

McIntosh County School System

Student Handbook
2016-2017

Home of the Buccaneers



Revised July 2016

McIntosh County School System

Student Handbook

2016-2017

Home of the Buccaneers

Superintendent

Dr. John Barge

Board of Education

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Mission Statement

The Mission of the McIntosh County School System is to provide a high quality education for all of our students.

Vision Statement

Our vision is to be a school system that ensures an excellent and equitable education for our students, all of whom will graduate, be lifelong learners, and be successful citizens.

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the McIntosh County Board of Education does not discriminate in any educational programs or activities or in employment programs or activities or in employment policies.

Inquiries concerning the application of the Perkins Act, Title I, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the Board of Education may be addressed to the McIntosh County Board of Education, 200 Pine Street, Darien, Georgia 31305; to the Regional office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.



McIntosh County School System

200 Pine Street • Darien, Georgia 31305
Phone (912) 437-6645 • Fax (912) 437-2140

Dear Students and Parents,

Welcome to the 2016-2017 school year in McIntosh County! I am so excited about the tremendous opportunities we have this year. Whether you are a student returning to the same school you attended last year, you moved up a grade that took you to a new school in our community, or you are a new student to our system, you will find our outstanding faculty and staff equipped with exciting new instructional strategies and resources, and prepared for an exciting year!

Students, the opportunity is yours; make the most of it! Education levels the playing field. It doesn't matter who you are or where you come from, the quality education offered you in the McIntosh County School System can prepare you for success in life. **You** have to take it. Teachers can't do it for you, nor can your parents. Only **YOU** can make the decision to learn and become someone great!

Parents, thank you for entrusting your child(ren) to us, but we need your help. We need you engaged with your children at home, reinforcing the importance of school, ensuring that homework is done, making sure children get plenty of rest, and come to school every day prepared to learn.

Finally, let me say that I am thrilled to be your Superintendent and am committed to raising the achievement levels of all students in McIntosh County. Have an outstanding year!

Sincerely,

Dr. John D. Barge
Superintendent

"The mission of the McIntosh County School System is to provide a high quality education for all of our students."

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McIntosh County Schools

2016-2017 School Calendar

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

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

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

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

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

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

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

February '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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

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

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

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

Events / Holidays	
August 2-5, 2016	Teacher Work Days
September 5, 2016	Labor Day Holiday
October 7, 2016	Teacher Work Day
October 10, 2016	Columbus Day Holiday
November 11, 2016	Veterans' Day
November 21-25, 2016	Thanksgiving Holidays
Dec 19-Jan 2, 2016	Christmas Break
January 3-4, 2017	Teacher Work Days
January 16, 2017	Martin L. King Holiday
February 17, 2017	Teacher Work Day
February 20, 2017	President's Day Holiday
April 3-7, 2017	Spring Break
May 29, 2017	Memorial Day
May 30-31, 2017	Teacher Work Days

-  End of First Semester
-  End of Second Semester
-  Holidays
-  Professional Learning Days
-  First Day of Semester

Revised: Date of Board Approval:

April 14, 2016

1st SEM = 86 DAYS 2nd Sem = 94 days

2016-2017 PROGRESS REPORTS/REPORT CARDS

1st Nine Weeks

August 8 through October 6th (43 days)

AUGUST 20, 2016	PROGRESS REPORTS
SEPTEMBER 20, 2016	PROGRESS REPORTS
OCTOBER 6, 2016	END OF THE 9 WEEKS
OCTOBER 11, 2016	REPORT CARDS

2nd Nine Weeks

October 11th through December 16th (43 days)

NOVEMBER 1, 2016	PROGRESS REPORTS
NOVEMBER 29, 2016	PROGRESS REPORTS
DECEMBER 16, 2016	END OF THE 9 WEEKS
JANUARY 6, 2016	REPORT CARDS

3rd Nine Weeks

January 5th through March 10th (44 days)

JANUARY 31, 2017	PROGRESS REPORTS
FEBRUARY 21, 2017	PROGRESS REPORTS
MARCH 7, 2017	END OF THE 9 WEEKS
MARCH 14, 2017	REPORT CARDS

4th Nine Weeks

March 13th through May 26th (50 days)

APRIL 11, 2017	PROGRESS REPORTS
MAY 2, 2017	PROGRESS REPORTS
MAY 26, 2017	END OF THE 9 WEEKS
JUNE 2, 2017	REPORT CARDS

McIntosh County Academy

Master Bell Schedule

	Regular Bell Schedule <i>1st Bell 7:55am</i>	Early Release Schedule <i>1st Bell 7:55am</i>
1st	8:00-9:00	8:00-8:30
2nd	9:05-10:00	8:35-9:00
3rd	10:05-11:00	9:05-9:30
Lunch (1st)	11:00-11:30 (1 st lunch) 11:35-12:30 (4 th per)	9:35-10:00 (1 st lunch) 10:05-10:30 (4 th per)
Lunch (2nd)	11:05-12:00 (4 th per) 12:00-12:30 (2 nd lunch)	9:35-10:00 (4 th per) 10:05-10:30 (2 nd lunch)
5th	12:35-1:30	10:35-11:00
6th	1:35-2:30	11:05-11:30
7th	2:35-3:30	11:35-12:00

Assembly Bell Schedules

	Assembly Bell Schedule (AM version) <i>1st Bell 7:55am</i>	Assembly Bell Schedule (PM version) <i>1st Bell 7:55am</i>
1st	8:00-8:50	8:00-8:55
Assembly	8:55-9:55	NA
2nd	10:00-10:45	9:00-9:45
3rd	10:50-11:30	9:50-10:35
Lunch (1st)	11:30-12:00 (1 st lunch) 12:05-12:50 (4 th per)	10:35-11:05 (1 st lunch) 11:10-11:55 (4 th per)
Lunch (2nd)	11:35-12:20 (4 th per) 12:20-12:50 (2 nd lunch)	10:40-11:25 (4 th per) 11:25-11:55 (2 nd lunch)
5th	12:55-1:40	12:00-12:45
6th	1:45-2:35	12:50-1:35
7th	2:40-3:30	1:40-2:25
Assembly	NA	2:30-3:30

McIntosh County Academy Arrival and Departure Times

The school day is from 8:00 a.m. - 3:30 p.m. Students are not allowed in classrooms before 7:30 a.m. All students entering the building before 7:30 a.m., must go directly to the gym or cafeteria for breakfast. Parents are **NOT** to drop their children off **BEFORE** 7:00 a.m. because there is **no supervision. Students arriving after 8:00 a.m. are considered tardy. School is dismissed at 3:30 p.m. All students must be picked up by 3:45 P.M. If an emergency arrives and this is not possible, you are asked to contact the front office. To ensure the safety of your child, a note must be written if there is a change in transportation.**

If a note is sent with a transportation address change, a **physical address must accompany this change.**

McIntosh County Middle School Arrival and Departure Times

The school day is from 8:00 a.m. - 3:10 p.m. Students are not allowed in classrooms before 7:30 a.m. All students entering the building before 7:30 a.m. must go directly to the cafeteria. Parents are **NOT** to drop their children off **BEFORE** 7:00 a.m. because there is **no supervision. All students MUST remain in the cafeteria until the 7:30 a.m. bell rings. Students arriving after 8:00 a.m. are considered tardy. School is dismissed at 3:10 p.m. We will accept NO transportation changes AFTER 2:30. All students must be picked up by 3:30 P.M. If an emergency arrives and this is not possible, you are asked to contact the front office. To ensure the safety of your child, a note must be written if there is a change in transportation.** If a note is sent with a transportation address change, a **physical address must accompany this change.**

Todd-Grant Elementary School Arrival and Departure Times

School hours are 7:30 a.m. until 2:50 p.m. Students arriving between 7:20 a.m. and 7:30 a.m. MUST report to the cafeteria. Students are expected to be in their classroom by 8:00 a.m. Students will be dismissed at 2:50 p.m. Parents and guardians, you are welcome to bring your child to school; however, please do not escort your child to his/her classroom before 7:30 a.m. A student who arrives at school after 8:05 a.m. is tardy unless the student rides a bus, and the bus is late arriving at school.

EARLY DISMISSALS

PLEASE DO NOT TAKE YOUR CHILD/CHILDREN HOME EARLY UNLESS IT IS AN EMERGENCY. Early dismissals interfere with the learning process.

Early dismissal procedures are as follows:

1. Parent/guardian signs the student out in the office.
2. The parent/guardian will be given a copy of the early dismissal slip by the secretary to take to the student's teacher.
3. The parent/guardian will walk to the student's class.
4. The student will be released to the parent/guardian by the teacher after receiving the early dismissal slip.
5. Students will only be released to those persons listed on the Student Pick-Up form.

Please make sure you provide us with current telephone numbers where someone can be reached at all times. An ID will be requested.

Academics

ADVANCED PLACEMENT (AP)

Each year, students who want to learn and achieve at the highest level become AP students. Through AP's college-level courses and exams, you can earn college credit and advanced placement, stand out in the admissions process, and learn from some of the most skilled, dedicated, and inspiring teachers in the world. Class rigor is to be expected as well as student dedication. Teacher recommendation is expected and requirements have to be met to qualify. Please check with counselor regarding qualification requirements.

CLASS AND TEACHER ASSIGNMENTS

Please note that scheduling high school students for classes is a complicated procedure that is very different from scheduling elementary or middle school students. It is not possible to schedule every student with the exact sequence of classes because all classes are not taught each period. All scheduling is computer generated and although each student's schedule may not be exactly as he/she desires; computer generating provides a fair and equitable opportunity for each student. Elective classes are given based on student requests from the class selection form and are scheduled after academic classes. Please do not request schedule changes during year.

COUNSELING

(Available during non-academic time, unless emergency)

Counseling in McIntosh County Schools is a service provided to help facilitate the personal growth, adjustment and decision-making process of each student. The transition from adolescence to young adulthood can, and often does, create some causes of concern at one time or another. The guidance counselors at all McIntosh County Schools are available to help students bridge the gap between these stages of development. The counselors seek to assist all students in building foundations upon which they can demonstrate positive attitudes within themselves and maintain healthy productive relationships with others in their environment.

Services Available

1. Career awareness, exploration, and development
2. Individual and group counseling for personal/academic concerns
3. Student/Parent conferences for transcript reviews
4. Mentoring programs
5. Post-Secondary Options (PSO)
6. Identification of and/or contact with community agencies and resource personnel
7. Scholarships, including the Georgia HOPE Scholarship and Grant
8. Student Enrollment and Withdrawal
9. Academic Advisement and Counseling
10. Graduation Requirements and Checklists
11. Academic Planning
12. Crisis Intervention

13. Parent/Teacher Conferences
14. Student Academic and Personal Record Guardian
15. Community Referral Liaison

DIRECTORY INFORMATION

The McIntosh County School System gives notice that certain information may be disclosed by the school for publicity purposes or to members of the public requesting it. Directory information in the McIntosh County School System includes the student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Parents of students in the McIntosh County School System or any student who is eighteen years of age or older have the right to refuse to permit the release of any or all of this information. If you are a parent or a student eighteen years of age or older and you do not wish this information this information released to anyone, you must notify the principal of your child's school in writing.

GRADE REPORTING

Parents are encouraged to create an account on our Parent Portal link on the school web page www.mcintosh.k12.ga.us to see student grades online at any time. You will need the student's name, date of birth, and social security number to create an access ID.

Parent Portal Directions

1. Open the internet browser on your computer.
2. Type www.mcintosh.k12.ga.us to access McIntosh County School System web page, hover over "SCHOOLS" and click your child's school.
3. Hover over "FOR PARENTS" and click QUICK LINKS.
4. Click Parent Portal to login or create an account.
5. You will need to create a login account (ONLY if you have NOT done so) and link your child to your account by providing your child's name, date of birth (M/D/YYYY) (Access ID) and Social Security Number (Access password). A drop down box is provided to tell the system what the relationship is between you and the student.

Progress Reports: Will be sent home with the student every third (3rd) and sixth (6th) week. These are reports to notify students and parents of student grades. This report gives students a chance to adjust prior to semester end when grades are placed on transcript.

Report Cards: Report cards **will be mailed home at the end of each semester, and given to students at the end of the 2nd and 3rd quarter.** All fines or fees must be paid and all textbooks

must be returned before the student may have his/her report card. Incomplete grades must be made up within 10 calendar days after the conclusion of any term.

GRADING SCALE:

A = 90 - 100
B = 80 - 89
C = 75 - 79
D = 70 - 74
F = 69 and below

GRADUATION CEREMONY

In order to participate in the commencement exercises of McIntosh County Academy, a student must meet the required number of units for graduation. If these requirements are not met, students are not allowed to participate in the ceremony. If a student earns the required number of units at the conclusion of summer school, a diploma with the appropriate date will then be ordered.

- * Seniors with outstanding fines, fees or unreturned school property will not receive their final transcript or be allowed to participate in graduation ceremony.
- * Based on negative behavior, seniors can be removed from taking part in the graduation ceremony. Students have earned their diploma, but the ceremony is a privilege.
- * Attending graduation practice is mandatory in order to participate in the graduation ceremony.
- * Any pranks, defacing of school property, vandalism, graffiti, or being on school property during unauthorized times may result in not participating in graduation exercises and possible criminal charges filed.

GRADUATION REQUIREMENTS

All students will be required to complete a total of 23 units of credit for graduation. All students must take:

- **4 units of English, including: 9th Grade English and American Literature**
- **4 units of Science, including: Physical Science or Physics and Biology**
- **4 units of Mathematics, including: Algebra I, Geometry**
- **4 units of Social Studies, including: U.S. History (2 units required) and Economics**
- **At least 3 units required from:**
 - **CTAE (pathway completers= 3 courses in same pathway) and/or**
 - **Foreign Language* (required for University System of Ga.) and/or**
 - **Fine Arts**
- **At least 4 additional electives**
- **1 Health/Physical Education course**

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

State graduation requirements for students are determined by State Board of Education rules, which vary depending on the school year the student enters the ninth grade for the first time.

HOMWORK

Homework is an extension of class work and should be challenging and meaningful. It will be used to reinforce what is taught at school, **not to introduce new content**. Parents will receive a copy of their child's teacher's homework policy at the beginning of the school year. Parents enrolling students after the beginning of the school year should ask the teacher for a copy of the homework policy. Teachers will clearly explain homework requirements when assigned. Parents should check all homework to make sure that it is complete and accurate. It is understood that the amount of homework may vary with individual students. Homework will be reviewed by the teacher. If homework consistently takes longer than what seems reasonable, the parent should talk with the classroom teacher. If the problem cannot be resolved, the parent should talk with the principal. In order to assess a child's knowledge base, homework should be the child's work. Please monitor your child to be sure he/she is mastering the grade level standards.

In order to stay informed of your child's progress and to effectively communicate with the teacher(s), the following methods are suggested:

- Review Daily Assignments with Your Child
- Review Weekly Progress Reports and Make Comments if Appropriate
- Contact the Teacher for a Conference,
- Attend Curriculum Nights/Workshops
- Review Special Project Assignments and Provide needed Supplies

HOSPITAL/HOMEBOUND INSTRUCTION

If a student will be absent for more than 10 days due to injury or illness he/she is eligible for home/hospital instruction. The parent/guardian must request a special form from the Director of Special Education located in the Board of Education Annex and have it filled out by the doctor responsible for treatment of the student. Teachers are responsible for preparing work for home/hospital students.

HONOR GRADUATES

An Honor Graduate is a graduating senior whose cumulative grade point average is 90 or above at the end of the 3rd Nine week grading period.

HONOR ROLL

Nine weeks and/or semester honor roll will be based on the following averages:

- A Honor Roll: **90-100**
- A-B Honor Roll: **80-100**

A student must receive credit for all classes to be eligible for the Honor Roll with all A's or all A's/B's.

The Honor Roll will be published at the end of each nine week grading period.

HOPE Scholarship and HOPE Grant

https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_Scholarship_Program_Overview.aspx

1. Meet one of the following academic requirements:
 - Graduate from a HOPE eligible high school with a 3.0 using the HOPE grade point average calculation.
 - Complete a HOPE eligible home study program with a 3.0 using the HOPE grade point average calculation.
 - Graduate from an ineligible high school, complete an ineligible home study program, or earn a GED, on or after July 1, 2014 and score in the national composite 80th percentile or higher on the SAT or ACT prior to graduation, home study completion date or GED test date.
 - Graduate from an ineligible high school or complete an ineligible home study program, and then earn a 3.0 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework. This option allows for payment of the first 30 semester hours or 45 quarter hours *after* they are taken.
 - Earn a 3.0 grade point average at the college level on degree coursework after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours, regardless of high school graduation status.
2. Be enrolled as a degree-seeking student at a public or private HOPE eligible college and university in Georgia.
3. Meet additional rigor requirements, beginning with students graduating from high school on or after May 1, 2015.

*List of HOPE rigor required courses:

http://www.gsfc.org/main/publishing/pdf/2012/Course_List.pdf

MAKE-UP WORK

Make-up work requires “time for time.” For example, if a student is absent three consecutive days, the student has three days after he/she returns to complete any make-up work to receive full credit. Students will not receive unlimited time to complete make-up work. Grades may stand in grade book as a 0 until made up within expected timeframe.

POST-SECONDARY OPTIONS (Move On When Ready)

In 2015, the Georgia General Assembly passed a law that streamlined the existing dual-credit programs. As a result, Accel, Dual HOPE Grant, and the original Move On When Ready have been combined into one program entitled Move On When Ready (MOWR), in which high school students may earn high school course credits while taking college courses. Georgia’s Move On When Ready program is available to any Georgia student in grades 9-12 enrolled in a public, private, or home-study program. Additional details may be obtained by clicking on the link below or contacting the high school counselor.

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/MOWR-Student-Parent-FAQ.pdf>

PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child during the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday while school is in session. Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of the reasonable copying cost of twenty-five cents per page. Student records will be forwarded to schools within or outside the McIntosh County School System upon request of the school where a student is enrolling. Procedures for obtaining access to student records are outlined in the McIntosh County Board of Education Policy Manual under J-Student Records:

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JR&Sch=4113&S=4113&RevNo=1.11&C=J&Z=P>

PROMOTION REQUIREMENTS

Kindergarten Criteria for Promotion

Students in kindergarten must be recommended for promotion by the classroom teacher. The teacher's recommendation should be based on the results from the state-mandated kindergarten assessment. The teacher's recommendation should also be based on documentable data and might include other sources such as: classroom performance, subject area achievement, local curriculum benchmark assessments, teacher observations, and other sources.

Grades 1-8 Criteria for Promotion

Students must earn a yearly passing grade in four (4) academic subjects and be recommended for promotion by the classroom teacher. (The teacher's recommendation should be based on documentable data and might include sources such as: attendance, classroom performance, subject area achievement, local curriculum benchmark / unit assessments, teacher observations, and other sources). The results of any state-mandated assessments should be reviewed and considered in making a decision about student placement and instructional support when required and whether the student meets the requirements as outlined in Section 3 of this policy (Georgia Requirements for grades, 3, 5, and 8.)

Grades 9-12 Criteria for Promotion

Students in grades 9-12 are promoted on the basis of the number of units earned each year and core academic credits earned. The following will indicate the number of credits needed to be promoted to a 10th, 11th or 12th grade at the end of the school year:

Promotion to 10th grade requires passing 6 units including 1 credit in each of the four core academic content areas of English, math, science, and social studies.

Promotion to 11th grade requires passing 13 units including 2 credits in each of the four core academic content areas of English, math, science, and social studies.

Promotion to 12th grade requires passing 20 units including 3 credits in each of the four core academic content areas of English, math, science, and social studies.

Additional information on promotion/retention may be obtained by reviewing McIntosh County Schools Promotion/Retention Policy (Policy IHE) clicking on the link below.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IHE&Sch=4113&S=4113&RevNo=1.74&C=I&T=A&Z=P>

For additional information on the McIntosh County School System's Graduation Policy:

[https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IHF\(6\)&Sch=4113&S=4113&RevNo=1.05&C=I&Z=P](https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IHF(6)&Sch=4113&S=4113&RevNo=1.05&C=I&Z=P)

PSAT

The purpose of the PSAT is to assess students' verbal and mathematical reasoning skills, to prepare them for the SAT and to allow them to compete for scholarships. The verbal section tests reasoning skills, vocabulary, sentence completions and critical reading items. The math section tests reasoning, problem solving in arithmetic, algebra and geometry. Because of the keen analytical, reading, problem-solving, verbal and mathematical skills needed, students can improve their scores by mastering the content of rigorous high school courses. Students can use the PSAT to prepare for the SAT and to examine their future academic success. They can also compete for scholarships, such as the National Merit and National Achievement Scholarships. By taking the PSAT, students will also become aware of the need to take rigorous courses in high school. This will increase their ability to enroll in and succeed in the college of their choice because they will have a strong high school preparation and be able to earn their best SAT scores.

For more information on PSAT/NMSQT visit:

<http://professionals.collegeboard.com/testing/psat>

REQUIRED REGISTRATION / SCHOOL ENTRY INFORMATION

The following information is required before we can register a student in McIntosh County Schools:

- Certified Birth Certificate
- Proof of residency (This is normally a utility bill or lease agreement with the student's 911 address on it.)
- Copy of withdrawal form from the previous high school
- A discipline report and attendance history from previous school
- Immunization Certificate from a Georgia Health Department*
- Vision, Hearing, and Dental Screening Certificate from a Georgia Health Department
- Social Security Card
- Release of Records form (to request academic, attendance, and discipline records)
- In some cases, legal documents describing custody may be required.

We realize that some of this information is difficult to obtain. We regret any inconvenience, but it is necessary according to Georgia State Law and McIntosh County BOE policy that the information is provided before entering McIntosh County Schools.

*If you do not have these items, you may still enroll your child, but you will have 30 days in which to obtain them. The student may be asked to withdraw after 30 days for non-compliance if the required documentation is not provided.

If you are transferring from another state or country, you have 90 calendar days in which to provide these health certificates. Ultimately, it is the responsibility of the student and their guardian(s).

Note: Parents should immediately report the health status of their child to the school principal if a physician diagnoses a communicable disease.

SB 114 – Educational Placement of Children in Military Families affects children of parents on active military duty, with a few exceptions. It requires that children’s school placement be based on “unofficial” records and that “official” records be requested simultaneously. It further mandates that a student’s age not be a part of the placement decision if prerequisite requirements have been met in another state. Receiving systems must honor placements determined by the sending schools, although nothing prohibits schools from conducting their own assessments once the student enrolls. Schools must accept a special power of attorney for enrollment purposes, may not charge tuition to these students, and must “facilitate” their participation in extracurricular activities, as well as their on-time graduation. Schools may grant additional unexcused absences for students to visit with parents on leave.

SCHEDULE/CLASS CHANGE POLICY

Students may receive their completed schedule for the upcoming year before classes begin in August. Students will also be provided with a copy of their class schedule on the first day of school. The counseling office and administrators will evaluate each student’s schedule and make changes based on conflicts or omission of academic classes needed for graduation.

TEACHER AUTHORITY (20-2-737 & 20-2-738):

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JDF&Sch=4113&S=4113&RevNo=1.01&C=J&Z=P>

TESTING

Georgia Milestones State Testing

All Georgia schools administer the Georgia Milestone for Grades 3 - 12. The Georgia Department of Education has mandated End-of- Grade assessments in grades 3-8 and End-of-Course tests in eight high schools courses, 9th English, Algebra I, Geometry, Biology, American Literature, US History, Physical Science, and Economics.

According to State law, the **high school** End-of-Course tests will count 20% of the student’s final grade. Student Learning Objectives (SLOs) may be used on non-Ga. Milestone subjects weighted at 20% of final grade also.

Final Examinations (High School Only)

- Students are responsible for being present for final examinations.
- Make-up exams will only be given in cases of documented emergencies.
- The make-up exams must be completed within 5 calendar days of the student's return to school.
- A Senior who misses the final exams may be removed from the graduation ceremony.
- Exams may NOT be given early without prior written approval from the principal.

SAT Testing Dates

Colleges, universities, and scholarship programs use a student's academic record and SAT (or ACT) scores to determine if the student is prepared to enter post-secondary education. SAT scores help a student understand reasoning ability and academic strengths. Scores help a student decide if additional courses are needed to help prepare for college.

<u>Test Date</u>	<u>Normal Deadline</u>	<u>Late Registration</u>	<u>Online Score Release</u>
October 1, 2016	September 2, 2016	September 16, 2016	October 20, 2016
November 5, 2016	October 7, 2016	October 21, 2016	November 24, 2016
December 3, 2016	November 4, 2016	November 18, 2016	December 22, 2016
January 28, 2017	December 30, 2016	January 13, 2017	February 16, 2017
March 11, 2017	February 10, 2017	February 24, 2017	March 30, 2017
May 6, 2017	April 7, 2017	April 21, 2017	May 25, 2017
June 3, 2017	May 5, 2017	May 19, 2017	June 22, 2017

For more information on SAT visit: <http://professionals.collegeboard.com/testing/sat>

ACT Testing Dates

ACT	Registration Deadline	Late Fee Required
Sept. 10	Aug 5	Aug 6 – 19, 2016
Oct 22	Sept 16	Sept 17-30, 2016
Dec 10	Nov 4	Nov 5 – 18, 2016
Feb 11	Jan 13	Jan 14-20, 2017
April 8	March 3	Mar 4 – 17, 2017
June 10	May 5	May 6-19,2017

For more information visit:

<http://www.actstudent.org/regist/dates.html>

TRANSFERS

McIntosh County Academy is on the 7-period day schedule. Students must have 23 credits to graduate and can earn 7 credits per year. Students from traditional schools earn 6 credits per

year, while students from block scheduling schools can earn as many as 8 units per year. Transferring students graduation requirements will be based on state graduation requirements and individual transcripts.

WITHDRAWALS

- Please notify school 3 days in advance of withdrawal date in order for the school to prepare student records.
- Students who are withdrawing for any reason must report to the counseling office with a parent/guardian.
- All books must be returned and all fines must be paid.
- The parent/guardian must provide the reason for withdrawal.
- If transferring to another school, the name of the school must be provided.
- The parent/guardian must provide the new home address and last date that the student will attend his/her McIntosh County School.

VALEDICTORIAN / SALUTATORIAN

To be Valedictorian or Salutatorian, a student must have completed a minimum of four terms at McIntosh County Academy by the end of the first term in his/her senior year. He/she must have taken a minimum of three Honors and/or AP classes during his/her coursework.

After students complete the 3rd nine weeks of their senior year, MCA will identify the valedictorian and salutatorian based on the weighted GPA. In the event of a tie, the criteria listed below will be used to determine who will be awarded the designation in the following order:

- 1) Highest Composite Standardized College Entrance Examination Score. Either the SAT or ACT will be used. If needed, the most recent College Board/ACT joint study score concordance (www.act.org/aap/concordance) chart will be used to determine a comparison between scores if necessary.
- 2) Rigor of Schedule. AP Course = 2 points, College Course = 2 points, Advanced Class = 1 point.
- 3) Numerical average of all high school End-Of-Course-Test scores. In the event each of the 3 above stated tie-breakers produce a continued tie, Co-Valedictorians or Salutatorians will be declared and each student will share equally in the honor.

Student Services

ATTENDANCE

The following attendance protocol will be enforced by McIntosh County Schools:

- All students **should** be on time and attend school daily.
- **Automated Parent Notification System** will notify parents of student absences.
- All allowable excuses must be submitted to the front office of your student's school **within 72 hours student's return to school**. If the excuse is not received within 72 hours of student's return to school, the absence will be considered **unexcused**.
- Following **3 unexcused absences**, parents will be notified by phone/mail of mandatory attendance meeting by school attendance coordinator.
- Upon the **5th unexcused absence**, parent/guardian will be notified they are in violation of State Law 20-2-690.1. If a student has an additional absence following the **5th unexcused after parental/guardian notification**, there will be truancy charges filed on the parent or guardian by the Campus Police.
- **10 unexcused absences** for a student age **16 or younger** may result in a juvenile complaint being filed by the Campus Police Chief on the student for truancy with Juvenile Court.
- Parents will be allowed to write **2 parent notes per semester** to count as excused absences for their child.
- Any student accumulating **7 or more unexcused absences** *will not* be allowed to participate in extra curricular activities for **one calendar year**. This includes sports, band, cheerleading, dances and all other extra-curricular activities. Principals determine what constitutes an extra-curricular activity.

The attendance coordinator of the student's school will count **1 unexcused absence** for any student with a combination of **5 unexcused tardies** or **unexcused early dismissals**.

Revised 4/22/16

McIntosh System Attendance Policy-

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JBD&Sch=4113&S=4113&RevNo=1.23&C=J&Z=P>

McIntosh School System Attendance Protocol

<http://www.mca.mcintosh.k12.ga.us/Portals/McIntosh/MCA/docs/Attendance%20Protocol%202014-2015.pdf>

Certificate of Attendance: This certificate is required for Learner's and Driver's Licenses in the state of Georgia. There is a \$1.00 fee for the certificate.

BUS DISCIPLINE PROCEDURES

School bus drivers will carry out a discipline plan approved and suggested by the system. Referrals that come in from bus driver will be dealt with by an administrator and may result in suspension off the bus. Severe misbehavior may result in suspension from school. A McIntosh County School Bus Ride Guide will be available and posted on school web page.

CODE OF CONDUCT

It is the policy of the McIntosh County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes may be considered as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes are designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the Board for approval.

Pursuant to O.C.G.A. 20-2-736 the student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom

There is a Positive Behavior Intervention & Strategies (PBIS) program in place to reward and encourage positive behavior in McIntosh County Schools. As rewards are age-level appropriate, please consult your local school for additional information.

DRESS CODE (McIntosh County School System)

In the interest of improved student performance, school safety, a reduction in student disruptions, and improved student self-esteem, the McIntosh County Board of Education has enacted a **mandatory** uniform dress code policy for all students in kindergarten through grade twelve.

K-12 Dress Code Procedures

The following clothing styles and colors will be considered appropriate:

1. Solid khaki or black pants, skirts, jumpers with approved tops, uniform dresses with sleeves, skorts (skirts with shorts k-5 only), and shorts are allowed. Shorts, skirts, jumpers, dresses and skorts must not be more than three inches above the top of the knee cap. Shorts and pants cannot have pockets or zippers on the legs.
2. Only solid red, black, or white polo style; red, black, or white buttoned down dress shirts, and/or red, black, or white blouses will be allowed for all schools.

Uniforms must also abide by the following guidelines:

1. Shirts may have a school insignia, but no other ornamentation is allowed on any clothing;
2. Buttoned down dress shirts and blouses must be tucked in. No oversized shirts.
3. No denim, jogging, “skinny“ pants, skater pants, cargo pants, or pants containing spandex (Lycra) material.
4. Uniforms must be made of a standard uniform material such as cotton or twill; and have a sewn hem.
5. No zippers or pockets on pant legs; and,
6. Pants, skirts, skorts and shorts must be worn at the natural waist. They cannot be poorly fitted, tight, body hugging, or oversized and baggy, so as to allow sagging of the pants. Belts must be worn if pants or skirts have belt loops. Belts must be a solid color and unadorned. Belts and belt buckles must not be oversized nor have any writing or symbols.

Accessories

1. Shoes must be a matched pair and must be enclosed at the front and fastened/tied properly. Shoes with wheels are not allowed. Bedroom shoes and slippers are not allowed. No Flip Flops or Sandals;
2. Solid color sweaters or sweatshirts with and/or without an extracurricular school insignia (color appropriate) may be worn over uniform shirts;
3. Coats and jackets may be worn over uniforms;
4. Solid white, or gray, T-shirts, or a color appropriate to the school, may be worn under uniform shirts. Solid color turtlenecks (white or a color appropriate to the school) may be worn under uniform shirts;
5. Each school may choose a spirit day bi-monthly to wear school spirit shirts previously purchased before 2014-2015 school year;
6. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school’s administrators;

7. Hats, caps, sweatbands, sunglasses, and other head coverings inside the building are not permitted. These items are only allowed outside the building and must not obscure the person's identity. Bandannas are not allowed on school property.
8. Pierced earrings are permissible when worn in the ear as designed. Other body piercings are not permitted to be visible at school. Students may not wear at school items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercings;
9. Extreme hair color/hairstyles, make-up, etc., must not be inflammatory or offensive. Facial hair must be neatly trimmed. Hair color should be naturally occurring colors (blonde, brunette, red, or black);
10. Chains, wallet chains, and spiked jewelry are not allowed on campus or at school related activities;
11. Tights, hose, and leggings may be worn under uniforms and must be solid black, tan, white, or red. Socks must be matching in color. No graphics may be displayed on socks, leggings, hose, or tights.

Dress Down Days

School administrators will be allowed to reserve two (2) "Dress Down Days" each month as a motivator or reward. Dress on these days should follow the McIntosh County Schools' Dress Policy for dress down days as listed in the Code of Conduct. "Dress Down Days" should not be held during the first month of a school year (with the exception of school picture day). School administrators will also have the authority to allow groups to modify their dress on given days to allow for special programs and/or situations. This could include cheerleaders, sports teams, Boy Scouts, Girl Scouts, etc.

All teachers will enforce the above items on a daily basis each day and period. Should a student not be in compliance with the dress code, he/she will be required to comply before returning to class. All students must comply with the above dress code for the entire school day including during physical activity time, during PE, etc. This includes cheerleaders/dance team, flag corps, and other groups except during performances.

Violation of the dress code will result in a Level I or Level II Discipline depending upon the severity and frequency of the offense.

Dress Code Requirements for Dress Down Days

1. Shoes must be worn at all times, tied securely, and firmly anchored to the feet. No shower shoes, bedroom shoes, shoes with wheels, slippers, or roller blades are allowed;
2. Shirts must be long enough to be tucked in even if they are not tucked in (no bare midriffs);
3. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators;
4. All shirts/dresses/tops must be fitted around the arm so that undergarments are not exposed. The width of the strap over the shoulder must be at least two (2) inches. No low-cut, revealing shirts are allowed;
5. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings inside the building are not permitted;
6. Spandex clothing is not permitted;
7. Shirts and pants must be free of deliberate holes and tears;
8. Shorts, skirts, and jumpers must be non-body hugging, have a sewn hem, and must not be more than three inches above the top of the kneecap. Splits in skirts must follow the same rule;

9. Facial hair must be neatly trimmed;
10. Pants must be worn at the natural waist. They cannot be poorly fitted, tight, body hugging, or oversized and baggy, so as to allow sagging of the pants. Belts must be worn if pants, skirts, or shorts have belt loops. Belt buckles must not be oversized nor have any writing that is considered offensive;
11. Sheer garments are not permitted;
12. If pants, shorts, or skirts have straps which fit over the shoulders, the straps must be fastened in front and back of clothing and must be worn on the shoulders;
13. Pierced earrings are permissible when worn in the earlobes as designed. Other body piercings are not permitted to be visible at school. Students may not wear at school items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercings;
14. Extreme color/hairstyles, make-up, etc., must not be a distraction, immodest, inflammatory, or offensive; and,
15. Chains, wallet chains, and spiked jewelry are not allowed on campus or at school related activities.

School Dress Code Closets

Each school will maintain a uniform dress closet. This closet will contain a variety of sizes of uniforms for students who are newly enrolled or are noncompliant.

Newly Enrolled Students

Students newly enrolled in the school system will be given ten (10) school days to prepare adequately for the dress code policy. Until that time, they may borrow uniforms from the Uniform Dress Closet without penalty. However, students must wear a school uniform each day.

Non-compliance Procedures

Each school will strive to achieve full compliance within the guidelines of the Uniform Dress Code Policy. Since non-compliance interferes with the smooth operation of the school, the plan listed below has been developed to address students who do not comply with the required dress code procedures. If a student is not in compliance with the dress code, the student will be referred for consequences AND either assigned ISS or allowed to correct the problem.

1st Occurrence – The teacher will send home a letter from the administration

2nd Occurrence – The teacher will send home a letter from the administration and call the parent or guardian.

3rd Occurrence – A conference will be set up between an administrator and the parent to address the problem and develop a solution

4th Occurrence – School officials will administer punishments and set up under Level I in the Code of Conduct.

5th and Additional Occurrences – School officials will administer punishments as set up under Levels I or II in the Code of Conduct.

*Board Approved February 13, 2014

DRIVERS' LICENSES

The Teenage and Adult Driver Responsibility Act was signed into law in April of 1997. According to its guidelines, the following are standards that must be met before obtaining a driver's license before the age of 18:

- A certificate of enrollment signed by the proper school personnel must be presented.
- This document is located in the main office (available during non-instructional times).
- It takes 24 hours to get this certificate.
- There is a fee of \$1.00 for this service.

DUE PROCESS COMMITTEE

A Due Process Committee is available in situations where students and parents feel unfairness has taken place. This committee will only hear concerns where rules or policies are unclear or unavailable. This group of 3 faculty members will hear situation and make recommendations to administration with majority rules. In the event that a member is involved in the situation, a previously appointed alternate will step in. This committee will only provide an unbiased recommendation to the principal. In no way can this committee overturn or make a final decision.

CELL PHONE / ELECTRONIC DEVICE

Display or use of cell phones and other electronic devices during instructional time is prohibited without expressed permission by teacher for instructional purposes only. At the principal's discretion, the use of personal electronic devices may be allowed during non-instructional time.

To limit distractions and promote learning, any cell phone heard or seen by an employee during instructional time, when prior permission to use for instructional purposes has not been granted, may be confiscated. On the first offense, phone may be returned to parent/guardian any time after 3:30pm. For subsequent offenses, a parent/guardian will have to pick up electronic device and a student will receive a level #2 intervention. Refusal to give up electronic device to administrator could result in out of school suspension.

Selfie sticks are not allowed at school and may be confiscated and picked up by parent/guardian. Multiple offenses may lead to level 2 discipline offenses.

Headphones/Ear buds can only be worn with teacher approval for computer-based instructional software. Any listening device used without teacher approval for instructional purposes will be confiscated, and parent/guardian will have to pick up after school. Multiple offenses may lead to level 2 discipline offenses.

*Please Note: The school is **NOT responsible** for any item lost, stolen, or damaged!*

EMERGENCY CARE & ILLNESS

If a student is ill or injured, the parent will be contacted and 911 will be called if necessary.

Policy Code Impacted: JGCD – Medicines

This policy authorizes a student to carry and be allowed to self-administer prescription auto-injectable epinephrine, commonly called an “epi pen,” and also authorizes students, nurses and school personnel to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress regardless of whether the student has a prescription for levalbuterol sulfate. The policy must provide that in order for a student to carry and self-administer an epi pen or levalbuterol sulfate, a parent must provide: (1) a written statement from the doctor detailing medication administration details and confirming that the student is able to self-inject; (2) permission for the school to talk to the doctor if questions arise and (3) a release of the school from liability if the student suffers an adverse reaction as a result of self-administration. The policy also must include “provisions to protect the safety of all students from the misuse or abuse” of epi pens and/or levalbuterol sulfate.

EMERGENCY DRILLS

Fire drills (monthly): The warning is a **continuous ringing of the fire alarm or three short rings** of the school bell. Students are to file out of the building to the designated area where the teacher will take roll. If the alarm rings between class periods, students should evacuate the building immediately. One continuous ring of the school bell will signal the return to classes. Any student who tampers with the fire alarm, fire extinguisher, or emergency equipment will be suspended, and the appropriate authorities will be notified.

Tornado drills (periodically): Students will be escorted to areas in the building that have been designated as being most tornado resistant by the Georgia Civil Defense Council. All instructions should be followed during the time of drills and during adverse weather conditions. An “**all-clear**” signal will be sounded before students will be allowed to return to their assigned classrooms.

Bomb Threat Drills (periodically): Students are to carry all personal items and file out of the building to the designated area where the teacher will take roll. Teachers are to check the room before leaving. Portable radios, cellular phones, walkie-talkies and pagers must be turned off during a bomb threat.

Intruder Drills (periodically): An announcement all call with code phrase “CODE RED” or “Intruder in the Building”. Students are to huddle in location in classroom deemed by teacher as safest and non-visible from classroom door window and remain quiet. Students are to remain in that place and position until uniform police or administrator unlocks door. Door is not to be opened by verbal request. Drill may include metal detector search prior to exiting room. Drill may include a bus escort to a safe destination predetermined. Students are to follow police request and exit in an orderly manner as a group with teacher assigned at that time. “Soft” Code

Red may describe an incident outside school grounds and to remain in classrooms and continue with the learning environment.

FIELD TRIPS

- Provided as an extension of the regular school curriculum
- Specific information regarding the date and activity will be provided prior to each field trip
- Written permission from parent/guardian is required before the field trip (must meet deadline to qualify)
- Class absences are excused
- All school rules enforced including dress code

FLOWERS

Flowers for students will only be accepted on Valentine's Day and will be held in the front office until the end of the day.

FOOD and BEVERAGES

Students may not take food or beverages from the cafeteria at any time. No outside vendor food is allowed to be brought to the school (i.e. fast food). Only water in a commercially labeled water bottle is allowed in classrooms or hallways.

HALL PASS

Any student out of class for any reason **must** have a hall pass signed, dated, and with the time and destination on it. Misuse may result in privilege pulled for individual student. Restroom passes will be limited to a certain amount per semester by each teacher. Once amount used up, students will not be allowed to go to restroom without consequence. It is the student's responsibility to provide a note from a doctor to school nurse as to issues that may excuse a student more than normal.

INSURANCE

School Day or 24 Hours Coverage Insurance is offered to students. Insurance information is available online.

<https://markel.sevencorners.com/>

INTERNET ACCEPTABLE USE STANDARDS

All students must read the Internet Acceptable Use Agreement as designated in the Student Handbook and shall indicate acceptance of the agreement by their signature for the Student Handbook.

The McIntosh County School System recognizes that electronic media such as the Internet offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our school by facilitating resource sharing and innovation. All users of Internet services must maintain strict compliance with all applicable ethical and legal rules and regulations. Failure to comply with these administration procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action. Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system wide procedure.

Internet – Terms and Conditions

1. **Acceptable Use** – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the McIntosh County School System. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, inappropriate adult sites, or material protected by trade use. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Unauthorized access to restricted sites, services, files and databases are prohibited. Unauthorized access to sites (e.g. “hacking”) is prohibited. Use of Internet games. MUDS (Multi User Dungeons), and IRC’s (Internet Relay Chats) is not allowed.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Students will have access privileges only at school under the supervision of a teacher. The system administrators will deem what is inappropriate use and their decision is final. There is no appeal process. Also, the system administrators may deny access at any time, as required. An administrator, faculty member or staff member of the McIntosh County System may request denial, revocation, or suspension of a specific user.
3. **Guidelines for Use** – The following guidelines shall be observed when using the Internet service through the school.
 - a. Users shall be polite, courteous and respectful during all sessions on the Internet. Users must use appropriate language.
 - b. Profanity, obscenity or any vulgarity is prohibited.
 - c. Electronic mail (e-mail) and telecommunications are not to be utilized to share confidential information about students and other employees.
 - d. Electronic Mail is NOT private, and inappropriate or illegal messages will be reported to the authorities.
 - e. Illegal activities are strictly prohibited.
 - f. The disclosure, use, and dissemination of personal information such as mailing address, phone number, or social security number, etc. is prohibited.
4. **Disclaimer** – The McIntosh County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data

resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.

5. Commercial services are available on the Internet. Though prohibited, if a user chooses to access these services, the individual is liable for any and all incurred costs.
6. Security – Security on any computer system is high priority, especially when the system involves many users. If you suspect a security problem on the Internet, you are required to notify the principal or system administrator. Do not demonstrate the problem to other users. Never use another individual's account. Attempts to log on to the Internet, as a network administrator will result in cancellation of user privileges. Any user(s) identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet.
7. Vandalism – Vandalism will result in immediate cancellation of privileges, disciplinary action, and may result in school suspension. Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, on the Internet, or on other networks that are connected to any other network. This includes, but is not limited to, uploading or creation of computer viruses.
8. Accountability – Since the Internet opens up the world to unrestricted access; teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held accountable for what the student may access through the Internet beyond instructional directives. All users are fully responsible for their own actions, including legal, financial, or otherwise. All users are responsible for reporting inappropriate materials and location to the teacher in charge immediately.
9. Enforcement – Violating any of the guidelines can result in:
 10. Restricted access to computing.
 11. Temporary or permanent loss of access to computing facilities and equipment.
 12. Disciplinary action to include suspension and or expulsion.
 13. Disciplinary or legal action including, but not limited to criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
 14. McIntosh County School System's internal procedures for enforcement of its policies are independent of possible prosecution under the law.
 15. Users who damage hardware or software shall be responsible for the replacement cost.
 16. Procedure for Use – Faculty and staff will provide supervision of student access to the Internet. Users will be required to obtain permission from a teacher before using the Internet. Any computer that provides access to the Internet will have filtering software

installed to block or filter access to content that is obscene, pornographic, or harmful to minors on Internet-connected computers used by minors. All students must read and sign the Student Agreement form. Parents or guardians must sign the Parent Consent form and return it to the school.

17. Internet Safety – The Superintendent shall with respect to any computers belonging to the McIntosh County School System and having access to the Internet:

Policy Code Impacted: IFBG-Internet Acceptable Use, IFBGE – Internet Safety

“The school system shall have in operation procedures or guidelines concerning online activities of students to be developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.”

18. Insure that a qualifying “technology protection measure” as that term is defined in section 1703 (b)(1) of the Children’s Internet Protection Act of 2000, is installed and in continuous operation; and
19. Institute, maintain and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) violent, (iv) dealing with hate, or (v) “harmful to minors,” as that term is defined in section 1721 (c) of the Children’s Internet Protection Act of 2000.
20. The Superintendent shall with respect to access to the Internet by or through computers, networks or other devices belonging to the McIntosh County School System, institute, maintain and enforce procedures or guidelines which:
21. Provide for monitoring the online activities of users to limit to the extent practicable access by minors to inappropriate matter on the Internet and the World Wide Web.
22. Are designed to promote the safety and security of minors when using electronic mail and other forms of direct electronic communications:
23. Are designed to prevent unauthorized access including so-called “hacking” and other unauthorized activities by minors online:
24. Are designed to prevent the unauthorized disclosure use and dissemination of personal identification information regarding minors and
25. Are designed to restrict minors’ access to materials “harmful to minors” as that term is defined in section 1721 (e) of Children’s Internet Protection Act of 2000.
26. Student Acceptance of Terms and Conditions for Computer/Internet Usages

27. Students must abide by the Terms and Conditions for Internet/Computer usage. Any violation of the regulations above is unethical and may constitute a criminal offense. Violations may result in revocations of privileges, school disciplinary action and/or initiation of appropriate legal action.

Important Notice to Parents

The school system is using Internet filtering technology to block or filter access to content that is obscene, pornographic, or harmful to minors on Internet-connected computers used by minors. Parents are notified that filtering technology does not block access to all inappropriate sites one hundred percent of the time. Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use.

Parents/guardians must be provided a copy of the Terms and Conditions for Computer/Internet use. Internet access is designed for educational purposes and student access will be monitored. Any conduct by a student that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of Internet access and possible disciplinary action. The Board makes no assurance of any kind, whether expressed or implied, regarding any Internet services provided. The school system or individual schools in the system will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The school system specifically denies any responsibilities for the accuracy or quality of information or software obtained through its services. Further, parents/guardians must agree to compensate the school unit for any expenses or costs it incurs as a result of their child's violation of the Internet/Computer usage agreement.

A parent or guardian must give permission for their child to access the Internet for educational purposes.

STUDENT INTERNET USAGE AGREEMENT

School Year 2016-2017

1. Introduction:

The McIntosh County School system is excited to be able to offer access to the Internet at school. The purpose of student Internet use is to enhance educational opportunities available to students. Student use of the Internet at school is a privilege, not a right. If a student abuses his/her privilege, he/she may lose his/her privilege to use the Internet at school. The purpose of this document is to inform students and parents that students must abide by the following Code of Ethics in using the Internet at school, and that student faces serious consequences for misuse of the Internet at school. This form is valid for the 2015-2016 school year only. A new document must be signed each year.

2. Code of Ethics:

- Student use of the Internet shall be for educational purposes only.
- Students shall not access the Internet unless such use is at the direction and under the supervision of a McIntosh County teacher and/or staff member.
- Students shall not use the Internet for commercial or for-profit purposes.
- Students shall not use the Internet to intentionally seek information, obtain copies, or modify files or other data, or passwords belonging to other users, or misrepresent other users on the system.
- Students understand that all communications and information accessible via the Internet is the private property of the author and shall respect it as such.
- Students shall not use the Internet in such a way as to disrupt use by others; students shall not destroy, modify or abuse hardware or software in any way; students shall not access, process, develop, download or distribute files dangerous to the integrity of the system.
- Students shall not install or download copyrighted software, music, videos, etc.
- Students shall not use the Internet to access, process, develop, download or distribute pornographic materials, including but not limited to text, images, or sounds.
- Students must receive prior written approval to subscribe to Listservs via the Internet.
- Students shall not use the Internet to access, process, develop, download or distribute hate mail, harassment, or discriminatory remarks.

3. Consequences for Misuse of the Internet:

Students who misuse the Internet at school will be suspended from such use for a period not less than one (1) week. Serious or repeated misuse of the Internet could result in permanent loss of Internet privileges. If a student's misuse of the Internet is in violation of the Student Code of Conduct, the student shall be punished pursuant to the Student Code of Conduct. If a student's misuse of the Internet is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.

4. Conclusion:

Students shall not be permitted to use the Internet at school unless this document is signed by both parent/guardian and student and returned to the student's school. By signing this document, both parent/guardian and student acknowledge that they have read and understand the terms of this document and agree to abide by it during the entire school year the student is enrolled in MCS. Also, by signing this document, both parent/guardian and student acknowledge and

understand that: MCS is providing access to the Internet for educational purposes only; while McIntosh County Schools has taken reasonable precautions to eliminate students' access to inappropriate materials through the Internet, no system is foolproof, and inappropriate materials may still be accessible to students through no fault of McIntosh County Schools; and if at any time, either parent/guardian or student wishes to terminate their agreement with this document, the parent/guardian or student must inform McIntosh County Schools in writing.

LOST and FOUND

Please turn items into the office. Textbooks will be returned to the appropriate department chairperson or teacher. All unclaimed items will be donated to Goodwill at the end of the year.

LUNCHROOM RULES

- NO food or drinks can be taken from the cafeteria (i.e. halls, classrooms)
- .DO NOT leave trays on tables. Students MUST take their trays to the trash cans.
- Students MUST clean up any mess they make.
- Students who disregard these rules will be expected to help clean the lunchroom, and/or serve time in ISS.
- No outside vendor food is allowed in the school cafeteria.
- Lunch cost: Students- Breakfast is free in all schools across the district. All students at Todd Grant Elementary, McIntosh Middle eat lunch at no cost. At McIntosh Academy, lunch is either \$1.50, reduced (\$.40), or free.
- Adults- Lunch \$3.00, Breakfast- \$1.50. There will be no charges.
- Students without ID badges are required to allow students with ID badges in front of them in line.
- Not paying for any part of lunch can be handled as a level 2 offense (minor theft).

If a physician and/or dietician have prescribed your child a "special diet," please forward a copy of the prescription to the cafeteria manager. The School Nutrition Program can only honor those diets specifically prescribed.

The McIntosh County School Nutrition Program invites parents to dine with their children at any time. Please report to the school office to receive your Visitor's Pass.

All students, with the exception of Special Education and Pre-school, must be dropped off at school by 7:50 a.m. if they want to participate in our "No Cost Breakfast Program" and get to class at a reasonable time. **This does not apply to bus riders.**

Follow link for free or reduced lunch application:

<http://www.mcintosh.k12.ga.us/Default.asp?PN=Forms&L=2&DivisionID=5228&DepartmentID=5151&LMID=209470&ToggleSideNav=ShowAll>

MEDIA CENTER POLICIES

The Media Center is an extension of the classroom. Students may go to the Media Center, with a hall pass, to check out books, browse, read magazines, listen to tapes, work on computers, and do research. In order to maintain an adequate collection, students must return books in good condition. If not, a charge equal to the current replacement price must be made.

- Hours of operation
 - McIntosh Academy (7:45 a.m. – 3:30 p.m.)
 - Todd-Grant Elementary (7:30 a.m. to 2:30 p.m.) , and McIntosh Middle (7:30 a.m. to 3:10 p.m.)
- Students may come to the media center with a hall pass throughout the school day as space permits.
- NO food or drinks are allowed in the media center.
- Books are checked out for 2 weeks and may be renewed for 2 weeks.
- Lost or damaged books: Current replacement cost
- Students must maintain good behavior, which supports an atmosphere conducive to quiet learning activities.
- Students will not be able to get report cards or participate in graduation ceremony if they have outstanding charges.

MEDICAL CONDITIONS

If a student has a medical condition that requires medication or immediate emergency measures as instructed by a physician, please inform the principal of the following:

- Written explanation of medical condition with emergency care instructions, preferably from the attending physician
- List of all medications used by the student
- Allergies
- Emergency contacts and phone numbers
- Name of hospital and doctor to contact in event of an emergency.

MEDICATIONS:

Medication Administration at School

In the interest of maintaining a healthy environment for student learning, and to provide for the welfare of students, the McIntosh County Board of Education has established the following provisions for the administration of medication at school.

Students requiring medication for their medical condition should under normal circumstances take such medication either before coming to school or after they return home. It is essential that the parents or guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which might reasonably require the services of the school nurse during the school day.

1. The first dose of a new medication or new dosage should be administered at home where parents can monitor potential side effects and adverse reactions.
2. School health personnel should not administer over-the-counter (OTC) medications unless prior written authorization is obtained from parent/guardian, including name of medication, dose, routine, time, and reason to be administered. The parent should provide the medication in a new, sealed container with dispensing instructions on the label from the manufacturer.
3. All information regarding medication and health status is and should be kept confidential.
4. Prior to initial administration of a prescription medication, the school nurse should assess the student's health status and develop a medication administration plan which includes:
 - student's name
 - order listing name of medication, dose, route, time of administration and special instructions, if any
 - signed authorization by parent/guardian per school policy
 - contact numbers for parent/guardian
 - known allergies to food or medication
 - student's diagnosis, unless this would be a violation of confidentiality requested by parent/student
 - any possible side effect, adverse reactions or contraindications
 - quantity of medication to be received by the school
 - required storage conditions
 - duration of prescription to be in effect
 - designation of unlicensed school personnel, if any, who will administer the medication to the student, including back-up plans
 - parental permission to notify other designated staff members of medication administration and possible side effects
 - when appropriate, the location of administration, if other than the school health room, office or clinic
 - plan for monitoring the effects of the medication
 - provision for medication administration in the event of field trips and other short-term special school events.
5. Medications needed on field trips and other short-term school events are best carried in a second pharmacy-labeled container, containing just the dose(s) needed. A school employee who has had the district-approved training can be designated to administer the medication during the trip. Parents can ask the pharmacist for an empty labeled container to be kept at school for this purpose, and the school nurse can prepare the second container and give it to the teacher. The person giving the medication should always document the dose given on the form upon returning to school (include time given, initials and signature).
 - Medications ordered for after-school program hours should be given by designated school personnel who have received the district-approved training for assisting with medication administration,

- Documentation can be done on the same forms used during the school day or on a separate form per district policy. If a separate form is used, it should contain all pertinent information and be filed with the regular forms at the end of the day and week.

To the extent such medication must be taken during the school hours or while school-related and extra-curricular events are on-going, it is the responsibility of the parent or guardian to follow this policy regarding administration of medication.

- Parent or guardian must sign and place on file with the nurse or school principal written notification to allow nurse or school designee to administer medicine.
- Parents or a guardian must deliver all medications to the school along with the signed medication form. In the event that a parent or guardian cannot deliver medication to the school, alternate arrangements must be made with the school principal. Students may not transport medicine to the nurse.
- Nurse must receive medication in its original pharmaceutical container, clearly labeled as the name of the student, name of the medication, appropriate dosage, and times of dosage and will dispense only the actual amount as prescribed on the label.
- In the absence of the school nurse, the teacher, coach, or other supervising adult designated by the school principal shall administer medication, provided the written documentation permitting such is on file with the school in accordance with the board policy and state law.

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

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

Nurses or other school employees are authorized to administer an auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons are

also authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers an auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

Emergency Seizure Medication including, but not limited to Diazepam (Diastat), Midazolam (Versed):

1. Only nurses or trained school personnel are permitted to administer emergency seizure medication including, but not limited to, Diazepam/Diastat rectal gel and Midazolam/Versed nasal spray
2. A completed Doctor's order for Emergency Seizure Medication must be signed by a physician and maintained on file in the clinic.
3. An individual health care plan must be developed which:
 - a. Outlines specific needs of the student with seizure disorder;
 - b. Is approved by the parent/guardian; and
 - c. Is reviewed by a Consulting Nurse or county-wide Special Education Nurse;
 - d. Is reviewed with all teachers and supervising adults responsible for the student during school hours.

The information provided to a school in accordance with this policy will be kept on file in the office of the school nurse or, in the absence of a nurse, the school principal. Such permission shall release the school district, its employees, and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering of such medication.

All students, parents and guardians are also expected to cooperate with the school in its Drug Abuse Prevention Program. In order to protect all students, especially those who may have a known or unknown reaction to certain drugs, students who have in their possession prescription or over-the-counter medication not in accordance with these guidelines, including aspirin, vitamins, cold medications, cough drops, etc., or controlled substances will be considered in violation of the school district's drug policy and shall be subject to the discipline set forth in the student code of conduct and student/parent handbook.

MESSAGES:

To limit interruptions to the classroom, only **emergency messages** will be delivered. Please give your child information needed before they leave for school. It is recommended that you write a note to the teacher about changes in pick-up procedures. Your cooperation in assisting with this matter is greatly appreciated and will prevent numerous interruptions to the learning environment. **If there is an emergency, please call the school as soon possible before 2:30 P.M., in order to ensure delivery of your message.**

NOTIFICATION: ASSURANCE OF ACCESS

The McIntosh County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment. Students in grades K -12 who

demonstrate a high degree of intellectual, academic, and/ or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

PARENTS and VISITORS

We welcome parents and visitors in all of our school in McIntosh County. However, to ensure the safety of all children, all exterior doors are locked at 8:00 each morning. **After 8:00 a.m. ALL parents and visitors must have a current visitor's pass.** Please report to the main office upon arrival on campus to secure a pass before visiting a classroom. Please use the main entrance. Thank you for cooperating with us in this matter.

PARENT CONFERENCES

Communication is an essential part of the educational program. It is our goal to keep parents informed about their child's progress. Parents should always feel free to request a conference with their child's teacher. Teachers are required to hold a conference with parents or guardians of students during the 1st Semester of this school year. Please support this meaningful effort to monitor the academic progress of your child by showing up for any scheduled conference. If you are unable to attend a scheduled conference, please inform your child's teacher(s) by using the agenda and/or calling the school office.

PARENT RIGHTS

NOTICE TO PARENTS/GUARDIANS and ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act

You have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the principal, or his designee, a written request identifying the record(s) they wish to inspect. The principal, or his designee, will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the McIntosh County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

FERPA DIRECTORY INFORMATION

The McIntosh County School District has designated the following information as directory information:

- Student's name, address, and telephone number;
- Student's date and place of birth
- Student's participation in official school clubs and sports
- Weight and height of student if he/she is a member of an athletic team
- Dates of attendance in the McIntosh County School system
- Awards received during the time enrolled in McIntosh County Schools

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school where the student is enrolled in writing within 30 days after the first day of school.

Under provisions of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2002 and as contained in the National Defense Authorization Act for Fiscal Year 2002 military recruiters have the same access to directory information as post-secondary instituting and prospective employers. Unless you, as a parent/guardian or eligible student, refuse or restrict the disclosure of directory information as set out above, directory information will be provided to military recruiters.

PLEDGE OF ALLEGIANCE

All homeroom teachers are required by the McIntosh County Board of Education to have the Pledge of Allegiance to the Flag of the United States each morning. A child shall be excused from this activity if it conflicts with religious beliefs.

POLICY MANUALS:

McIntosh County Board of Education Policy Manuals are located on the school system website. You may access the manual by clicking on the link below. Each school also maintains a printed copy of the policy manual in its media center.

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=4113&Sch=4113>

QUIET REFLECTION

State law requires every public school teacher to conduct a brief period of quiet reflection at the beginning of the school day. During the moment of quiet reflection, everyone in the building will remain quiet. Calls to the office will be placed on hold until after the moment of quiet reflection is observed.

SCHOOL COUNCILS

Georgia A+ Education Reform Act of 2000 required that school councils be established at every public school by October 1, 2003. School councils are policy-level advisory bodies to the Principal, Superintendent, and local board of education. They may advise and make recommendations on matters related to school improvement and student achievement. The purpose of school councils is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

SCHOOL RECORDS/MATERIALS:

- School records will only be released to other schools and the individual when all materials and textbooks have been returned to the school.
- A hold will be placed on the student's records until all materials are returned and/or fines are paid.

SCHOOL USE:

Any groups or organizations wishing to use the school's facilities must contact the Board of Education Office at 437-6645.

SUMMER SCHOOL (McIntosh Academy ONLY)

If funds are available to have summer school, students may attend and complete course requirements to recover loss of credit in selected courses. The principal must approve any exception. Misbehavior or lack of attendance may disqualify a student from participating in summer school.

TARDIES

It is imperative that students arrive at school on time and prepared for the day. Please consult your respective school for specific guidelines for tardiness to school.

TEXTBOOKS:

- The McIntosh County Board of Education adopts textbooks which are available in each classroom.
- Textbooks are the property of the State of Georgia.
- The student is responsible for ALL textbooks issued to him/her.
- If books are lost or damaged, the student will be required to pay the replacement cost of the books.
- Additional textbooks will not be issued to students who owe for books.

WORK PERMITS:

Work permits are required for any student under the age of 18 who works outside of school. Permits may be obtained from the employer or from McIntosh County Board of Education office.

Athletics

SPORT	MISSION	COACH
Athletic Director / Gender Equity Sports Coordinator		Robby Robinson
Baseball	to promote excellence in the area of baseball competition and related activities.	Chris Base
Basketball (Boys):	to promote excellence in the area of basketball competition and related activities.	Patrick Marshall
Basketball (Girls):	to promote excellence in the area of basketball competition and related activities.	Teresa Lathem
Cheerleading	to promote excellence in the area of cheering and related activities.	Amanda Rowe
Cross Country	to promote excellence in the area of cross country competition and related activities.	Lynn Thompson
Football	to promote excellence in the area of football competition and related activities.	Robby Robinson
Golf	to promote excellence in the area of golf competition and related activities.	Kyle Wilson
Softball	to promote excellence in the area of softball competition and related activities.	Meagan Base
Track (Boys):	to promote excellence in the area of track and field competition and related activities.	Terel Toomer
Track (Girls):	to promote excellence in the area of track and field competition and related activities.	Meagan Base
Wrestling	to promote excellence in the area of wrestling competition and related activities.	Sean Shannon

ATHLETIC CODE OF CONDUCT

This applies to athletic programs at BOTH McIntosh Academy and McIntosh Middle School.

An athlete at McIntosh County Academy is a special individual. He/She is a leader and example to younger students and should be aware that his/her actions will have a great influence on their behavior and attitudes. The objective of the athletic program is to establish character and values that influence the athlete throughout his/her life. With this in mind, and in addition to G.H.S.A. standards, we establish strong guidelines that must be observed.

Breaking any of the following rules may result in suspension or dismissal from the McIntosh County Academy Athletic Program:

1. Use of illegal drugs, alcohol or tobacco
2. Acting in an unsportsmanlike manner when representing the school
3. Suspension from school by the administration, or excessive disciplinary referrals during the in-sport season
4. Any act at school or away from school which in the opinion of the coaches or administration reflects on the athletic program in a negative manner
5. Missing practice without permission
6. Any act of dishonesty
7. Conduct in the school or community which is below the acceptable standards
8. Flagrant acts of disloyalty to his or her team, coaches, and school
9. Consistent lack of effort
10. Refusal to accept the discipline related to the minor rules of the team

Once a student has been named a member of a team by the coach, he/she is making a commitment to the team for the entire season. Therefore, under usual circumstances, when a student quits a team, he/she will not be permitted to go out for another team during the same season, or for the ensuing season, until after the end of the season for the sport he/she quit.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students must accumulate Carnegie units towards graduation according to the following criteria:

- (a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
- (b) Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- (c) Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- (d) Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- (e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

NOTE: All students under the jurisdiction of the Georgia High School Association (GHSA) Regulations and Local School Policy must be present all periods to participate in extra-curricular activities. Any judgment concerning this policy will be made by the administration.

GEORGIA HIGH SCHOOL ASSOCIATION

The Official Site of the Georgia High School Association:

<http://www.ghsa.net/ghsa-constitution-and-laws>

Georgia High School Association, Eligibility Standards

A student whose 19th birthday was prior to May 1 of the preceding school year is over age and not eligible to participate. All students must have passed 5 out of 7 courses the semester immediately preceding participation to be eligible and must also be “on track” when as a 10th grader (second year student), he/she has accumulated 5 units, and as an 11th grader (third year student), he/she has accumulated 11 units, and as a 12th grader (fourth year student), he/she has accumulated 17 units. A student will not be eligible for participation for more than eight semesters from the date of taking the first ninth grade subject. A student who is suspended for disciplinary purposes is not eligible to participate or try out for a GHSA activity during the period of suspension. Suspension ends when the student is physically re-admitted to the classroom.

NONDISCRIMINATION NOTICE: State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the McIntosh County local school system does not discriminate on the basis of gender in its athletic programs.

Clubs/Organizations

STUDENT CLUBS AND EXTRA CURRICULAR ACTIVITIES:

MCA has many clubs and organizations that complement our students' needs and interests, enhancing their high school experience. Feel free to contact the club advisor for more information.

CLUB/ORGANIZATION	MISSION	SPONSOR
Beta Club	to promote excellence in the area of academics.	
4-H	to promote excellence in the area of community service.	Tammy Tyre
Drama Club/ One Act Play	to promote excellence in the area of performance competition	Margaret McMullen
Family, Career, Community Leaders of America (FCCLA)	to promote excellence in the area of family, career, & community	Dave Collins
Fellowship of Christian Athletes (FCA)	to promote excellence in the area of Christian fellowship.	Lynn Thompson
Future Business Leaders of America (FBLA)	to promote excellence in the area of investigating careers in management and administration.	
Future Farmers of America (FFA)	to promote excellence in the area of agriculture.	Christina Dills
Health Occupations Students of America (HOSA)	To promote excellence in the area of health care science.	
National Honor Society	to promote excellence in the area academics through community service and leadership.	Amanda Rowe
Skills USA	to promote excellence in the area of vocational education.	
Student Conservation Corps	to promote excellence in the area of science education	
Student Council	to promote excellence in the area of democratic governance structure.	Grade Level Teachers assigned
Youth Advisory Council (YAC)	to promote excellence in the area of service learning.	Genevieve Wynegar
Yearbook /Journalism	to promote excellence in the area of journalism and writing culminating in a year book	Margaret McMullen

Policies

SEXUAL HARASSMENT

It is the policy of the McIntosh County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the board of education to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another, constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to the Principal or Assistant Principals, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against an employee shall subject such person to disciplinary action, which may include discharge.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion.

Student Reporting of Acts of Sexual Abuse and Sexual Misconduct

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

- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

- (c) Any school principal or principal's designee receiving a report of sexual abuse as Defined in O.C.G.A. 19-7-7 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.

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

100% TOBACCO FREE SCHOOL POLICY

The McIntosh County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school faculties. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke for the students, employees, and visitors to the school campus.

Finally, the Board recognizes that it has legal authority and obligation pursuant to the Georgia Smoke Free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.) the federal Pro-Children Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN.16-12-171 2204) and the No Child Left behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, 7 days per week while:

- **In any building, facility, or vehicle owned, leased, rented or chartered by the McIntosh County School System;**
- **On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the McIntosh County School System; or**
- **At any school-sponsored or school-related event on campus or off-campus.**

Important Telephone Numbers

McIntosh County Board of Education
(912) 437-6645

McIntosh County Schools Emergency Hotline
(912) 437-9000

McIntosh County Academy
Office (912) 437-6691

McIntosh County Middle School
(912) 437-6685

Todd-Grant Elementary School
(912) 437-6675

Parent Agreement for Student Handbook

I, _____, have read and acknowledge the McIntosh County Schools Parent and Student Handbook of policies and Administrative Procedures for the 2016-2017 school term. **(Including penalties for improper use of Internet) This handbook is located on the McIntosh County Schools Website.**

Student:

Parent/Guardian:

Print name

Print name

Signature

Signature

Return this signed agreement to your first period teacher.

Parents please note: If you do not want your child to participate in extracurricular clubs/activities, please sign below:

_____ *Date:* _____