

Table of Contents

	<u>Page</u>
Notice	4
Greetings from the Principal	5
Greetings from the Assistant Principal	6
School Calendar	7
Attendance at School	8
Book Bags	8
Care of School Property	8
Code of Conduct	9
Dismissal Procedures	9
Dressing for School	9
Electronic Devices	10
Emergency Student Information	10
English-Language Learners	10
Enrollment Requirements	11
Gifted Program Referrals	11
Homeless Students	12
Honor Roll	13
Hospital/Homebound Instruction	13
Internet Use	13
Meals	14
Medical Problems	14
Medicine	15
Migrant Education Program	15
Parent/Teacher/Student Conferences	16
Parking	16
Personal Items	16
Promotion Requirements	17
Riding the School Bus	17
School Council	18
School Mission	18
School Nurse	18
School Store	19
Special Education Programs	19

S.T.A.R. Program	19
Student Accidents	20
Tardiness	20
Teacher/Paraprofessional Qualifications	20
The School Day	21
Testing	21
Toys and Money	22
Using the Telephone	22
Visiting the School	22
Withdrawal from School	23
Important Contact Information	24
Central Office Personnel	25
Appendices	26

Notice

This handbook should serve as a guide for students and parents. Both students and parents should become familiar with the rules and regulations of the school. Failure to follow the procedures or policies listed in the handbook may result in disciplinary consequences. Therefore, parents should review and discuss this handbook with their children. If there is something a parent or child does not understand, he/she should contact the school for assistance.

If the information in this handbook is found to be inconsistent with local board policies, state board rules or federal rules and guidelines, the local board policies, state board rules or federal rules and guidelines will take precedence over the information provided.

The Dooly County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in employment decisions or educational programs and activities, including its athletic programs.

Greetings from the Principal

July, 2010

Dear Parents and Students:

Welcome to Dooly County Elementary School for the 2010-2011 school year. I am so excited to become a part of the Dooly County Elementary School Family and I ask for your support and help in making our school the best it can possibly be.

I want to extend my congratulations to the administration, teachers, staff and students who worked so hard last year to achieve AYP. A tradition has been started, and I want to assist in continuing that tradition. We are now "two for two" so we need to set our goal of "three for three" starting the first day of school. To achieve this goal, the school, the parents, and the community must come together as one.

In this handbook, you will find the rules that are necessary to keep our school orderly so that our learning time can be maximized. Please review the rules carefully. If there are rules or procedures that you have questions about, please feel free to contact us.

We welcome the opportunity to meet with parents to discuss any issues concerning their child, but we ask that they contact the administration to set up conferences with teachers. This will protect the instructional time for our students and will insure an orderly environment for all.

Please feel free to contact me with any concerns, and I look forward to being an important part of the education of students at Dooly County Elementary.

Thanks for your support,
Jean G. Thompson

Greetings from the Assistant Principal

July, 2010

Dear Parents and Students,

Welcome to Dooly County Elementary School (DCES)! I want you to know how pleased I am to have your child here at our school. This will be an exciting and challenging year. With your help we can be partners in you child's education.

I know and appreciate the value of a good education. A good education begins when a child's school experience is a positive one. Here at DCES, educating begins with making your child feel at home in his/her classroom. The faculty and staff have gone to great lengths to make our school a comfortable and welcoming place that will facilitate a safe, secure feeling to ensure academic success.

I believe in teaching a child holistically; taking the whole child into consideration. Likewise, I strongly believe in village teaching. It takes the home, the school and the community working together to educate a child. I believe that if your child likes school, has success at school, and is involved in his learning activities, he/she will have a rewarding, positive, and successful school year.

I encourage you to contact me anytime with questions or concerns you might have. Please communicate with the school if your child is having academic, social, physical or emotional problems. You may call the school, send a note or email me at felicia.madison@dooly.k12.ga.us.

Your help and support are needed in making this your child's best year in school. I am looking forward to a great year! I consider it a great privilege and responsibility to be your child's Assistant Principal. Thank you in advance for your continued support and cooperation.

Sincerely,

Felicia L. Madison

2010-2011 School Calendar

First Day of School for Students-----July 23
Early Release-Parent Conferences -----August 20
Labor Day Holiday -----September 6
End of 1st 9 Weeks -----September 24
Instructional Extension-----September 27-October 1
Early Release-Parent Conferences -----November 5
Thanksgiving Holidays -----November 22-26
End of 2nd 9 Weeks ----- December 10
Instructional Extension-----December 13-17
Winter Break-----December 20 - January 3
Professional Learning/Student Holidays-----January 4-5
First Day Back for Students, Begin 3rd 9 Weeks-----January 6
Martin Luther King, Jr., Holiday -----January 17
Early Release-Parent Conferences -----February 18
Professional Learning/Student Holiday-----February 21
End of 3rd 9 Weeks -----March 11
Instructional Extension -----March 14-18
CRCT-----April 5-15
Early Release-Parent Conferences -----April 22
Spring Break-----April 25-29
Last Day of School-----May 27

Attendance at School

It is very important for students to come to school each day. If a student misses a day of school, parents need to send a note to the school within three days of the absence giving the reason for the absence. An excused absence includes (1) illness of the student, (2) an illness or death of a close family member, or (3) visitation with a parent on active military duty. Work missed during an excused absence may be made up. If a student leaves before 12 noon or arrives after that time, the student is counted absent for the day.



Georgia law states that students must come to school. A copy of the attendance protocol is printed in the Appendices. If you have any question about the Georgia law or attendance, please call our School Social Worker, Mrs. Sherrie West at 229-268-7751 ext. 224.

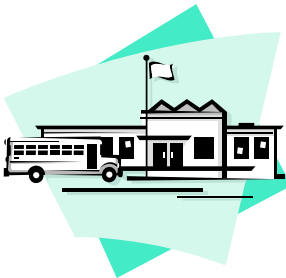
Book Bags



In accordance with school board policy, all student book bags should be made of see-through mesh or clear materials. In order to promote safer conditions for school, the roller bags (bags with wheels) are **NOT** allowed.

Care of School Property

Using textbooks or library books is a privilege. Textbooks will be issued by teachers for student use.



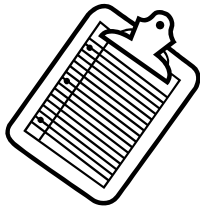
Students will also be allowed to check out books from the media center. It is the responsibility of the student to keep up with and protect these books. Any book that is lost must be paid for. The cost of the book will be based on how

much the school paid for the books plus a \$1.00 processing fee. A fee will also be charged for damaged books.

Students are expected to treat all school property with respect. In the event that a student damages school property, parents will be expected to pay for the damage or loss.

Code of Conduct

It is important that students and parents read and understand the Code of Conduct. All students are expected to behave themselves in such a way as to maintain a learning



environment for themselves and other students.

Students are expected to respect each other and school district employees and obey behavior rules established by the school. Severe infractions of the Code of Conduct may result in the involvement of law enforcement officials. A copy of the Code of Conduct is printed in the Appendices.

Dismissal Procedures

When it is necessary for a child to leave school before 3:00 P.M., the person who enrolled the student in school or a person on the approved list must first sign the student out in the office. Office personnel will call the student to the office for dismissal. Proper identification may be requested of persons making the checkout request.

Dressing for School

Students are required to obey the dress code. If a student does not follow the code of dress, parents will be notified. Students are expected to be neat and clean and dress in a manner that is not distracting or harmful to others. Parents may be asked to come and pick up their child, or bring a change of clothing if students are not dressed appropriately.



The basic student dress rules are as follows:

1. All items of clothing should be clean, comfortable and appropriate for school; they should not be too tight, improperly revealing or show undergarments.
2. Fish net shirts, halter tops or bare mid-section outfits are not permitted.
3. T-shirts with suggestive drawings or pictures, references to alcoholic beverages or drugs, or sexual suggestions will not be permitted.
4. Shoes must be worn at all times. They should be suitable for P. E. or outside activities.
5. Shorts may be worn; however, they must not be too tight or improperly revealing.
6. Hats, caps, sunvisors, sweatbands, or sunglasses may not be worn inside the building.

Electronic Devices

Electronic devices are not allowed at school or on the school bus.



This includes, but is not limited to, cell phones, game boys, headphones, beepers, CD players, tape players, etc. If electronic devices are taken from students, parents will be required to come to school to get the items.

Emergency Student Information



It is essential that emergency contact information on students be kept up-to-date. Any changes in address or phone numbers should be reported to the school office immediately. If you do not have a working telephone, please provide the number of a close friend, relative or neighbor that can get in touch with you in a hurry. If using anyone else's telephone number, please be sure that the person is notified that they may be called to contact you if your child has an emergency.

English-Language Learners

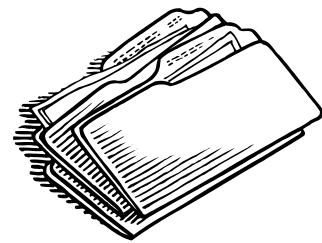
Services for students with limited-English-proficiency whose native language is not English shall be provided by a

teacher certified in ESOL. The purpose of the program is to assist such students to develop proficiency in the English language, including listening, speaking, reading, and writing, sufficient to perform effectively at the currently assigned grade level. Eligibility for the program is assessed using the state-approved screener, the WIDA ACCESS Placement Test.

Enrollment Requirements

When a student first enrolls in the Dooly County School System, the parents/guardians are required to provide certain documents to the school. These include:

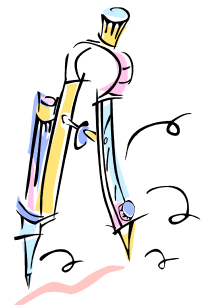
1. Birth Certificate (The birth certificate will be used to determine the proper spelling of a child's name.)
2. Social Security Number
3. Certificate of Immunization (Form #3231)
4. Certificate of Vision, Hearing & Dental (Form #3300)
5. Proof of Residence (No P.O. Boxes)
6. Records or transcripts from the previous school.



Your child's placement will be temporary until records arrive. Georgia Code states that students are not permitted to attend school without proper and up-to-date immunization records on file at school.

Gifted Program Referrals

Referrals of potentially gifted students enrolled in the Dooly County School System may be made by any person who has knowledge of a student's abilities including teachers, counselors, administrators, parents/guardians, peers or self. To be eligible for gifted education services, a student must either (a) score at the 99th percentile for grades K-2 or the 96th percentile for grades 3 - 12 on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria, or (b) qualify through a multiple-criteria



assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. If you have any questions about the Gifted Program, please call Mrs. Cathy Jones at 229-268-7751 ext. 227.

Homeless Students

All eligible children and youth who reside within the Dooly County School District are entitled to a free, appropriate public education. Students identified as "homeless" or "in transition" will be given a full opportunity to meet state and local academic achievement standards and will be included in state- and district-wide assessments and accountability systems. Our school district will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

The term "Homeless Child and Youth" is defined as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- (1) Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; or
- (2) Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; or
- (3) Living in emergency or transitional shelters; or
- (4) Abandoned in hospitals; or
- (5) Awaiting foster care placement; or
- (6) Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations, or similar settings; or
- (7) Sleeping in primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations; or
- (8) Migratory, or living in the circumstances described above.

For questions regarding the education of homeless students, please contact Cathy Jones at 229-268-7751 ext 227.

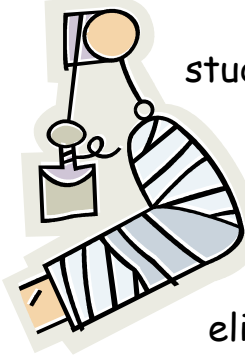
Honor Roll



A Honor Roll = 90 or above (all A's) in academic subjects.

AB Honor Roll= 80 or above (all A's or B's) in academic subjects.

Hospital/Homebound Services



Hospital/Homebound services shall be provided to students who have a medically diagnosed physical condition that is non-communicable and causes the students to have to stay home for a period of time. Students with chronic illnesses or psychiatric/emotional disorders may also be eligible for hospital/homebound instruction.

The system may consider a student ineligible for services if absence is due to communicable disease, except as specified in Rule 160-1-13-.03 (Communicable Disease) or pregnancy not requiring abnormal restriction of activities as prescribed by a licensed physician.

Documentation of chronic or recurring conditions shall not be required after each absence. However, at a minimum, an annual medical referral and update must be submitted to the school system. Contact Cathy Jones at 268-7751 ext. 227 for more information.

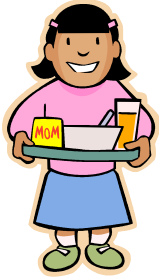
Internet Use

The Dooly County School System offers Internet access to all students. With people all over the world using the Internet, sometimes material that has no educational value may accidentally be online. We have taken precautions to restrict access to non-educational materials. All students must have a signed Internet/Technology Use Agreement on file annually. If a user violates any of the



provisions in the acceptable use procedures, his/her account will be terminated and/or other disciplinary action may result.

Meals



All students will be served free breakfast and lunch each day. **Any child with food allergies, including milk, should have a note from his/her doctor on file in the school office. A physician's statement is valid for one year only. An updated letter must be submitted each year.** Food service personnel will be notified of any food allergies so that alternative items may be substituted.

In the lunchroom, we expect all students to use proper manners. Here are the lunchroom rules:

1. Follow the directions of the adults.
2. Stay in your seat.
3. Use good table manners.
4. Use "inside" voices.
5. Pass condiments without leaving your seat.



Parents or other visitors are welcome to eat lunch with their children. However, the school nutrition program does not furnish free meals for adults or other children who are not enrolled at DCES. If you plan to eat a meal with your child, the office must be notified in advance so that a tray may be reserved for you. Breakfast costs \$1.50 and lunch costs \$2.75. Meals must be paid for in advance in the school office.

Medical Problems



It is the parent's responsibility to let the school know if a child has any special medical, behavioral, physical or mental conditions (Examples: heart murmurs, asthma, diabetes, hearing or vision loss, mental or nervous disorders). This information will be kept on file in the child's permanent record and will help us in case of an emergency.

Medicine

Medicine can be administered at school if the parent/guardian has completed and signed a Medical Authorization-Release form. All prescription medicine must be in the original bottle or container, clearly labeled with the name of the student, name of the medication, the appropriate dosage and the time of each dosage. Non-prescription or over-the-counter medicine must also be sent in the original container with a schedule of the time to be administered. The school does not supply any kind of medicine to give students.

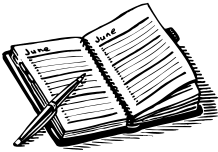


Migrant Education Program

The purpose of the Migrant Education Program is to ensure that migrant children fully benefit from the same public education provided to other children. Children are eligible to receive MEP services if they meet the following definition of "migratory child":

- (1) A child that is younger than 22 and has not graduated from high school or does not hold a GED; and
- (2) the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or migrant fisher; and
- (3) the child has moved within the preceding 36 months in order to obtain or seek or to accompany a parent, spouse, or guardian to obtain or seek temporary or seasonal employment in qualifying agricultural or fishing work; and
- (4) such employment is a principal means of livelihood; and
- (5) the child has moved from one school district to another.

Parent/Teacher/Student Conferences



We think it is very important to keep the lines of communication open between the school and home. Parent-teacher conferences will be scheduled three times during the school year. However, if you would like to talk to your child's teacher at another time, please call the school or send a note by your child. The teacher will call and set up a time for a meeting. *Please understand that your meeting must be scheduled.* By scheduling meetings, teachers will be able to spend one-on-one time with you. If a problem develops, please contact the school administration. Conferences dealing with issues should be scheduled by the administration and should not occur without an administrator present. If a parent arrives in a teacher's classroom without an appointment, the teacher will buzz the office for an administrator .

Parking

Visitors may park in any *legal* parking space on campus. Parking for the building is located in front and on both the north and south ends of campus. NO parking is allowed in the fire zone (yellow striped area) immediately in front of the building. On days when parents are invited to the school, the staff will relocate its parking to accommodate parents in the front parking lot.



Personal Items

All personal items such as coats or book bags and other items should be labeled with the student's name. We cannot be responsible for items that are lost or stolen.

Promotion Requirements

In HB 1187, A+ Education Reform Act of 2000, social promotion is no longer acceptable in Georgia schools. The State

of Georgia and the Dooley County School System have high expectations for our students. Students who have not mastered their grade level curriculum will be retained. A copy of the promotion/retention policy is printed in the Appendices.

Riding the School Bus



Riding the school bus is a privilege. Students are asked to ride the same bus each day. ***Any bus changes must be made in writing.*** If, however, an emergency arises and students need to ride a different bus, parents must contact the school before 2:00 P.M., in order for the school to honor the change. When riding the school bus, students are expected to follow these rules:

1. Practice appropriate conduct at all times.
2. Follow the directions of the bus driver. Bus drivers may ask students to sit in certain seats.
3. Stay seated.
4. Be very quiet at railroad crossings.
5. Keep all body parts inside the bus.
6. Talk in quiet, inside voices.
7. Use appropriate language and gestures.
8. No food, drinks, or tobacco products are allowed.
9. Take pride in our buses and treat all parts of the bus with care.
10. Walk in front of the bus so the driver can see you when getting on or off the bus.
11. Be at the bus stop on time and wait in an orderly manner.

If a student's conduct causes a safety issue on the bus, but is not listed in the 11 basic rules, the bus driver can still report the misconduct to the school principal. The principal decides the punishment for the student. Any questions about bus transportation should be directed to Mrs. Cathy Jones at 268-7751 ext. 227.

School Council

HB 1187 requires schools to have a school council. A school council is a group of people, who help make school decisions and recommendations to the local board and advise local administrators on ways to help improve the school. Members of the school council include the school personnel and parents of students attending the school. According to the law, the purposes of the school council are to bring schools and communities closer together, to help solve education problems, to improve student learning, to support local educators and to involve parents in making decisions about the school.



School Mission

The mission of the Dooly County Elementary School is to provide an appropriate education for all students. Our teachers, administrators, and support service staff will identify and nurture the talents and intellectual abilities of all students to help them reach their greatest potential as productive citizens in a culturally diverse, interdependent society. We will ensure that students are provided the opportunity to achieve academic, problem solving, social and technical skills.

School Nurse

Students who become ill at school will be referred to our school nurse. The nurse will assess the child's condition. She may contact parents for permission to treat or to get someone to come and pick up the child.



School Store

Each morning, students will be able to purchase school supplies in the media center. Students will be given the opportunity to purchase snacks from the school store on Fridays after lunch. Students will be limited to two items each Friday.



Special Education Programs

All handicapped school age children in need of special education and related services will be identified, located and evaluated through a referral process. Students enrolled in the system must be referred to special education via the Student Support Team, following guidelines. Following signed consent for evaluation, a multidisciplinary team will conduct an appropriate and comprehensive evaluation. The evaluation and placement process shall be completed without undue delay-within 60 calendar days from receipt of signed consent for initial evaluation to the development of the IEP. The decision to recommend special education placement shall be made exclusively by a special education placement committee. An individualized educational plan shall be developed for each handicapped child and this plan shall be reviewed annually. Special education students transferring from other school systems must meet all state and local eligibility criteria prior to final placement; however, temporary services may be provided pending additional data.

S.T.A.R. Program



The S.T.A.R. Program (Student Transition and Recovery) is a program offered to students and parents in lieu of other disciplinary actions. The S.T.A.R. program has an educational focus with strict

disciplinary procedures. School administrators notify and request the assistance of S.T.A.R. officers when a child has committed an infraction. Parent consent must be obtained before participation in the S.T.A.R. program.

Student Accidents

All accidents will be reported to the office. Minor injuries will be treated at school. If a child gets sick or injured at school, every attempt will be made to contact parents.

In the event of a serious injury and a parent cannot be reached, the student will be taken to the nearest doctor or possibly transported by ambulance to the nearest hospital. The school is not responsible for medical bills associated with injuries that occur at school.



Tardiness

Students should arrive at school on time because important work will be missed if they are late. Students who are tardy (late) must report to the office for an admission slip. A parent is expected to accompany a student to the office. Instruction begins promptly at 8:10 A.M. A student is considered tardy after that time.



When a student is late for school ten times during a nine-week period, the parent will have to meet with the student's teacher. Excuses for being tardy include a late bus, sickness, or doctor's appointment.

Teacher/Paraprofessional Qualifications

Parents have the right under the No Child Left Behind Act of 2001 to request information about teacher training and credentials. Parents may request the following information in regards to their child's teacher:

- (1) Whether the teacher meets state qualifications and certification requirements for the grade level and subject s/he is teaching;

- (2) Whether the teacher received an emergency or conditional certificate through which state qualifications were waived; and
- (3) What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Parents may also ask whether their child receives help from a paraprofessional. If your child receives this assistance, the school can provide paraprofessional qualifications.

The School Day



School Hours

7:30 A.M. - The school building opens. School buses and car riders get to school. Breakfast begins.

8:05 A.M. - All students should be in class.

8:10 A.M. - Students marked tardy.

3:15 P.M. - School is dismissed.

Testing

The Dooly County School System adheres to the state of Georgia mandated testing program. These tests include the Georgia Criterion Referenced Competency Test (CRCT) and the Georgia Kindergarten Inventory of Developing Skills (GKIDS). In addition to the state-mandated tests, the system also gives other tests to assess academic progress, including, but not limited to: MAPS and Dooly County School System Benchmark Assessments.

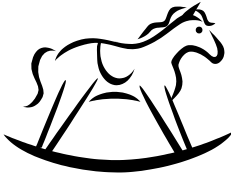


A schedule for the administration of standardized tests for 2010-2011 is printed below:

<u>Date</u>	<u>Test</u>	<u>Grades</u>
Ongoing	GKIDS	K
March 25	Writing	3
March 2 - 3	Writing	5
April 5 - 15	CRCT	3-5

Attendance during testing is strongly encouraged.

Toys and Money



All toys should be left at home unless a teacher requests that a special item be brought to class. Cap pistols, water guns, sling shots, knives, etc. are forbidden on school premises. The staff cannot be responsible for money or misplaced items during the school day.



Using the Telephone

School telephones are to be used for business calls only. Students are permitted to use the telephone for emergency reasons only.



Visiting the School



A visitor is defined as a person who is not a student, officer, or employee of the Dooly County Board of Education. Please follow these procedures when visiting the school:

1. All visitors should report to the DCES office before entering other parts of the building.
2. All visitors must sign in at the office and be granted permission to enter other parts of the building.
3. Visits, other than those scheduled, are not permitted during instructional time.
4. A visitor's pass will be issued in the event that the visit is permitted.
5. If a visitor wishes to tour the facility, the principal shall designate a staff member to accompany the visitor.

Most of our visitors are friendly and supportive; however, all visitors are reminded of the following Georgia law:

Any parent/guardian or person(s) other than a student at a public school who has been advised that minor children are present who continue to upbraid, insult or abuse any public school teacher, public school bus driver, or public school staff member in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so such person(s) will be charged a fine not to exceed \$500.00.

Withdrawal from School

Parents should notify the office at least one day before the withdrawal is planned. On the day of the withdrawal, the students will be given a transfer slip to be taken to the new school. Permanent records will be forwarded to the new school upon receipt of an official request from the new school.

Permanent records cannot be hand-delivered by parents to the new school. All library books and textbooks must be returned, as well as all unpaid fees such as pictures, etc. before withdrawal.

Important Contact Information

Dooly County Elementary School

11949 Highway 41
Pinehurst, Ga. 31070
229-645-3421
229-645-3840 FAX



Dooly County Central Office

202 Cotton St.
Vienna, Ga. 31092
229-268-4761

Dooly County Administrative Annex

Highway 41
Vienna, Ga. 31092
229-268-7751

Dooly County School Bus Shop

Highway 90
Vienna, Ga. 31092
229-268-4291

Central Office Personnel

Dr. Grady Miles, Superintendent - (229) 268-4761

Mrs. Margie Carr, Assistant Superintendent - (229) 268-4761

Mrs. Cathy Jones, Director of Federal Programs and Pupil Services - (229) 268-7751 ext. 227

Mrs. Sherrie West, School Social Worker - (229) 268-7751, ext. 224

Ms. Denise Bauer, Technology Director - (229) 268-7751, ext. 223

Mrs. Doris Ann Scarborough, School Nutrition Director - (229) 268-7751, ext 222

APPENDICES

Attendance Information

BOARD POLICY

Descriptive Code: JBD

ABSENCES AND EXCUSES

Date: January 21, 2010

Purpose - The Dooly County School System stresses the importance of attendance for the students of Dooly County. Students who are absent from school are deprived of a variety of educational opportunities, student-teacher interactions, and learning experiences shared with their peers. In order for students to succeed in school, attendance is crucial; therefore, students need to be present and on time daily.

Requirements - When a student misses school, the school requests a written explanation signed by a parent or guardian. The student should bring this explanation to school following an absence. The school system requires parents to include a doctor's readmission slip when a student has an absence of five (5) unexcused school days. Excused absences include the following:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. To visit with his/her parent prior to the parent's military deployment overseas or during parent's leave from overseas military deployment. This excused absence is limited to up to five (5) days per school year.

Students will be counted present when serving as pages for the Georgia General Assembly.

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.
3. Students shall be allowed 3 days after returning to school to present excuses and make arrangements to make up course work missed during an excused absence.

The following checkpoints will be observed to monitor attendance: third, fifth, and seventh absences. The appropriate staff personnel and/or system social worker will communicate and work with the student/parent/guardian in order to improve attendance through mail, telephone contact, home visits, conferences at school, and routine checks on absences. If the parent/guardian and

(See next page)

Page 2 – JBD – Absences and Excuses

student do not cooperate and a fifth (5th) unexcused absence occurs, a Dooly County Attendance Review Board (hereinafter "Review Board") meeting will be scheduled and the parent/guardian and student, if appropriate, will be notified of the meeting by a certified letter (return receipt requested) and by a regular letter from the District Attorney's office. These letters shall be processed and mailed by the School Social Worker.

Authority O.C.G.A. 20-2-240; 20-2-310(b); 20-2-690.1; 20-2-691; 20-2-692; 20-2-693; 20-2-694

Adopted: 10/31/2000

Third Revision: 06/04/08

Fourth Revision: 01/21/10

20-2-690.1 Mandatory Education for Children Between Ages Six and Sixteen

- (a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program, under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her sixth and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.
- (b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction, thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.
- (c) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. (Ga. L. 1945, p. 343, Sections 1, 10; Ga. L. 1969, p. 682, Section 1; Ga. L. 1971, p. 264, Section 1; Code 1981, Section 20-2-690; Ga. L. 1983, p. 3, Section 16; Code 1981, Section 20-2-690.1, enacted by Ga. L. 1984, p. 1266, Section 1; Ga. L. 2000, p. 618, Section 62; Ga. L. 2000, p. 1159, Section 2.)

Consequences for Not Attending School

According to the Mandatory Education Law (20-2-690.1), all children between the ages of 6 and 16 **must** attend school.

Consequences for Students

1. Students will attend a School Attendance Review Board Meeting.
2. Students can be enrolled in the S.T.A. R. Program.
3. Students can be charged with truancy through Juvenile Court.
4. Students can be informally adjusted by the Department of Juvenile Justice.
5. Students can receive probation.
6. Students can be ordered to write a paper on the importance of education.
7. Students can be ordered to perform community service.
8. Students can be ordered to reside in a detention center prior to his/her Juvenile Court date.
9. Students are subject to receive any one or all of the above listed consequences.
10. Students can be denied obtaining their driver's license or have their driver's license suspended.

Consequences for Parents/Guardians

1. Parents/guardians will attend a School Attendance Review Board Meeting.
2. Parents/guardians can be charged with violation of the attendance law. (Misdemeanor charge).
3. Parents/guardians can be fined \$100.00 and/or be incarcerated for 30 days. (**The law specifies that each day's absence constitutes a separate offense.*)

4. Parents/guardians can receive probation.
5. Parents/guardians can receive community service.

Parents/guardians are subject to receive any one or all of the above-listed consequences.

Dooly County School System Attendance Protocol

The Dooly County School System Attendance Protocol for the 2008-2009 school year has been developed to target chronic truancy cases. The School Social Worker and/or Family Resource Coordinator will work directly with the parent/guardian and student and provide intervention strategies in order to improve school attendance and reduce the school dropout rate.

In all schools, upon a child's fifth (5th) unexcused absence the Family Service Worker and/or School Social Worker will make reasonable attempts to notify and work with the parent/guardian in order to improve attendance through mail or telephone contact, home visits, conferences at school, and routine checks on absences. If the parent/guardian and student do not cooperate and a tenth (10th) unexcused absence occurs, a Dooly County Attendance Review Board meeting will be scheduled and the parent/guardian and student, if appropriate, will be notified of the meeting by a certified letter (return receipt requested) and by a regular letter from the District Attorney's office. These letters shall be processed and mailed by the School Social Worker. Failure to attend the review board meeting without 48 hours notification and official postponement will result in a warrant being taken out for the parent/guardian's arrest for violation of the Mandatory Education Law (O.C.G.A. 20-2-690.1). Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and/or 30 days in jail for each violation. The law specifies that *each day's absence* constitutes a separate offense.

Once the Attendance Review Board meeting has been held, and a middle school or high school student has two (2) additional unexcused absences, a juvenile complaint form will be completed charging the student with truancy. If two additional unexcused absences occur and the student attends elementary school, a warrant will be taken out against the parent/guardian for violation of Mandatory Education Law (O.C.G.A. 20-2-690.1). Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and/or 30 days in jail for each violation. The law specifies that *each day's absence* constitutes a separate offense.

Student Code of Conduct

In accordance with Georgia Law, the Dooly County Board of Education adopts the following Student Code of Conduct for elementary grades (K-5). These standards for student behavior apply during school hours, at school-related functions, on school buses, and at school bus stops.

Adjudication or punishment for the misconduct will be at the discretion of the principal and his or her designee. The involvement of student support service personnel will include, but is not limited to, school counselor, family service coordinator, special education director, school psychologist, student support team members, school resource officer, local law enforcement agencies, governmental agencies, and/or mental or medical health agencies or personnel.

The severity of the infraction or misconduct and prior history of the student(s) will be examined and considered before final decisions are made. Severe infractions or misconduct, at any stage of this Student Code of Conduct, may result in the involvement of law enforcement officials.

In cases of disruptive, disorderly, or dangerous conduct not covered in this code, the principal has the authority to undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures. Major offenses including, but not limited to, drug and weapon offenses can lead to the school being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.

The consequences or punishments for students with special needs may differ from regular education students, depending on the exceptionality and specifications in the students' individualized education plan (I.E. P.).

CONSEQUENCES

Parents/guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor may be tried as an adult.

The principal or his/her designee may use the following consequences, depending upon the severity, impact, or duration of the infraction:

- 1) Student-Administrator Conference
- 2) Work Assignment
- 3) Parent Contact (telephone call, letter, or conference)
- 4) Referral to Support Personnel
- 5) Corporal Punishment*
- 6) Lunch Detention
- 7) After School Detention
- 8) In-School Suspension
- 9) Out-of-School Suspension
- 10) Referral to Tribunal
- 11) Expulsion

*Provided there is no objection letter on file signed by the parent/guardian.

GLOSSARY OF TERMS

The following glossary indicates the recognized definitions of terms;

Assault: Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

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

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict on another person, when accompanied by an apparent present ability to do so; or (2) Any

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

Compulsory Attendance: The current attendance procedures for Dooly County are explained in the student handbook.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that the parents or guardians can make arrangements for transportation.

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

Disrespectful Conduct: Any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment. Prohibited conduct may include, but is not limited to the following, when it relates to a person's gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, and physical/mental capacity, and when such conduct is unwelcome by the recipient or others. (Example: name calling, teasing, mimicking, displaying offensive graffiti, touching of a person or person's clothing, words, pranks, or actions which provoke feelings of embarrassment, hurt, or intimidation)

Drugs: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Electronic Devices or Toys: Personal items brought to school that may disrupt instruction. These items include, but are not limited to, beepers, CD players, games, yoyos, water pistols, telephones, laser pointers, tape players, etc.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

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

Forgery: Purposefully falsifying or copying original documents, papers, or signatures with the intent to defraud or to be deceitful.

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

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

Student Code of Conduct: Conduct expected of all students in the Dooly County School System.

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

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

Threat: Any expression of intent to do harm or to give warning of by a sign.

Truancy: The act or condition of being absent without permission; failure to attend (especially school).

Vulgar or Profane Language: Irreverent speech/comments or actions that lack refinement and are inappropriate for everyday language.

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

Weapons: The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile or any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consistent of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as nunchaks, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

RULES

Note: Numbered codes are in **bold** print. The words in *italic* are included to assist parent in discussing the student code of conduct with their children.

STUDENTS WILL:

Rule 1. Disruptions

Refrain from creating disruptions or interfering with the operation of school. Disruptions may include, but are not limited to, prevention of school activities, gang-related activities, bullying, harassment, terroristic threats, verbal confrontation, school disturbance, activation of the fire alarm, disrespectful conduct, or trespassing.

Follow the classroom rules set by the teacher/school so that misconduct or misbehavior does not disturb the classroom or prevent your classmates from learning or your teacher from teaching.

Prevention of School Activities

No student shall block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activities associated with the Dooley County Schools.

Gang-related Activities

Membership In gangs is not permitted at school.

Do not wear gang-related clothing or make gang-related signs, signals, or drawings at school.

Bullying/Harassment

Refrain from trying to hurt or to promise or threaten to hurt another person or to cause another person to be afraid to come to school.

Be nice and kind to other students. Do not threaten others.

Terroristic Threats

Refrain from threats to cause damage or harm to the school or school employees.

Do not threaten to hurt the school or any one who works at the school.

Verbal Confrontation

Refrain from verbally assaulting other students, including arguing, fussing, or confronting others, and refrain from conduct that will demean or slander others.

Use appropriate language when speaking to other students. When talking or writing notes to other students, do not say or write hurtful or untrue things about them or their family members.

School Disturbance

Refrain from disrupting the learning opportunities and/or threatening the safety of others including sit downs, walk outs, picketing, and trespassing.

False Activation of Fire Alarm

By law it is a misdemeanor to set off a school's fire alarm while knowing at the time that there are no reasonable grounds for believing that a fire exists in or on the school's premises.

Do not set off the fire alarm.

Disrespectful Conduct

Respect constituted authority, including teachers, administrators, bus drivers, and other school employees. This shall include compliance with school rules and regulations and applicable provisions of law.

Respect all persons while at school including staff members and other students.

Trespassing

Refrain from trespassing on school campus during unauthorized times (i.e., suspensions, medical quarantine) and in undesignated areas (i.e., school building during extracurricular activities, unassigned rooms during after-school programs).

Do not wander or walk around the school. Do not come on the school campus if suspended or if the doctor has diagnosed you with an illness that is contagious or can spread to other students. Stay in assigned areas if attending programs or activities outside of the normal school day.

Rule 2. Mandatory School Attendance

Attend school daily, except when excused, and be on time to all classes and other school-day functions. Refrain from leaving the school campus without permission.

Come to school each day unless you are sick. Do not leave the school campus, for any reason, without permission from someone who works at the school.

Rule 3. Vandalism

Refrain from the destruction of school property or property of others.

Treat all property with respect. Do not damage or destroy property belonging to someone else.

Rule 4. Gambling

Refrain from gambling at school.

Do not throw dice, play cards, or make/take bets on school property or while attending school functions.

Rule 5. Obscene Gestures

Students should refrain from making obscene or vulgar gestures that demean the dignity of another person.

Do not use vulgar hand signs.

Rule 6. Profanity

Refrain from the use of obscene or vulgar language directed toward a student or school employee, written or in general conversation.

Do not use curse words.

Rule 7. Possession of Electronic Devices and Toys

Refrain from bringing toys, electronic devices, and any other items that disrupt instruction and/or create disturbances to and from school-related activities.

Do not bring toys, beepers, CD players, games, yoyos, water pistols, telephones, laser pointers, tape players, etc. to school.

Rule 8. Cheating

Refrain from cheating.

Do not copy the work of another person.

Rule 9. Possession of Pornographic Materials

Refrain from bringing any pornographic materials to school or from entering or downloading pornographic content onto school computers.

Do not bring offensive pictures to school or download them onto school computers.

Rule 10. Technology Fraud or Abuse

Follow federal, state, and local laws, policies, and procedures regarding the use of computers and other technologies.

Do not misuse the computers and other technological equipment.

Rule 11. Dress Code

Dress and groom to meet fair standards of health and common standards of decency.

Wear proper clothing to school and follow common personal hygiene or grooming habits. (When violating the dress code, students will be allowed to use the phone to get a change of clothes.)

Rule 12. Parking and Traffic Violations

Follow all parking and traffic rules.

This is not applicable for students at the elementary school level.

Rule 13. Fighting

Refrain from participation in a fight involving physical violence where there is not one main offender and no major injury.

Keep your hands and feet to yourself. Do not fight with other students,.

Rule 14. Assault/Battery

Refrain from verbal or physical assault or battery of students, teachers, administrators, bus drivers, and other school personnel, or any visitor attending school-related functions.

Do not physically harm or injure others at school. Use appropriate language when speaking to any adult that works at or visits the school.

Rule 15. Criminal Law Violations

A students who has been formally charged with violation of the criminal law may be deemed a danger to the safety of other students and/or a substantial disruption to school operations.

Rule 16. Weapons

Refrain from carrying, possessing, or having under such person's control, any weapon or explosive component within a school safety zone or on school property.

**Any student who is determined to have brought a weapon to school may be expelled for a period of not less than one calendar year (O.C.G.A. 20-2-751)*

Rule 17. Possession/Use of Alcohol, Tobacco Products, Illegal Drugs, and any Associated Paraphernalia

Refrain from possessing, selling, using, or transmitting any tobacco products, narcotic drug, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this regulation. All prescription drugs shall be kept in the original container with the nurse/attendance clerk. (JCDA, JCDAB/JCDAC)

Do not have any illegal drug or tobacco products of any kind at school. Do not pretend to have any of the above. Medication prescribed by a doctor must be kept at the office.

Rule 18. Sexual Misconduct

Refrain from sexual assault or harassment, which may include molesting another student, indecent exposure, rape, or any other overt heterosexual or homosexual act on school property, during school functions, or under school supervision.

Students should not write notes, send inappropriate drawings, or talk to other students about their private body parts or parts of their body that are covered by bathing suits. Do not touch another's private body parts or parts of their bodies that are covered by bathing suits. Kissing is not allowed at school.

Rule 19. Racial Harassment

Refrain from oral or written statements having demeaning implications made or sent to an individual, gestures, or conduct rooted in racial factors or considerations that signal contempt toward others of any race.

Do not talk ugly or write things about persons of another race.

Rule 20. Larceny/Theft, Extortion, Forgery

Refrain from the removal of school property or property of others.

Do not take things belonging to another person.

PROMOTION, PLACEMENT, AND RETENTION

Date: November 17, 2005

(1) DEFINITIONS.

(a) **Accelerated instruction** - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.

(b) **Additional instruction** - academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

(c) **Differentiated instruction** - instructional strategies designed to meet individual student learning needs.

(d) **Grade level** - standard of performance, as defined by the Office of Education Accountability, on a Criterion-Referenced Competency Test.

(e) **Placement** - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

(f) **Placement committee** - the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Criterion-Referenced Competency Test. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Competency Test.

(g) **Promotion** - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

(h) **Retention** - the re-assignment of a student to the current grade level during the next school year.

The Dooly County Board of Education believes that, in order to help assure appropriate achievement as students progress through their school experience, it should establish basic promotion, placement, and retention criteria. Therefore, the following criteria shall be utilized in any promotion, placement, and/or retention decisions.

(2) KINDERGARTEN THROUGH EIGHTH GRADE PROMOTION REQUIREMENTS

A student in kindergarten through eighth grade shall be eligible for promotion upon satisfactorily completing one year in the grade in question and demonstrating satisfactory completion according to policy IHA - District Grading System over Dooly County approved curriculum and Quality Core Curriculum objectives for that grade level. A student receiving special services will be promoted based upon his/her Individual Education Program (IEP) or Individual Accommodation Plan (IAP).

The Georgia Kindergarten Inventory of Developing Skills (GKIDS) must be used as one of the criteria to consider promotion from kindergarten to the first grade.

A student shall be retained when:

Kindergarten through Fifth Grade

- A. He/she fails the on-grade level Dooly County approved Mathematics or Reading curriculum, or
- B. He/she fails two or more on-grade level academic courses (English, Mathematics, Science, or Social Studies).

Sixth through Eighth Grade

- A. He/she fails the on-grade level Dooly County approved Mathematics or Reading curriculum, or
- B. He/she fails two or more on-grade level academic courses (English, Mathematics, Science, or Social Studies) or fails one on-grade level academic course and two on-grade level connections courses.

(3) REQUIREMENTS FOR GRADES 1-8.

(a) By July 1, 2003, each local board of education shall develop, adopt, and implement policy, in accordance with O.C.G.A. § 20-2-282 through 20-2-285, that bases the placement or promotion of a student into a grade, class, or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement. Further, the policy shall specify how the Criterion-Referenced Competency Tests administered in all grades 1-8, in accordance with O.C.G.A. § 20-2-281, will be weighted or otherwise utilized by the school principal or designee in determining:

- 1. The overall academic achievement of students;
- 2. An appropriate plan of accelerated, differentiated, or additional instruction for students who do not achieve grade level; and
- 3. Placement (with specific recommendations), promotion, or retention of a student.

(b) Students shall be tested in accordance with requirements specified in Rule 160-3-1-.07 Testing Programs - Student Assessment.

(c) The local board of education shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and criteria established by the local board of education.

(4) REQUIREMENTS FOR GRADES 3, 5, AND 8.

(a) Promotion of a student shall be determined as follows.

- 1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and meet promotion standards and criteria established by the local board of education for the school that the student attends.

2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

4. Requirements in this section shall apply to students in the following grade levels:

(i) The third grade beginning with the 2003-2004 school year.

(ii) The fifth grade beginning with the 2004-2005 school year.

(iii) The eighth grade beginning with the 2005-2006 school year.

5. The school principal or designee may retain a student who performs satisfactorily on the Criterion-Referenced Competency Test but who does not meet promotion standards and criteria established by the local board of education.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the Criterion-Referenced Competency Test(s) specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the Criterion-Referenced Competency Test individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

(i) The student's below-grade-level performance on the Criterion-Referenced Competency Tests;

(ii) The specific retest(s) to be given the student and testing date(s);

(iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Criterion-Referenced Competency Tests; and

(iv) The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Criterion-Referenced Competency Test(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local board of education.

(c) When a student does not perform at grade level on the Criterion-Referenced Competency Test in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this rule.

2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it may describe the option of the parent or

guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting if provided for in local board policy; and

(iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Criterion-Referenced Competency Test or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

(iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Criterion-Referenced Competency Test or the alternative assessment instrument and promotion standards and criteria established by the local board of education for the school that the student attends, and make a determination to promote or retain.

(iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Criterion-Referenced Competency Test(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Criterion-Referenced Competency Test in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Criterion-Referenced Competency Test in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local board of education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Criterion-Referenced Competency Test in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local board of education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

8. The decision of the placement committee may be appealed only as provided for by the local board of education.

**(5) PROMOTION REQUIREMENTS FOR GRADES 9 - 12
(Effective for all students in grades 9-12 in the 2006-07
school year)**

A student shall be eligible for entrance in high school (grades 9-12) upon successful completion of the on-grade level middle school (grades 6, 7, 8) instructional program.

Grade Classification Requirements

Grade classification will be made only once a year based on the requirements completed prior to the beginning of the fall semester for the school year involved.

Freshmen (9th Grade) Classification:

To be classified as a freshman, a student must have successfully completed on grade-level 8th grade instruction program.

Promotion criteria to enter 10th grade are 6 units, which must be as follows:

- 1 Unit of English Language (9)
- 5 Units of other required or elective courses

Promotion criteria to enter 11th grade are 12 units, which must be as follows:

- 1 Unit of English Language (10)
- 11 Units of other required or elective courses

Promotion criteria to enter 12th grade are 20 units, which must be as follows:

- 1 Unit of English Language (11)
- 1 Unit of U.S. History
- 18 Units of other required or elective courses

Students transferring from an accredited school on a block schedule which awards eight Carnegie units per year shall follow the above promotion criteria. Students transferring from an accredited school, which awards less than eight Carnegie units per year, shall be promoted based on the following promotion/graduation requirements, which shall include the English and U.S. History requirements listed above:

Three years in an eight block schedule:

Promotion to enter 10th grade shall be determined by promotion criteria of the transferring school.

Promotion criteria to enter 11th grade - 12 units

Promotion criteria to enter 12th grade - 20 units

Criteria for Graduation - 26 units

Two years in an eight block schedule:

Promotion to 11th grade shall be determined by promotion criteria of the transferring school.

Promotion criteria to enter 12th grade - 20 units

Criteria for Graduation - 24 units

One year in an eight block schedule:

Promotion to 12th grade shall be determined by promotion criteria of the transferring school.

Criteria for Graduation - 22 units

Special Education

A student in special education will be promoted based upon his/her Individual Education Program (IEP).

Note: Exceptions to the above policies may be made upon a recommendation made by a committee composed of the Superintendent and/or a designee, principal, and Assistant Superintendent for Instruction.

Authority O.C.G.A. § 20-2-240; 20-2-282; 20-2-283; 20-2-284; 20-2-285.
STATE BOARD RULE 160-4-2-.11

Adopted: November 17, 2005

Effective: July 1, 2006

DOOLY COUNTY BOARD OF EDUCATION