade average of 88 or above with no grades below 80. This academic standard must be maintained for one full year for a student to be eligible to be invited to become a member. Averages will be rounded up from the nearest decimal.

For a student to remain in Junior Beta, he/she must maintain an 88 average or above with no grades below 80. If a student's grades fall below 80, he/she will be placed on probation the following semester. After a second probationary period, membership will be permanently terminated.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension, within a full year, the membership of the student will be permanently terminated.

Senior Beta Club Membership

Prospective freshman members for Senior Beta must have a cumulative average of 85 or above with no grade less than 80 based on their grades from the 8th grade and 1st Semester of the 9th grade. Averages will be rounded up from the nearest decimal. Students will be invited to join after the first semester of their 9th grade year.

Upper classmen must have a cumulative average of 85 or above (no grads less than 80) based on the GPA of the preceding year (s). For example, sophomores must have maintained an 85 average their freshman

year to be invited into Beta. Juniors must have an 85 average (no grades less than 80) for their freshman and sophomore years; seniors, for their first three years in high school. Grades will be averaged based on courses used for the Hope Scholarship. There shall be no grades less than 80.

For a student to remain in Beta, he/she must maintain an average of 85, with no grade less than 80. If the student's average falls below 85 or grades fall below 80, he/she will be on probation the following semester. After a second probationary period, membership will be permanently terminated.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension, (within a full year), the membership of the student will be permanently terminated.

J. Regulation for National Honor Society Membership

Students who maintained a 92 or above average their freshman year are eligible for induction into the NHS, an organization that recognizes outstanding academic achievement at the sophomore, junior, and senior levels. To remain a member, the student must maintain a cumulative average of 92. Averages will be rounded up from the nearest decimal. If the student's average falls below 92, he/she will be on probation the following semester. For the student to remain in the NHS, he/she must not be on probation more than twice. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Grades will be averaged on the Hope Scholarship criteria.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension (within a full year) the membership of the student will be permanently terminated.

K. Response to Intervention (RTI)

Response to Intervention (RTI) is the practice of providing high-quality instruction and intervention matched to a student's need, monitoring progress frequently to make decisions about change in instruction and goals, and applying the child's response data to important educational decisions. RTI is a preventive measure that addresses the needs of all students, with interventions that work while examining and improving instruction.

The model for RTI is multi-tiered. It involves a problem-solving approach, examines effective instruction and intervention and includes increasing levels of intensity, progress monitoring and data-based decisions. The RTI model that the state of Georgia has adopted is the Georgia Student Achievement Pyramid of Interventions, which currently has four tiers.

The problem-solving approach occurs at each level of the pyramid. Effective implementation of instruction at each tier ensures success for the student. Diagnostic/progress monitoring guides the development of future instructional plans and outcomes for students. The success for all students requires integration of services from the instructional and student support services arena as well as parental support.

L. Summer School

Students wishing to participate in summer school should check with the school's principal or counselor. A contract will be issued outlining the student's participation in summer school. Credit for summer school will be granted only in accordance with the Stewart County Board of Education policies.

M. Transfer Students

A student transferring into the Stewart County School District shall be a resident and present a withdrawal form from their previous school. This form should include the following information: academic levels, immunization information, attendance information, withdrawal date, all additional services provided by the school, the address and the phone number of school.

A student transferring into the School District from another district may be provisionally admitted to school upon execution by the student and parent/guardian of a form providing the name and address of the school last attended and authorizing such school to send the student's records to the school district.
Any student who seeks to transfer to the Stewart County School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension, expulsion or assignment to an alternative education program shall be ineligible to attend school in the Stewart County School District until the disciplinary order from the previous school district is completed. Any student provisionally admitted who is found to be ineligible shall be dismissed from enrollment.

***The Stewart County School System will not accept students with tribunal punishments from other school systems.**

FERPA
Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following: You have a right to inspect and to review your child's educational records maintained at the school which your child attends. You have the right to prevent disclosure of educational records to third parties with limited exceptions. It is the intent of the Stewart County Schools to limit the disclosure of information contained in your child's educational records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which

you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. You have the right to seek to have corrected any parts of an educational record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the Stewart County Schools decides not to alter the education records according to request. You also have a right to file a complaint with the FERPA office concerning Stewart County School's failure to comply with FERPA.

PPRA
The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways: It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning: Political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; Illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports

activity programs, and honor roll or other recognition lists. The School District has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's participation in official school activities and sports;
- Weight and height of members of an athletic team;
- Dates of attendance at schools within the district;
- Honors and awards received during the time enrolled in district schools;
- Photograph and Grade level

N. Waivers to the No Pass/No Participate Rule

Request for waivers of the no pass/no participate rule may be made to the Georgia Department of Education by students, parents or guardians, the principal, the superintendent, or the Stewart County Board of Education. Waiver requests should include the basis for the request, documentation of medical conditions (if appropriate), grade reports and transcripts for the student, principal's statement regarding the request, and the activity in which the student wishes to participate.

III. Graduation Requirements

In September 2007, the State Board of Education passed a new set of graduation requirements that will assure Georgia's high school students graduate college and be work ready.
The rule was revised in conjunction with the implementation of the new Georgia Performance Standards in English, Mathematics, Science, Social Studies, as well as electives. The new curriculum and the new

graduation requirements will help students graduate from high school with the knowledge and skills they need to be successful in college and the workplace.

In order to graduate, all students will be required to complete a total of 23 units for state requirements and 23 units for local requirements. All students will take:

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 units of Social Studies
- 3 units in a pathway to complete Career Technical Agricultural(CTAE) pathway
- 4 electives
- * 2 units of foreign language
- 1 health/physical education course

*Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language.

GRADING SCALE – 100-90 = A, 89-80 = B, 79-70 = C, and 69 and below = F

A. Career, Technical, & Agricultural Education—End of Pathway Assessment (EOPA)

Stewart County School System offers several pathway options to students in JROTC, business, Teaching as a profession, Early Childhood and Health Care Science. Upon completion of the pathway, students are expected to participate in an End of Pathway Assessment (EOPA).

The Georgia Department of Education utilizes EOPA results as a contributing indicator in the evaluation of school systems; therefore, as a prerequisite to participation in graduation ceremonies, The Stewart County School System expects each student who successfully completes the course requirements for a pathway participate in the End of Pathway Assessment.

B. Courses from Independent Study Schools

Stewart County School System will accept credit from an independent study school accredited by the Georgia Accrediting Commission or one of the accrediting agencies that is a member of the Georgia Private Accreditation Council and/or Southern Associates of Colleges and Schools or one of its regional equivalents. However, the parent(s) and student are totally responsible for applying for the course(s), completing the course(s), and having the credits forward to the school. All work must be completed outside of the school. Information about accredited schools is available from the counselor's office.

C. Dual Enrollment and Articulation

Stewart County School System offers many dual enrollment opportunities for students. Dual Enrollment/Dual Credit courses provide opportunities for Georgia High School students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Dual Enrollment/Dual Credit courses are available for any eligible student. They may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education. Courses may be taken before, during or after regular school hours, on the college campus, on-line or at the high school during the regular school day.

Students and/or parents interested in any of the following activities should see the counselor.

Dual Enrollment/Dual Credit Programs in Georgia

Dual HOPE Grant

...is a non-need-based grant program for students seeking technical certificates or diplomas from the Technical College System of Georgia's institutions. Students may attend part time or full time. Beginning Fall of 2011, funding was returned to local systems for Dual HOPE Grant Students.
www.gsfc.org/Main/publishing/pdf/2011/2012-HOPE-Grant.pdf

Move On When Ready

…requires an eligible 11th or 12th grade student to be full time and take all of his/her courses through an eligible postsecondary institution. Students receive secondary and college credit for completing graduation and high school diploma requirements.
www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAe/Pages/Transition-Career-Partnerships.aspx

Articulated Credit

…refers to credit that students are awarded by both the high school and postsecondary institution when they have successfully completed identified academic and career related courses leading to a diploma, certificate or degree. Selected statewide articulated course assessments will be available in the near future. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of course work already mastered in high school. There are no costs for participation since the work is high school courses taught at the local high school during their normal school day with their regular high school teachers.

Participation in Dual Enrollment/Dual Credit programs eases the transition from high school to college, provides students an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Students and/or parents interested in any of the following activities should see school counselor.

D. Georgia Milestone Assessment System

The Georgia Department of Education has implemented a new testing system, the Georgia Milestones Assessment System (Georgia Milestones). The new system has replaced both the CRCT and the EOCT.

Georgia Milestones will be aligned to the Georgia Standards of Excellence (GSE) and will require more from students than the CRCT and EOCT it replaces, in order to better prepare students for college and career and to provide a more realistic picture of academic progress. A major benefit of the new system is that it is one consistent testing program across grades 3-12, whereas previously students took a series of individual tests.

The increased expectations for student learning reflected in Georgia Milestones may mean initially lower scores than the previous years' CRCT or EOCT scores.

The new testing system will include open-ended questions to better gauge students' content mastery. With some exceptions for special education students with specific testing accommodations.

E. Georgia Scholar Recognition

A Georgia Scholar is a graduating senior exhibiting excellence in all phases of school life, community activities, and meeting the following criteria:

- Minimum SAT score of 1360 or ACT score of 31.
- Minimum of 23 units and participation in the college preparatory program.
- Academic study in visual arts, music, dance, theater, or other arts areas.
- Minimum 3.75 GPA on a 4.0 scale in all courses in grades 9-12 or ranks in the upper ten percent of his/her graduating class.
- Maintain ninety-five percent or better attendance in grades 9-12.
- Participation in a minimum of three interscholastic events or has achieved recognition in interscholastic events like section leader of a band or chorus, athletic team captain, placing in athletic events, debates, livestock projects, vocational competitions, or other similar activities.
- Leadership in a least two extracurricular, school-sponsored activities.
- Leadership in a minimum of two different youth activities outside the school.
- Registration to vote if student is eighteen.
- Evidence of self-esteem and concern for others in day-to-day activities.

F. Honor's Recognition for Graduation

Graduating seniors whose cumulative grade point average (GPA) is 3.8 (90) or above are identified as honor graduates. Grades considered in the determination of honor grade status include grades in all courses attempted in grades 9-12 through the 3rd nine weeks of the senior year.

To be eligible for valedictory or salutatory honors, a student must have attended high school in the school system for a minimum of two full years (including the senior year) to be named Valedictorian or Salutatorian. Transfer credit used for calculation of cumulative grade point averages for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high schools accredited by the COGNIA Accreditation (or an agency/facility recognized as a regional accrediting agency by SACS).

The valedictorian, salutatorian, and honor graduates shall be selected from the senior class student body. The valedictorian, salutatorian, and honor graduates shall be determined utilizing multiple criteria including a minimum grade point average.

Honor graduates are those students eligible for graduation who possess a GPA of 3.8 (90) or above at the end of the 4th week of the final semester in which the student is a graduating senior.

The senior class valedictorian shall have the highest-Grade Point Average rounded to the hundredths place at the end of the 4th week of the final semester in which year in which the student is a graduating senior.

The senior class salutatorian shall have the second highest Grade Point Average rounded to the hundredths place at the end of the 4th week of the year in which the student is a graduating senior.

Class rank shall be determined by grade point average which includes utilization of the course weight schedule for higher level coursework.

Numerical grades will be accepted from approved ACCEL programs with University System of Georgia institutions, and averaged within the secondary cumulative grade point average.

In the event of a tie in class ranking for valedictorian, each student shall be publicly recognized as co-valedictorian. In the event of a tie in class ranking for salutatorian, each student shall be publicly recognized as co-salutatorian.

If scholarships or financial assistance grants are to be awarded based on class ranking for valedictorian and/or salutatorian, and the scholarships or grants cannot be shared among the students involved, the Scholastic Aptitude Test (SAT) scores will be used to determine the award.

Students suspended through a formal tribunal hearing, or who attend the Alternative School because of disciplinary infraction (s) are automatically ineligible for valedictory or salutatory honors.

Honor graduates wear honor stoles and gold tassels at graduation to distinguish them among their classmates. Beta Club participants are distinguished by wearing gold cords draped about the neck. National Honor Society members wear blue chords; but may display no additional regalia except as allowed through partnerships between the Stewart County Board of Education and Post-Secondary Institutions.

Juniors whose cumulative grade point average is 3.5 or higher are identified as honor guards. Honor guards with the six highest GPA's may be assigned a duty during the graduation ceremony.

G. High School Weighted Courses

College courses and Advanced Placement Courses will be computed into the grade point average. The course will be weighted if the academic level is beyond what is offered at Stewart County High School (AP Calculus, English 1101, etc.).
The decision will be made by the Principal.

Students will receive an extra 10 points on their final average for the purpose of calculating their cumulative grade point average.

H. High School Diploma

The high school diploma is the official document certifying completion of attendance requirements, minimum of 23 units, and other graduation requirements. An occupational certificate will be awarded to students with an Individualized Educational Plan (IEP) who does meet state and local requirements to receive a diploma. The student must complete all requirements of the IEP.

I. Initial Credit/Credit Recovery Software and the Georgia Virtual School

The initial Credit/Credit Recovery Software and the Georgia Virtual School are computer-based, on-line learning programs that provide a standards-based curriculum for self-paced instruction. Both programs provide a curricular foundation for local credit recovery and credit accrual.

Students participating in these programs must be self-directed learners who take responsibility to manage and direct their own learning. The student is supported by administrative and instructional staff and parents/guardians. Both programs are managed by a committee consisting of the principal, guidance counselor, media specialist, program manager, curriculum director, and subject matter teacher. To be considered for participation the program(s), the student must submit a request for participation. An eligible student must meet at least one of the following criteria:

- Is unable to earn initial course credit through regular scheduling.
- Is unable to earn recovery credit through regular scheduling.
- Is enrolled in a course or program that includes the Initial Credit/Credit Recovery Software lessons as a resource tool.
- Is enrolled in the Alternative School Program or summer school program.
- Is one whose request has been approved by the committee

J. Units

Units are earned for work completed in grades nine through twelve for courses that reflect the objectives of Georgia's Performance Standards.

IV. Statewide Student Assessment Program

A. Purpose

Stewart County School System, in compliance with state law, has established a testing program designed to facilitate instructional planning, to provide feedback to students and parents, and to evaluate the effectiveness of its educational programs. State level administrators use test data to monitor achievement and to determine the needs of students through the state, to allocate remedial education funds, to help local systems implement and evaluate curriculum improvement plans, and to assist in the development of policies related to curriculum, instruction, teacher certification, and administration.

B. Quality Basic Education Act Assessment Regulations

Stewart County School System and the State of Georgia require the following assessments:

High School and Middle School

GA Milestone Assessment

Student Learning Objectives

End of Course Test (EOCT)

Georgia Alternative Assessment for Students with Disabilities

Elementary School

GKIDS – Georgia Kindergarten Inventory of Developing Skills

Georgia Milestones – Grades 3-5 End of Grade (EOG) Assessment

Student Learning Objectives Pre and Post Assessments– For all non EOG courses

GAA – Georgia Alternative Assessment for students with disabilities

GoFAR – Georgia Benchmark Assessments

C. Test Terminology

- Achievement Test: A test designed to measure the actual learning of an individual.
- Aptitude Test: A test designed to measure the learning potential of an individual.
- Norm-Referenced Test: A norm-referenced test compares the achievement of individuals to the average achievement of a reference group comprised of a sampling of scores from throughout the country.
- Standard Score: A score calculated based on the actual number of items correct on a test.
- Percentile Rank: A score that compares an individual's achievement to that of a reference group. For example, a student scoring above the seventieth percentile scored equal to or better than seventy percent of the reference group.

New Bus Policy and Procedure

Students/Scholars are expected to arrive and wait at their assigned bus stop for 10 minutes before the bus is scheduled to arrive when weather permits.

If a student misses the bus, they are to return home and get help or phone for assistance. They should **NEVER** do the following things:

- Chase after a bus
- Walk to another bus stop
- Allow parent/and or guardian to drive them to another bus stop (Bus drivers will not be expecting them).

Students/scholars are expected to get on and off the bus at their assigned bus stop.

First Offense:	One (1) Day Bus Suspension; Notify Parent / Guardian
Second Offense:	Three (3) Days Bus Suspension: Notify Parent/ Guardian
Third Offense:	Five (5) Days Bus Suspension; Notify Parent/ Guardian
Fourth Offense:	Administrator's Discretion

All items such as books, papers, pencils, pens and etcetera should be placed and zipped in their book bags and remain inside their book bags at all times.

Students are expected to be consistent with either being a bus rider or a car rider. Students are not allowed to choose multiple types of transportation at random. If student(s) choose to be a car rider, they will not be allowed to ride the bus. The parent or guardian are responsible for their transportation to and from school or function. Bus passes will only be issued for emergencies at the discretion of administration and the transportation director. All requests for a bus pass must be submitted to the appropriate Administrative Assistant.

(**Please refer to page 41 for a list of offenses and violations of this policy**

Stewart County School District
Assessment Calendar
2026-2027 School Year

The purpose of a school district assessment calendar is to provide a structured timeline for administering various assessments throughout the academic year. This calendar helps in planning, coordinating, and communicating the schedule for standardized tests, formative assessments, summative assessments, and other evaluations. By outlining key dates and periods for testing, it ensures that students, teachers, administrators, and parents are aware of and prepared for upcoming assessments. Additionally, it aids in balancing instructional time with assessment requirements, aligning assessments with curriculum goals, and ensuring compliance with state and federal testing mandates.

Grades	Testing Window	Assessment	Tentative Test Date	Assessment Detail
Pre-K	**August 2026-May 2027**	**PPVT**	**BOY August 3 - September 14, 2026 EOY April 2027 – May 2027**	**Pre-K Content Standards Hadley & PreK Teachers**
Pre-K	**August 2026 - May 2027**	**PELI**	**BOY August 3 - September 14, 2026 MOY January 1 - 30, 2027 EOY April 2027 – May 2027**	**Pre-K Hadley & PreK Teachers**
K	**August 3 - September 14, 2026**	**Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0)**	**Must be done 6 weeks from the start of school year BOY August 3, 2026 - September 14, 2026 MOY Deadline February 9, 2027 EOY Deadline May 7, 2027**	**Kindergarten Content Standards Quarterly Data Updates October 16, 2026 January 8, 2027 March 19, 2027 May 3, 2027**
10th	**Fall 2026 October 1 - 31, 2026**	**PSAT**	**Primary Test Date: October 20, 2026**	**Exam to practice requirements of SAT**

3rd-8th	**April 5, 2027 - May 14, 2027**	**End of Grade GA Milestones Assessment Administration will be 1 content per day with the exception of ELA (2 days)**	**April 26 - May 3 2027**	**3rd-ELA, Math 4th-ELA Math 5th-ELA, Math, Science 6th-ELA, Math 7th- ELA, Math 8th- ELA, Math, Science, & SS**
3rd - 8th	**May 12 - July 18, 2027**	**End of Grade GMAS Summer Assessment Administration will be ELA & Math**	**June 14 - 18, 2027**	**3rd, 5th, 8th grades ELA & Math**
9th - 12th	**December 7-11, 2026 March 8-12, 2027**	**Benchmark/Interim Assessments Created by Assessment Director**	**American Literature Algebra I Concepts & Connections Biology US History 5th Grade Science 8th Grade Science & Social Studies**	**In House Assessment to determine content mastery**
9th-12th	**April 12 - May 21, 2027**	**End of Course GA Milestones Assessment Administration will be 1 content per day with the exception of ELA (2 days)**	**April 19-23 2027**	**Algebra I Concepts & Connections American Lit. US History Biology**
9th - 12th	**June 7 - July 18, 2026**	**End of Grade/Course Summer Testing**	**June 14 - 18, 2027**	**9-12 All Content**

3rd -5th, 6th-8th, 11th	**March 22, 2027 - May 7, 2027**	**Georgia Alternate Assessment 2.0 (GAA)**	**TBA**	**3rd-ELA, Math 5th-ELA, Math, Science 8th- ELA, Math, Science, & SS HS-ELA, Math, Science, & SS**
K-12	**TBA**	**WIDA Alternate ACCESS**	**TBA**	**English Language Learners**
K-12	**Pretest Window TBA** **Posttest Window TBA**	**Fit Georgia Assessment** **Health & Physical Education**	**TBA**	**Health & Physical Education Instructors**
K-11th Math	**August 2026 - May 2027**	**Math Universal Screener**	**BOY September 1 – September 10** **MOY December 2026** **EOY April 5 – April 30**	**Math Competency**
Grades 2-11 Reading	**August 2026 - May 2027**	**Reading Universal Screener**	**BOY August 25 – September 10** **MOY December 2026** **EOY March 23 – April 1**	**Reading Lexiles**

10th - 12th	**Fall Window 2026 November 2026** **Spring Window March 2027**	**ASVAB (mandatory for 11th & 12 grade scholars)**	**TBA** **TBA**	
3rd - 8th	**8/3/2026 - 6/1/2027**	**DRC Beacon Grades 3-8**	**FALL August 25 - September 4, 2025 Spring February 1-March 5, 2026**	**GMAS Preparation**

V. Attendance Regulations

A. Absences for School-Sponsored Non-Instructional Activities

Georgia State School Standards prohibit a student from being absent form class because of school-related non-instructional activities for more than ten (10) days per class during the school year. In grades nine through twelve, a student may be absent due to involvement in school-sponsored non-instructional activities such as participation in athletics or club functions on the local, state, or national level beyond ten (10) days if the student receives a specific exemption from the ten-day rule from the Stewart County Board of Education.

The days missed by a student for school-sponsored non-instructional activities are not computed as part of the attendance policy that establishes a maximum number of absences from class.

Students who wish to participate in a school-sponsored non-instructional activity that will require them to exceed the ten days per class per year maximum must apply for an exemption as follows:

- Exemptions shall be considered on an individual basis. Groups, clubs, and teams may not request blanket exemptions.
- Requests for exemptions must be made in writing to the superintendent who will present them to the Stewart County Board of Education.
- The written request must include rationale and all supporting documentation.
- Exemptions must be granted by the Stewart County Board of Education prior to the student's participation in the activity for which an exemption is requested.

Tardy Policy
Students arriving after the official beginning of school at 8:00 am must be check in with a Parent or authorized adult in the front office.

B. Compulsory Attendance

Stewart County School authorities, in cooperation with other county agencies, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. §20-2-690.1, Mandatory Attendance, which requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Stewart County prior to their sixth birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by law.

C. Consequences of Excessive Unexcused Absences

A student who demonstrates a pattern of excessive and/or unexcused absences shall be referred to the counselor for counseling and appropriate intervention. The parent/guardian shall be contacted regularly by the classroom teacher and/or school counselor concerning student absences. If student attendance does not improve the counselor shall refer the case to the court system and the Department of Family and Children Services (DFACS).

D. Counting Students Present or Absent

The Stewart County Board of Education shall count students present when they are in attendance at least one half of the instructional day; and, when servicing as pages of the Georgia General Assembly. Students should remember that attendance is counted period by period. Students missing more than half a class

period will be counted absent for the entire class.

E. Dropping Out of School

When a sixteen-year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/guardian to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

F. Excused Absences/Unexcused Absences

To qualify an absence as excused, parents or guardians may submit a doctor's excuse or school nurse excuse. Parents or legal guardians may hand write and sign sickness excuses but only three per semester documenting a valid reason for the absence from each class. All excuses must be submitted to the school within three days after the student's return to school. After three days, the absence will be documented as unexcused and will not be changed or reconsidered by the school administration. Excuses will not be accepted after parent/guardian notification that the course credit has not been awarded or will not be awarded due to excessive absences.

A student whose parent or legal guardian is in the military service in the U.S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posing will be granted up to five (5) days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Parents need to make sure their child/children is/are at school by 7:55 A.M. This applies to students in grades Pre-K through 12. Tardy to school and early dismissals can result in a child's missing a great deal of instructional time reducing his/her chance for success in school. Also, being tardy and leaving school early will result in the student not being eligible for the perfect attendance award.

G. Virtual Attendance Protocol / Full Day Attendance

Students are expected to be in attendance for the full school day. Students who check-in late or check-out early should submit a written note from their parent/guardian explaining their absence. Truancy action may be taken against parents for students repeatedly not in attendance for the full day for reasons that cannot be excused.

Virtual Learning Expectations

- All virtual students should log into their classes 5 minutes prior to the start of class to avoid a delayed admittance.
- Students must attend at least 75% of each class to be marked present.
- Students will not be allowed to sign in after 15 minutes due to interruptions and loss of credit for that class period.
- Students must be seated at a desk or table to avoid distracting Face to Face Learners.
- Students must have their cameras on in order to be a part of the class.
- Mics must be mute upon entrance and remain so unless directed by the teacher. There cannot be any background noises.
- Students should be ready to learn with all necessary materials to avoid delays and interruptions.
- Lunches will be delivered to Virtual Learners as directed by Child Nutrition.
- Students must be able to access the internet in order to follow the traditional schedule through Zoom or Google Meet.

Face to Face Expectations (subject to change)

- Breakfast & Lunch will be provided for all SCS students.
- All students and staff will be required to wear a mask while on campus. Students will be given opportunities for outdoor "mask breaks" throughout the day.
- Temperature checks and screening will be conducted daily for students and staff.
- Class size limits will be enforced for physical distancing in the classroom.
- School bus routes may be modified for physical distancing. We are encouraging all parents, who are able, to allow their child to be a car rider.

H. Make Up Work

Elementary K-5 - **Student Make Up Work**

A student may be given up to five (5) school days to make up work or tests upon return to school**.** If the principal or designee determines the absence is unexcused due to circumstances beyond the child's control, the student may be allowed to make up work. Parents/guardians are encouraged to discuss the circumstances of the child's absence with the principal/designee prior to the absence.

A student attending in-school suspension is considered present at the student's school. A student participating in a school related or sponsored activity is considered to be present i.e. fieldtrips. An absence due to a suspension from school shall be considered the same as an unexcused absence.

Middle-High School (6-12) Student Make Up Work

Make up work will be permitted only when all of the following conditions are met upon returning to school:

- An absence must be either an excused absence or an approved unexcused absence. Make up work is assigned at the discretion of the principal with teacher's input in the decision-making process.
- Make up work must be completed within five (5) days of returning to school unless other arrangements are made with the teacher.
- It is a student's responsibility to approach teachers about make up assignments on the first day he/she returns to school.
- Students who miss a class or classes but come in during the day should see the teacher for assignments missed before the end of the school day.
- Work assigned prior to the absence is due promptly upon the student's return to school or on the original due date, whichever is later.

I. Signing Out of School

Students may leave school early when, within the first instructional period of the day, they present to the office a written excuse from a parent/guardian that includes a telephone number where the authorizing adult can be reached for verification purposes or when parents or guardians appear in person in the office to sign a student out of school. The Stewart County Board of Education authorizes the school to release students to individuals other than custodial parents/guardians only upon written request and verbal verification from custodial parents/guardians. Early dismissals must meet the criteria for an excused absence if the student is to be permitted to make up any missed assignments.

Students leaving school early must sign out, and all teachers whose classes will be missed must sign a permission to leave form that should be left with the school's administrative assistant before departure. Students should promptly leave the campus.

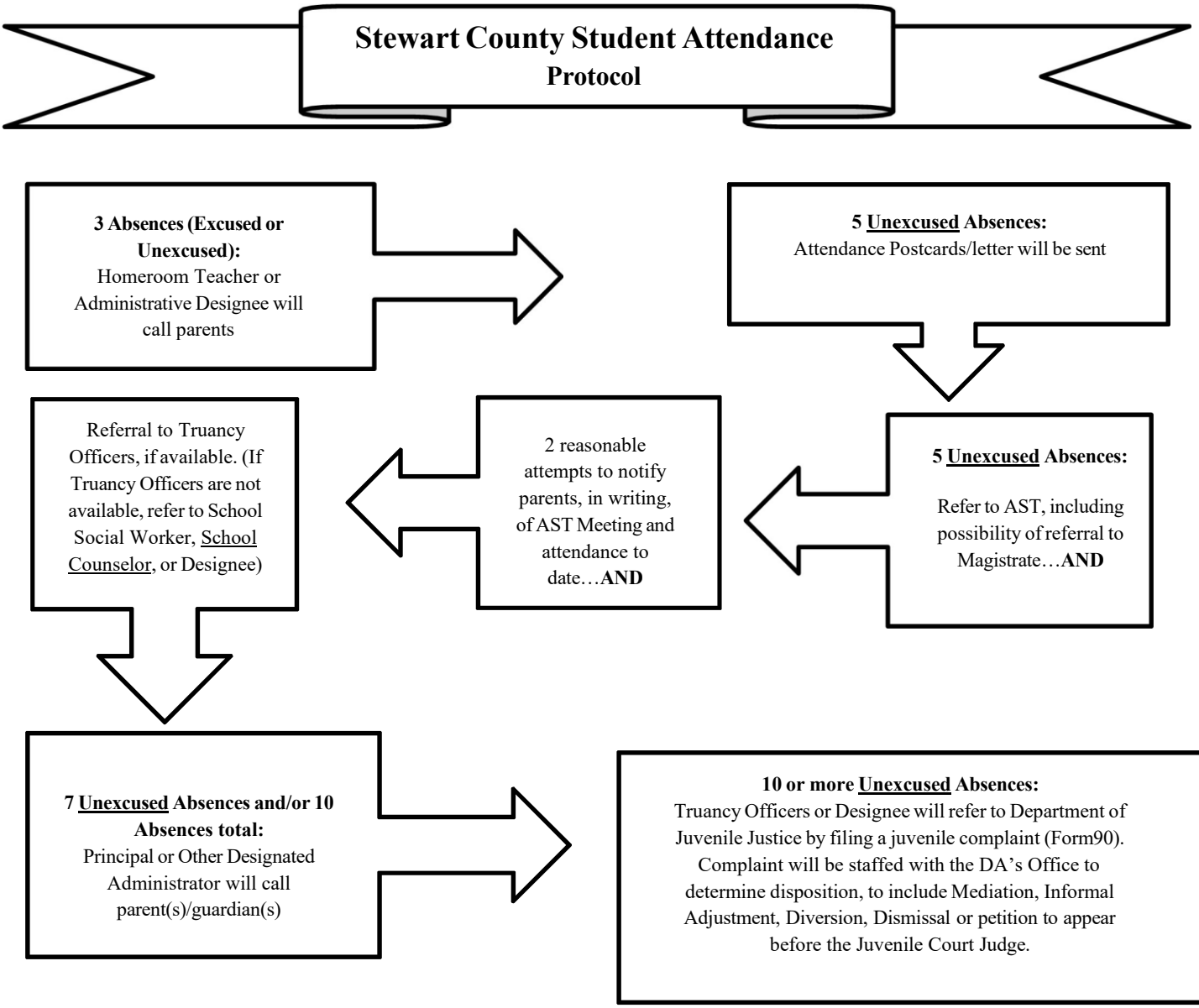
Parents/guardians are asked to use discretion regarding their requests for early dismissals. Students signing out of school early miss valuable instructional time, and although students leaving for excused or approved/unexcused reasons will be permitted to make up assignments, there is no substitution for regular attendance in all classes.

J. Truancy

The Georgia Compulsory Attendance Law requires that children from age's six through sixteen attend school. Students and their parents/guardians who are in violation of the Georgia Compulsory Attendance Law will be referred to law enforcement agencies for intervention.

Attendance

A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard, and such parent has been called to duty for, or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.



VI. Disciplinary Plan and Code of Conduct –Grades K-1

The Stewart County Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

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

The rules listed in this policy apply to the Stewart County School District. This list is not all inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. More severe punishment may be necessary in extreme cases.

The policy represents a progressive discipline process. Factors considered in determining dispositions include, but are not limited to:

- Student's history
- Degree of premeditation
- Age
- Disability
- Evidence
- Willingness to cooperate
- Seriousness of offense

Because of these factors, punishment imposed may vary from student to student for the same offense. Federal and state laws and regulations that are in conflict with this Code or its application shall take precedence. All disciplinary action is subject to review and disposition under the discretionary authority of the Principal.

AUTHORITY OF THE PRINCIPAL

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

All consequences for offenses listed below are minimum consequences. Depending on the severity of the situation, school officials may apply stricter measures. An administrator has the discretion to determine the offense and the appropriateness of the consequence assigned. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at

school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

***** Each time a student is given In-School Suspension or Out-School suspension the parent(s)/guardian must meet with a member of the school administration before the student may return to his/her regular classes***.

Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the consequences specified for the individual offenses committed, up to and including suspension to a formal hearing and possible long-term suspension or expulsion
School **administrators** are authorized to take disciplinary action for misconduct which occurs:

- On the school grounds during or immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- Within a school safety zone.

Authority to take disciplinary action also extends to any off-campus non-school related action by students, at any time of the year, which has a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could, but is not limited to, a felony, a delinquent act which would be considered to be felony if committed by an adult, an assault misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, whose presence may cause substantial disruption at school, is also subject to in-school suspension, and assignment to an alternative education.
The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, lockers, or student automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person in conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.
2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property.
3. **Automobile Searches:** Vehicles parked on campus during the school day are required to be registered with the school and display the appropriate permit. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student auto-mobiles on school property. The interiors of students' vehicles may be inspected/searched whenever

4. a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols, inspections, and searches may be conducted without notice, without student consent, and without a search warrant.
5. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

STUDENT CODE OF CONDUCT
RULES AND DISPOSITIONS
Grades K-12

Each student is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Be well-groomed and dress appropriately
- Obey all campus and classroom rules
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct

Stewart County follows a progressive discipline plan. Students are given ample opportunities to correct the disruptive behavior. After the teacher has dealt with the behavior, if a student continues the behavior, the student will be written up on a "discipline referral form." The school administration will then implement the "CODE of CONDUCT" consequences listed below:

A. ALCOHOL/ILLEGAL DRUGS USE OR POSSESSION

A student shall not possess, sell, use, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. "Under the influence" is defined as noticeably impaired behavior and/or obvious physical symptoms.

The possession or use of vaping devices, e-cigarettes, or any related paraphernalia is strictly prohibited. Paraphernalia refers to items used in the production, distribution, or consumption of drugs or substances, including, but not limited to: pipes, rolling papers, vaporizers, or e-cigarette devices.

Prohibited Actions:

Possession or use of alcohol or illegal drugs

Possession or use of vaping devices or e-cigarettes

Possession or use of drug-related paraphernalia

Being under the influence of alcohol, illegal drugs, or nicotine products

First Offense:

10 days Out-of-School Suspension (OSS), pending tribunal
Parent contact
Notification of law enforcement
Referral to drug education or counseling program (as appropriate)

B. ARSON

Intentionally starting or attempting to start a fire or combustion

First Offense: 10 Days Out-of-School Suspension (OSS) from school pending a tribunal hearing, parent contact, notification of law enforcement

C. ASSAULT/BATTERY ON FACULTY OR STAFF MEMBER

Threatening bodily harm to faculty or staff member

This includes threats that are verbal, written or implied. The intentional use of force or violence upon a staff member or the intentional administration of a poison or other noxious liquid or substance.

First Offense: 10 Days Out-of-School Suspension (OSS) from school pending a tribunal hearing, parent contact, notification of law enforcement

D. BOMB THREAT

First Offense: Five (5) Days Out-of-School Suspension (OSS), law enforcement contacted

Second Offense: 10 Days Out-of-School Suspension (OSS), law enforcement contacted, referral to tribunal

E. BURGLARY

Unauthorized entry into a school building (unoccupied) with the intent of committing a felony when the building is closed to students and the public.

First Offense: 10 Days Out-of-School Suspension (OSS) from school pending a tribunal hearing, parent contact, notification of law enforcement

F. BULLYING

The Stewart County Board of Education is committed to ensuring a safe and supportive learning environment for all students. Bullying that infringes on student safety will not be tolerated, and such behavior is strictly prohibited in all schools within the school system, in accordance with **Georgia law** (O.C.G.A. § 20-2-751.4) including provisions in **Senate Bill 351**, should it be enacted, which may impact the enforcement and scope of anti-bullying measures.

Definition of Bullying

As defined by Georgia law, bullying is:

Any willful attempt or threat to inflict injury on another person wh;en accompanied by an apparent present ability to do so; Any intentional display of force that gives the victim reason to fear or expect immediate bodily harm; Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, and that: Causes substantial physical harm or visible bodily harm as defined in O**.C.G.A. § 16-5-23.1**;substantially interferes with a student's education; Creates an intimidating or threatening educational environment; Substantially disrupts the orderly operation of the school.

Bullying behavior is conduct based on a student's actual or perceived race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or other distinguishing characteristic.
This bullying policy applies to acts of bullying that occur:

On school property; On school vehicles, at school bus stops, or during school-related functions or activities; Through the use of data or software accessed through a computer, computer system, computer network, or other electronic technology provided by the school system;

Cyberbullying through electronic communication, whether or not the electronic act originated on school property or with school equipment, if the act: Is directed specifically at students or school personnel; Is maliciously intended for the purpose of threatening the safety of the specified individuals or substantially disrupting the orderly operation of the school; Creates a reasonable fear of harm to the students' or school personnel's person or property, or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence transmitted by wire, radio, electromagnetic, photo-electronic, or photo-optical system.

Reporting Procedures

Students, parents, staff, or other individuals with knowledge of bullying incidents are encouraged to report any suspected cases immediately. Direct Reporting: Reports can be made directly to a school administrator or any school staff member. Anonymous Reporting: An anonymous reporting system is available on the Stewart County School System website. Reports will be investigated promptly and thoroughly by school administration, and action will be taken to ensure the safety of all students. Retaliation against anyone who reports bullying is prohibited.

The disciplinary action for bullying will be determined by the principal or designee, with the following consequences applied progressively:

First Offense:

Three (3) Days In-School Suspension (ISS)
Mandatory parent conference
Referral to an anti-bullying education or counseling program (as appropriate)
Possible referral to law enforcement

Second Offense:

Three (3) Days Out-of-School Suspension (OSS)
Mandatory parent conference
Referral to an anti-bullying education or counseling program (as appropriate)
Referral to law enforcement

Third Offense:

Ten (10) Days Out-of-School Suspension (OSS)
Referral to disciplinary tribunal
Referral to an anti-bullying education or counseling program (as appropriate)
Referral to tribunal hearing /law enforcement

Parent Notification

Upon finding that bullying has occurred, school administration will notify the parent, guardian, or individual responsible for the student via telephone or written notice. Notice may be provided electronically.

G. BUS VIOLATIONS

20-2-1181. Disrupting operations of public school, school bus, or school bus stop; penalty; progressive discipline

Universal Citation: GA Code 20-2-1181 (2016).

(a) It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated

(b) by local boards of education. Except as provided in subsection (b) of the Code section, a person convicted of violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Transportation

a. Major Offenses

1) Tobacco, drugs, alcohol
2) Objectionable or dangerous object
3) Fighting or physical play
4) Knives and other weapons are not allowed on the bus
5) Use of profane and vulgar language toward the driver or monitor
6) Safety: keep head, arms and body parts inside the bus

b. Minor Offenses

1) Food and drinks are prohibited
2) Students must remain seated while the bus is in motion
3) Use of profane or vulgar language
4) Be orderly on the bus and talk in a low tone to avoid distracting the driver

c. Cell phones are allowed but students must use earbuds at low tone to avoid distractions for the driver. Cell phones should not be used for social media, talking on, texting or etc.

d. A parent or guardian must get any student off the bus that is under 8 years of age or if they are in grades pre-k thru 2nd grade.

e. Students will be bused back to the school if there is no adult to get the student(s) off the bus.

f. **A deadline for student bus passes will be 2:00 PM**.

g. Hoodies must be removed while riding the bus.

Standing while the bus is in operation, rude/disrespect towards driver, profanity, throwing objects, any misbehavior addressed in the Code of Conduct, or any misbehavior which creates an unsafe environment for the students or bus driver.

Riding the bus is a privilege not a right. Since the bus is an extension of the classroom, students are required to observe all rules; violations may result in suspension or revoked transportation privileges.

First Offense:	One (1) to three (3) days bus suspension, parent contact
Second Offense:	Two (2) to four (4) days bus suspension, parent contact
Third Offense:	Five (5) days bus suspension, parent contact
Fourth Offense:	Administrative Discretion

*Fighting on the bus will be treated as fighting in school and will result in Out-of-School Suspension (OSS)

H. CLASSROOM DISRUPTION/DISTURBANCE

Disruption of learning opportunities are not as substantial as school Disruption/Disturbance. Behaving in a manner which interferes with educational activities or the normal operation of the school or classroom

First Offense (referral):	Administrative warning or one (1) day In-School Suspension (ISS); parent conference
Second Offense:	Two (2) days In-School Suspension (ISS); parent conference
Third Offense:	Three (3) days In-School Suspension (ISS); parent conference
Fourth or More Offense:	Administrator's discretion which may include Out-of-School Suspension (OSS)

**Substantial disruption may lead to law enforcement referral Georgia Code Section 20-2-1181 states that, "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 established by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature."*

I. TARDIES TO SCHOOL/CLASSROOM

Students must sign-in in the front office and receive a pass to class when tardy or late to school. Students are considered tardy to class after the sound of the bell for that class to begin. The only excuse for arriving to class after the class bell has sounded is to arrive with an excuse from a school official. Car trouble, oversleeping, nonworking alarm clock, etc. are not excused tardies.

First tardy:	Teacher warning
Second tardy:	Notify Parents
Third tardy:	Office referral; one (1) day In-School-Suspension (ISS); parent contact
Fourth tardy:	Two (2) days In-School Suspension (ISS); parent conference
Fifth tardy:	One (1) day Out-of-School Suspension (OSS), parent contact
Second Office Referral:	Three (3) days Out-of-School Suspension (OSS)
Sixth tardy:	Out-of-School Suspension (OSS)

***Tardy tally will be reset after the semester ends.**

J. COMPUTER TRESPASS

Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer network, program(s) or data as well as visiting inappropriate websites.

First Offense:	Office referral, administrative discretion which may include ISS or OSS, parent notification

Second Offense:	Three (3) Days In-School-Suspension (ISS); parent conference
Third Offense:	Five (5) Days In-School-Suspension (ISS); parent conference
Fourth Offense:	Three (3) Days Out-of-School Suspension (OSS); parent conference

K. CYBERBULLYING AND SEXTING

No student shall use a cell phone, computer, the computer network, the Internet, or any intranet by such activity as importing, exporting, viewing, distributing, printing, or creating inappropriate, illicit, or illegal materials including but not limited to pornography; any materials demeaning another person, or containing lewd, profane, or vulgar words, pictures, gestures, or actions; or any records, files, or materials to which the student should not have access.
"Sexting" or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is strictly prohibited.
Students must never send threatening/inappropriate messages, pictures and/or videos using electronic communication devices or the internet/intranet at any time.

First Offense: Three (3) days Out-of-School Suspension OSS); mandatory parent conference; referral to law enforcement
Second Offense: Five (5) days Out-of-School Suspension (OSS); mandatory parent conference; referral to law enforcement
Third Offense: 10 Days Out-of-School Suspension (OSS); referral to tribunal

L. DISORDERLY CONDUCT

Behaving in a violent or seriously inappropriate manner which substantially disrupts the educational process.

First Offense:	Three (3) Days Out-of-School Suspension (OSS); mandatory parent conference, referral to law enforcement
Second Offense:	Five (5) Days Out-of-School Suspension (OSS); mandatory parent conference, referral to law enforcement
Third Offense:	10 Days Out-of-School Suspension (OSS); referral to tribunal

M. DISRESPECTFUL/RUDE BEHAVIOR TOWARDS AN ADULT

Talking back "sassing", intentionally arguing in a demeaning or disruptive manner, or otherwise showing disrespect for any school personnel is unacceptable. Teachers/personnel (which include paraprofessionals, custodial staff, bus drivers, substitutes, and nutritional staff) will refer questionable behaviors to the office for final determination by an administrator. Depending upon "level" of disrespect, the student may receive an alternate punishment for the first offense.

Elementary School Grades K-5

First Offense (referral):	Administrative warning or one (1) day In-School Suspension (ISS); parent conference
Second Offense:	Two (2) days In-School Suspension (ISS); parent conference
Third Offense:	Three (3) days In-School Suspension (ISS); parent conference
Fourth or More Offense:	Administrator's discretion which may include Out-of-School Suspension (OSS)

Middle School/High School (Grades 6 – 12)

First Offense:	Three (3) days In-School-Suspension (ISS); mandatory parent conference
Second Offense:	Five (5) days In-School Suspension (ISS); mandatory parent conference
Third Offense:	Three (3) days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Five (5) days Out- of -School Suspension (OSS); mandatory parent conference

**Blatant disrespect will result in immediate Out-of-School Suspension*

N. DISOBEDIENCE/INSUBORDINATION/DEFIANCE (FAILURE TO COMPLY/REFUSING TO ACCEPT PUNISHMENT)

Failure to comply with a reasonable direction or instruction by any staff member:

First Offense:	Three (3) Days In-School-Suspension (ISS); mandatory parent conference
Second Offense:	Five (5) Days In-School-Suspension (ISS); mandatory parent conference
Third Offense:	Two (2) Days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Five (5) Days Out-of-School Suspension (OSS)

Failure to comply with administrative disciplinary action will result in automatic Out-of-School Suspension.

O. DRESS CODE VIOLATION

Students are expected to abide by the dress code as listed in the student handbook. It will be strictly enforced. There is a positive relationship between an appropriate neat appearance and a conducive learning environment. Current safety issues are addressed by the dress code. The dress code is intended to be fair and equal in promoting rules which must be adhered to.

First Offense:	Warning/referral to school counselor; change of clothes; placed in ISS until clothes are changed; parent contact
Second Offense:	One (1) Day In-School Suspension (ISS); mandatory parent conference
Third Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Fourth Offense:	Out-of-School Suspension (OSS); administrative discretion

P. EXTORTION

Use of threats or intimidation to demand money or something of value from another

First Offense:	10 Days Out-of-School Suspension (OSS); law enforcement contacted, referral to tribunal

Q. FALSE FIRE ALARM

Reporting a fire to school or fire officials or setting off a fire alarm with a reasonable belief that a fire exists:

First Offense:	Five (5) to 10 Days Out-of-School Suspension (OSS); mandatory parent conference, referral to law enforcement and possibly a tribunal hearing based on the severity of the student's actions.

R. FORGERY/PLAGIARISM/ ACADEMIC DISHONESTY

Presenting someone else's work as your own including the copying of language, structure, ideas, and/or thoughts of another without proper citation or acknowledgement. Plagiarism also includes using excessive editing suggestions of another student, teacher, or parent. Unless directly stipulated by the teacher, collaboration on written work is not acceptable.

First Offense:	Two (2) Days In-School Suspension (ISS); mandatory parent conference
Second Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Third Offense:	Five (5) Days In-School Suspension (ISS); mandatory parent conference

S. GAMBLING

Playing any game of skill or chance for money or anything of value. Gambling is prohibited on school property, at a school function or on property used by the school with permission of the owner.

First Offense:	Penalty may range from a warning to referral for a disciplinary tribunal hearing

T. GANG-RELATED ACTIVITY

A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal or disruptive behavior. Gang-related activity, but is not limit to, communication of gang affiliation, through hand sign, flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting, or other forms of violence.

Zero Tolerance:	10 Days Out-of-School Suspension (OSS); notification of law Enforcement and referral to tribunal

U. HARRASSMENT/INTIMIDATION/VERBAL ABUSE

Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

First Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Second Offense:	Five (5) Days In-School Suspension (ISS); mandatory parent conference
Third Offense:	Three (3) Days Out-of-School Suspension (OSS); mandatory parent conference, referral to law enforcement
Fourth Offense:	10 Days Out-of-School Suspension (OSS); notification of law enforcement referral to tribunal

V. FIGHTING

It shall be unlawful for any person or persons to engage in fighting. Fighting is a serious offense that involves the exchange of mutual physical contact such as pushing, shoving, and hitting with or without injury. Based on investigation and administrative discretion, students may be charged with affray, disruption of public school, battery, and/or assault regardless of who throws the first blow.

K – 12
1st Offense – 3-10 days OSS (referral to 2nd chance W.O.R.K.S program)
2nd Offense – 3-10 days OSS / Possible Tribunal
3rd Offense – 10 days OSS/Tribunal
4th Offense - Expulsion

STUDENT ASSAULT/BATTERY OF PEERS

Threatening bodily harm to a peer, including verbal, written, or implied threats, as well as the intentional use of force or violence, or the intentional administration of a poison or other noxious liquid or substance, is strictly prohibited.

Penalty for First offense: 10 Days Out-of- School Suspension (OSS) pending a Tribunal Hearing. Parental contact and notification of Law Enforcement.

Fighting includes all school properties and activities (buses, bus stops, extra-curricular activities, etc.)

Elementary School (Grades K-5)

First Offense: Depending upon severity of contact, administrative warning and/or In-School Suspension (ISS); parent conference
Second Offense: Three (3) Days Out-of-School Suspension (OSS); mandatory parent conference, mentor/counseling
Third Offense: Five (5) Days Out-of-School Suspension (OSS); counseling, mandatory parent conference
Fourth Offense: Ten (10) Days Out-of-School Suspension (OSS); referral to Tribunal

Middle-High School (Grades 6-12)
First Offense: Three (3) Days Out-of-School Suspension (OSS); mandatory parent conference, mentor/counseling
Second Offense: Three (3) Days Out-of-School Suspension (OSS) and 2 days ISS; counseling, mandatory parent conference
Third Offense: Five (5) Days Out-of-School Suspension (OSS)
Fourth Offense: Ten (10) Days Out-of-School Suspension (OSS); referral to Tribunal

NOTE: If a school system employee is hit, whether intentionally or not, during the process of breaking up a fight, the student will receive a minimum ten-day suspension. In addition, the student may be referred to a formal hearing.

NOTE: A legal complaint may be filed with the proper law enforcement officials at the discretion of the administration.

W. INAPPROPRIATE DISPLAY OF AFFECTION

A student shall not display inappropriate expressions of affection such as kissing, holding hands, embracing, and petting, etc., while at school or at any school sponsored activity.

First Offense:	Warning; counseling; parent contact
Second Offense:	Three (3) Days in In-School Suspension (ISS); mandatory parent contact
Third Offense:	Five (5) Days In-School Suspension; mandatory parent conference

X. INAPPROPRIATE SEXUAL BEHAVIOR

A student shall not make sexual advances, request sexual favors or be involved in sexual conduct of any nature without force at school or any of its functions.

First Offense:	10 Days Out-of-School Suspension (OSS); referral for a tribunal hearing and possible referral to law enforcement
Second Offense:	10 Days Out-of-School Suspension (OSS); Student will be referred to a tribunal hearing with a recommendation for expulsion. A formal complaint will be filed with law enforcement

Y. INDECENT EXPOSURE

A student shall not violate the school's dress code and/or remove one's own or another's clothing or commit acts which offend against commonly recognized standards of good taste.
Indecent exposure is defined as removing clothing items, pulling down pants, wearing pants significantly below the waistline, or unzipping pants in public. Unzipping pants and/or pulling them down while wearing shorts underneath will be treated as indecent exposure.

***** Penalty at the discretion of the administrator which may include counselor referral, In-School Suspension, suspension, or suspension for a formal hearing

Z. LEAVING CAMPUS WITHOUT PERMISSION/SKIPPING/MISSING EXTENDED PERIOD OF TIME

A student shall not be absent from school or from any class or other required school function during school hours except for illness or other providential cause, nor shall any student encourage, urge or counsel other students to violate this rule. Truancy, skipping class or required in-school activity out of class without valid permission, being in areas designated as unauthorized (students are not to be in unauthorized areas of the school without written permission.) and/or leaving campus without permission constitute skipping.

First Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Second Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Third Offense:	Three (3) Days Out-of School Suspension (OSS); mandatory parent conference
Fourth Offense:	Minimum (5) Days Out-of School Suspension (OSS); tribunal referral

AA. MISBEHAVIOR IN IN-SCHOOL SUSPENSION (ISS)

A student shall not act in a rude, disobedient, disrespectful, and/or insubordinate manner, causing a disruption, use of profanity, and/or failure to follow rules while in ISS.

First Offense:	One (1) Day Out-of-School Suspension (OSS); return to ISS after suspension; mandatory parent conference
Second Offense:	Three (3) Days Out-of-School Suspension (OSS); return to ISS after suspension; mandatory parent conference
Third Offense:	Minimum five (5) Days Out-of-School Suspension (OSS); possible referral to tribunal; mandatory parent conference

BB. PHYSICAL ASSAULT/VIOLENCE (Teachers, Administrator, other school Personnel)

Engaging in an assault on and/or battery of any school employee on or off school property. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. (GA Code 20-2-753) Code Section (20-2-751.6)

Intentionally making physical contact of an insulting or provoking nature with the person or another or

Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself

Relating to suspension policy for students committing acts of physical violence resulting in injury to teachers would be amended in subsection (a), (b), (c) to permit local boards to use disciplinary hearing officers or panels, in addition to tribunals, to hear cases involving students committing acts of physical violence resulting in injury to teachers.

First Offense:	Minimum 10 Days Out-of-School Suspension (OSS); Student will be referred to a tribunal hearing with a recommendation for long term suspension or expulsion. A formal complaint will be filed with law enforcement

CC. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS (LIGHTER/MATCHES

Carrying, possessing or having under such person's control while at school building, school function, on school property, on a bus or other transportation furnished by the school, ammunition of any type or explosive compound, (matches, lighter, explosives, fireworks, flammable incendiary devices). (GA Code O.C. GA 16-11-127.1) Punishment is subject to administrative discretion based on the severity of the offense.

First Offense:	Three (3) Days In-School Suspension (ISS); counseling referral, parent conference

Second Offense:	Three (3) Days Out-of-School Suspension (OSS); parent conference, possible referral to law enforcement
Third Offense:	Minimum five (5) Days Out-of-School Suspension (OSS); tribunal referral, referral to law enforcement

DD. ROBBERY

Taking property from a person by force or violence, or threat of aggression.

First Offense:	10 Days Out-of-School Suspension (OSS), law enforcement contacted, referral to tribunal

EE. SCHOOL DISRUPTION/DISTURBANCES

Acts which cause substantial disruption of learning opportunities and/or threat to the safety or well-being of other students which may include pulling fire alarms, sit-downs, walk-outs, riots, picketing, trespassing, inciting disturbance, threats, or actual violence during period of disruption. Fights from ongoing documented conflicts that disrupt the learning environment.

Offense:	10 Days Out-of-School Suspension (OSS), mandatory parent conference, referral to law enforcement and a tribunal hearing based on the severity of the student's actions

FF. SEXUAL HARASSMENT

Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people and it causes tension for others. It shall be a violation of this policy for any student or any member of the district staff to harass a student through conduct or communization of a sexual nature as defined below. Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hospital, or offensive academic environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with Sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:
  - are directed at a person because of his or her sex
  - are uninvited, unwanted, and unwelcome
  - cause a person to feel uncomfortable or offended
  - create an environment that makes learning difficult
  - are pervasive and ongoing.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual to receive such

complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complaint and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. Additionally, in all cases a report of sexual harassment will be reported to the system's Title IX coordinator. It is the policy of the Stewart

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

First Offense:	Three (3) Days In-School-Suspension (ISS); parent conference
Second Offense:	Minimum Five (5) Days Out-of-School Suspension (OSS); referral to tribunal; referral to law enforcement

GG. SEXUAL ASSAULT

Intentional sexual contact in a harmful or offensive manner.

First Offense:	Administrator's discretion depending on severity, mandatory parent conference

HH. SKIPPING/NON-ATTENDANCE OF CLASS/MISSING AN EXTENDED PERIOD OF TIME

Skipping class or any required in-school activity without permission, being in unauthorized areas, or extended class absences without cause constitutes a violation.

First Offense: one (1) day ISS; mandatory parent conference
Second Offense: 3 days ISS; mandatory parent conference
Third Offense: 3 days OSS; mandatory parent conference
Fourth Offense: Minimum 5 days OSS; tribunal referral

II. SMOKING/POSSESSION OF TOBACCO PRODUCTS

The use or possession of tobacco products, vapes, e-cigarettes, or any nicotine delivery device is strictly prohibited on school campus and/or property. This policy applies to students under school supervision at all times, including but not limited to: club meetings, field trips, extracurricular or sports activities, and any school-sponsored events, regardless of location.

Prohibited items include, but are not limited to:
Cigarettes
Cigars
Smokeless tobacco (chewing tobacco, snuff, etc.)

Vapes
E-cigarettes
Vape pods or cartridges

Zero Tolerance: 10 Day suspension and a minimum of 45 Days in an alternative school.

Note: Possession or use may result in referral to law enforcement in accordance with state and local regulations. All confiscated vaping devices will be turned over to law enforcement for testing.

JJ. TARDY TO CLASS (Per Semester)

Failure to be in assigned place at the assigned time without a valid excuse

First Offense:	Teacher discretion
Second Offense:	Administrative warning, parent contact
Third Offense:	Two (2) Days in In-School Suspension (ISS; mandatory parent conference before released from ISS
Fourth Offense:	Administrative discretion

KK. TECHNOILOGY VIOLATION (ELECTRONIC DEVICES/CELL PHONE USE DURING SCHOOL DAY

Students are not permitted to carry or use cell phones during the school day for any reason, including during class changes, lunch periods, or restroom breaks. All phones must be stored in designated phone lock boxes before the opening bell at 8:00am. Any student who arrives to school late must check their phone in at the front desk with the school's administration or designee.

Any cell phone seen or heard between 7:30 a.m. and 3:25 p.m. will be confiscated immediately and returned only to a parent or guardian. Students will not be permitted to retrieve the phone themselves.

First Offense: Device Confiscation/ Parent Retrieval

2nd Offense: Device Confiscation/Parent Retrieval

3rd Offense: Device Confiscation/ Parent Retrieval and 1 Day ISS

4th and Subsequent Offense: Device Confiscation; disciplinary actions at the discretion of the school's administration, which may include days of ISS or OSS.

The school is not responsible for any article that is confiscated, lost or stolen.

LL. THEFT/LARCENY/POSSESSION OF STOLEN PROPERTY

Unlawful taking, carrying, or riding away of property belonging to another person with the intent to deprive the lawful owner of its use.

First Offense:	Restitution, two (2) Days In-School Suspension (ISS), parent contact, possible law enforcement contact based on the value of the item
Second Offense:	Restitution, two (2) Days Out-of-School Suspension (OSS), mandatory parent conference, contact law enforcement
Third Offense:	Restitution, contact law enforcement, tribunal
Fourth Offense:	Administrative discretion

MM. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

No student shall threaten and/or intimidate another student: This includes touching, pushing, or threatening the person bodily or psychologically. Possible referral to law enforcement

First Offense:	Administrative warning, mandatory parent conference
Second Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Third Offense:	Five (5) Days In-School Suspension (ISS); mandatory parent conference.

Repeated acts/violations may be considered as Bullying. Consequences may vary depending on the severity and the circumstances.

NN. TRESPASSING/LOITERING

Entering any school property or school facility without proper authority, including student entry during a period of suspension or expulsion.

First Offense:	Notify parents and trespass letter, possible referral to law enforcement
Second Offense:	Referral to law enforcement and tribunal hearing

OO. VANDALISM/PROPERTY DAMAGE

Any willful or malicious attempt to harm, damage or destroy equipment, materials, data or property of school or others; the deliberate and serious destruction or defacement of school property or the property of others located on school premises or at a school function, or on property used by the school with the permission of the owner; or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing, or destroying school property.

First Offense:	Three (3) Days Out- of- School Suspension (OSS); referral to law enforcement, mandatory parent conference, restitution
Second Offense:	Five (5) Days to 10 days Out-of-School Suspension (OSS), mandatory parent conference, referral to law enforcement and a tribunal hearing based on the severity of the student's actions; restitution

PP. VERBAL ALTERCATION/ABUSE (STUDENT)

First Offense:	Three (3) Days In-School Suspension (ISS); mandatory parent conference
Second Offense:	Five (5) Days In-School Suspension (ISS); mandatory parent conference

Third Offense:	Three (3) Days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Five (5) Days Out-of-School Suspension (OSS); mandatory parent conference

QQ.VULGAR /OBSCENCE (LANGUAGE/PROFANITY

Use of vulgar or obscene words, gestures, or other actions, through oral, written or electronic communication that disrupt school system's operations or show disrespect to school personnel during and after school hours conveys an offensive, obscene, or sexually suggestive message.

First Offense:	One day Suspension (OSS); parent contact
Second Offense:	Three (3) Days Suspension (OSS); parent conference
Subsequent Offense:	Up to 10 days suspension; possible referral for tribunal

Profanity directed to or towards any adult will result in immediate Out-of-school Suspension.

RR.WEAPONS/FIRE ARMS/EXPLOSIVES (Handgun, Knife, Rifle)

Possessing a dangerous instrument or weapon on school property or at a school event is prohibited. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A "weapon," "tool" or "instrument"

means and includes by way of illustration but is not limited to the following items: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, laser gun, pellet or BB gun, "look a-like" firearms, or any weapon designated or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain spring stick, night stick, pipe, or studded or pointed bracelets; metal brass or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any "martial arts" device, including any flying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, non-chuck, dart, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) is/are on the person of the student, in the student's possession, in the student's locker, in the student's vehicle on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

First Offense:	10 Days Out-of-School Suspension (OSS); referral to tribunal; notification of law enforcement

VII. Disciplinary Procedures

This section of the Stewart County Schools – Student and Parent Handbook outlines and addresses policies and procedures that govern the daily activities of students, teachers, and administrators. Described in this section are the more common disciplinary measures used by teachers and administrators and the relevant procedures followed whenever such measures are required. Questions regarding any portion of this section of the handbook should be directed to the school's administration.

A. In-School Suspension

The In-School Suspension (ISS) is a means of working with students who are a discipline problem by removing them from their regular classroom setting without removing them from school.

The program is not to replace any of the workable means of school discipline used by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is utilized to enhance the overall school discipline atmosphere.

Purpose of In-School Suspension

The purpose of the ISS program is (1) to provide alternatives for dealing with student misconduct other than removal from the academic setting (Out of School Suspension); (2) To reduce the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension; (3) To allow a student to continue his academic progress while preventing him from being in contact with his peers until his behavior improves; and (4) To provide opportunities for the in-school suspension student to examine his/her system of values in relationship to the values of the school and society at large.

After admittance to in-school suspension, the student will continue his/or her academic studies and must complete all work assigned by the subject matter teacher (as determined by the In-School Suspension personnel) before being released from ISS.

B. Out of School Suspension

The purpose of out of school suspension is to completely remove, from the school for a temporary period of time, any student whose misbehavior or other violation of the school's discipline code creates a danger to others, is disruptive to the learning environment, is severe in the discretion of the school's administration, or follows a pattern of behavior that has been previously addressed by other disciplinary interventions. Additionally, a student who, when involved in a disciplinary conference, becomes belligerent or insubordinate may be suspended out of school. Parents or guardians are notified by mail each time a student is suspended out of school.

Before implementing a suspension, a student has the right to a conference with the school's principal and the reporting teacher. In this conference, the charges against the student will be explained. If the student denies responsibility or guilt, the evidence against the student will be outlined. The student will have an opportunity to offer his/her version of the event in question. In appropriate circumstances, students may be referred to a student disciplinary tribunal with a recommendation for long-term suspension or expulsion.

C. Personal Searches

A student's person and personal effects (Purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it shall be in private by a school official of the same sex and with an adult of the same sex witness present.

When a school official has reason to believe that a student is in possession of an item imminently dangerous to the student or others, a more intrusive search of the student's person may be immediately conducted. Such searches shall be conducted in private by a school official in the presence of another adult witness of the same sex, and only with the approval of the superintendent or a designee.

The Stewart County School System reserves the right to use unannounced "walk through" searches, "hand-held" metal detectors, and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

D. Search and Seizure Policy

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, or a student's automobile and seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term 'unauthorized" is defined as any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in published school rules.

E. Student Complaints and Grievance Hearing Procedures

Rights guaranteed by the Constitution of the United States afford individuals the protection of due process of law; therefore, constitutionally and legally sound practice, procedures, and policies have been developed regarding the administration of discipline at Stewart County School System.

- The hallmark of the exercise of disciplinary authority will be fairness.
- Every effort will be made by administrators and faculty members to resolve problems through effective utilization of the school System's resources in cooperation with students and their parents or guardians.
- An opportunity for a hearing if desired by students or their parents or guardians shall be guaranteed. Hearings should be requested within ten days of the initial offense, and are initiated through the principal's office. A hearing will then be scheduled to provide an opportunity for the facts leading to a disciplinary sanction to be contested, to contest the severity of the sanction, or to allege unfair handling by the school administrator responsible for imposing the disciplinary sanction.
- The hearing authority may request an attempt at conciliation; however, a hearing will be scheduled as quickly as possible if a student and parent(s) or guardian(s) declines the conciliation request.

The following procedural guidelines will govern the processes of scheduling and convening a hearing:

- Notification of the hearing must be either mailed or delivered by hand to all involved parties including parents and guardians. The notification shall include the time and location of the hearing, the nature of the hearing, the charges to be discussed, and a statement advising all involved parties of their rights to present evidence and to have an attorney present.
- Parents or guardians must attend the hearing.

- The student and parents or guardians may have an attorney present to represent their interests at the hearing provided the superintendent of Stewart County Schools has been informed, a minimum of forty-eight hours in advance, of the intention of a parent to have an attorney present.
- The student will have an opportunity to offer his/her version of the facts and their implications, and may offer the testimony of witnesses as evidence and present other evidence.
- The student will be permitted to examine all evidence and question all witnesses.
- The hearing will be conducted by an impartial hearing authority that will make a determination based solely upon the evidence presented during the hearing.
- A record of the hearing will be made.
- The hearing authority's decision must be resented in writing within ten days of the hearing. The decision made may be appealed before the Stewart County Board of Education by filing with the superintendent a request for an appeal.
- The Stewart County Board of Education must render its decision in writing within ten (10) working days.
- Any decision made by the Stewart County Board of Education shall remain final.
- Legal counsel may represent all involved parties while the records and evidence are reviewed, and until a final decision is made

F. Return to School After Conviction of a Crime/Pleading Guilty to a Crime and/or Incarceration

A student who has pled guilty to or been convicted of an offense and has therefore served a sentence in a correctional or juvenile detention facility who wishes to return to school is required to report with his/her parents/guardians to the Superintendent/Principal or designee prior to returning to school. These students may be referred to the Student Discipline Tribunal when their behavior could have or did result in the student being charged with a felony and where that behavior makes the student's presence at school a potential danger to persons or property or where that behavior disrupts the education process.

STEWART COUNTY SCHOOL DISTRICT

PARENT COMMUNITY ISSUE RESOLUTION PROTOCOL

The Stewart County School District (SCSD) is continuing its efforts to create a culture of trust and accountability in our schools and community. We realize that building trust with all stakeholders, both internal and external, through procedures and processes that respond in the proper spirit of cooperation to all concerns, issues, and questions. To achieve this trust, our school district has developed and implemented a clear, transparent, problem-resolution protocol that will appropriately address issues/questions that may arise during the course of daily business or school operations. All classroom/school-level/departmental operational concerns should be addressed by an SCSD employee at the appropriate level as indicated below. Should the stakeholder feel that the concern has not been addressed appropriately, the stakeholder has the right to advance the concern to the next level. Please note: Any classroom/school-level/departmental operational concern by-passing any of the levels listed below, (For example: sharing a concern with the Superintendent and/or Board Members while bypassing the Teacher, Principal, and Departmental Supervisor) will be forwarded to the appropriate level to be addressed within the protocol. For additional contact information, please visit the Stewart County Schools website (www.stewart.k12.ga.us).

Resolution Process

School Level

If a problem or concern should arise, please immediately address the issue with the person closest to the problem or concern for a resolution. After addressing the issue with the person closest to the problem and you feel that the matter needs further attention, please notify the Principal for additional assistance. The Principal will provide investigative measures to assist in a complete resolution regarding your concern and consult the Superintendent's Office for further measures if necessary.

District Level

If you are not completely satisfied with the resolution of the matter at the school level, please contact our Superintendent at 229-838-4329 or by email at sgreen@stewart.k12.ga.us.–The superintendent will consult with the Principal and provide further investigative measures to assist you with a complete resolution. Staying consistent with our vision "To become the highest performing school district", the final resolution will be in the best interest of all students.

VIII. Athletic Department

Stewart County High School offers a wide variety of athletic programs in which students can participate and achieve. Participation in school sponsored athletic programs serves multiple purposes including developing and maintaining a positive self-image, motivating students to achieve academically, promoting physical development, enhancing school spirit and pride, and promoting social skills through cooperative effort and competition. Students interested in athletic programs should contact the schools' athletic director or one of the members of the coaching staff.

A. Equity in Sports

It shall be the policy of the Stewart County Board of Education to prohibit discrimination based on gender in its middle and secondary school athletics programs. In accordance with the Georgia Equity in Sport Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for member of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

The athletic director- Patrick Butler will serve as the sports equity coordinator for the school system. Students and parents(s) may report complaints concerning sports equity by contacting the sports equity coordinator at (229) 838-4301 or sending written complaints to: Sports Equity Coordinator, Stewart County Schools, P.O. Box 706, Lumpkin, Georgia 31815.

B. No Pass/No Play

In accordance with State Board Policy IDE, high school students participating in extracurricular activities must pass at least five out of seven classes each semester and must be on track to graduate according to state guidelines. Middle school students must pass five subjects in the semester immediately preceding participation.

A student is ineligible the first day of the next semester if he/she has not earned three Carnegie units or passed five subjects the preceding semester, with the exception of the Fall semester, when eligibility shall be declared at the time the student has passed five out of seven courses; summer school is an extension of the spring semester. Students not meeting this requirement will be ineligible for one semester and until they pass five out of seven classes in the semester prior to participation.

Ineligible students are prohibited from practicing, traveling or trying out for team programs. Ineligible students are prohibited from attending club meetings/functions during the school day and from participating in club/activity functions beyond the regular school hours.

Student Insurance Program – Athletics

All students participating in interscholastic athletics or other extracurricular activities, including seasonal practice, off-season conditioning, and cheerleading must be insured. Insurance coverage is a prerequisite

to participation. A signed state from a student's parent(s)/guardian(s) stating they have adequate coverage of their own for their child will be a suitable for participation in the program. The statement must include the name of the insurance company and policy number. Forms will be maintained on file in the Athletic Director's office.

Ms. Kimberly Hatcher
Federal Programs Director

Stewart County Schools

Federal Programs Department

P.O. Box 706 – 15582 GA Hwy 27 East
Lumpkin, Georgia 31815
Telephone: (229) 838-4301 – Fax: (229)838-4137

Ms. Sharon Jones
Parent Involvement
Coordinator

Annual Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **August 3rd 2026**

Dear Parents,

In compliance with the requirements of the "Every Students Succeeds Act." The **Stewart County Schools** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact **Ms. Kimberly Hatcher** at Stewart County Schools, P.O. Box 706, Lumpkin, Georgia 31815; by phone at **(229) 838-4301; or by email at; khatcher@stewart.k12.ga.us**

Thank you for your interest and involvement in your child's education.

Parents may request a copy of this notification in their native language by contacting the Parent Involvement Coordinator at the telephone number listed above.

Sincerely,

Ms. Kimberly Hatcher

Federal Programs Director

Bullying

BOARD POLICY **Descriptor Code: JCDAG**

Bullying

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. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

    a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
    b. Has the effect of substantially interfering with a student's education;
    c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
    d. Has the effect of substantially disrupting the orderly operation of the school?

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student

in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Georgia School Laws

O.C.G.A. § 20-1-23 Disciplinary action for student of public educational institution

Any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

Drug Possession/Use/Under the Influence

No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and in route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all school and school district rules and procedures are followed.

Failure to Leave Campus (O.C.G.A. 16-22-35)

Any person, who fails to leave the premises when requested to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement to leave the property is considered trespassing and face criminal prosecution of a misdemeanor of a high and aggravated nature.

Visitors/School Guest Sign-In Procedures – (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers or other public safety officials in the performance of an emergency call, shall sign in at the designated location, **as stated on posted signs** of any school building, between the official starting and dismissal times, and provide a reason for their presence at the school. The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Non-Discrimination Policy

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, **Stewart 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 treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the superintendent's office at 7168 Green Grove Road, Lumpkin, Georgia 31815 or call 229-838-4329.

Stewart County School System's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including: JROTC, Administrative Information Support (Business Education), or Transportation Logistics Support (Automotive Technology). For more information, reference the Stewart County High School's website at http://schs.stewart.k12.ga.us. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Also, the Stewart County School System does not discriminate in its hiring or employment practices.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the following designated compliance Coordinator(s):

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, and The Americans with Disabilities Act of 1999 – Mrs. Bailee Smith, Director of Special Education, 15582 GA Highway 27 East, Lumpkin, Georgia, 31815, (229) 838-4301 Ext. 227.

Title IX of the Education Amendments of 1972 and The Age Discrimination Act of 1975 – Dr. Pierre Coffey**,** Stewart County High School Principal, 15582 GA Highway 27 East, Lumpkin, Georgia, 31815, (229) 838-4374 Ext 301.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedures under Stewart County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Equity in Sports) is located in the school district policy manual that is available in either the school office or the central office.

TEACHER AUTHORITY TO REMOVE DISRUPTIVE STUDENTS FROM THE CLASSROOM

O.C.G.A. § 20-2-738)

The board of education, superintendent and local school principals fully support the authority of a teacher to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Also, if the teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher, the student can be removed. The school administration will follow the procedures outlined by state law and local board of education policy in determining the consequences and/or placement of the student.

Stewart County Board of Education
Technology Acceptable Use Policy

The Stewart County Board of Education believes that the use of the Internet and electronic media are educational resources that facilitate communication, resource sharing, and access to information.

It must be understood by all concerned that the global and fluid nature of the internet and electronic media makes it extremely difficult for the Board to completely regulate and monitor information received or sent by students. As such, the Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

All users—including students, employees, volunteers, contractors, guests, and any other individuals who access or use the Stewart County School District's technology systems, devices, or network— are expected to follow legal, ethical, and school rules regarding use of the Internet and other electronic media. Intentional violations of this policy by students or staff will result in disciplinary action consistent with the Stewart County School District Code of Conduct and policies. Violations will be addressed regardless of the user's physical location at the time of the incident. All individuals, including volunteers, contractors, and guests, are subject to this policy when accessing or using the district's network or equipment. The Board, through its administrative staff, reserves the right to monitor all Internet and electronic media activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

Go Guardian description

Beginning with the 2021 – 2022 school year Stewart County Schools began using a new digital protection product called Go Guardian. Go Guardian is designed to protect students from inappropriate web content and provide teachers with the ability to gain real-time views into student activity and reduce incorrect or off- task behavior while using Internet resources. Go Guardian reinforces our current CIPA (Child Internet Protection Act) policies in place and provides protection for students in school or at home while using district devices. Teachers can now spend more time teaching and less time trying to police browsing behaviors in the classroom and at home. Not only can websites or categories be blocked but also live chat, comments and other areas that historically have been hard to detect and restrict. For more information on the product please visit goguardian.com.

Minor offenses (off task)

● First offense: warning

● Second offense: Student conference and contact parent

● Third offense: Notify administrator

Major Offenses (Explicit sites)

- Notify administrator

Administrative Enforcement Procedures

All policy violations are promptly reported to school administrators, documented, and reviewed. Based on the severity and intent of the violation, appropriate actions will be taken, including warnings, restricted access, disciplinary referrals, or legal reporting when necessary. Repeat offenses will escalate enforcement measures.

If a student or staff member believes access to legitimate educational content has been mistakenly blocked by content filters or GoGuardian, they may request an expedited review. These requests will be evaluated by the technology department and resolved promptly to ensure educational access is not unduly hindered.

Social Media Access Policy

Students are prohibited from accessing social media platforms through the use of any computer equipment, communications services, or internet access that is operated, owned, leased, or made available by the Stewart County School District.

Limited Educational Use Exception

Students may access social media platforms only when all of the following conditions are met:

- Access is explicitly directed by school personnel;

- Access is for the exclusive purpose of accessing age-appropriate educational resources;
- Access occurs under the direct supervision of school personnel; and
- Access takes place during a school-related instructional activity.

Any access to social media platforms outside of these conditions is a violation of this policy.

Parent and Guardian Rights Regarding Social Media Access

Parents and legal guardians may request information from school personnel regarding:

- What social media platforms have been accessed or are intended to be accessed by their child as permitted under this policy; and
- The educational purpose and supervision plan associated with such access.

Parents and legal guardians may submit a written request to prohibit their child from accessing one or more social media platforms, including those otherwise permitted for educational purposes. The Stewart County School District will honor such requests to the extent practicable and consistent with instructional requirements.

Digital Citizenship

Stewart County Schools are committed to developing responsible digital citizens. Students are expected to demonstrate respect, responsibility, and ethical behavior while using digital resources.

This includes:

- Respecting the privacy and dignity of others
- Avoiding cyberbullying, harassment, or inappropriate communications
- Practicing responsible sharing and posting on digital platforms
- Protecting personal information and passwords
- Reporting online safety concerns to staff
- Identify strategies for dealing with cyberbullying responsibly
- Thinking carefully before sending or posting any digital content
- Using appropriate strategies to address and respond to cyberbullying incidents

The district will provide age-appropriate instruction on digital citizenship, Internet safety, and responsible online behavior. These expectations apply at school, at home, and in any location when using district technology, accounts, or services.

Acceptable Use Policy Agreement

I accept responsibility to abide by the Board of Education Acceptable Use Policy as stated in this agreement. I understand that the use of the Internet and access to it is a privilege, not a right, and I agree:

- To use the Internet for appropriate educational purposes and research.
- To use the Internet network only with permission of designated school staff.
- To be considerate of other users on the network and use appropriate language.
- Not to degrade or disrupt electronic media services or equipment. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- To be aware that electronic mail (e-mail) is not guaranteed to be private. System operators do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- To immediately report any security problems or breeches of these responsibilities to appropriate school staff.
- Not to divulge personal information such as addresses and telephone numbers over the Internet.
- To comply with all of the rules and expectations in the policy and procedures.
- Do not use another person's account or share your login credentials.
- No intentional spreading of viruses or malware.
- No user shall use any school-owned equipment, network, or account to access, send, receive, view, or download obscene materials, pornography, or content that is harmful to minors, as defined by federal and state law.

I understand that I have no right to privacy when I use the school Internet network and I consent to staff monitoring of my communications.

User Agreement
I understand and will abide by the Acceptable Use Policy. I understand that use of the Internet and other electronic media in any other manner will terminate my use of this resource and may lead to disciplinary action.

Parent or Guardian Consent
As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that access to the Internet and electronic media is designed for educational purposes only. However, I also recognize that is impossible for the Stewart County Schools to restrict access from all controversial materials, and I will not hold them responsible for materials acquired. I hereby give my permission for my child to access information through electronic media and understand that inappropriate behavior by my child may lead to disciplinary action.

I give permission for Stewart County Schools to provide and manage a Google Workspace for Education account for my child. Google Workspace for Education is a set of productivity tools from Google- including Gmail, Calendar, Docs, Classroom, and more- that students will use to complete assignments, communicate with teachers, sign into their Devices, and develop digital citizenship skills. I also consent to my child's use of Google's Additional Services with their school account. I understand that these services are offered by Google directly and are subject to Google's Terms of Service and Privacy Policy.

Stewart County Schools encourages parents and guardians to stay involved in their child's use of technology by reviewing online activities, using parental controls when appropriate, and maintaining open communication about digital behavior and safety.

Chromebooks

All students will be issued a Chromebook, and USB-C charger to be used for educational purposes only. Students, parents or guardians must comply with all District policies, procedures, and regulations as outlined under Technology Acceptable Use Policy. A violation of any of these policies could result in a loss of privilege to use the Chromebook, appropriate discipline action and/or restitution. The Stewart County Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books, Chromebooks, or media materials. The current replacement cost for our Chromebooks are listed below. Prices can change at any time, and parents, students, or guardians may be charged the current rate for intentional damage or loss of the device/material:

Chromebook Replacement Cost - $100
Lenovo USB-C Charger Cost - $25

Note: All fees and /or devices must be paid and /or returned to Stewart County School District in order to have a transcript or records sent to another district or school. Students must also pay any and all accumulated fees and fines in order to participate in graduation ceremony.

Student Agreement
I have read and understand the Stewart County Schools Technology Acceptable Use Policy. I agree to follow the rules, use technology responsibility, and understand that violating these expectations may result in disciplinary action, loss of privileges, or restitution for damages.

Parent or Guardian Consent
I have read and understand the Stewart County Schools Technology Acceptable Use Policy. I understand that Internet and technology access is designed for educational purposes and that Stewart County Schools cannot completely prevent access to all inappropriate material. I give permission for my child to use district technology, including a Chromebook, district-managed Google Workspace for Education account, and other approved digital services.

Staff IT Training Policy

Personnel who use technology at the Stewart County School District must participate in cybersecurity training to ensure users are able to identify and prevent malicious attempts to access district systems.

Purpose
This policy defines the cybersecurity training provided to staff to educate and protect Stewart County Schools technology assets.

Scope
This policy applies to all Stewart County District employees who use district technology resources.

Policy

- Staff are required to complete annual cybersecurity training at the beginning of each school year.
- Additional training may be provided during Professional Learning sessions when available.
- The district utilizes KnowBe4 (or similar platform) to deliver cybersecurity awareness training.
- Quarterly simulated phishing emails are sent to staff to test awareness and reinforce training.
- Results of phishing simulations are tracked and reviewed.
- Users who click on a simulated phishing link or attachment are redirected to a brief training page reinforcing proper security practices.
- Additional follow-up training may be assigned to users as needed based on results.

Logical Access Policy

This policy applies to all employees and users who require access to district technology resources, including network, account creations, and program systems.

Access Requests and Approval
All access requests must be approved by the appropriate authority (director, principal, or Human Resources). Access is granted based on job responsibilities and least privilege.

Account Creation and Setup
A ticket is created to document each access request.

Email Accounts:
All new email account requests must be submitted by Human Resources. Email accounts are created by the Technology Department upon HR approval.

Student Information System:
Accounts in the SIS are created and managed through the district's application and onboarding processes. Access is assigned based on predefined roles within the system.

Access Changes
Any changes to a user's access must be requested and approved by the employee's director or principal. Changes are documented through the request form.

Account Management and Termination
Notification of employee separation or role change must be provided by Human Resources, director, or principal.

Data Retention
User accounts are not immediately deleted to allow access to data if needed for business purposes. Access to former employee data is limited and may be requested through Human Resources when needed for authorized purposes.

Security and Compliance
All users are assigned unique accounts. Access is granted based on job responsibilities. The district reserves the right to monitor system access and usage per the Technology Acceptable Use Policy.

Access Review
User access is reviewed annually. Supervisors verify that access remains appropriate. Any unnecessary access must be removed.

Stewart County Schools & Extra-Curricular Activities

HOSA – Future Health Professionals
JROTC Drill Team
Rifle Team
Track & Field
Jobs for GA Graduates Club
Spelling Bee
Black History Bowl
FBLA- Future Business Leaders
FEA – Future Educators
Literary Meet Team
Math Team
Science Team
Student Council
Junior Beta Club
Senior Beta Club

Baseball
Basketball
Football
Cheerleading
Volleyball
Cross Country
JROTC Drill Team
Rifle Team
Track & Field
Jobs for GA Graduates Club
Black History Bowl
Golf
Broadcasting Club
National Honor Society

Stewart County Elementary School

Positive Behavior Intervention Support

As Stewart County Knights, we are respectful, responsible, and ready to learn. We honor ourselves, our families, our school, and our community.

1. Daily: At the end of each day, students who have followed the 3R's throughout the day, will receive a mark on the class chart. Students who exhibit positive behaviors will receive castle cash that can be redeemed for special activities and/ or treats from the Knight cart.

2. Weekly: At the end of the week, students who have received 5 marks on the class chart, will receive a shield to place on their "3-R" picture that's kept in the hallway outside of the classroom door.

3. Quarterly: At the end of each quarter, students who earn a shield each week will receive a "3-R" certificate, parent post card, and a small token off of the Knight cart. Students may also be invited to a PBIS Celebration.

4. Semester: At the end of each semester, students who have received a shield each week name will go into a drawing for a SURPRISE and may be invited to a PBIS celebration.

★ "KNOW YOUR ROLE AND PERFORM YOUR ROLE." ★

School-wide Expectations 'The 3 Rs'	Classroom	Hallway	Cafeteria	Restroom	Media Center/ Computer Lab	Bus
#1 **RESPECTFUL** 	*Listen and do whatadults ask you to do *Respect other people's property and personal space *Use nice words and actions	*Arm's length *Check your buddy's back * Keep handsand feet to self	*Listen and do whatadults ask you to do *Use kind words like, "Please, Thank You, May I" *Wait patiently in single file line *Use good manners	*Listen and do whatadults ask you to do. *Give privacy to others. *Respectothers personal space.	*Listen and do whatadults ask you to do *Respectothers personal space *Use kind words like, "Please, Thank You, May I"	*Listen and do whatadults ask you to do *Respectothers personal space *Use nice words like, "Excuse me"
#2 RESPONSIBLE 	*Be on time *Haverequired materials *Keep your spacecleanand organized *Complete work and turn in on time *Turn cellphones off and put them away during school hours	*Walk on the right side of the hall *No skipping (stay in your spot)	*Throw away all trash *Leave your area clean *Stay in your seat until dismissed *Keep food and drink in cafeteria	*Leave the restroom clean *Put paper towels in trash *Report dangerous situations/ bullying to an adult *Flush and wash your hands after use *Report vandalism and graffiti to an adult	*Follow all rules and procedures *Return all borrowed materials on time *Use technology appropriately *When returning books, stackyour book in the designated area	*Stay in your assigned seat while bus is moving *Keep hands and body inside the bus and feet on floor *Report any unsafe activity to your bus driver *Turn cellphones off and put them away while riding the bus
#3 READY TO LEARN 	*Keep hands and feet to yourself *Raise your hand and wait until called on to speak *Keep unkind words to yourself *Followthe dress code	*Line up in numericalorder *Remain quiet *Beready to listen and learn *Armsbehind your back or on your side *" Here we go, in the groove, on the move" *No talking during transition	*Keep hands and feet to yourself *Use an 'inside' voice *Throw away trash when finished *Wait patiently in line * Use nice words and actions	*Wait your turn *Wait patiently in a single file line * Use nice words and actions	*Be on time *Haverequired materials *Followall class rules and procedures * Use nice words and actions	*Keep hands and feet to yourself *Use an 'inside' voice *Stay in your assigned seat *Get on and off bus carefully * Use nice words and actions

Stewart County Elementary School

Behavior Chart

Observe Problem Behavior

Staff Handles

Minor Behaviors

Administration Handles

Major Behaviors

Is the behavior a Minor or Major event?

Verbal Redirection and/or Re-teach/Review Expectations
(1st Day/Cycle)

Utilize Teacher Behavior Strategies & Complete Gold Referral Form
(2nd and 3rd Day/Cycle)

Send Gold Referral and the student to the office
(Note: At the third gold referral, send referral form and student to the

Complete Gold Referral. Send student to the office.
(If necessary, send referral by another student or staff)

Administration addresses behavior with student and follows through with

Administration Managed Consequences

Conference with student
Individual Instruction
Loss of Privilege
In-school suspension
Conference with Parent
Out of school suspension
Referral to Counselor
Referral to law Enforcement

Minor Behavior Events	Major Behavior Events
Dress Code	Weapons
Calling Out	Bomb Threat/ False Alarm
Skipping/Tardy	Excessive Tardiness
Physical contact *unless inappropriate	Fighting/ Licks Exchanges
Computer use violation	Defiance
Tardy to class	Inappropriate Display of Affection
Teasing	Harassment/Bullying
Profanity	Destruction of school or property of others
Horseplay	Property Misuse
Disrespect (mild)	Disrespect (severe)

Teacher Managed Strategies

Physical Guidance
Loss of item/Privilege/Job
Parent Conference
Re-Direct
Verbal Reminder
Time with Teacher

Student Conference
Phone Call Home
Re-Teach/Practice
Change Seat
Provide Physical Comfort
Verbal praise

Silent Lunch
Referral to Counselor

Stewart County Middle - High School Behavior Chart

Observe Problem Behavior

Staff Handles Minor Behaviors

Verbal Redirection and/or Re-teach/Review Expectations
(1st Day/Cycle)

Utilize Teacher Behavior Strategies & Complete Pink Referral Form
(2nd and 3rd Day/Cycle)

Is the behavior a Minor or Major event?

Administration Handles Major Behaviors

Complete Referral. Send student to the office.
(If necessary, send referral by another student or staff)

Administration addresses behavior with student and follows through with appropriate consequences.

Administration Managed Consequences

Conference with student
Individual Instruction
Loss of Privilege
In-school suspension
Conference with Parent
Out of school suspension
Referral to Counselor
Referral to law Enforcement

Minor Behavior Events	Major Behavior Events
Not having supplies	Fighting
Disrespect (use of profanity, etc.)	Gross Disrespect
Verbal altercations	Computer use violation
Horseplay	Bullying/Threats
Computer use violation	Hitting Others
Tardy to class	Weapons
Refusal to complete assignment	Drugs
Cheating on assignments	Destruction of school or property of others

Teacher Managed Strategies

Physical Guidance
Loss of item/Privilege/Job
Parent Conference
Re-Direct
Verbal Reminder
Comfort
Time with Teacher
Time with Support Staff
Peer Mediation
Student Conference
Phone Call Home
Re-Teach/Practice
Change Seat
Provide Physical

Verbal praise
Physical Guidance
Time out