PUTNAM
COUNTY CHARTER SCHOOL SYSTEM
inspire. innovate. excel.

2026-2027
School & System Handbook

Contact Numbers

PCPS	706.485.5141
PCES	706.485.5312
PCMS	706.485.8547
PCHS	706.485.9971
BOE Office	706.485.5381

Mr. Derick Austin, Superintendent

Dr. Steve Weiner, Board Chairperson

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Putnam County Charter School System

Mission Statement

OUR MISSION is to provide all students with the knowledge, tools, skills, experiences, and grit necessary to be successful.

Our VISION will be a safe learning environment where students will have learnt how to solve problems, develop leadership capabilities, communicate at all levels, and work collaboratively in teams. PCCSS (Putnam County Charter School System) will provide the framework to build a solid foundation for life beyond high school.

GUIDING PRINCIPLES

1. *Always do what is best for students.*
2. *Be fiscally prudent.*
3. *Encourage innovation and creativity at all levels.*
4. *Create a strong support system for all students.*
5. *Support the arts and athletics to enrich students' experiences and provide motivation for success.*
6. *Partner with academic institutions and businesses to provide students with a broad range of experiences and opportunities.*
7. *Expand and promote experiential learning across the curriculum.*
8. *Continue to expand horizons for all students including exposure to college and career pathways.*
9. *Strive for rigor and excellence in all we do.*
10. *Provide the support necessary to ensure equity in all our offerings and opportunities.*

Putnam County Strategic Plan Competencies

Pillar One: Student Achievement and Readiness
Pillar Two: Effective Staff and Engaged Students
Pillar Three: Operation and Support Systems
Pillar Four: Culture, Communication, and Community
Pillar Five: Safety and Wellbeing

Disclaimer

While this student handbook represents the District and Schools' efforts to capture information from Board Policy and Administrative Regulations in a form that is useful and helpful to parents, the Policies and Administrative Regulations are always the final source of information on an issue. Policies and Administrative Regulations may change during the year, after Student Handbooks are printed; however, current copies of the Policies and Administrative Regulations are always available at the Board website at www.putnam.k12.ga.us or in the Board office at 158 Old Glenwood Springs Road for reference. This Handbook is intended to be informational. It is not intended to override any of the Putnam County Board of Education Policies and Procedures. If you have any questions or concerns about anything contained in this handbook, please contact your child's school principal.

Non-Discrimination Statement

The Putnam County School District does not discriminate on the basis of race, color, national origin, sex, or disability in any educational program, activity, or student service. It is the policy of the Board of Education to comply fully with the requirements of **Title VI of the Civil Rights Act of 1964**, **Title IX of the Education Amendments of 1972**, **Section 504 of the Rehabilitation Act of 1973**, the **Americans with Disabilities Act (ADA)**, and all applicable federal and state laws and regulations. Questions, concerns, or requests for information regarding compliance with these laws may be directed to:

Laura Melton
Assistant Superintendent
Putnam County Board of Education
158 Old Glenwood Springs Road
Eatonton, Georgia 31024
Phone: (706) 485-5381

The district is committed to providing equal educational opportunities and a learning environment free from discrimination and harassment for all students.

Additional School Information

Each school may have a supplement to this District Handbook that contains information on site-specific guidelines and procedures related to student expectations. Please review that supplement for more information.

Support Services and Resources

School Resource	Services Provided	Phone Number
Attendance Committee	A committee that includes the school social workers, principals and other school personnel that meet to discuss attendance issues regarding students.	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
Bullying Hotline	Provides a 24-hour reporting mechanism for reporting bullying.	www.putnam.k12.ga.us on **parent resource** tab
Family/Community Liaisons	Provides information and training to parents on Special Education procedures and processes.	Parent Mentor 706.485.5381
GA School Safety Hotline	24-hour toll-free hotline for students to report bullying, bomb threats, weapons, violations, drugs and alcohol, or ANY unsafe situation in a school.	877-729-7867 (877-SAY-STOP)
Homeless Liaison	Assists homeless families, children and youth with school enrollment, academic achievement and school attendance as required by law.	Amy Lowery 706.485.8547 ext. 4010
Hospital/Homebound Services	Instructional services are available to students who are medically unable to attend school for a minimum of 10 consecutive days or intermittent periods of time throughout the school year, as documented by a licensed medical doctor.	Amy Lowery 706.485.8547 ext. 4010
Pupil Personnel Services	Ensures that parents, students, and schools receive appropriate service and assistance in the placement of students within Putnam County Charter School System. Services include Special Education, 504, Migrant and ESOL.	Tiera Bowen 706.485.5381
School Bus Transportation	School bus transportation is provided for students to and from school, field trips and some after-school activities.	Jeff Holloway 706.485.5798
School Guidance Counselors	School counselors help students with academic, career and personal/social development through class lessons, small groups, and individual counseling:	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
School Nurses	Collaborate with parents, educators, and community health care professionals to provide quality health care to students: PCPS: ext. 2006 PCES: ext. 3006 PCMS: ext. 4068 PCHS: ext. 1177	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
School Nutrition	Provides nutritionally adequate meals free to all students: PCPS: ext. 2009 PCES: ext. 3009 PCMS: ext. 4009 PCHS: ext. 1178	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971

School Psychologist	Provides comprehensive psychological assessments for students referred to Student Support Team and through Special Education. Coordinated by the Office of Student Services.	706.485.5141 ext. 2212,2214
System Social Worker	Assists with family concerns and helps ensure student success.	Amy Lowery 706.485.8547 ext. 4010
Education Mental Health Specialist	Serves as a Mental Health Coordinator and counselor for students and staff. Serves as a liaison between other mental health care providers outside of the district. Establish suicide prevention and other prevention protocols for district use.	Pam Reese 706-485-5381 ext.: 5003
Student Hearing Officer	Serves as a liaison between the child's regular school and the alternative school during the disciplinary action. Conducts hearings for students who are recommended for long-term suspension or expulsion. Coordinated by the Assistant Superintendent.	Scott Sauls 706.485.5381 ext. 5036 Andrew Cooper Ext: 5911

Agency	Services Provided	Phone Number
Truancy Information	Person to report students who are not in school during the school day. Parents should contact their child's school.	Amy Lowery 706.485.8547 ext. 2010
Uniform Closet	A clothes closet is in each school. Contact your child's school for more information or to donate new or gently worn uniforms	PCPS 706.485.5141 PCES 706.485.5312 PCMS 706.485.8547 PCHS 706.485.9971
EMERGENCY HOUSING		
The Salvation Army	Shelter for men, women, and families.	478.452.6940
Circle of Love	Shelter for women and children.	706.453.4017
COMMUNITY SERVICES		
Oconee Valley Healthcare	Medical services for residents who do not have health insurance	706.453.1201
Putnam General Hospital	Medical services for Putnam County residents.	706.485.2711
Putnam County Health Department	Health care services for Putnam County residents include immunizations, health education classes, and vital records.	706.485.8591
Georgia Legal Services	Assistance with legal issues such as guardianship, housing issues, and power of attorney	1.800.560.2855
Juvenile Justice	Oversees all delinquent complaints about children under the age of 17.	706.484.2943
INDIVIDUAL & FAMILY COUNSELING		
Georgia Crisis and Access Line	Toll-free referral service for assistance with mental health, addictive disease, and crisis services.	800.715.4225
River Edge Behavioral Health Services	Counseling for students and families	478.455.1290
Oconee Center	Counseling for students and families	478.445.5322
FINANCIAL, MEDICAL and NUTRITIONAL SUPPORT		
Putnam County Department of Family and Children Services (DFCS)	Financial, nutritional and health care support to families through economic support and employment services; also, social services for at-risk children, families, and adults.	706.485.4921
Putnam Christian Outreach	Local food and clothing center	706.485.4066
CRISIS LINE		
Circle of Love	Crisis line for victims of domestic violence.	706.453.4017
National Runaway Switchboard	Toll free hotline for crisis intervention and referrals.	800-786-2929 (800-RUNAWAY)
Crisis Line	Crisis Intervention for mental health issues	478.445.4357 or 988

Parent Notifications

Notification of Rights

Under Title 1, Part A, Section 1112(e) and in Every Student Succeeds Act (ESSA) local education agencies are required to provide notices to parents and the public. The notices that follow is a non-exhaustive list. Additional notices may be found in this Handbook and on the district's website.

1. District & School Report Cards:
    a. The ESEA (Elementary and Secondary Education Act) requires each public-school receiving Title I funds to provide parents with a report on student achievement.
    b. The report must show aggregate information on the yearly progress of students in achieving academic standards and a comparison to state averages.
    c. Information on the district and schools' report cards can be found at http://gosa.georgia.gov/report-card.

2. Written Parental Involvement Policies:
    a. School districts receiving Title I funds must develop a written parental involvement policy in consultation with parents.
    b. Information on Title I parental involvement can be found on the school website.

3. Parent notification and involvement in development and review of Title I school improvement plan.

4. Parent Compacts:
    a. Signed contract between parent/teacher/students/administrator.

5. Title I Annual Program information meeting:
    a. Provide parents with current information as it relates to the Title, I program requirements and resources.
    b. Annual Parent Survey
    c. Distribution of an annual parent survey for an opportunity for parents to provide feedback concerning activities and resources.

6. Limited English Proficient Students:
    a. Schools using federal funds to provide services to English Learners (EL) students must notify the parents of EL-designated students, in English and the language they understand, that their child has been identified as EL and of their child's placement in an instructional bilingual or free-standing English as a second language program.
    b. Information on the English to Speakers of Other Language (ESOL) program can be found by contacting the Director of Special Programs, contact information found on PCCSS web site at www.putnam.k12.ga.us.

ESEA-Parents Right to Know, Regarding Teacher and Paraprofessionals Qualifications

Under ESSA, Title I, Part A, the state education agencies (SEAs) and local education agencies (LEAs) must ensure teachers meet applicable state certification requirements. In Georgia, under the Official Code of Georgia Annotated (O.C.G.A.), state certification requirements are established by the Georgia Professional Standards Commission (GaPSC). However, Georgia law also allows LEAs

to waive certification requirements in Title 20 if the LEA (Local Education Agency) has an approved Charter or Strategic Waiver Application. LEAs that waive state certification must establish professional qualifications (PQ) for their teachers and report the requirements in their annual ESSA application - the Consolidated LEA Improvement Plan (CLIP). Professional qualification requirements apply to all teachers in all local education agencies. If certification is waived, teachers may meet in-field requirements using equivalent qualifications (degree, coursework, or content area assessment). ESSA also requires SEAs and LEAs to report annually the qualifications of teachers including those teachers who are out-of-field.

It is your right to request the following information about your child's teachers' training and credentials:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach:
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived:
- Whether the teacher is teaching in his or her field of certification; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please know that the PCCSS is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled and provide quality instruction to your child.

If you wish to request information regarding your child's teachers' qualifications, please contact the principal of the school at:

PCPS - Dr. Carlethea Pearson (706) 485-5141
PCES –Mrs. Whitney Smith (706) 485-5312
PCMS -Mrs. Monica Macklin (706) 485-8547
PCHS –Mr. Brian Patrick (706) 485-9971

Gender Equity in Sports

Nondiscrimination Notice

State law prohibits discrimination based on gender in the athletic programs of local school systems. Students are hereby notified that the Putnam County Charter School System does not discriminate based on gender in its athletic programs. Putnam will follow the Riley Gaines Act of 2025 which prohibits transgender students born male from participating on female teams in Georgia Schools. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator. The sports equity coordinator, Laura Melton, may be reached at the Board of Education, 158 Old Glenwood Springs Road, Eatonton, Georgia 31024, (706) 485-5381, ext.: 5011.

Homeless Students

Notification of Rights under the McKinney-Vento Act
The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.

1. The Mckinney Vento act defines "homeless as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:
   Children and youth who are:
   a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes known as doubled up)
   b. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations;
   c. Living in emergency of transitional shelters;
   d. Abandoned in hospitals.
   e. Children and youth who have a primary residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
   f. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substantial housing, bus or train stations, or similar setting; and migratory children and youth who are living in the circumstances described above.
2. Unaccompanied youth: youth not in the custody of a parent or guardian who meets the definition above.

Then the school-aged children in your family have a right to:

1. Go to school no matter where they live or how long they have lived there
2. Continue in the school they attended before the family became homeless, if that is the parents' choice and it is feasible
3. Receive transportation to the school they attended before your family became homeless
4. Participate in school programs with children who are not homeless
5. Enroll in school without giving a permanent address
6. Enroll and attend classes while the school arranges for the transfer of any records or documents required for enrollment
7. Receive the same special programs and services as all other eligible children

Inquiries concerning educational services for homeless students in this school system may be submitted to the Homeless Liaison.

Section 504 Plans

Under Section 504, an individual with a disability (also referred to as a student with a disability in the elementary and secondary education context) is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) must be made on a case-by-case basis.

Notification of Right to an Impartial Hearing

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 failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Student Nutrition

By participating in the Community Eligibility Provision (CEP) and eliminating the need for meal applications, Putnam County Charter Schools will reduce administrative and printing costs. Families also benefit from the elimination of completing and submitting meal applications.

Children need healthy meals to learn. Putnam County Charter Schools offers healthy meals every school day at no charge to your child(ren). Our food service receives support from the U.S. Department of Agriculture through the National School Lunch and School Breakfast Programs.

The following schools will be participating in this alternative provision and provide meals at no charge to children:

Putnam Primary, Putnam Elementary, Putnam Middle and Putnam High School

http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdfhttp://www.ascr.usda.gov/complaint_filing_cust.htmlmailto:program.intake@usda.gov
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or

local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.
The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov
This institution is an equal opportunity provider.
Meal Prices

Meals	PCPS	PCES	PCMS	PCHS
Student				
Breakfast	Free	Free	Free	Free
Lunch	Free	Free	Free	Free
Adult				
Breakfast	$3.00	$3.00	$3.00	$3.00
Lunch	$5.25	$5.25	$5.25	$5.25

Student Meals

The school nutrition program is operated for the benefit of students and functions as a non-profit service.

Students may choose to bring lunch from home. However, all students are eligible to receive **one free breakfast and one free lunch each school day**. Any additional meals or food items purchased beyond the free meal benefit will be charged to the student's account at the established price.

To support student health and wellness, students are not permitted to bring the following items to school:

- Carbonated beverages
- Sports drinks
- Candy
- Gum
- Fast food items from outside establishments

Visitor access during mealtimes may be limited. Parents and guardians should contact the school administration prior to visiting a student during lunch to verify current visitor procedures.

Questions or concerns regarding school nutrition services, meal programs, dietary accommodations, or cafeteria operations should be directed to the **Director of School Nutrition**.

Student Privacy

Notification of Rights under the Protection of Pupils Rights Amendment (PPRA)

The PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conducting surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Student Records and FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

It is the policy of the Board of Education that all employees comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Confidentiality of personally identifiable information (PII) in student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), and school officials

with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control regarding the use and maintenance of PII, which may be used only for the purpose for which disclosure was made and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his/her professional responsibility.

Another FERPA exception allows the district to release PII to those federal or state officials whose access authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student's records.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

1. Student's name, address, and telephone number;
2. Student's date and place of birth;
3. Student's e-mail address;
4. Student's participation in official school clubs and sports;
5. Weight and height of student if he/she is a member of an athletic team;
6. Dates of attendance at school within the school district;
7. Honors and awards received during the time enrolled in the district's school;
8. Photograph and/or video; and
9. Grade level.

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt policies regarding surveys, instructional materials, physical examinations, and personal information.

Procedures for obtaining access to student records and Definition of Terms used in PPRA are in the Board Policy Manual, JR (Student Records).

Discipline and Student Code of Conduct

Standards of Behavior

Parents, schools, and communities share the responsibility for helping students develop positive self-discipline. Expected behavior is shown through actions that promote learning and encourage self-control during school and all school-related activities. Students should be prepared to participate fully in the learning process; avoid behavior that impairs their own educational achievement or that of others; show respect for the knowledge and authority of teachers, administrators, and other school employees; and recognize and respect the rights of other students and adults. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment and protect others' rights.

It is the purpose of the Putnam County Board of Education to operate each school in a manner that will provide an orderly educational environment that will provide for the welfare and safety of all students who attend the schools within the system. In accordance with that purpose the Board of Education has adopted a policy which always requires all schools to adopt codes of conduct which require students to conduct themselves properly to facilitate a learning environment for themselves and other students.

In the Putnam County Charter School System, as in the community, certain policies and administrative regulations are established to guide students through constructive growth and into mature adulthood. These policies and administrative regulations are the same from Pre-K through grade 12. Parents, teachers, and others responsible for the welfare and education of these students should cooperate in interpreting and enforcing these rules. The Putnam County Charter School System Board of Education has established certain policies and administrative regulations regarding student conduct and disciplinary action. Some of these policies/administrative regulations are included in this handbook and should be reviewed carefully by parents/legal guardians and students.

Students and parents/legal guardians are REQUIRED to sign the receipt of the Student/Parent Handbook (which includes the Student Code of Conduct) using the acknowledgement of contract form provided. Any student and their parents/legal guardians that do not sign a receipt SHALL NOT be relieved of any responsibility in following the Student Code of Conduct.

These standards of behavior require students to respect each other and school system employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the system.

The school's primary goal is to educate, not punish; however, when an individual student's behavior conflicts with others' rights, corrective actions may be necessary for the benefit of that individual and the school. Accordingly, students shall be governed by policies, regulations, and rules set forth in the Code of Conduct.

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

1. At school or on school property at any time;
2. Off school grounds at any school-related activity, function, or event and while traveling to and from such events;
3. 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.

Some violations, including but not limited to drugs and weapon offenses, can lead to the school being named as an Unsafe School according to the provision of State Board Rule 160-4-8.16 UNSAFE SCHOOL CHOICE OPTIONS.

Parents/guardians are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Authority of the Principal

The principal is the school's designated leader and, with the staff, is responsible for the school's orderly operation. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he/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.

Authority of the Teacher

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.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will consider the student's discipline history, the age of the student, and other relevant factors.

Amnesty Box

The Amnesty Box is a secure/locked metal container in each school that allows students to anonymously dispose of non-permissible items without fear of being disciplined.

Standards of Behavior

The following rules are considered *standards of behavior* and are mandatory and shall apply to ALL students.

Rule 1
Complying with Directions/Commands & Policies
No student shall fail to comply with directions or commands of principals, assistant principals, teachers, student teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel. No student shall willfully and persistently violate the Student Code of Conduct or any policy or administrative regulation of a school or the system.

Rule 2
Disruption and Interference with School
No student shall disrupt or otherwise interfere with the orderly operation of school or school activities. This includes online content, internet usage, text messages, and all social media sites such as twitter and snapchat.

Rule 3

Substantial Disruption and Clear Danger

No student shall cause substantial disruption of the school environment or present a clear danger to any other student(s) or school personnel.

Rule 4

Committing Illegal Acts

No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state, or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

Rule 5

Damaging, Destroying or Vandalizing Property

No student shall willfully or maliciously damage, mark, deface, destroy, or vandalize real or individual property of another student or other persons legitimately at the school or the Board of Education during or after school hours.

Rule 6

Harassment, Bullying and Cyber Bullying

No student shall sexually, emotionally, verbally, physically or by any communication by telephone, mail, broadcast, computer network or by any other electronic device or otherwise harass or bully any student, teacher, school employee or other person. Any student, in grades 6 through 12, committing the offense of bullying for the third time in a school year, shall be assigned to an alternative school. Any form of harassment or bullying shall be promptly reported to an administrator or counselor. Teachers may be notified to maintain classroom discipline.

Rule 7

Assault, Battery, and Threatening Others

No student shall assault, commit battery upon, threaten, or otherwise abuse any student, teacher, school employee or other person. A student may be referred for permanent expulsion for violation of this section.

Rule 8

Physical Violence toward School Staff or Bus Drivers

No student shall commit any act of physical violence against a teacher, school bus driver, school official, or school employee.

Definition: "Physical Violence"

1. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
2. Intentionally making physical contact, which causes physical harm to another unless such physical contact or physical harms were in defense of him or her.

If a student is alleged to have committed an act of physical violence as defined above against a teacher, school bus driver, or other school official or employee, the student shall be suspended, and a disciplinary hearing shall be scheduled.

Any student found by a Disciplinary Hearing Officer or Tribunal to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, school bus driver, school official, or school employee may be disciplined by short-term suspension, long-term suspension, or expulsion.

A student found by a Disciplinary Hearing Officer to have committed an act of physical violence by intentionally making physical contact which causes physical harm to a teacher, school bus driver, school official or employee shall be permanently expelled from the Putnam County Charter School System and shall be referred to Juvenile Court, if applicable. The expulsion shall be for the remainder of the student's eligibility to attend public school unless a student can attend an alternative education program or to reenter pursuant to O.C.G.A. 20-2-751.6 (c).

Rule 9

Physical Assault and Bullying on a School Bus

No student shall engage in bullying as defined in O.C.G.A. 20-2-751.4 or in physical assault, battery, other unruly behavior, verbal assault or disrespectful conduct toward the bus driver or others. If a student is found to have engaged in bullying, a meeting of the parent of the student and appropriate school district officials shall be required to develop a school bus behavior contract for the student. Such a contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus.

Rule 10

Weapons, Dangerous Instruments, and/or Hazardous Objects (See Definitions on page 25)

No student shall possess, handle, display, discharge, transmit or otherwise use any firearm, knife, air soft guns, pellet guns, bb guns or destructive device, including but limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, nor weapons as defined in federal and/or state law, or other hazardous objects that reasonably can be considered a weapon OR have the appearance of a weapon. Principals have the authority to ban or confiscate any item that, in their judgment, may be used as a weapon to cause bodily harm either to students, themselves or to others.

A student shall be referred for full calendar year expulsion for violating this section as related to firearms and destructive devices.

Students violating this Rule by bringing weapons to school, on school grounds or to school related activities may be subject to long-term suspension, expulsion, or permanent expulsion.

Rule 11

Using or Threatening to Use a Weapon and/or Dangerous Instrument or Making Terroristic Threats

Any student who uses or threatens to use a weapon and/or dangerous instrument shall be subject to permanent expulsion. Students participating in or making a bomb or terroristic threat shall be subject to permanent expulsion. Student conduct off school grounds that has a direct and immediate effect on maintaining order or discipline in schools, or maintaining the safety and welfare of the students and staff; or off-campus conduct 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, shall be subject to Board of Education discipline policies and administrative regulations.

Rule 12

Tobacco, Vaping Devices, Alcohol and Other Drugs/Psychoactive Substances

The use and/or possession of tobacco and vaping devices by students in any form is prohibited on (a) school property, or (b) any property of the Board of Education (c) while riding as passengers on vehicles operated by the Board of Education or (d) while participating in or attending any school sponsored event at any time.

The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful, and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, otherwise use or be under the influence of any:

Narcotic • hallucinogenic drug • amphetamine • barbiturate• marijuana • other controlled substance • drug paraphernalia • over the counter or prescription medication(s)• alcoholic beverage • intoxicant of any kind or • substance represented to be illegal drugs or imitation controlled substance. A student may be referred for permanent expulsion for violating the section on illicit drugs and alcohol.

Rule 13
Absenteeism
No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/legal guardian and/or the approval of the principal, except in cases of personal illness or other providential cause. In Georgia, chronic absenteeism is defined as missing 10% or more of the school year and both students and parents may face consequences for a chronic absenteeism.

Rule 14
Dress Code
Students shall comply with the System's Student Dress Code K through 12 and all individual school dress requirements.

Rule 15
Electronic Devices (Cell Phones): Distraction Free Learning Environment

In accordance with the **Distraction-Free Education Law**, personal cell phones and other electronic devices are prohibited for students in grades K–8 during the 2026–2027 school year. This law is intended to improve student focus, enhance learning, and minimize distractions during the school day.

High school students will continue to follow existing district and school procedures during the 2026–2027 school year. State requirements for high schools will become effective in July 2027.

Grades K–8 Expectations

Students in grades K–8 are not permitted to use personal electronic devices or mobile phones:

- During the school day
- During lunch
- During class transitions
- Before dismissal while on campus
- During after-school activities held on campus unless specifically authorized by school personnel.
- During off campus activities unless specifically authorized by school personnel

Students must keep their devices secured according to school procedures. For elementary and middle school students, personal electronic devices should remain powered off and stored in their bookbags from the time they enter the school building until the final dismissal bell.

Additional Restrictions

- Personal electronic devices may not be used during instructional time.

- Headphones, earbuds, and similar listening devices connected to personal electronic devices are prohibited during the school day unless specifically authorized by school personnel.
- Students may not use personal devices to photograph, film, record, or otherwise capture images, video, or audio of students, staff, classrooms, cafeterias, media centers, gymnasiums, transportation areas, or any other school location unless expressly directed by a teacher or school administrator for an instructional purpose.

Failure to comply with this policy will result in disciplinary action consistent with the progressive discipline procedures outlined in this handbook and the district's Student Code of Conduct. Repeated violations may result in additional disciplinary consequences as determined by school administration.

Rule 16
Verbal Assault and Physical Assault
No student shall verbally assault, threaten violence, or physically assault other students, teachers, administrators, school personnel, or persons attending school-related functions.

Rule 17
Disrespectful Conduct
Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel, or people attending school-related functions.

Rule 18
False Reporting
No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employees toward a student during or after school hours.

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

Rule 19
Passive Participation
No student shall incite, advise, encourage, or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, federal and/or state laws.

Rule 20
Internet/Electronic Use
No student shall violate the Putnam County Charter School System Acceptable Use Policy. PCCSS provides a full range of electronic information systems, including Internet resources, for all students. The use of all electronic resources supports the vision, mission, and goals established by the PCCSS. Access to these resources will be provided automatically.

Parents have the option to deny their child access to online technology resources. To deny access to these services, please visit your child's school to request the PCCSS's Parent Request to Deny Online Technology Resources form. Sign and date the form and return it to the main office at your child's school.

The Technology Resources Acceptable Use Policy can be found in the Board Policy Manual at www.putnam.k12.ga.us.

Rule 21
Public Displays of Affection
Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Definition of Terms

Assault:
Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).
Simple Assault – a person commits the offense of simple assault when he or she either:

a. Attempts to commit a violent injury to the person of another
b. Commits an act which places another in reasonable apprehension of immediately receiving a violent injury

Aggravated assault – a person commits the offense of aggravated assault when he assaults:

a. With the intent to murder, to rape, or to rob
b. With a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or does result in serious bodily injury
c. A person or persons without legal justification by discharging a firearm from within a motor vehicle towards a person or persons.

Battery:
Intentionally making physical contact with another person in an insulting, offensive or provoking manner or in a way that physically harms the other person.

Simple Battery – a person commits the offense of simple battery when he either:

a. Intentionally makes physical contact of an insulting or provoking nature with the person of another
b. Intentionally causes physical harm to another

Bullying:
In accordance with Georgia law, bullying is defined as 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 or visible bodily harm;
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.

Chronic Disciplinary Problem Student:
A student who exhibits a pattern of behavioral characteristics, which interferes with the learning process of students around him/her, and which are likely to recur.

Clubs and Organizations:
Groups comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This does not include competitive interscholastic activities.

Competitive Interscholastic Activity:
Functions held under the sponsorship of the school that involves its students in competition between individuals or groups representing two (2) or more schools. This includes cheerleading, band, and chorus.

Cyber bullying:
When a student is tormented, threatened, harassed, or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones. Online content that poses a problem or disruption at school will not be tolerated and will be subject to appropriate discipline.

Detention:
A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students in grades K through 12 may be assigned detention. Prior to the student serving a detention, the parent must be notified at least one (1) day in advance.

Disciplinary Hearing Officer:
School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Disciplinary Tribunal:
School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug:
The term drug does not include prescriptions issued to the individual such as aspirin or similar cold and/or similar medications taken according to product recommendation and board policy. Caffeine pills are considered drugs

Expulsion:
The suspension of a student from a public school beyond the current school semester or quarter and only a disciplinary tribunal may take such action.

Extortion:
Obtaining money or goods from another student by threats, violence, or misuse of authority.

Fireworks:
The term "fireworks" means any combustible or explosive composition, or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling:
Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension:
Removal of a student from classes or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence:
Intentionally making physical contact of an insulting or provoking nature with another person; or intentionally making physical contact, which causes physical harm to another.

Suspension:
The removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term which may be imposed only by actions of a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events and/or activities sponsored by the school or its employees.

Theft:
The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver:
A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Bullying and Sexual Harassment

Harassment shall include, but not be limited to the following:

1. Unwelcomed sexual advances
2. Request for sexual favors
3. Request for unsolicited physical contact
4. Verbal conduct of a sexual nature that creates an intimidating, hostile or offensive environment
5. Writing sexually explicit notes or graffiti about another student
6. Obtaining or attempting to obtain property or sexual favors using force, menace, or fear
7. Acts initiated by a student against the chastity, common decency, and morals of another accompanied by threats, fears, or danger
8. Intentionally or knowingly causing physical contact with another in an offensive or provocative manner
9. Intentionally or knowingly threatening another with imminent physical or psychological injury
10. Inappropriate touching, rubbing, or grabbing of others
11. As defined pursuant to Title IX of the Education Amendments of 1972

All charges of sexual misconduct and/or harassment will be investigated, documented, and filed in the student's discipline record.

First Offense of Bullying

If the principal determines that a student has committed the offense of bullying, the principal will assign the appropriate Level II consequence(s), hold a conference with the parent explaining the offense, review this section on bullying, and explain the consequence(s) related to the bullying in the Student Code of Conduct. This conference will be documented, and a copy placed in the student's permanent file.

Second Offense of Bullying

If the principal determines that a student has committed a second offense of bullying, the principal will assign the appropriate Level II and/or Level III consequences and implement the Student Support Process. The principal will notify the parents in writing that a third offense of bullying will result in a request being made for long-term suspension from regular school and placement in an alternative program. Principals will also follow the procedure section for Chronic Disciplinary Problem Students.

Third Offense of Bullying

Upon finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, the principal shall make a referral for a disciplinary tribunal for the long-term suspension of the student to an alternative setting. Documentation of the Student Support Process with a copy of the behavior correction plan, and data showing efforts to modify bullying behavior must be included with the disciplinary request and placed in the student's permanent file.

All charges of bullying will be investigated, documented, and placed in the student's discipline file.

"Retaliation" is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment, or intimidation. Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of local board policy and independent of whether a complaint is substantiated. Any student who knowingly files a false report of bullying, cyberbullying, harassment, or intimidation is guilty of such and should be punished under existing disciplinary provisions.

Bus Misbehavior

The provisions specified below shall govern student conduct and safety on all buses. Bus discipline is progressive in nature with loss of riding privileges increasing in duration with each offense. Bus riding privileges are completely revocable if behavior is not appropriate. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

1. All provisions of the Student Code of Conduct apply to behavior on the school bus, bullying, physical assault, or battery of other persons on the school bus, verbal assault of other person on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, defiance, and other unruly behavior;
2. A meeting of the parent/guardian of the student and appropriate school system officials must be held to form a school bus behavior contract whenever:
    a. A student is found to have engaged in bullying; or

b. A student is found to have engaged in physical assault or battery on another person on the school bus.

3. The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for students' misconduct on the bus. Provisions may include assigned seating, ongoing parental involvement, and suspension from riding the bus.
4. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape, or compact disc players, without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operations of the school bus.
5. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation.

Chronic Disciplinary Problem Students

Definition: "Chronic Disciplinary Problem Student" means any student who exhibits a behavior pattern which interferes with the learning process of students around him/her, and which is likely to recur. If a teacher or principal determines that a student is a chronic disciplinary problem student, then the principal shall:

1. Notify the student's parents as soon as practical. The parents shall be notified by a telephone call, certified mail with a return receipt requested, or through first class mail.
2. Give the parent an opportunity to schedule and attend a conference with the principal and/or teacher(s) to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student returns from an expulsion, long-term suspension or short-term out-of-school suspension, the principal of the school to which the student is to be re-admitted shall:

1. Request by a telephone call, certified mail with a return receipt requested or through first class mail requesting that the parent schedule and attend a conference with the principal to devise, update, or modify a disciplinary and behavioral correction plan.
2. At their discretion, invite a teacher, counselor, or other person to attend the conference. The failure of the parent to attend shall not preclude the student from being re-admitted to the school.
3. Ensure that a notation of the conference is placed in the student's permanent file.

Corporal Punishment

The Board of Education does not authorize principals, teachers, or other employees of the System to administer corporal punishment (paddling) on any student.

Discipline and Students with Disabilities

Students with Disabilities means any student accepted into the system's special education program under the requirement of the Individuals with Disabilities Education Act (I.D.E.A.).

All preceding sections apply to students with disabilities with the following exceptions:

- The Putnam County Charter School System uses a *positive behavior* approach to discipline. District personnel follow specific procedures when they discipline students with disabilities, and the number of suspensions is monitored monthly by the Director of Special Programs, the Special Education Specialist, and the principals of each school. However, caseload teachers are responsible for keeping up with how many days students on their caseloads have been suspended. Within 10

school days from the beginning of a disciplinary action that either exceeds 10 school days in a row or that constitutes a pattern of removals up to ten days, a manifestation determination meeting will be conducted to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct was a result of the district's failure to implement the student's IEP (Individualized Education Program). A pattern of removals occurs when a series of removals totals more than 10 school days in a school year or the behavior is substantially similar to previous incidents that required removal or the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another have been considered. A functional behavioral assessment must be conducted, and a behavior intervention plan put in place if the student does not already have one written in his/her IEP. On the 11th day of suspension, students must receive services which ensure that he/or she can appropriately progress in the general curriculum and advance toward achieving the goals set out in his/or her IEP.

- Arrangements are made to provide services for the student with the Director of Special Programs. This can be done through a telephone call or email. Services may be conducted at the public library, the board of education office, or a place agreed upon by the parent and teacher. Documentation of the dates and times of services will be maintained, along with student signatures of attendance and turned in after services are over for payment and student record documentation.
- If the IEP team during the manifestation review determines that the student's behavior was caused by or has a substantial relationship to the student's disability, or that the behavior was a direct result of the district's failure to implement the IEP, then the behavior is a manifestation of the student's disability. At this point, the student would be returned to the placement from which the student was removed, except in cases involving weapons, serious bodily injury, or illegal drugs or controlled substance, unless the parent and the district agree to a change in placement.
- If the IEP team finds that the student's behavior was not a manifestation of the student's disability, the same disciplinary actions can be imposed on the student with a disability as those imposed on any student. If the actions include expulsion, the IEP team must determine how the student will continue to receive educational services that allow him or her to continue to participate in the general education curriculum and progress toward meeting goals in the IEP.

Special Circumstances

- Certain serious behaviors such as weapons, drugs, and serious bodily injury upon another person may lead to a student being removed to an interim alternative educational setting for up to 45 days, even if the conduct is determined to be a manifestation of the student's disability. The district will provide parental rights and procedural safeguards any time a change of placement occurs.

Appeal Process

- A parent may appeal the manifestation determination and the selection of an interim alternative educational placement regarding the issues of weapons, illegal drugs or controlled substances, or serious bodily injury. The district may appeal if it believes maintaining the current student placement is likely to result in injury to them or others.
- The due process hearing will occur within 20 school days of the date the hearing is requested. A determination will be made by the administrative law judge within 10 school days after the hearing.

Placement During Appeal

- The student will remain in the interim alternative educational setting pending the hearing decision or until the expiration of the 45-school daytime period unless the parent and district agree otherwise.

Protections for Children Not Yet Eligible

- Students not yet determined eligible for special education services may have protection under the Discipline Rule if the district had knowledge that the student may be a student with a disability. The

parent had to have expressed concern that the student needed special education and related services, or the parent had requested an evaluation, or the teacher of the student or other district personnel expressed specific concerns about a pattern of behavior.

Referral to Law Enforcement

- The Putnam County Charter School System principals or designee may report criminal acts committed by a student with a disability to local law enforcement. If local law enforcement is called, parents are notified by school personnel.

Progressive Discipline Procedures

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

Multi-Tier Support System (MTSS)

Response to Intervention is a regular education process for students experiencing problems of an academic, social, or behavioral nature in school. MTSS involves an inter-disciplinary group who works collectively to improve the delivery of instructional services to students as well as serves as a resource for teachers and other educators in the delivery of these services.

Parents may be invited to participate in the meetings to discuss their child's RTI/MTSS status and in the development of interventions for their child. Parent participation is encouraged. The RTI (Response to Intervention) documents shall be placed in the student's permanent file and copies given to all involved. If an RTI plan is utilized because of a discipline referral, parents shall receive a copy of the report and information on how to contact the principal.

Search and Seizure

1. School lockers, desks, cabinets, and other school property will be jointly accessible to students and school authorities and shall always be subject to inspection and search by school authorities without further notice to students, parents/legal guardians, or any other party placing items therein. Sweeps of school facilities may be conducted using sniffing dogs and metal detectors.
2. The School District reserves the right to use walk-through and hand-held metal detectors or canine units at any school campus or function, including activities that occur outside of normal school hours or off school campuses when, in the opinion of the superintendent, the use of such devices is appropriate to maintain safety and security.
3. School employees and visitors are subject to proper search by law enforcement agencies upon request of the principal.
4. Desks, lockers, and storage spaces, which are provided to students, are the property of the School District. The principal or designee may conduct general inspections on a periodic basis, including unannounced searches, and may open desks, lockers, storage spaces, and examine the contents. Searches of students or their personal belongings will occur when there is reasonable suspicion to believe that the student has violated or is violating state or federal laws, local codes, or School Board policies/administrative regulations.

5. Stolen items and items that are specifically prohibited by law, School Board policies/administrative regulations, or city or county codes will be confiscated. These items will be secured by administration or appropriate law enforcement officers, and disposition will be determined by the appropriate authority. Additionally, law enforcement officials will randomly conduct unannounced canine searches to keep our campuses drug free.
6. All high school students must register their automobiles with school officials and are subject to search and seizure procedures identified in this section.

Severe Disciplinary Action

Students in grades from Pre-K through 12 may be placed on long-term suspension, expulsion, full calendar year expulsion or permanent expulsion. These students have a right to a disciplinary hearing and a right to appeal the decision. If the student is an identified special education student, a manifestation of determination of review must be completed, and a copy provided to the Student Hearing Office immediately upon completion.

Definitions – Long-term Suspension means the exclusion of a student from a public school for more than ten (10) days but not beyond the current school semester (one-half year).

Expulsion means the exclusion of a student from the regular classroom setting in a public school beyond the current semester.

Full Calendar Year Expulsion means the exclusion of a student from the regular classroom setting in a public school for at least one (1) calendar year.

Permanent Expulsion means the permanent exclusion of a student from a public-school system.

Any student assigned to the Putnam County Alternative School will not participate in athletics or other extracurricular activities at the regular school.

Weapons

Definition: "Weapons," as defined by the Putnam County Charter School System, may include but shall not be limited to:

Any item defined in local, state, or federal law as a firearm, dangerous weapon, or hazardous object.

A "firearm" is defined as "a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge."

A "dangerous weapon" means any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosives from a metallic cylinder, and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

A "hazardous object" is defined as a blade of any length, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected

in such a manner as to allow them to swing freely, which may be known as a nun Chaka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser.

Students bringing a "firearm" or a "dangerous weapon" to school, on school grounds or to school related activities, will be expelled from school for a period of not less than one calendar year. Firearms and dangerous weapons are prohibited in school safety zones with the possession of either considered a felony requiring involvement of law enforcement and the court system.

Students bringing a "hazardous object" to school, on school grounds or to school related activities may be subject to suspension, expulsion or permanent expulsion and may involve law enforcement and the court system.

Discipline Reporting Process

A progressive discipline process shall occur when a student exhibits behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or has violated the Board Policy on Student Discipline and/or the Student Code of Conduct. Inadvertent omission or failure to follow these procedures shall not void the disciplinary actions of the administrator. The next chart may be used to determine the consequences for violations.

Violations and Consequences – Discipline Chart

Violations and consequences for each level may be any or all the items listed below. These lists include, BUT ARE NOT LIMITED TO, behaviors and/or consequences that may result in disciplinary action.

LEVEL I VIOLATIONS	LEVEL I CONSEQUENCES
1. Bringing nuisance and non-related items on school property, to include but not limited to, electronic communication device not being used for instructional purposes (e.g., CD players, telephones/pagers, toys, radios, skateboards, handheld computer games etc.) 2. Tardy to school or class 3. Cheating or copying the work of another student 4. Classroom disruption 5. Minor damage of school property or property of others 6. Misbehavior on school bus 7. Refusal to follow directions 8. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents) 9. First offenses of Public Displays of Affection	• Student conference (Required) • Parent notification (Required) • Counseling • Confiscation of electronic communication devices/nuisance items • Test invalidation • Loss of privileges (including driving on campus) • Special assignments • Detention/Saturday detention • Restitution • Isolation, time out • Removal from class • Exclusion from extracurricular activities • Failure to earn Carnegie Units (absenteeism/tardiness) (9-12) • Conduct grade of N or U for repeated violations (K-5) • Suspension of bus transportation • ISS
LEVEL II VIOLATIONS	**LEVEL II CONSEQUENCES**

1. Repeated Level I offenses 2. Engaging in verbal assault including threatened violence, ethnic racial slurs, derogatory or profane language or gestures directed toward anyone, including distribution of obscene materials 3. Profanity 4. Extortion 5. Fighting or instigating a fight (see simple assault and simple battery) 6. Forgery 7. Gambling 8. Hazing (harassment, initiations, etc.) 9. Possession or use of tobacco or tobacco products, including matches, lighters, and vaping machines 10. Bullying/Cyberbullying 11. Skipping class 12. Truancy 13. Theft 14. Computer/Internet Violations 15. Use of cell phone during instructional time	**All level II consequences require a student/parent conference.** • Detention • Loss of privileges or credit (including driving on campus) • Restitution • Removal from class • Prohibit attending or participating in extracurricular activities • Behavioral contracts • Counseling • Unsatisfactory (U) conduct grade (K-5) • Out-of-school suspension (OSS) at home • Assignment to an alternative educational setting • Suspension of bus transportation • Court referral for repeated Level I & II violations

LEVEL III VIOLATIONS	LEVEL III CONSEQUENCES
1. Substantial or Repeated Level II offenses 2. Criminal/delinquent acts of theft or attempted theft 3. Engaging in conduct that violates the student code of conduct relative to drug possession or use and possession of any type of weapon or item that could be considered a weapon. 4. Participating in any activity of an unauthorized organization or group which results in a violation of the Student Code of Conduct 5. Physical assault against anyone 6. Battery against anyone 7. Bullying/Cyberbullying 8. Terroristic threat 9. Threatening bodily harm or property damage 10. Trespassing on school property after school hours for an unlawful purpose 11. Vandalism, damaging or destroying school equipment or school property or the property of any other individual on school property 12. Any other conduct considered by the principal to be substantially disruptive, to the point it affects the orderly operation of the school or school related activities	**All Level III consequences require a student/parent conference** • Unsatisfactory conduct grade • Out-of-school suspension at home (5 to 10 days) • Long-term suspension (more than 10 days) • Expulsion (Beyond the current school semester) • Full calendar year expulsion • Permanent expulsion • Court referral • Long term or permanent loss of bus transportation privileges • Loss of privileges (including driving on campus) **Mandatory referral for Level III offenses.** A teacher must remove a student from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public-School Disciplinary Tribunal Act, along with Board Policy, will determine appropriate sanctions.

Assessment

Students in the Putnam County Charter School System experience various forms of standardized and teacher-made assessments. Discuss with your child's teacher the types of tests your child will encounter during the school year. Parents will be given ample notice of when the standardized tests will be given, and they will also be informed when results are returned to the school system.

The State of Georgia has a mandatory testing program that includes testing for all grades.

The Measurement of Academic Progress (MAP) tests in ELA (English Language Arts) and Mathematics are given to all students K-8 multiple times a year.

In compliance with the BOE identified goals, all students will take pre and post-test. Results for these assessments will be available to parents. If you have questions about any test your child will take, please call your child's school.

Assessment Rules and Regulations Pertaining to Internet/Electronic Use: Any student with an electronic communication device which includes, but is not limited to, cell phones, graphing calculators, , ear buds, meta glasses, watches, or any other electronic device not approved by PCCSS, may result in test invalidation and confiscation of the device. Any other inappropriate activity during testing, including cheating, possession of study materials, unwillingness to test, etc. may also result in test invalidation.

Assessment Schedule – State Assessments

Test	Grade Levels	Month(s) Tested
Georgia Kindergarten Inventory of Developing Skills (GKIDS) and GKIDS Readiness Check	Kindergarten	August-May
End of Grade Georgia Milestone Assessment (EOG)	3rd – 8th	April
End of Course Georgia Milestone Assessment (EOC)	9th – 12th	December and May
AP (Advanced Placement)	9th – 12th	May
ACCESS for ELLs (English Language Learners)	K-12th	January – March
GAA (GA Alternate Assessment)	3rd – 12th	March to May

General Information

Admissions and Entrance Age

1. Proof of Prior School Enrollment, if a transfer student. A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.
2. Residency Verification. The parent/guardian must provide two (2) forms of documentation such as a lease agreement, tax receipt, or utility bill validating residency in Putnam County at the time of registration. If utilities or home are not in the parent's name or you are staying with someone else, you must have a notarized Residency Affidavit completed. **A check stub, bank deposit, or driver's license may not be used to prove residency.** A student will be withdrawn from Putnam County Schools if it is discovered that he/she was admitted with fraudulent residency information.
3. Custody/Guardianship. Proof of custody/guardianship must be provided if the child does not live with one or both parents. This document must be provided at the time of registration.
4. Immunization Form. All students, including foreign exchange students, must submit a Georgia Certificate of Immunization on Form 3231. Students who do not comply will be withdrawn from school.

5. Eye, Ear, and Dental Form. All students entering a Georgia Public School for the first time must have on file the Georgia DHR Form 3300 Certificate of Eye, Ear, and Dental Examination.
6. Birth Certificate. The copy must be the State issued birth certificate, which includes the certificate number, or an alternate credential from the prioritized list in the state enrollment rule. If this is initial enrollment in a Georgia Public School, acceptable proof of age must be provided.
7. Social Security Number. All students must provide a copy of their social security card or sign an Objection Waiver.

School secretaries and leadership personnel will help parents with any questions they may have about their children's registration.

Proof of residency will be required at the transition grades of 3rd, 6th, and 9th or anytime if questions or concerns arise as to residency in Putnam County. A check stub, bank deposit, or driver's license may not be used to prove residency. Parents must provide a mortgage statement, a power bill or water bill, or other approved bill showing the current address of the family. A student will be withdrawn from Putnam County Schools if it is discovered that he/she was admitted with fraudulent residency information.

Clubs and Organizations

Information regarding school-sponsored student clubs/organizations will be distributed to all students at the beginning of the school year. This information will provide parents/legal guardians the opportunity to withhold permission (OPT-OUT) for a student to join a club/ organization. For clubs/organizations started during the school year, written permission (OPT-IN) will be required from a parent/legal guardian prior to a student's participation. These requirements do not apply to competitive interscholastic activities. The information packets will provide the following:

a. A complete listing of all clubs/organizations
b. An acknowledgement notices for the parents/legal guardians to sign and indicate any clubs/organizations in which permission is not given.

No student shall be allowed to participate in any school-sponsored student club/organization if the parent/legal guardian has indicated in writing that the student is not allowed to participate.
Students who have an overall conduct grade of unsatisfactory (U) in grades K-5 or a history of disciplinary incidents in grades 6-12 may not be eligible to participate in school sponsored student clubs/organizations. Individual clubs and organizations may also provide additional behavioral and participation expectations with which students must comply.

Communicable Diseases

Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable.

Chicken Pox (Varicella)
Fifth's Disease
Whooping Cough (Pertussis)
Ringworm
Scabies
Measles (Rubella)
Poliomyelitis
German measles
Scarlet Fever
Strep Throat
Impetigo/Staph Infection
Worms or Parasites
Mumps
Influenza
Pinkeye (Conjunctivitis)
Hepatitis
Mononucleosis
T.B. (Tuberculosis)
Meningitis
COVID-19

Parents should notify the school if their child has been affected by any of these for advice on readmission to school.

Counseling Services

As part of our school program, we offer guidance, counseling, and mental health services. These services include individual counseling, small group counseling, classroom guidance, and mental health referrals. During the year, various support groups will meet. In addition, classroom guidance is conducted on a regular basis and is directed at helping all students by addressing topics that are developmental and preventative in nature. Parents, teachers, or students may make a referral for group or individual counseling. Permission will be obtained for ongoing counseling services.

Feel free to contact your child's counselor to discuss any concerns.

- PS: 706-485-5141 Bethany Carter ext. 2605 and Mariah Williams, ext. 2814
- ES: 706-485-5312 Hollie Haley, ext. 3007 and Debra Williams, ext. 3005
- MS: 706-485-8547 Kourtney Mason, ext. 4002 and Ruth Boggs-Bryant, ext: 4039
- HS: 706-485-9971 Camille Harden, ext. 1134, Amy Kennedy, ext. 1110 & Paula Roberts ext: 1197
- District Mental Health Pam Reese 706-485-5381 ext.

Custodial Parent/Guardianship

The Putnam County Schools will abide by state and federal laws regarding custody issues involving students enrolled in our schools. Change of custody (visitation swap) shall not occur on school campus.

Under the Family Educational Rights and Privacy Act (FERPA) both parents have a right of access to their child's educational records. Both parents can discuss at reasonable times and intervals with teachers and administrators their child's progress in school and any problems requiring parental intervention. Non-custodial parents may visit their children at school unless specifically prohibited by the custody order. School visits are limited to specialized school sanctioned events such as lunch, field trips, class programs, etc. or upon written approval of the custodial parent. Court ordered or allowed visitation will not take place at school. Please do all you can to ensure the school remains neutral for you and your children. We should not be caught in the middle of any custody issues. Mail, telephone calls, or gifts of a personal nature will not be accepted. If sent, they will be returned.

A stepparent does not by law have any authority to make educational decisions or obtain information from his/her stepchild's educational records, unless under FERPA the natural parent has given written authorization. The natural parent also may grant specific permission for the stepparent to be present at school events or conferences with teachers and administrators and to pick up the child at school. However, only the natural parent is empowered to sign documents which require parental signature.

If you as a parent have custody of your child and there are circumstances specifically stated in the court order that affect the child at school, you are required to provide a certified copy of the order. It is the custodial parent's responsibility to keep the school informed of any changes in the custody order.

Dress Code

Putnam County Charter School System seeks to promote a positive and safe learning environment with a uniform dress code policy. No student should dress in a manner that is disruptive or has an adverse effect on the school or school environment. These minimum standards for student attire have been developed. **Clothing must be of an appropriate size and fit.** The school principal or designee will make the final determination of whether a student's attire or appearance conflicts with these standards.

FOR ALL ASPECTS of APPEARANCE: Articles of apparel, including patches on clothing, jewelry, or hair styles must not contain alcohol, tobacco, and other drug advertisements, obscene or inappropriate words or designs.

Tops:

- All tops must fully cover the body (no exposed midriffs/low cut necklines
- No tank tops, camisoles, or spaghetti straps
- Anything on tops with inappropriate language, suggestive material, reference to tabacco/drug/alcohol or anything else deemed inappropriate for school by an administrator is not allowed.

Bottoms:

- **All bottoms are to be worn at the waistline.**
- Bottoms that are distressed or have holes are not allowed.
- All bottoms must be a length that is mid-thigh or longer.
- No pajama pants or leggings are allowed.

Headgear:

- Inappropriate head coverings are not permitted to be worn on campus
- Examples of inappropriate headgear are hats, do-rags, bandanas, bonnets, shower caps, wave caps, and stocking caps.
- Hoodies or hoods on jackets cannot be worn on the head in the building.

Footwear:

- No bedroom slippers allowed
- No flip flops allowed

Exceptions:

- School organizations, clubs, and teams may be permitted to wear their uniforms or organization shirts during the instructional day, as approved by the principal.

Early Dismissal

It is important for students to remain at school for the entire day. Any student leaving school before the dismissal bell must be signed out with the front office. If a student has an appointment and will be leaving class, parents are asked to send a note giving the time that the child will be leaving. Students will be called to the office once the parent or guardian has signed them out. We are responsible for the child while he/she is with us. Therefore, for the protection of your children, parents, guardians, and anyone sent to pick up your child will be asked to show a picture I.D. No student will be released unless the name of the person picking up the child is on the student pick-up list and he or she can provide appropriate identification. Even though the front office may know you on sight, you should come prepared to show your ID. Please understand that this is for the protection of your child and is not meant to inconvenience you.

Changes in buses or daily routines must be planned in advance and sent to the student's teacher or the school office in writing on the Change of Transportation Form. All notes must have the child's full name, his/her grade, and the teacher's name. The only exception to this rule will be verified emergencies. This is for your child's safety.

Eligibility for Extra-Curricular Activities

Beginning in the 6th grade, all sporting activities are governed by state "no pass, no play" requirements. If a student fails two or more subjects in a semester or owes money to the school, he or she will not be eligible to participate in sporting activities the following semester. All participants in sporting activities must meet age and grade eligibility requirements, not owe the school/system any funds, have an up-to-date physical, and have proof of insurance PRIOR to trying out for and participation in the activity.

Parents are provided an opportunity to examine a list of all extra-curricular activities in the beginning of school parent packet on our website.

School system staff have the right to remove a student from any extracurricular activity when the student's behavior makes it necessary. Unless an acceptable resolution is found, future attendance at these events may not be allowed.
Students assigned to ISS or OSS (in school suspension or out of school suspension) may not attend any extra-curricular activities the day of the suspension.
Students enrolled in the Putnam County Schools must be present at school for more than half the school day to participate in any extra-curricular activity (sports practice, games, concerts, drama productions, dances, etc.) that day.

A home school student, in grades 6-12 shall be eligible to participate in extracurricular activities and interscholastic activities on behalf of Putnam County Charter School System after providing written notice 30 calendar days before the first day of school, providing written verification by the home school study program and annual progress and enrolls in a qualifying course each semester of the regular school year with the school district. Participation includes tryouts, practices, rehearsals, conditioning, and competition.

We do not have personnel to supervise students after the end of an activity or event. It is the parents' obligation to make sure their children have a way home. Failure to be picked up on time may cause the student to lose the privilege of attending future activities.

Emergency Calling System

Putnam County Charter School System participates in an Emergency Calling System. This system will be used for both emergencies and routine school events. The system can call all students within a 10-15-minute period. For routine events, the system has been set up to call the students' home phone numbers. In an emergency, the system will call up to three numbers for each child. It is imperative that the school always has a working number on file for your child. Each time the system is activated whether for an emergency or a routine event – three attempts to reach a number will be made. This means if the line is busy, the system will try two more times before quitting. Routine events will include things such as Parent Family Engagement meetings, grade level field trips, upcoming standardized tests, etc. Emergency situations would be things like school being cancelled due to snow or a need to close school early due to severe weather. The system is a secure system, and phone numbers are not shared with any other entities.

English to Speakers of Other Languages

The English to Speakers of Other Languages (ESOL) program provides a curriculum and instructional assistance to students not proficient in English because their native language is other than English. The program provides skill instruction in listening, speaking, reading, writing, and American cultural concepts which students need to participate in regular classroom instruction. Teachers who hold an ESOL endorsement teach explicit instruction in academic vocabulary.

Students are given a home language survey at the time of enrollment and if any language other than English is identified on the Home Language Survey, then the student is tested using the WIDA-ACCESS Placement Test (W-APT: WIDA ACCESS Placement Test). Certain criteria must be met for placement in the program.

Some parents of students identified as ELs (English Learners) may choose to waive language assistance services for their child; however, our district is still held responsible for providing language support under Office for Civil Rights law. The district must find alternate means of providing the student with support for language development and proficiency outside of structured ESOL classes. Parents who waive services must do so in writing annually, and the district must maintain evidence of the written documentation.

Although the parents may have chosen to waive a formal language assistance program, the student has been identified and coded as an EL (English Learners) and will continue to be coded as such until the student reaches an English proficiency level that meets the state requirements for exiting language assistance services. ELs whose parents have waived services are still eligible for accommodations on standardized tests and their English language proficiency skills must be assessed on an annual basis until they meet eligibility criteria.

Each spring, ACCESS for ELLs is administered annually to all English learners in Georgia. It is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency and progress in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context and across the four language domains of speaking, listening, reading, and writing. Students may exit the ESOL program based on their scores on the ACCESS and meetings will be held each spring to discuss exiting criteria.

The school system does contract with an interpreter to translate at parent/teacher meetings, school night events and as needed by the parents. Should you need an interpreter or have specific questions about the ESOL program, you can ask for the ESOL teacher at your child's school or contact the Director of Special Programs at the Putnam County Board of Education office.

Field Trip Experiences

Our school faculty and staff support and encourage field trips that are educationally sound. If your child is scheduled for a field trip, the parent or legal guardian will be required to sign a slip granting permission for participation. These permission slips are maintained on file at the school. Teachers planning field trips may request a monetary donation. Please note that we cannot allow children who are not enrolled in our school to ride the bus during a field trip, nor can we allow students in other grade levels to attend a field trip with siblings, etc. Parents who attend field trips as chaperones are expected to help with the supervision of the children on the field trip, so we ask that arrangements be made to care for any other siblings rather than taking them on the field trip. Parents may be asked to drive separately if there is not space on the bus for chaperones.

Field trip payments are non-refundable because tickets must be pre-purchased. In the event your child is unable to attend, regardless of the reason, the money cannot be refunded.

Any parent chaperoning on an overnight field night must have a background check and any parent with anything other than a completely clear background check will not be allowed on overnight trips with students.

Students must have a satisfactory discipline record and be in good standing academically to participate in field trips. Any exceptions to this must be approved by the principal.

Fire, Tornado and Intruder Drills

Fire, tornado and intruder drills are held during the year according to each school's safety plan. Teachers will instruct their students on the procedures to be followed during fire, tornado, or intruder drills. Students are carefully evacuated from the building during a fire drill. Students are escorted to designated places during a tornado drill or intruder drill. Fire Drills are held monthly, and tornado and intruder drills are held twice annually.

First Aid

The school nurse may treat minor injuries that happen at school. Parents or guardians must take care of accidents and/or injuries that happen off school grounds. In the unlikely event of a more severe injury that occurs at school, every effort will be made to contact the parent or guardian. We must have a working emergency phone number. If your child has a temperature of 100 degrees or higher, you will be called to pick up your child.

Gifted Education Services

Students who are placed in the Gifted Program must meet eligibility requirements as set forth by the Georgia Department of Education. To be eligible for gifted education services, a student must either (a) score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described below, or (b) qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation or (c) the student must meet the criterion score on a nationally normed test and either have observational data collected on his or her performance, or produce a superior product to be judged by a panel of qualified persons.

1. Mental Ability: score of 96%ile or above on a test of Cognitive Ability
2. Achievement: A score of 90%ile or above in the area of Total Reading, Total Math, or Total Battery on a nationally normed achievement test (such as ITBS)
3. Creativity: A score of 90%ile or above on the Total Battery score of a standardized test of creativity or standardized creativity characteristic rating scale
4. Motivation: A grade point average of at least 3.5 on a 4.0 scale averaged over the previous two years or a score at or above the 90%ile on a motivation rating scale.

A student may be referred to for the Gifted Program testing by a parent, teacher, administrator, self, or peer. Achievement test scores from locally administered assessments are screened annually to identify students who meet the achievement test score criteria for an automatic referral. Written consent for testing from parents or guardians of students who are being considered for gifted education services are necessary. Written consent from parents or guardians is also obtained before students determined to be eligible for gifted education services can receive these services.

The Putnam County Charter School System uses the State Board of Education approved State Standards in language arts, mathematics, science, social studies, and foreign language when developing curricula for gifted education programs. Curriculum objectives focus on developing cognitive, learning, research and reference, and metacognitive skills at each grade grouping, using principles of differentiation, in one or more of the following content areas: mathematics, science, language arts, social studies, foreign language, fine arts and vocational/technical education.

Students identified as gifted and whose participation has received parental consent shall receive at least five segments per week (or the yearly equivalent) of gifted education services, using one of the approved models.

There are two referral windows for evaluation for gifted services each year. Should you want to make a referral or if you would like more information on the process, please contact the assistant principal at your child's school.

Federal law prohibits discrimination based on age, gender, race, religion, national origin, or handicapping conditions. The Georgia Department of Education does not discriminate in any educational programs or activities. Putnam County Charter School System's Gifted Programs adhere to non-discriminatory laws.

Grading Policy, Regulations, and Report Cards

PCCSS BOE Policy IHA may be found on the system website. The intent of the policy is to create a uniform method of grading for all teachers throughout the district. The assignment of grades by teachers should be consistent in accordance to the regulations and guidelines established by the Superintendent or designee. Grades shall be based on student performance as assessed in district regulations.

The principal shall assume full responsibility for informing teachers about regulations governing grading and reporting.

Administrative Regulation

The teacher of record assigns grades following the procedures set forth in this regulation. Grading may be done in collaboration with co-teachers. No classroom teacher shall be required, coerced, intimidated, or disciplined in any manner to change the grade of a student. A violation of this rule regarding assigning grades constitutes an ethics violation.

- This procedure does not prevent principals or other administrators from discussing grades and grading with the classroom teacher.
- This procedure does not prevent a school or central office administrator, or the Superintendent, from changing a student's grade. Any grade change made by a person other than the Superintendent must be submitted by the classroom teacher in writing, clearly indicated in the student's school records, and must indicate the person responsible for making such grade change.

Grading

C. Grades Sixth through Eighth

Grades will be based on the following scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 0 - 69

Computation of Grades Middle School and High School

6th, 7th, 8th Grade Math & ELA EOG/EOC Courses
Majors: 50%
Minors: 40%
SLO/EOG: 10%

D. Grades Ninth through Twelfth

The following grading scales will be used to report student achievement in the school subjects:

A = 90 -100 (4 points)

B = 80 - 89 (3 points)

C = 70 - 79 (2 points)

F = 0 – 69 (0 points)

Computation of Grades

Teachers will calculate the grades for each of the following components to determine a numerical grade:

1. Class assignments, homework assignments and group participation shall constitute 40% of the grade.

2. Student assessment activities including oral tests, teacher-made tests, nine-week tests, semester tests, term papers, and research, shall constitute 60% of the grade.
3. For all classes with an End-Of-Course Test (EOCT), the district will be 5% above the state's requirement in counting the score in the student's final grade.

Conversion of Grades

If a grade range is provided by previous schools attended, conversion will be made by assigning the midpoint of the range, not to exceed the values listed in the following conversion scale. If a grade range is not provided, the following conversion scale will be used. The principal will make any final decision on conversion of grades.

Letter Grade	Numerical Equivalent	Grading Scale	Mid-Point Conversion Scale
A	4.0	90 - 100	95
B	3.0	80 - 89	85
C	2.0	71 - 79	75
D	1.0	70	70
F	0	69 or below	65

Nontraditional grades will be reviewed on a case-by-case basis by the principal or designee to determine grade conversion.

Make-up Assignments

Teachers must permit students to make up work missed during absences for any of the following reasons:

a. Participation in school-sponsored activities such as field trips or other designated events

b. Personal illness

c. medical requirements

d. Family illness

e. Death of a family member

f. Observance of a religious holiday

g. Orders of government agencies

h. Hazardous conditions

i. Suspension

The teacher must permit the student to complete missed homework, tests, or examinations within five school days after the student returns to school. If it is the fourth marking period, the teacher must permit the student to complete the homework, test, or examination by the end of the teacher's post-planning days, provided the absence is approved for the make-up work.

Teacher discretion may be used to extend the make-up time for extenuating circumstances. It is the student's responsibility to arrange with the teacher to complete missed assignments and/or tests.

When a student completes a make-up homework assignment, test or examination, the teacher will report the score, and the principal will be responsible for updating the student's transcript and report card. The principal may assign a designee to update transcripts and report cards.

Progress Reports/Report Cards

The principal will issue a progress report at mid-marking period and report card to the parent or guardian of every student for each marking period.

The principal will issue a completed report card for each marking period to the parent or guardian of any student who has entered from another school during the marking period. In computing the grades for such students, the current teacher shall average his/her grades with those of the sending teacher. If a student has not attended any single school for twenty (20) or more school days in a marking period, the principal of the current school will decide whether a report card will be completed. If the principal decides grades cannot be given, the principal will notify the parents or guardians as to why grades were not given and why credit cannot be earned.

Head Lice

Students who have head lice (pediculosis) can remain at school until the end of the day. After treatment and before re-entering school, the students will be cleared by a school official to make certain that the student is free of all infections and any remnants, including dead nits.

If the student's head is still suspected, he/she will not be allowed to re-enter school. However, if your child has not been cleared to re-enter on or before the third school day from the date, he/she was sent home, the matter will be referred to the School Social Worker. If a student is sent home by our school nurse for head lice: 2 days should be sufficient to treat your child and have him/her back in school. Two days will be allowed as excused absences; additional days will require a current doctor's note to be considered excused. Referrals will be made to the School Social Worker for repeated cases of head lice.

Hospital/Homebound Students

A student who has a medically diagnosed, non-communicable condition, which restricts him or her to home or hospital for ten (10) or more school days, may be eligible for hospital/homebound instruction. Please contact the school principal or assistant principal for further information regarding this program.

Immunizations

The Putnam County School System in accordance with the Georgia Department of Human Resources requires all students entering a Georgia public school to have the following immunizations:

Diphtheria	3 doses	Hepatitis B	3 doses
Tetanus	3 doses	Varicella	2 doses
Pertussis	3 doses	Measles/Mumps	2 doses
Polio	3 doses	Rubella	1 dose

The following is required for any child born on or after January 1, 2002, who will be attending the 7th grade:

- One booster dose of pertussis containing vaccine (TDaP) and one dose of Meningococcal conjugate vaccine

- Additional immunizations are required for students entering 11th grade.

This rule also applies to new entrants entering grades 8-12 in a Georgia school. New entrant means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year.

The Georgia State Certificate of Immunization #3231 must be on file for your child in the nurse's office. Unless you hear from us requesting this, you may assume we have it already.

Instructional Support Services

Putnam County Charter School System provides instructional support to students who are experiencing academic difficulties. The Early Intervention Program (EIP) (grades K-5), the Remedial Education Program (REP) (grades 6-12) and Title I (grades K-12) are programs designed to provide additional services to students in the academic areas. Students are selected for these program services based on multiple criteria that include standardized test scores, grades, and teacher recommendations. Teachers or professionals work with identified students to provide extra instruction in each student's area of weakness. These teachers and paraprofessionals carefully plan with the student's regular classroom teachers to provide a well sequenced, balanced, and timely improvement program. Your child may be served in the regular classroom or may be pulled out for smaller group instruction.

All Putnam County Schools are Title I school wide schools, meaning all students may benefit from these services.

Parents of EIP, REP, and Title I students are encouraged to become involved in special parent activities held throughout the year. Questions regarding these program services may be directed to your child's principal or your child's teacher.

Insurance

The Putnam County Charter School System does not provide insurance for students. Parents/guardians can buy accident insurance from the Board-approved insurance carrier. This policy pays for accidents regardless of any other accident insurance coverage you may have on your child. School time coverage is for school hours and travels directly to and from school. Twenty-four hour/twelve-month coverage affords year-round protection. This insurance is usually transferable should a student move to another school. Information concerning school insurance programs is sent home at the beginning of the school year. Parents are advised to consider purchasing it if they need such coverage for their children. The school system will not be able to pay for medical expenses incurred as a result of accidents at school since this insurance has been offered to all students. Insurance forms are sent home with all students in the first week of school. Forms are not returned to the school – parents should mail their checks straight to the Insurance Company noted in the brochure.

Health Insurance is required for any student participating in any athletic program, including cheerleading. This supplemental school coverage offered to parents would meet this requirement.

Literature Distribution by Students

At each school, the principal shall coordinate distribution or display of literature by students enrolled in the school. In all schools, the material must be approved by the principal, must not violate applicable School Board policies/administrative regulations, and must bear the name of the sponsoring individual(s) or school clubs/organization(s). The principal shall determine adherence or non-adherence to the provisions of School Board policies and administrative regulations.

Medications

Teachers are not allowed to administer medicines, prescription drugs, aspirin, etc. to students, unless it is an emergency, or a special case approved through the RTI process and/ or I.E.P. or I.A. P. requirements.

Parents are requested to schedule prescription drugs to fit the family's home period or to speak to the school nurse about sending the medicine to school, rather than sending the medicine to the teacher. Any medicine brought to the school nurse must be in its original container.

No medications are permitted to be kept with the student without consent from the school nurse and/or principal. A parent must check prescriptions or over-the-counter medications with the school nurse or front office. Items such as epi-pens, inhalers, and blood glucose monitors may be kept with the student after being recorded in the clinic.

Parent Portal

Parent Portal is available to students and parents online. Here, parents will find instant access to accurate, current, and confidential information about your child(ren)'s school attendance, grades, class assignments, and more. We encourage parents to check the site regularly. Parents need to contact their child(ren)'s school(s) to obtain a password.

To accurately compile attendance and student grades, access to Parent Portal is turned off during the last two weeks of each semester.

Moment of Silence

The Georgia State Legislature requires that a moment of silence be observed every day in all Georgia public schools. This will be done each day during homeroom time. At various times throughout the year, the General Assembly will call for special moments of silence and Putnam County Charter School System will observe these too.

Pledge of Allegiance

Students will have the opportunity to recite the Pledge of Allegiance each day. No issue will be made of non-participation unless a student behaves in a disruptive or derogatory way.

Promotion, Placement and Retention Policy

The promotion or placement of a student will be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next highest level of academic achievement. The system will adhere to all state laws, rules, and regulations regarding accountability except for those waived in the charter.

The Superintendent and appropriate staff shall develop rules and regulations governing the promotion, placement, and retention of students in grades K-12.

Promotion Requirements

1. Kindergarten and first grade students will be promoted on an individual basis based on:

- demonstrating 80% mastery of the standards for Math and ELA as measured by common assessments;
- annual proficiency score in foundational literacy;
- competency score in reading and math;
- teacher recommendation.

2. Second grade students will be promoted on an individual basis based on:

- demonstrating 80% mastery of the standards for math, ELA, science, and social studies as measured by common assessments;
- annual proficiency score in foundational literacy;
- competency score in reading (Lexile) and math;
- teacher recommendation.

3. Third, fourth and fifth grade students will be promoted on an individual basis based on:

- passing math, ELA, science, and social studies with a minimum final grade of 70;
- demonstrating 80% mastery of the standards for the content areas noted above as measured by common assessments;
- competency score in reading (Lexile) and math;
- earning a competency score on the state assessment in ELA in third grade; and
- earning competency score on the state assessment in ELA and math in fifth grade.

4. Sixth, seventh and eighth grade students will be promoted on an individual basis based on:

- passing ELA, math, science, and social studies with a minimum final grade of 70;
- demonstrating 80% mastery of the standards for the content areas noted above as measured by common assessments;
- earning a minimum of 80% as a combined average for all connection class grades;
- competency score in annual reading (Lexile) and math;
- earning a competency score on the state assessment in ELA and math in eighth grade.

5. In grades nine through twelve, promotion is based on the number of units a student has earned as credits toward graduation.

Promotion, grade placement, and graduation requirements for students transferring to Putnam County High School will be evaluated on a case-by-case basis by the principal or designee. Consideration will be given to a student's grade history, unit totals, and maximum potential units available to be earned.

9th to 10th grade	5 units	
10th to 11th grade	11 units	
11th to 12th grade	17 units	
Graduation Requirements	23 units	Minimum of 4 units in English, Mathematics, and Science and Social Studies

Parents or guardians shall be notified annually of promotion criteria for each grade level. Parents will be invited throughout the year to participate in meetings about their child's academic status and progress towards promotion. Parents will be informed at the end of each year of their child's final promotion status.

The principal has final responsibility for the promotion, retention, and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA). There shall be no appeal of promotion, retention, and/or placement decisions beyond the school level.

MTSS & Pyramid of Interventions

PCCSS utilizes a Muti-Tiered Support System and a Pyramid of Interventions, which provides a framework to align instructional and learning practices with the mission of learning for everyone. The Pyramid itself is simply a graphic organizer that illustrates four layers of instructional efforts PCCSS is committed to providing all students according to their individual needs. This process requires continual progress monitoring and adjustment of the layers of intervention provided so that students can be successful. Teachers and staff see this as a proactive approach that does not wait until students have large gaps in their learning that are too great to overcome. This approach focuses on determining when students are struggling and then providing strategic interventions to help them strengthen areas of weakness. For PCCSS, the Pyramid of Interventions begins with standards-based classrooms serving as the foundation for all teaching and learning. The PCCSS Pyramid of Interventions consists of 4 levels, or tiers, of intervention. Each is described below.

Tier 1 – Standards Based Classroom Learning: This tier describes instruction happening in all classrooms for all students. The Georgia's K-12 Standards are the foundation for learning that occurs in all classrooms. This type of curriculum standards-based instruction/learning focuses on the Georgia's K-12 standards and includes evidenced based instruction that is differentiated according to students' various needs. Teachers utilize progress-monitoring results to guide and adjust instruction.

Tier 2 – Needs Based Instruction/Learning: This tier describes pre-planned interventions that should be in place for students who are not being sufficiently successful or adequately challenged with Tier 1 interventions alone. Tier 2 interventions are not a substitute for Tier 1 interventions but are layered upon the Tier 1 interventions. All students who need Tier 2 interventions will be monitored through the Tier 2 Support Team. Tier 2 interventions are designed to be proactive and are intended to maintain high expectations of all students. Academic coaches are also utilized at this tier. The goal of Tier 2 interventions is to close the achievement or behavioral gap for a child at risk so that Tier 1 interventions are appropriate for him/her.

Tier 3 – Student Support Team Driven Instruction/Learning: This tier provides an additional layer of analysis and interventions. The Student Support Team meets to discuss students still having difficulty meeting grade level benchmarks regardless of interventions used. During this process, the diagnostic team analyzes the specific needs of the individual student. Tier 3 becomes much more individualized as the student's teachers, other personnel, and parents systematically determine the issues that need to be addressed for the student to achieve academic and behavioral success. Instructional interventions are then strategically put in place for the student and progress monitoring processes are implemented frequently to determine if the student is responding to the interventions.

Tier 4 – Special Designed Instruction/Learning: This tier provides intervention specifically for students who meet the respective eligibility criteria for special education program placement. With three effective tiers in place prior to specialized services, more struggling students will be successful and will not require this degree of intervention. Tier 4 will provide instruction that is targeted and specialized to meet a student's needs. Tier 4 is not a substitute for Tier 2 but is layered upon Tier 2 interventions.

For a more detailed description of the Pyramid of Interventions, please contact your child's teacher.

School Governing Authorities (SGA)

Each school in the Putnam County Charter School System uses a School Governing Authority as a governing body to increase and maximize school level decision making. The SGA at each school is comprised of parents, staff members, and local community representatives and is responsible for complying with and carrying out the provisions of the system's Charter with the state. Monthly SGA meetings are held at each school. We encourage parents to get involved. The SGA is subject to the control and management of the Local Board of Education. Please refer to each school's website for more information regarding the individual SGAs (School Governance Authorities).

School Websites

Please check the website for your child/children's school(s) frequently for news and valuable information. Upcoming dates and events will be posted on each site.

PS: https://pcps.putnam.k12.ga.us/

ES: https://pces.putnam.k12.ga.us/

MS: https://pcms.putnam.k12.ga.us/

HS: https://pchs.putnam.k12.ga.us/

Social Media Communications

We are proud to embrace the power of social media as a tool to communicate and engage with our parents, students, and community. Negative behavior or attacks on any student or employee, by a student, employee, parent, or any member of the public is disruptive to our positive learning environment and a violation of district policy. Use of social media for learning, informing and engaging students, parents, community members and employees in the educational process is embraced and encouraged.

Teenage and Adult Driver Responsibility Act (TAADRA)

Students must be enrolled in school and not under expulsion from school to be eligible for a driver's license or learner's permit. Students applying for an instruction permit or driver's license must obtain from their school a certificate of school enrollment to certify that they are eligible to apply. All students who intend to get their learner's permit or driver's license over the summer

months or during other breaks when school is not in session should request a certificate of school enrollment before the end of the school year or the beginning of holiday breaks.

Textbooks

Each student is responsible for the books issued to them and materials on loan from the media center. Since these books are public property to be used again by other students, books should not be marked, defaced, or otherwise mutilated. If the book is damaged in excess of ordinary wear, or if it is lost, the student must pay a fine sufficient to cover the damage or loss. In the case of failure to pay the fees, a student may not receive his/her report card or be issued any other textbook until the debt is cleared.

Truancy and Student Attendance

Truancy is the habitual and unlawful absence from school. In accordance with Georgia School Law, parents or guardians are responsible for requiring any student under their control or charge and between 6 and 16 years of age to attend school regularly except for legal absences as defined by Georgia school law and State Board of Education Rules and Regulations. If a student under 16 years of age becomes truant, the parent or guardian of such student may be guilty of a misdemeanor and subject to punishment under Georgia law.

If a parent or guardian files a written statement in court stating that he/she is unable to control such a student, the student may then be subject to the action of the Juvenile Court. The teacher and principal shall monitor student attendance closely and shall investigate reasons for non-attendance and attempt to affect a solution.

The Superintendent will establish regulations and procedures for monitoring student attendance. When a satisfactory solution to attendance problems is not achieved at the local school level, the social worker shall then make a referral to the Putnam County Sheriff's Department.

Administrative Regulation

Mandatory Attendance Ages
Pursuant to Georgia Law students between the ages of six (6) and sixteen (16) are required to regularly attend school. Any student aged 16 or older who misses more than ten (10) unexcused absences per semester may be withdrawn from school. **The same provisions of the mandatory school attendance rules and laws shall bind students below six (6) if they elect to enroll in preschool programs provided by the Putnam County Charter School System.**

Excused Absences
Student absences may be excused when absences are the consequence of:

- Personal illness with a doctor's excuse or parent written notification of illness which would endanger the student's health or the health of others;
- Death of a close family member requiring the student to miss school;
- Religious holiday;
- Registering to vote or voting, for a period not to exceed one day;
- When absence is mandated by order of governmental agencies, e.g., pre-induction physical examination for service in armed forces or court order;
- Conditions render attendance impossible or hazardous to their health or safety;
- Circumstances approved by the principal;
- Students in foster care shall be counted present when they attend court proceedings relating to their foster care.

Students shall be counted present for truancy determination when they are

- In attendance at least one half of the instructional day;
- Serving as pages of the Georgia General Assembly;
- Engaged in joint enrollment with another institution; engaged in some form of work-study program that requires them to be off campus for periods of time;
- Engaged in some off-campus school-related activity that adheres to the guidelines for such activities (e.g., music festivals, literary meets, athletic events, approved field trips).

Upon returning to school after an absence, students must present a written excuse within three (3) school days. This action is required whether the absence is excused or unexcused. The following information must be specified on each excuse:

- The date(s) of the excuse(s),
- The date(s) and day(s) of absence(s),
- The reason for the absence(s),
- The signature of the parent or guardian.

A parent may submit a note for no more than five (5) days of student illness per year. All other absences due to illness must be documented with physician's statement.

Referral Process for Unexcused Absences:
The school system shall provide each parent/guardian with a written summary of possible consequences and penalties for failing to comply with compulsory attendance. The parent/guardian shall sign a statement indicating receipt of these possible consequences and penalties. Students aged 10 years or older by September 1 shall also sign a statement indicating receipt of possible consequences and penalties. After two reasonable attempts by the school to secure such signatures, the school system shall be considered legal compliance. The school system shall retain signed copies of statements through the end of the school year.

- When a student is absent:
  - The teacher will attempt to secure a parent excuse.
  - The teacher will give all excuses to the Attendance Clerk each morning by 9:00 a.m.
  - Teacher(s) will assign makeup work and set a reasonable timeline for return of work.

- After three unexcused absences:
  - The principal or designee will contact the parent/guardian of said student. The absences will be discussed and a resolution to the problem will be attempted.
  - The parent/guardian will also be informed that another unexcused absence from school will result in a meeting with the Attendance Support Team.

- After four unexcused absences:
  - The principal or designee will set up a meeting with the parent/guardian and the Attendance Support Team.
  - At the meeting, the parent/guardian will be informed of the Georgia Compulsory School Attendance Law and the Putnam County Charter School System Attendance regulations as well as being provided a copy of each.
  - The parent/guardian will be asked to sign a Truancy Contract indicating knowledge of their child's absences and consequences of future absences & receive a copy of the Compulsory attendance law to sign if already not on file.
  - A follow-up letter will go to the parents following the meeting.

- After five unexcused absences:
  - The principal or designee will make a referral to the School Social Worker using triple form.
  - The School Social Worker via first class mail or certified mail, receipt requested, will send a letter detailing the student's absences and consequences of continued unexcused absences.

- After seven unexcused absences:
  - A referral will be made to the School Social Worker.
  - The School Social Worker will contact the parent/guardian by phone and advise that another unexcused absence will result in a warrant filed with the Putnam County Sheriff's Department.

- After ten unexcused absences:
  - The principal or designee will make a referral to the School Social Worker via phone or email.
  - The School Social Worker will file a truancy application with the Putnam County Sheriff's Department and seek a warrant directing the parent to appear in court. Before filing charges in court, the parent will be notified by certified mail, return receipt requested.
  - Each unexcused absence over seven (7) constitutes a separate offense for the parent/guardian involved. The principal or designee will make a referral to the School System Social Worker for each unexcused absence over seven.

Attendance for Extra-Curricular and Co-Curricular Participation (Middle and High School):

- A student enrolled in Putnam County Schools must be in attendance for at least half a day to participate in an extra-curricular or co-curricular activity, except for extenuating circumstances.
- A student may not participate in an extra-curricular or co-curricular activity on a day that he/she has served out-of-school suspension (OSS) or in-school suspension (ISS).

Valedictorian and Salutatorian

The honor of Valedictorian will be awarded to the student enrolled at PCHS for at least seven (7) semesters with the highest-grade point average calculated using a weighted numeric GPA (Grade Point Average) scale. The honor of Salutatorian will be awarded to the student attending PCHS for at least seven (7) semesters with the second highest grade point average calculated using a weighted numeric GPA scale.

These designees shall be determined after the first semester senior grades have been posted. In the event that two or more students are tied for the rank of valedictorian, they shall be designated as co-valedictorians. Furthermore, if there is one valedictorian, and two or more students are tied for the rank of salutatorian, co-salutatorians shall be designated. If an agency or organization outside the school system requests the names of one valedictorian and one salutatorian for recognition, the names submitted shall be those of the two honor graduates in the senior class with the highest-grade point averages when calculated to the nearest decimal point that breaks the tie.

Class Rank
Students will be assigned a class rank based on the numerical average of all their course grades. Students who transfer from other high schools will have their class rank computed based on all the course grades they earned in the other high schools. Transfer grades for AP, honors and IB courses will not receive the local district's bonus points. Letter grades earned in other high schools will be converted to numerical grades, based on the conversion chart.

All rankings for Honor Graduate, Valedictorian, and Salutatorian will be based on the weighted average of regular education core classes (Math, Science, English, Social Studies, Foreign Language) as of April 15th.

1 point for AP or Dual Enrollment classes.

.5 points for Honors classes.

The points are added to the core GPA.

Calculated on Apr 15 using scores at that time.

> For calculating Valedictorian and Salutatorian, points are limited to the highest weighted 10 classes from AP, Honors, or Dual enrollment.

The HOPE Scholarship average will still be determined by the Georgia Student Finance Commission using an unweighted 4.0 scale. To qualify as an Honor Graduate, a student must earn an Academic Core GPA of 90 or higher.

Withdrawal from School

If it becomes necessary for a student to withdraw from school during the school year, the parent or guardian must notify the school office in advance and sign an official withdrawal form. If enough notice is provided, the student may obtain up-to-date grades on the last day of attendance; otherwise, up-to-date information will be mailed to the new school when records are requested.

Student and Parent/Guardian Handbook Acknowledgement Form

For the 2026-2027 School Year

Student Information

Last Name	First Name	Middle Name
Grade	**Date of Birth**	**Homeroom/Advisor Teacher**

School

☐ **PCPS** ☐ **PCES** ☐ **PCMS** ☐ **PCHS**

I acknowledge I have received and read the District Student/Parent Handbook. I have carefully reviewed the following policies, regulations, and expectations, including, but not limited to:

- Attendance
- Parent Notifications
- Student Privacy
- Bus Discipline
- Discipline and the Code of Conduct Policy
- Dress Code
- Electronic Devices
- Assessments
- FERPA
- Grading
- General Information
- School System and Student Handbook
- Social Media Communications/Electronic Use
- Promotion and Retention
- Government issued ID is required to check out my child (e.g., driver's license, etc.)

Student's Printed Name	Student Signature	Date
Parent/Guardian Printed Name	Parent/Guardian Signature	Date

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END OF DOCUMENT

July 2026 **V1**

Information contained here within is subject to change