

SHIVER SCHOOL

“180 Days of Wonder”
Choose Kindness

2017-2018

STUDENT HANDBOOK

TABLE OF CONTENTS

Admission and Registration	10
Advertising	18
Alcohol/Illegal Drugs/Inhalants	26
ALPHA	18
Arrival and Dismissal	9
Attendance Policy	12
Behavior	26
Bell Schedule	7
Bomb Threats	27
Bullying	28
Bus Conduct	37
Calendar	5
Cheating	28
Clubs and Sponsors	15
Corporal Punishment	25
Dances	18
Dress Code	30-31
Early Pick-up	9
Electronic Devices	28
E-Mail Addresses – Teachers	39
ESOL	19
Faculty/Staff Members	6
504	38
Fund Raising	17
Gang Related Activities	32
General Rules	24
Grades – Recorded	15
Grading and Report Card	15
Graduation - 8 th grade	20
Guidance and Counseling	17
Head Lice	13
Honor's Program	20
Hospital/Homebound	13
In-school Suspension	36
Insubordination	31
Internet Access and Use	19
Leaving Campus	27
Lockers	14
Lost and Found	14
Lunch/Breakfast	9

Lunch Schedule	8
Map	40
Media Center	17
Medications/Illness	13
Non-Discrimination Policy	38
Obscene Materials	29
Out of District Enrollment Guidelines	11
Out of School Suspension	37
P. E. Schedule	8
Physical Offenses	33-34
Prescription/Non-prescription Drugs	33
Profanity	29
Promotion Policy	23
PTO	4
School Council members	4
School Objectives	4
Sexual Offenses	34-35
Signing Student Out	10
Sports Equipment	14
SST/RTI	38
Starting the school day	7
Student Code of Conduct	24
Student Discipline Code 2016-2017	26-36
Student Records Security	16
Tardiness	7
Teacher/Paraprofessional Qualifications	23
Technology Offenses	35
Telephone	13
Textbooks	14
Theft	36
Tobacco	36
Valuables	14
Volunteers	18
Weapons	36
Withdrawing from Shiver	11

OUR SCHOOL'S MISSION

In our school we will accept personal responsibility for inspiring each other to work diligently so we can all become learners for life.

OUR OBJECTIVES TO MEET OUR MISSION

Be positive
Be a diligent worker
Be smart
Be cooperative
Be respectful
Be polite
Be a good example
Be the best you can be
Be a learner for life

SHIVER SCHOOL COUNCIL MEMBERS

Mr. Dusty Sheffield, Business/Parent
Mr. Ricky Powe, Business/Parent
Mrs. Missy Addison, Parent
Mrs. April Lee, Parent
Mrs. Amber Humphries, Teacher
Mr. Steve Harrisoon, Teacher
Mr. Todd Jones, Principal

Our School Council meets four times during the school year. The public is invited to the meetings. We will meet on August 22, November 7, February 6, & May 8. All meetings begin at 5:00 p.m.

PTO OFFICERS

PRESIDENT	Mrs. Nikki Josey
VICE PRESIDENT	Mrs. Megan Durrance
SECRETARY	Mrs. Amanda Sheffield
TREASURER	Mrs. Missy Addison
CHAPLAIN	Mrs. Laurie Helton
PARLIAMENTARIAN	Mrs. Renee Daughtry
ACADEMIC/ATTENDANCE	Mrs. Charisha Cooper
STAFF APRECIATION	Mrs. Jamie Walker
FALL FESTIVAL COORDINATOR	Mr. Larry Plank
TEACHER REPRESENTATIVE	Mrs. Lindsey Powe
TEACHER REPRESENTATIVE	Mrs. Brooke Pollock

**SHIVER SCHOOL CALENDAR
2017-18**

Professional Development Days-----	July 31-August 1
Teacher Workdays-----	August 2-3
PTO Open House—4:00-6:00 p.m.-----	August 3
First Day for Students-----	August 4
Fund Raiser Kick-Off-----	August 25
Labor Day-----	September 4
Mid Term Progress Reports Go Home-----	September 6
PTO –6:30 p.m. -----	September 18
Fall Picture Day-----	September 27
End of 1 st 9 weeks-----	October 6
Fall Break Holiday-----	October 9-13
Teacher Workday-----	October 16
Report Cards Go Home-----	October 19
Fall Festival 4:00-8:00 p.m. -----	October 28
Fall Picture Retake Day-----	November 1
Mid Term Progress Reports Go Home-----	November 14
Thanksgiving Holidays-----	November 20-24
PTO & Christmas Concert—6:30 p.m.-----	December 18
End of 2 nd 9 weeks-----	December 21
Early Release Day-----	December 21
Christmas Holidays-----	December 22-Jan 4
Teacher Workday-----	January 5
2 nd Semester First Day For Students-----	January 8
Report Cards Go Home-----	January 10
Martin Luther King Holiday-----	January 15
Mid Term Progress Reports Go Home-----	February 9
Presidents' Day Holiday-----	February 19
Ms. Shiver Pageant -----	February 24
PTO—6:30 p.m. -----	March 5
Spring/Class Pictures-----	March 7
End of 3 rd 9 weeks-----	March 16
Teacher Workday-----	March 19
Report Cards Go Home -----	March 22
8 th Gr. Cap and Gown Pictures-----	March 28
Spring Break-----	April 2-6
Mid-Term Progress Reports Go Home-----	April 25
PTO/Band Concert—6:30 p.m.-----	April 30
Field Day Gr. PK – 8th 8:30 – 3:15-----	May 4
Honors Day Gr. 1 – 5 --8:30 & 9:30 a.m.-----	May 21
PTO Honors Night – Grades 6-8 –6:30 PM-----	May 21
8 th Grade Dinner & Dance—6:00-9:00 p.m.-----	May 24
Eighth Grade Graduation 9:00 a.m.-----	May 25
Last Day for Students/End of 4 th 9 weeks-----	May 25
Report Cards Go Home -----	May 25
Memorial Day Holiday-----	May 28
Post Planning/Professional Development -----	May 29-31

SHIVER SCHOOL STAFF

<u>PR-K</u>	<u>KINDERGARTEN</u>
Mrs. Amelia Faircloth Mrs. Ashley Moore	Ms. Kim Henry Mrs. Susan Phillips Mrs. Vivian Sapp
<u>1st GRADE</u>	<u>2nd GRADE</u>
Mrs. Paige Elkins Ms. Julie Harrell Mrs. Amber Humphries	Mrs. Shelia Cannington Mrs. Lindsey Powe Mrs. Angie Scarbrough
<u>3rd GRADE</u>	<u>4th GRADE</u>
Mrs. Sandy Allen Mrs. Marsha Green Mrs. Heather Hendrix Ms. Iris Shepherd	Mrs. Ingrid Bearden Mrs. Michelle Harrell Mrs. Katy Willis
<u>5th GRADE</u>	<u>6th GRADE</u>
Mrs. Raenelle Boyd Mrs. Jenna John Ms. Kim Joyner	Ms. Jodi Brooks Mrs. Elisha Butler Mrs. Kristen Langley
<u>7th GRADE</u>	<u>8th GRADE</u>
Mr. Trent Brown Mr. Ron Evans Mrs. Brooke Pollock	Mrs. Lynlee Barrett Mr. Steve Harrison Mrs. Michele Sellers
<u>SUPPORT STAFF</u>	<u>SUPPORT STAFF</u>
Mr. Todd Jones – Principal Mrs. Leigh Stalvey – Assist. Principal Mrs. Erin Simpson – Inst. Coordinator Mrs. Christie Courtney – Counselor Mrs. Missy Roberts – Media Specialist Mrs. Cile Teehee - Computers Mrs. Amy Amaro– Music/Band Mrs. Brandee Puckett – P.E. Mr. Gary Smith – P.E. Mrs. Tracy Champagne – Ag Dr. Brenda Jolly – Special Ed. Mrs. Lawren Phillips - Special Ed. Mrs. Kaye Lamar – Special Ed. Mrs. Jenny Cranford - ESOL Mrs. Betsy McPherson – Speech Mrs. Sherri Kesler – Secretary Mrs. Wanda Cooke – Bookkeeper Mrs. Bertha Prince – Nurse Ms. Diane Smith – Custodian Ms. Marvin Darity – Custodian Ms. Alisha Perry – Custodian	Parapros: Mrs. Summer Addison Mrs. Toni Caulder Miss Haley Cooke Mrs. Charisha Cooper Mr. Kevin Corker Mr. Jess Devoursney Mrs. Sherry Gainous Mr. Darrus Harrell Mrs. Jamie Miller Mrs. Kelly Miller Mrs. Chris Pearce Mrs. Kathy Taylor Lunchroom Workers: Mrs. Sue Wilkes - Manager Mrs. Lisa Nix – Assistant Mrs. Sybil Barfield Mrs. Christina Bynum Mrs. Jessica Garcia Mrs. Carrie Truelove Mrs. Terri White

BELL SCHEDULE

- 7:20 Buses unload – Breakfast (3rd – 8th)**
- 7:30 Buses unload - Everyone**
- 7:55 School day begins**
- 8:00 Tardy Bell**
- 3:15 Pick up students**
- 3:25 Bus Bell**

STARTING THE SCHOOL DAY

Each morning members of our Builder's Club will begin with a welcome over the intercom. We will then have a moment of silence. A Shiver student will lead us in the Pledge of Allegiance to the Flag of the United States of America followed by the National Anthem. Students will remain standing for both. We will then have our morning announcements.

TARDINESS

To receive the maximum benefit from classroom and instructional participation, it is important that a student report to school on time each day. School begins at 7:55 a.m. The tardy bell rings at 8:00 a.m. A parent must accompany students who are tardy for school. The parent and student will report to the office to receive a pass to enter class. Students with excessive tardies will be reported to the School Social Worker at the county office.

**P. E. SCHEDULE
Elementary - Smith**

7:30 – 7:45	Duty
7:45 - 8:05	Planning
8:15 – 9:05	3rd
9:05 – 10:00	Kindergarten
10:05 –11:00	1st
11:00 –11:50	Planning
11:50 –12:45	2nd
12:45 –1:15	Lunch
1:20 - 2:15	4th
2:20 – 2:50	PK
2:50 – 3:10	Break
3:15 – 3:30	Bus Duty

**P. E. SCHEDULE
Jr. High – Puckett**

7:45 – 8:00	Duty
8:00 – 8:15	Planning
8:15 - 9:05	4th
9:05 – 9:55	Planning
9:55 - 10:10	ISS
10:15-11:10	5th
11:15- 11:45	Lunch Duty
11:50-12:40	6th
12:45- 1:15	Lunch
1:25- 2:15	7th
2:20- 3:10	8th
3:15- 3:30	Bus Duty

LUNCH SCHEDULE

11:15 – 11:45	6th, 7th, & 8th
11:45 – 12:15	PK, K, & 1st
12:15 – 12:45	4th & 5th
12:45 – 1:15	2nd & 3rd

LUNCH/BREAKFAST

Breakfast is free to all students. We serve breakfast from 7:20 a.m. until 7:50 a.m. Menus are posted in the classrooms each month and read over the intercom daily.

	Breakfast	Lunch
Students PR-K – 5 th grade	FREE	FREE
Students 6 th – 8 th grade	FREE	FREE
Adults	\$2.00	\$3.50
Extra milk and juice	\$.35	\$.35
Extra Entree		\$1.50

- Take out orders from restaurants, etc, are not to be delivered or received by students at school except on birthdays.
- Microwaves are not available for student use.
- Glass containers are prohibited.

EARLY PICK UP

The instructional time for our students needs to be free of interruptions that break into quality teaching and learning time. For this reason, students will not be called from class **after 2:55 p.m.** If a student is not picked up before 2:55, they will remain at school until the daily dismissal time begins at 3:15 p.m. Calling students from a classroom interrupts the final moments of the teaching and instructional time of all students. We understand that at times students have appointments that require early dismissal. If this is the case, please arrive at the office by 2:55 p.m. to call for your student.

ARRIVAL AND DISMISSAL

Once students arrive on campus in the morning, they will not be allowed to leave the campus under any circumstance, except with the principal's approval. **Students should not be dropped off before 7:20 a.m.** They must go to breakfast if they arrive between 7:20 and 7:30. At 7:30 students in K – 5th grade should report to their assigned duty room, unless they are eating breakfast. Students in grades 6, 7, & 8 may go to the assigned playground. Students will report to class when the 7:55 a.m. bell rings. In the event of inclement weather, students in grades 6, 7, and 8 may wait in the hallways near their classrooms until their teacher arrives. They will be expected to sit quietly in their classrooms once the teacher arrives.

Students will remain in their homerooms until they are called for dismissal. At 3:15 all pick-up students will report to the pick-up area. The students are seated until the duty teacher releases them to their vehicle. They may **NOT** cross the parking lot to get to their vehicle. Parents may park in the visitor parking section and walk up and get their child/children from the teacher on duty. Students may **NOT** leave the pickup area unless released by the teacher on duty. Students who ride buses will be dismissed at 3:25 to load busses.

Students must vacate the campus as soon as possible after they have been dismissed unless they are in an activity supervised by a teacher. No student is to re-enter the building without stopping at the office for permission. **There is no campus supervision before 7:20 a.m. or after 3:30 p.m.**

SIGNING STUDENTS OUT

If a student must leave the school for an appointment, a note should be sent with the student and turned in to the office. A telephone number should be provided on the note so the parent can be reached for verification purposes. The parent, or designated adult, must sign the child out at the office for the child to leave school. Upon signing out, the student will be called to the office. If the student returns to school that day, he/she must report to the office and sign in. **NO ONE IS TO PASS THE OFFICE WITHOUT SIGNING IN THE OFFICE AND RECEIVING A VISITOR'S PASS. WHEN YOU FAIL TO DO THIS, YOU ARE TRESPASSING. IF YOU DO NOT STOP AT THE OFFICE BEFORE ENTERING THE HALLS, YOU WILL BE STOPPED BY ANY FACULTY MEMBER AND ASKED TO RETURN TO THE OFFICE. THIS IS FOR THE PROTECTION OF ALL STUDENTS AND TEACHERS.**

STUDENT ADMISSION AND REGISTRATION

1. Mrs. Kesler conducts initial registration of new students in the office. Various student information sheets are filled out during this portion of the registration process.
2. All students must have a current Georgia certificate of immunization, Ear, Eye, Dental and Nutrition form, a certified birth certificate, a Social Security card, and proof of residence in order to enroll. Migrant and ESOL student requirements are different. Contact the school office for details.
3. After producing all forms required, the student is assigned to a classroom and oriented to the building.

Out of District Enrollment Guidelines

- Parent/Guardian of out-of-district students must request enrollment with the principal of the out-of-district school. The contract must be signed by the principal of the requesting school prior to enrollment.
- Parent/Guardian must complete an Out-of-District Contract for each year of out-of-district enrollment. Contract completion does not guarantee enrollment in the requested school.

Once accepted for out-of-district enrollment, the parent and student must agree to abide by the following guidelines:

1. **TRANSPORTATION:** Parent will be responsible for providing transportation to and from school within the set school hours. Excessive tardies, early pick-ups, and pick-ups past the dismissal time may determine continued eligibility for enrollment in the out-of-district school.
2. **ATTENDANCE:** No more than five (5) unexcused absences and/or fifteen (15) tardies will be accepted. As noted above, early pick-ups causing the student to miss instruction and any pick-ups past the dismissal time will also be considered in continued eligibility for out-of-district enrollment. **Enrollment is subject to availability based on in-district student enrollment. **
3. **BEHAVIOR:** Student and parent will agree to abide by the Student Code of Conduct outlined in the accepting school's Student Handbook. Excessive disciplinary referrals will be considered when determining acceptance and continued enrollment.

All Grady County Schools are governed by the above Out-of-District guidelines.

WITHDRAWING FROM SHIVER

1. Notify the school office the day of withdrawal.
2. Return all textbooks and other materials.
3. Return all library books.
4. Clear lunch charges.
5. Parents must sign a "Release of Information" in the office for records to be forwarded, or a release may be signed at the new school.

** School personnel recognizes the person that enrolled the child and is currently listed in PowerSchool as the custodial parent/guardian.

COMPULSORY ATTENDANCE

Students below the age of 16 are required by Georgia law to attend school except for occasions of personal illness, death in the family or religious holidays. Extended absences or unusual patterns of absences will be investigated by using the following guidelines. In these guidelines the term parent means the person who has control or charge of the student. The principal may determine when extenuating circumstances exist in which case a student may be exempt from these guidelines.

Grady County Schools Attendance Protocol 2017-2018

2-4 unexcused absences	School Contact. School will make at least three reasonable attempts to talk with parents and document in the Social Service portal. If difficulties to reach parent by phone, the school will mail a School Attendance Letter to parents/guardians.
5 unexcused absences	School Social Worker Referral. The school will submit an attendance referral and supporting documentation to the social work portal. The school social worker will mail an attendance letter to offer assistance in preventing further absences.
7 unexcused absences	Mandated Attendance Task Force Hearing at The Grady County Courthouse. A mandated attendance task force hearing will be held to discuss preventative actions to deter further absences. The school social worker will mail a certified letter along with signed documents from the attendance hearing.
10 unexcused absences	Referral to Criminal/Juvenile Court. A warrant and/or juvenile compliant will be issued for violation of the Georgia Compulsory Attendance Law.
* Parent Excuses	Each school will only accept 7 parent/guardian handwritten excuses.
* Excuses	Excuses are to be submitted within 5 days of student returning to school.
*Previous school year : 10 UNA or more	Mandated Attendance Task Force Hearing. A mandated attendance task force hearing will be held when your child reaches 5 UNA if he or she had 10 UNA or more from the previous school year.

HOSPITAL/HOMEBOUND

If a student is likely to be absent from school for 10 days or more as a result of surgery or a non-communicable disease, he/she may be eligible to participate in the Hospital/Homebound program. The parent or guardian should inform the school as soon as possible.

USE OF THE TELEPHONE

Students **may not** make or receive phone calls during the school day without receiving permission from their teacher or school administrator. Phone messages may be delivered from the office with approval of a school administrator.

MEDICATIONS/ ILLNESS

If a student becomes ill during the day, the school nurse, teacher or an administrator will contact the parent. The parent, or designated adult, must come to the office and sign the student out. **Medication, prescription or over the counter, should not be brought to school by a student. An adult must bring and pickup medications.**

Parents must complete a medication form, which may be obtained from the nurse or school office. The nurse will assist in the administration of medications provided there is a medical form on file with directions for proper administering of medication.

HEAD LICE

Head lice are very contagious because of the ease with which it can be transmitted from one person to another. In the event that a child is found to have head lice or nits, a parent or guardian will be contacted to pick up the child for treatment. All siblings and other children in the same classroom will be checked as well. Before returning to school the child must have **NO NITS**. Upon returning to school, the child must be accompanied by a parent and must show the school nurse proof of treatment. **The student must not have any nits in order to be re-admitted to school.**

LOCKERS

Lockers are provided for some grades at Shiver. Each student is assigned a locker from the homeroom teacher. Lockers are used to store student textbooks, notebooks, lunch boxes, gym clothes, outerwear, and student book bags. All student lockers are checked by administration throughout the year.

LOST AND FOUND

All lost and found items will be turned in to the office. Items not claimed within a few months will be donated to community organizations.

TEXTBOOKS/SUPPLIES

Textbooks are furnished by a checkout system and paid for by the taxpayers. If books are lost or damaged, the student or parent shall reimburse the school system. Books should be covered for protection. Regular book checks will be conducted throughout the school year.

SPORTS EQUIPMENT

For the safety of all students, hard balls, such as golf balls and baseballs, are not allowed at school. Bats are not allowed unless approved by the principal. Bats **cannot** be transported on a school bus.

VALUABLES

As a precautionary measure, students should not bring large amounts of money or other valuables to school. Carelessness, in some instances, encourages theft. The school accepts no responsibility for carelessness that results in loss. Large payments of any type should be paid by check in the school office.

CLUBS AND SPONSORS

Students are encouraged to participate in the following clubs. Meeting times and places will be announced.

NJHS	Mrs. Pollock and Mrs. Langley
Builders Club	Mr. Jones
Chorus	Mrs. Green
4-H	Ext. Service
FCA	Mr. Derrick Milton
Yearbook	Ms. Haley Cooke and Mrs. Wanda Cooke
FFA	Mrs. Tracy Champagne

GRADING AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. There are four grading periods. Reports are given out in a timely manner after each nine-week period. The card should be examined by the parents/guardian and returned signed the next day. Progress reports will be sent at the approximate mid-point of each nine weeks. Parents may schedule a conference by sending a note to the teacher or by calling the office to make an appointment. Appointments must be scheduled ahead of time in order for our faculty to plan. Students who make all A's for the 9 week period in academic subjects will make All A Honor Roll. Students who make A's and B's or all B's in a nine week period in academic subjects will make Honor Roll.

RECORDED STUDENT GRADES

All students receive numerical report card grades to indicate their current status in each of their classes. Numerical grades are based on a 100 scale. For the first and second 9 weeks report card grades, students earning an averaged failing numerical grade from 0-59 will be given a 60. Third and fourth 9 weeks grades will be recorded exactly as earned. Students who fail the first semester will have the two 60's averaged with their two second semester 9 weeks grades for a yearly average.

STUDENT RECORDS SECURITY

The Grady County Board of Education designates certain information from student education records as “directory information”, as is specified in this paragraph. Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student, such information will not be considered confidential and may be disclosed upon request. Directory information is as follows:

1. Each student’s name, address, and telephone number;
2. The date and place of birth of each student;
3. Each student’s participation in clubs and sports;
4. The weight and height of a student if he or she is a member of an athletic team;
5. Dates of attendance at Grady County School; and
6. Awards received during the time enrolled in the Grady County School System.

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Grady County School System, upon request of the school where a student is enrolling.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as parent in the absence of a parent/guardian, may inspect the education records of his/her child during the hours of 8:00 a.m. to 4:00 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 reasonable copying costs of 25 cents per page. A parent/guardian or eligible student who believes the student’s record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent/guardian or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, the parent/guardian or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent/guardian or eligible student may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

FUND RAISING

Fund raising items for outside organizations are not to be sold on school grounds. If such materials are brought to school, except by special permission of the principal, they will be taken by teachers or administrators. All fundraising project proposals must be submitted to the Board of Education for approval.

GUIDANCE AND COUNSELING

The guidance and counseling program at Shiver is designed to help the student discover, understand, and realize his or her full potential. Our counselor, Mrs. Courtney, provides the following services:

- Confidential counseling on personal problems
- Assist student with study skills
- Education alternatives
- Career exploration
- Opportunities for self-awareness and building self-esteem
- Group counseling as deemed necessary
- Give direction to the Student Support Team (SST)

Guidance services are available for all students. Students should make an appointment through their teacher or an administrator. A pass will be given for the appointment.

MEDIA CENTER

The school media center is an integral part of the instructional program at Shiver. Library services and programs are carefully designed to meet the educational needs of faculty and students.

- Materials are available to all students, faculty, and staff through regular circulation procedures.
- Materials are made available to students and faculty of other Grady County schools by request.
- Parents of our students may check out materials from the media center through normal circulation procedures.
- Members of the Shiver community may have access to the materials with the approval of the principal or media specialist.

ADVERTISING

Commercial advertising in any form is prohibited at school. Students wanting to distribute posters, pamphlets, newspapers, and other material will need permission from the principal and advised of the time, location and manner of distributing such materials if allowed.

SCHOOL DANCES

Shiver dances are sponsored by the 8th grade class and 8th grade homeroom teachers. Only 6th, 7th, and 8th grade students may attend dances. Students from other schools, who are in these grades, may attend if accompanied by a Shiver student. All school rules and policies will be followed at all dances. Students are expected to remain until an adult picks them up. The 8th grade graduation dance is for 8th graders who are eligible to participate in the graduation ceremony. Those who are eligible may invite a 6th, 7th, 8th, or 9th grade guest. Dress for this dance will be semi-formal (no blue jeans).

VOLUNTEER ACTIVITIES

Shiver School encourages and enjoys parent involvement in our school. We solicit your help with special events such as Field Day, Fall Festival, Book Fair, Ms. Shiver Pageant, Honors Program, field trips, mentoring, and other events. An organized volunteer program has been developed for our school. If you are interested in becoming a parent volunteer please contact Mrs. Stalvey at 377-2325 for more information.

ALPHA

The **A**dvancement in **L**earning & **P**erformance for **H**igher **A**chievement Academy (known as the ALPHA Academy) is a county-wide (K-12) initiative for Grady County Schools that will allow our students that exhibit high achievement in academics, scholarly competitions, community service, and extracurricular activities to be recognized. For more information, contact Mrs. Danielle Jones at (229) 377-3701.

ESOL

It is the intent of the Grady County Schools that every student in the system who has a primary home language other than English and who is identified as Limited English Proficient be provided with the opportunity to participate in an English Language Learner program. Este es la intención de las Escuelas de Condado Grady que proporcionarán a cada estudiante en el sistema que tiene una lengua además del inglés y quién es identificado como el inglés limitado la oportunidad de participar en un programa de inglés de la Lengua

INTERNET ACCESS AND USE

The purpose of Internet use in the Grady County School System is to support and enhance education by providing access to unique resources and the opportunity for collaborative work. Use of the Grady County Schools' connection to the Internet must be the support of education and academic research consistent with the educational objectives of the Grady County Schools. Grady County Schools support the guidelines of the Department of Education's Office of Instructional Technology and the Board of Regent's Policy for Accepted Use. Use of another organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of any U.S. or State regulation is prohibited. Illegal activities are strictly prohibited. The use of Grade County Schools' Internet access is not a right; it is a privilege. Inappropriate use will result in the cancellation of access privileges and possible disciplinary action. The system media committee will give guidance and direction in regards to the system's Internet use and access. School media committees established at each school will monitor Internet access at each school and advise school staff of appropriate practices and procedures.

All students have access to the internet through normal daily activity. If you do not want your child to have access, please contact your school to opt-out. The full Grady County Technology and Internet Acceptable Use Policy can be obtained by requesting a copy from the school or by accessing the full document over the internet at <http://goo.gl/Sn1cT>.

8TH GRADE GRADUATION REQUIREMENTS

Eighth grade students who wish to participate in the promotion ceremony on the last day of school must meet the following requirements:

- Make a passing grade (70 or above) in reading/language arts and math and one other academic subject, science or social studies.
- Make a passing grade (70 or above) on half of exploratory subjects(P.E., Computers, Band, Ag)
- Miss no more than 10 unexcused days of school per class period
- Students cannot be assigned to ISS or OSS during the 3 days before graduation ceremonies
- Comply with the Promotion Dress Code
Girls – Sunday dress (no longer than tea length and no mini-skirts. Dress must meet the school dress code: no plunging necklines, no backless, no spaghetti straps or narrow straps, and no long slits up the front, back or sides.)
Boys – Sunday dress pants, or khakis, with a Sunday button-up shirt and tie. Sunday shoes only, NO tennis shoes.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be students with the highest cumulative grade point average from the 6th, 7th, and 8th grade years. Valedictorian and Salutatorian will be determined at the midterm of the 4th 9 weeks.

Honor Graduates

Honor graduates must have a combined 3.5 GPA on a 4.0 scale for 6th, 7th, and 8th grades in academic classes. Honor Graduates will be determined at the midterm of the 4th 9 weeks.

HONORS PROGRAMS

The PTO has an Annual Honors Night Program in May for Grades 6-8. This is an opportunity to recognize the students who have worked hard all year to earn honors. The awards are given to promote academic excellence.

An Honors Day program is held during the school day to honor students in Grades 1-5

GRADY COUNTY SCHOOLS PROMOTION POLICY

Please note the following criteria for Grady County students to meet promotion:

Students to 1st grade - Students must master 80 percent of skills on the Kindergarten report card for the four grading periods. In addition, students must identify 90% of uppercase and lowercase letters and 90% of letter sounds. Students who do not meet promotion policy can be placed in 1st grade by a promotion committee consisting of the student's parent/guardian, current teacher, and principal or designee. For placement to 1st grade, the promotion committee must agree by consensus that placement in 1st grade is the best option for the student.

Grades 1-5 – Students must achieve an average of 70% or above in Reading/Language Arts and Math for the school year and one other academic subject, (Science or Social Studies) for promotion to the next grade level. **(See additional requirements below.)**

Grades 6-8 - Students must achieve an average of 70% or above in Reading/Language Arts and Math for the school year and one other academic subject, (Science or Social Studies) plus ½ of their connections/exploratory classes for promotion to the next grade level. **(See additional requirements below.)**

***Additional Requirements for Grades 3, 5, and 8**

I. Promotion of a student shall be determined as follows:

A. No third grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

B. No fifth grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

C. No eighth grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

D. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion

standards and criteria established in this policy. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

II. When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

A. The school principal or designee shall notify the parent or guardian of the student regarding the following:

- (i) The student's below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;
- (ii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones End-of-Grade Assessments; and
- (iii) The possibility that the student might be retained at the same grade level for the next school year.

B. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s)

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

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

E. 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 Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.
- (ii) The principal or designee shall notify 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 Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to place or retain.
- (iv) The decision to place 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.

F. 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 Georgia Milestones End-of-Grade Assessments specified above whether the student is retained, placed, or promoted for the subsequent year.

G. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8 in language arts and/or mathematics on any 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 this board 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.

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

Administrators and teachers at each school shall provide a variety of assessments on grade level, providing acceleration, differentiated instruction, instructional extension opportunities and/or interventions. By mid-term of the third nine weeks parents will be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.

Each school has a Placement Committee that will determine retention, placement, or promotion. The Committee will also consider any additional criteria established by the schools, which may include attendance and summer school options.

Teacher/Paraprofessional Qualifications

In compliance with the requirements of the Every Student Succeeds Act, you have the right to request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher-
 - has met State qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The staff at Shiver School is committed to helping all students reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of the teachers and paraprofessionals are highly skilled and delivering quality instruction to all students. If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Todd Jones at Shiver School at 229-377-2325, t.jones@grady.k12.ga.us. (August 4, 2017)

GENERAL RULES

- Students are expected to report to class on time.
- Everyone is requested to walk to the right in the halls.
- Running and playing in the halls will be considered a hazard to all and students will be handled accordingly. Older students please do not pick up or play with younger children while in halls or walking in lines.
- Use trashcans in the halls and on the grounds for your trash.
- Keep the restrooms clean. Keep lockers orderly. Lockers will be checked periodically for items not allowed on campus.
- **NO GUM IS ALLOWED ON CAMPUS.**
- All students must participate in P. E. classes unless they have a note from a parent (short term excuse), or a doctor's excuse.
- Students may purchase snacks from the vending machines or ice cream after their lunch. The cost of snacks and ice cream is \$1.
- Students must not throw any object, such as rocks or sticks, during recess or transition time because others may be hurt.

STUDENT CODE OF CONDUCT

Students will receive a copy of the Grady County Schools Code of Conduct on the first day of school. It is expected that students and parents will read and be familiar with the code. A form will be provided for parents to sign and return to school. Students who are disruptive and disobey school rules and/or the Code of Conduct are subject to disciplinary actions. Consequences for infractions may include one or more of the following:

- Warning, verbal correction, or name on the board
- Discipline slip sent home from a classroom teacher that must be signed by a parent/guardian
- Assigned specific duties as punishment
- Excluded from certain privileges
- Temporarily suspended from recess
- Corporal punishment
- Student conference held with parent and teacher (and/or administrator)
- Some offences require immediate ISS, OSS, assignment to Alternative School, or expulsion, according to the code of conduct.

CORPORAL PUNISHMENT

Teachers and principals have the authority to take reasonable measures to maintain proper control and discipline among students placed under their supervision. Such measures to enforce proper control and discipline may include the administration of corporal punishment to a student, subject to the following requirements:

- a. Corporal punishment shall not be excessive or unduly severe.
- b. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the student was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
- c. Corporal punishment must be administered in the presence of a principal or designee, who must be informed beforehand and in the presence of the pupil of the reason for the punishment.
- d. The object used to administer corporal punishment shall only be that specified by the Superintendent of the Board of Education.
- e. The principal, or teacher who administers corporal punishment, must provide the child's parent or guardian, upon request, a written explanation of the reasons for the punishment and name of the principal or designee who was present, provided however, that such explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment.
- f. Corporal punishment shall not be administered to a child whose parents or legal guardian has requested in writing that their child not receive corporal punishment.
- g. If the parent or guardian has requested in writing that their child not receive corporal punishment, the parent or guardian agrees to come, immediately, and pick the child up.

***Parents must sign a no-paddling form in the main office for those students they do not want paddled.
A new form must be signed every year.**

Student Discipline Code 2017-2018

The student discipline code is a guide for discipline. Administrative discretion factoring age level, behavior history, severity of incident, etc. may be applied. Corporal punishment may also be applied in various situations.

A. Aggressive Behavior: Verbal assault of other student(s); threatening or intimidating another student.

1. Without physical contact:

Disposition: 1st offense: Administrative Discretion
2nd offense: A minimum of 1 day ISS
3rd offense: A minimum of 3 days ISS and possible BIP

2. With physical contact:

Disposition: **Disposition:** 1st offense: A minimum of 1 day ISS
2nd offense: A minimum of 2 days ISS
3rd offense: A minimum of 3 days OSS with possible BIP

B. ALCOHOL/ILLEGAL DRUGS/INHALANTS: *Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules B-1, 2, and 3.*

1. **DRUGS:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an illegal drug.

2. **PARAPHENALIA:** No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

3. **ALCOHOL:** No student shall possess, consume, transmit, store, **be under any degree of influence** of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute alcoholic beverages (including related products such as “near” beer, non-alcoholic beer and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

4. **INHALANTS:** No student shall sniff or be under the influence of inhalants and/or other substances.

**DISPOSITION: 10 days OSS ;Recommendation for Tribunal;
Referral to School Resource Officer**

C. Attendance Violations:

1. Truancy: A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

2. Skipping/Unauthorized Area: No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator.

Disposition: 1st offense: 1 day of ISS
2nd offense: 2 days of ISS and parent contact
3rd offense: 3 days of ISS and parent contact

3. Leaving Campus: Students shall not leave school grounds once they come onto campus without the permission of a parent and the school principal or designee. This includes students arriving on campus before the 8:00 a.m. bell. Students must follow the established procedures for checking in or out of school before leaving campus. The school must be notified before the student leaves campus.

Disposition: 1st offense: 2 days ISS and parent contact
2nd offense: 3 days ISS and parent contact
3rd offense: 4 days ISS and parent contact

The office should be contacted in person or by telephone by the parent of any student desiring to leave during the day. Parents should call between 7:30 and 8:00 a.m. Every student who leaves school must be signed out at the office by a parent/or guardian. For medical appointments, the student/parent/guardian, upon returning, should provide a note from that office certifying a medical appointment. Students signing out to leave school for personal illness must be picked up by a parent or parent-designated adult. Parents should notify the school of any special medical considerations. Signing out to leave town early, to take care of personal business, to go shopping, etc. are examples of unacceptable absences. Students who are dismissed from school before the end of the school day are to leave campus and not return unless they come by the office and obtain a pass to class.

4. Tardies: No student shall be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator.

Disposition: 1st offense: (1 to 3 tardies) Warnings
2nd offense: (4 to 6 tardies) Parent Contact
3rd offense: (7 or more tardies) Referral to Social Worker

D. Bomb Threats: Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

Disposition: 10 days OSS; Recommendation for Tribunal; Referral to School Resource Officer/Law Enforcement

E. Bullying: Bullying behavior is defined as a willful attempt to threaten to inflict injury, physical and/or mental stress on another person, when accompanied by apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. No student shall engage in verbal or written harassment, threat or abuse of, or towards, another student or students. (O.C.G.A. 20-2-751.4) *Bullying should be identified as such by school administration only.*

Disposition: 1st offense: 5 days OSS- minimum
2nd offense: 10 days OSS & Behavior Intervention Plan (BIP)
3rd offense: 10 days OSS; Tribunal Referral with possible placement in Alternative School

F. Cheating: When it has been determined that a student has been involved in cheating, the student will receive a zero on the assignment and will not be allowed to retake that assignment and/or make up that grade. The following are scholastic dishonesties:

1. Taking unauthorized information of any form into a test situation.
2. Plagiarism (any person who uses a writer's ideas without giving them due credit through documentation).
3. Taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material.
4. Copying the work of others including, but not limited to, homework.
5. Giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later.
6. Taking of unauthorized information from a computer.

Disposition: Zero on assignment, no retake privilege and parent notification.

G. Chronic Misbehavior: Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for a tribunal for alternative placement after not adhering to a Behavior Intervention Plan.

H. Communication/ Electronic Devices: Students shall not use, display or turn on cellular phones or any other electronic devices during the school day unless authorized by the teacher and/or administrator. Any electronic device (including the battery and/or memory card) used during the school day will be confiscated. Parents will be required to retrieve confiscated devices. Classrooms will not be interrupted to retrieve an item that has been taken. **STOLEN ELECTRONIC DEVICES ARE NOT THE RESPONSIBILITY OF SHIVER ADMINISTRATION.** Administrators/Law Enforcement will not conduct classroom/area searches for missing items.

Disposition: 1st offense: Parent must retrieve the device- no charge.
2nd offense: Parent must retrieve device and pay \$10 fee.
3rd offense: Parent must retrieve device and pay \$20 fee.

I. Conduct:

1. Rude/Disrespectful- 1 (Adults: Teachers, faculty/staff). No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in manner, displaying poor attitude, intimidating, threatening, and/or any other action that is deemed not to be polite.

Disposition: 1st offense: 1 to 3 days of ISS Administrative Discretion
2nd offense: 3 days of ISS with possible BIP
3rd offense: 1 to 5 days OSS Administrative Discretion with possible tribunal recommendation

Note: Disposition may vary based on severity and could immediately include OSS for any offense.

2. Rude/Disrespectful- 2 (Other students). Disrespectful conduct toward other students.

Disposition: Administrative Discretion

3. Profanity- 1 (Adults: Administrators, Teachers, faculty/staff). No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures toward any administrator, teacher, adult, faculty/staff, guest on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargon commonly known to mean something disrespectful. This includes profanity not directly aimed at, but in the presence of an adult and any threatened violence.

Disposition: 1st offense: 3 days OSS
2nd offense: 5 days OSS- Behavior Intervention Plan
3rd offense: Administrative Discretion and possible recommendation for tribunal hearing.

4. Profanity- 2 (Other students). No student shall use any type of profane, ethnically offensive language, vulgar, obscene, abusive or offensive language (written or oral) or gestures in reference to another student and/or that may be overheard by an administrator, teacher, adult, faculty/staff, guest on school property or at a school sponsored event.

Disposition: 1st offense: Administrative Discretion up to 3 days ISS
2nd offense: Administrative Discretion up to 5 days ISS
3rd offense: Administrative Discretion up to 5 days ISS with up to 10 days OSS

5. Obscene Materials. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

Disposition: 3 days ISS up to 10 days OSS at Administrative Discretion

6. False Reports. No student shall knowingly and willingly make false reports or statements whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; or forge signatures.

Disposition: 3 days ISS up to 10 days OSS at Administrative Discretion.

7. Dress Code. No student shall repeatedly violate the school dress code. Students must follow the school's expected Dress Code Policy. Shiver School expects students to be well-groomed. Clothing should be appropriate for the occasion, in good taste and in good condition. Extremes in dress are considered in poor taste and will result in parents being contacted to bring appropriate clothing. Students may be removed from class or sent home at which time his/her absences will not be excused. **The principal has the final authority of what should/should not be worn.**

- Clothing that is too tight or loose so as to be immodest is prohibited. Sagging pants (worn below the waistline) shall not be permitted. All pants must be worn at the natural waistline. Parents will be called to bring a belt or the school will use a zip tie to keep pants up.
- Outer clothing that resembles loungewear, pajamas, or underwear is prohibited. See-through clothing is prohibited. All clothing must be worn with appropriate undergarments.
- Clothing which has holes cut or torn above the knee is prohibited.
- No spaghetti straps, tank tops, muscle shirts, halter-tops, backless blouses, strapless blouses/dresses may be worn. Females wearing sleeveless tops must make sure the shoulder strap measures at least three finger widths. Sleeveless tops are prohibited for males.
- No mid-drift may show below the blouse or T-shirt. Excessively low cut clothing is not allowed. No cleavage should show above neckline of garment.
- **4th-8th Grades: Shorts must be MID-THIGH. Dresses with or without leggings/jeggings must be KNEE-LENGTH.**
- Sweat pants, warm-up pants, and bike shorts are prohibited.
- Jr. High students may not wear gym shorts.
- PK- 5th Grade: Shoes/sandals with backs must be worn at all times.
- 6th -8th Grades: May wear slip-on sandals/shoes without backs.
- Cleated shoes or bedroom shoes are prohibited for all students.
ALL STUDENTS MUST WEAR TENNIS SHOES DURING PHYSICAL EDUCATION.
- Clothing shall not be worn which advertises alcohol, tobacco products, sex, or which contains inflammatory, vulgar or suggestive writings (slogans), pictures or emblems.
- Students must not wear or bring hats, caps, visors, sunglasses, combs, picks, etc. inside the building. Teachers have the right to prohibit these items in their classroom. Hoodies are not worn in buildings.

- Hair must be well groomed and not distracting. Extreme hairstyles will not be allowed.
- No clothing or other articles such as bandannas may be worn or displayed which may indicate membership in a gang.
- Neither male nor female students may wear ornaments (jewelry) that pierce the skin other than in the ears.

Disposition: 1st offense: warning/Parent called to bring clothes
 2nd offense: Administrative Discretion
 3rd offense: 3 days of ISS

8.Insubordination: A student is “Insubordinate” when they fail to comply or follow instructions/directions given by an administrator, teacher, faculty or staff member. This includes, but is not limited to, turning over to authority cell phones/electronic equipment, going where they were instructed to go, disregarding directives. Insubordination also includes failure to identify oneself when asked.

Disposition: 1st offense: 3 days ISS. Student may be suspended for up to 5 days OSS for refusing to comply with an administrator’s directive.
 2nd offense: 5 days ISS. Student may be suspended for up to 5 days OSS for refusing to comply with an administrator’s directive.
 3rd offense: Administrator discretion

J. Disruption of Class/School:

1. Class Disruption: No student shall intentionally make noise of act in any manner so as to interfere with a teacher’s ability to conduct class or another student’s ability to learn.

Disposition: 1st offense: 1 day ISS- minimum
 2nd offense: 3 days ISS- minimum
 3rd offense: 5 days ISS- minimum

2. School Disruption. No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function.

Disposition: 1st offense: Administrative discretion

K. False Safety Reports: No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being

of students and staff.

1. False Call to Emergency Services: No student shall knowingly make or cause a false call to emergency services to be made.

2. False Fire Alarm: No student shall knowingly give or cause a false fire alarm to be given.

Disposition: 10 days OSS; Referral to School Resource Officer;
Recommendation for Tribunal

L. Gambling: No student shall participate in any type of gambling activity that involves the wagering or betting of services, money or other items.

Disposition: 1st offense: 3 days of ISS
2nd offense: 5 days of ISS
3rd offense: 3 days of OSS

M. Gang Related Activity: The Grady County Board of Education establishes this policy to eliminate or prevent the influence and activities of gangs in schools. For the purposes of this policy a “gang” is defined as any group or association, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures or abets any illegal or disruptive activity or behavior of any kind, whether on school campuses, during school-related events, or in the community. A gang member is defined as an individual who, as a representative of on behalf of, or participates in any of the activities associated with gangs. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property is harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, tattoos, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, disrupts the school environment. Such behaviors are contrary to educational objectives and promote an atmosphere where unlawful acts or violations of school regulation may occur.

1. No students shall recruit or solicit membership in any gang or gang-related organization or activity.

2. No student will be allowed to wear, display, or carry any type of clothing, apparel, tattoos, article, gesture or manner of grooming which indicates or implies membership/affiliation with a gang or gang activities. The principal or designee will have the final say in determining the presence of a gang relationship.

3. No student will be allowed to exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in gang activities which intimidate or seek to cause bodily harm or affect the attendance of another student.

School officials reserve the right to punish any other gang-related behavior that is subversive to the good order and discipline in the schools, even though such behavior is not specifically identified in the preceding rules.

Disposition: 10 days OSS; Referral to tribunal

N. Incendiary Devices: No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches or similar devices.

Disposition: 1st offense: Administrative Discretion

Any activity deemed arson will result in 10 days OSS, possible recommendation for tribunal and referral to the School Resource Officer and/or Law Enforcement.

O. Off Campus Offenses: Students shall be disciplined for engaging in off-campus conduct that effects the safety and welfare of the school, staff, students, and/or property at the school, property of others, or that disrupts the discipline of the educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

1. Prohibited by the Georgia or United States criminal codes.
2. Punishable as a misdemeanor or felony if committed by an adult.
3. Conduct for which a student has been arrested, indicted, adjudicated to have committed or convicted.

Disposition: Administrative Discretion

P. Other Behaviors: No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other sections of this handbook.

Disposition: Administrative Discretion.

Q. Prescription/Non-Prescription Drugs:

1. Over-the-Counter Medications: Possession of all over-the-counter medication on school property must be in compliance with the Grady County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication.

Disposition: Administrative Discretion; Recommendation for Tribunal; Referral to School Resource Officer

2. Prescription Drugs: No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must be in compliance with Grady County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

Disposition: 10 days OSS; Recommendation for Tribunal; Referral to School Resource Officer

R. Physical Offenses: Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, physical altercation, fighting or physical bullying. Principals or designees will have the

authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

1. Horseplay:

Disposition: Administrative Discretion

2. Battery: No student shall physically attack another student, teacher, staff member or administrator.

3. Fighting: No student shall participate in any type of fighting, physical altercation or physical harassment.

4. Ganging Up: No student shall gang up with any other student or students and physically attack another student or other persons.

Disposition: 1st offense: A minimum of 2 days OSS & 2 days ISS

2nd offense: 3 days OSS and 2 days ISS

3rd offense: 10 days OSS; Referral to School Resource Officer;
Recommendation for Tribunal

Note: Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or administrator will be charged, at a minimum, with simple battery. Student will be referred to the School Resource Officer and recommended for a tribunal.

S. Property Related Offenses: Note: Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where student appears to be in violation of the law.

1. Vandalism: No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

Disposition: 1st offense: Up to 3 days ISS

2nd offense: Up to 5 days ISS

3rd offense: 3 days OSS; Referral to School Resource Officer

2. Property Damage: Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school property or private property of school system employees to the personal property of any person legitimately at the school. Private property will include, but not limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damages were done to Grady county School's property.

Disposition: 1st offense: 5 days of ISS and Behavior Intervention Plan

2nd offense: Tribunal Recommendation

T. Sexual Offenses: Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. The following are prohibited on

school property, school buses, at school-sponsored events, activities or functions, or while using school technology resources.

1. Public Displays of Affection (PDA): No student shall engage in Public Displays of Affection while on school property or while attending school events.

Disposition: 1st offense: Warning and Parent Notification

2nd offense: 1 day of ISS

3rd offense: 3 days of ISS and Behavior Intervention Plan

2. Sexual Misconduct:

* No student shall consent to and participate in any form of sexual activity.

* No student shall expose one's intimate body parts or "moon" in public.

* No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct.

* No student shall purposefully touch another student on either their skin, hair, outside clothing, and/or body parts.

A. Sexual Harassment: No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.

B. Sexual Battery: Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student without the consent of that person.

C. Sexual Molestation: Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person(s). This includes a student forcing another student to make physical contact with the student's intimate body parts.

Disposition: 1st offense: 10 days OSS; Referral to School Resource Officer; Possible Recommendation for Tribunal

U. Technology Offenses: School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked.

1. Students will not purposefully look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.

2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.

3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal property or school property while using school technology resources on or off school grounds. Students will not use school technology resources to distribute nor display inappropriate material.

4. Students shall not attempt to search, visit, and/or view internet web sites that have not been approved.

Disposition: Administrative discretion (Minimum 1 day of ISS)

V. Theft: No student shall steal or possess stolen private property or school property. All theft offenses require notification to School Resource Officer and restitution.

Disposition: 1st offense: Administrative discretion- up to 5 days OSS
2nd offense: Up to 10 days OSS
3rd offense: 10 days OSS with possible recommendation for Tribunal

W. Tobacco: Possession and/or the use of tobacco in any form are prohibited on campus, on school buses, and at school activities or functions. Cigarettes, lighters, matches, dips and tobacco alternative products, including dipping, chewing and smokeless non-tobacco products will be confiscated. "Spit cups" are evidence of tobacco and carry the same disposition.

Disposition: 1st offense: 3 days ISS
2nd offense: 5 days ISS
3rd offense: 3 days OSS

X. Weapons: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event or activity. Administrative discretion will be used in determining the legitimate threat level of any weapon. (O.C.G.A. 16-11-127.1)

Disposition: 1st offense: 10 days OSS; Referral to School Resource Officer; Possible Recommendation for Tribunal

In-School Suspension (ISS): In-School Suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

In-School Suspension Rules:

1. In addition to all regular school rules students serving ISS will also adhere to posted/informed ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early. If so, time will be recorded and made upon the student's return to school.
3. The ISS supervisor may send any insubordinate ISS student to the office at which point administrative discretion will determine additional actions.

Out-of-School Suspension (OSS): Students may not attend any school related activities while suspended. Students under out-of-school suspension may not participate in tryouts, practice, games, conditioning, etc. until they return to class.

GRADY COUNTY BUS CONDUCT

Students shall be prohibited from using any electronic devices during the operation of the school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

BUS SAFETY RULES AND REGULATIONS

- Remain quiet while on the bus
- Always stay in your seat
- Wait until the bus comes to a complete stop before attempting to get off the bus
- Do not eat or drink on the bus
- Keep your head, hands, and feet inside the bus
- Keep the bus clean
- Do not be destructive to the bus
- Stay clear of bus when bus is in motion

CONDUCT ON BUS

Misbehavior on the bus is punishable by lunch detention, recess detention, ISS, corporal punishment or suspension from the bus. Parents will be contacted.

Notice: You are duly informed that the principal of each school in the Grady County School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct. This includes the authority to conduct a search of students and their property, including personal vehicles parked on campus, when there is a reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

Note: Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school functions and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Grady County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

SST/RTI

The state of Georgia requires that every public school has a Student Support Team (SST). Its function is to provide a problem solving team/process to help all students succeed in the general education curriculum. The 4-Tier process used is known as Response to Intervention (RTI). Every public school in Georgia is mandated to teach the standards to all students based on their grade level and/or content area. This is referred to as Tier 1 instruction. During basic instruction, universal screenings help teachers identify students who will need more individualized assistance. Progress monitoring allows teachers to assess the effectiveness of instruction and to differentiate their assistance based on the instructional and/or behavioral needs of the students. When a student is not being successful in Tier 1, this will trigger the activation of the RTI plan to provide more focused attention and more intensive instructional assistance which comprises Tier 2. This instruction is characterized by more concentrated small group or individual interventions that target specific needs and essential skills. If significant progress is not obtained in Tier 2, then in Tier 3 the instruction is more intense and individualized to determine barriers to learning. If this is not effective, then the student may be referred to Tier 4 for possible eligibility for the Special Education program.

504

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

NONDISCRIMINATION POLICY

It is the policy of the Grady County Board of Education not to discriminate on the basis of sex, age, race, color, creed, national origin, native language, religion, handicap, or political affiliation in educational programs and activities or admission to facilities operated by the employment practices of the Grady County Board of Education.

Teacher E-mail Addresses

Sandy Allen - s.allen@grady.k12.ga.us
Amy Amaro – a.amaro@grady.k12.ga.us
Jenny Cranford – j.cranford@grady.k12.ga.us
Lynlee Barrett - l.barrett1@grady.k12.ga.us
Ingrid Bearden – i.bearden@grady.k12.ga.us
Ranelle Boyd – r.boyd@grady.k12.ga.us
Jodi Brooks – j.brooks@grady.k12.ga.us
Trent Brown – t.brown@grady.k12.ga.us
Elisha Bulter - e.butler@grady.k12.ga.us
Shelia Cannington – s.cannington@grady.k12.ga.us
Tracy Champagne – t.champagne@grady.k12.ga.us
Christie Courtney - c.courtney@grady.k12.ga.us
Paige Elkins – p.elkins@grady.k12.ga.us
Ron Evans – r.evans@grady.k12.ga.us
Amelia Faircloth – a.elkins@grady.k12.ga.us
Marsha Green – m.green@grady.k12.ga.us
Julie Harrell – j.harrell@grady.k12.ga.us
Steve Harrison – s.harrison@grady.k12.ga.us
Heather Hendrix – h.hendrix@grady.k12.ga.us
Kim Henry – k.henry@grady.k12.ga.us
Amber Humphries - a.humphries1@grady.k12.ga.us
Brenda Jolly- b.jolly@grady.k12.ga.us
Jenna John – j.bolton@grady.k12.ga.us
Todd Jones - t.jones@grady.k12.ga.us
Kim Joyner – ki.joyner@grady.k12.ga.us
Kaye Lamar – k.lamar@grady.k12.ga.us
Kristen Langley – k.langley@grady.k12.ga.us
Betsy McPherson – b.mcpherson@grady.k12.ga.us
Ashley Moore – a.knight@grady.k12.ga.us
Lawren Phillips – l.phillips@grady.k12.ga.us
Susan Phillips – s.phillips@grady.k12.ga.us
Brooke Pollock – b.pollock@grady.k12.ga.us
Lindsey Powe – l.powe@grady.k12.ga.us
Brandee Puckett – b.puckett@grady.k12.ga.us
Missy Roberts – m.roberts@grady.k12.ga.us
Vivan Sapp – v.sapp@grady.k12.ga.us
Angie Scarbrough – a.scarbrough@grady.k12.ga.us
Michele Sellers - m.sellers@grady.k12.ga.us
Iris Shepherd – i.shepherd@grady.k12.ga.us
Erin Simpson – e.simpson@grady.k12.ga.us
Gary Smith – g.smith@grady.k12.ga.us
Leigh Stalvey - l.stalvey@grady.k12.ga.us
Cile Teehee – c.teehee@grady.k12.ga.us
Katy Willis – k.willis@grady.k12.ga.us

(Insert School Layout with Teachers)

STUDENT'S NAME: _____

AS A PARENT/GUARDIAN:

**I ACKNOWLEDGE WITH MY SIGNATURE THAT I
HAVE READ AND DISCUSSED THE SHIVER SCHOOL
STUDENT HANDBOOK WITH MY CHILD.**

PARENT/GUARDIAN SIGNATURE _____

DATE _____

AS THE STUDENT:

**I ACKNOWLEDGE WITH MY SIGNATURE THAT I
HAVE READ AND DISCUSSED THE SHIVER SCHOOL
STUDENT HANDBOOK WITH MY PARENT/GUARDIAN.**

STUDENT SIGNATURE _____

DATE _____

**THIS PAGE MUST BE SIGNED BY
A PARENT/GUARDIAN AND THE STUDENT AND
RETURNED TO
THE CHILD'S HOMEROOM TEACHER**

