

TYPES OF CONSEQUENCES FOR NON-COMPLIANCE

If a student does not conform to the rules of Irwin County High School, he/she is subject to the following consequences:

- **Administrative/Lunch Detention** is assigned by an administrator to those students who fail to adhere to student conduct rules and regulations. Administrative Detention is held each Tuesday and Thursday afternoon, from **3:20 to 4:20** and **Lunch Detention** is held during the student's lunch. Students are not permitted to be late and cannot leave early. Students are expected to bring school assignments to work on during the detention. Students are not permitted to sleep, talk, or "goof off" during detention. Lunch is provided for students in Lunch Detention and is charged to the student's lunch account. **ADMINISTRATIVE DETENTION WILL BE RESCHEDULED ONLY ONCE** and for only such reasons as family emergency, illness, change in work schedule or other very valid reasons. **LUNCH DETENTION MAY NOT BE RESCHEDULED**. Notes from doctors or employers are required to reschedule detention. Those students who do not show up for a scheduled detention will be assigned two days of In School Suspension.
- **Timeout** is the temporary removal of a student from a situation/activity where the student is having a problem.
- **In School Suspension (ISS)** may be assigned for up to 10 days. The student is counted present in school, but attends ISS center.
- **Saturday School** will meet once or twice a month on a designated Saturday for students that have chronic discipline problems in an effort to avert placement in alternative school. In that effort, students that have been assigned ISS for three separate times will be placed in Saturday School for the next available monthly Saturday School Meeting. Saturday School will begin at 8:30 am and end at 11:30 am. Students will be supervised by teachers and or one administrator for each Saturday. Students will be involved in community service type projects that may include campus cleanup, classroom cleanup, hall cleanup, and or other campus beautification projects as determined by Principal. Students must be present at 8:30 am of the assigned date. Parent must contact Principal in case of emergency circumstances so that another date may be assigned. Parents are solely responsible for transportation of all students at drop off and for pick up. If a student is absent from Saturday school without his/her parent making prior communication with Principal, then that student will be considered as skipping and will receive one day (1) OSS. Any student that skips Saturday School will be reassigned Saturday School for the next monthly meeting and all rules apply as for the first scheduling of Saturday School.
- **Suspension** from school for up to 10 days and student remains at home.
- **Appear before the Irwin County High School Disciplinary Tribunal.** Based on the ruling of the ICBS Disciplinary Tribunal, the student may be suspended from school for more than ten days, expelled from school, or given the option to apply for admittance to the Alternative Center for Education (ACE).
- **It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled. Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity. Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2.**

INTERROGATIONS/SEARCHES

The principal or assistant principal or their designee of each school in the Irwin County School System shall be responsible for conducting reasonable interrogations of students in order to investigate misconduct properly. Searches are based on a reasonable suspicion if reasonable cause has been established. Lockers may be rented to students by the school, but lockers remain the sole property of the Irwin County School System and are subject to unannounced searches by school personnel. **The principal at Irwin County High School may deny a student the privilege of bringing a vehicle on campus. Use of metal detectors to search a student is permitted when there is reasonable suspicion that the student possesses a weapon of any kind or when a student exhibits predisposition to violent behavior or the use of force. LEA : JCAD**

NOTIFICATION OF DISCIPLINARY ACTION

The principal or the principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's 160-4-8-.15 (Continued) parents or guardians. Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee.

DUE PROCESS

Due process will include the appropriate hearings and reviews. In all cases the rights of individuals will be ensured and protected.
LEA : JC

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students have the right to the following:

- Inspect and review education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency. Identifiable information contains the following: student name, a parent name, address, personal identifier, list of personal characteristics or information that would make the student's identity traceable.

Complaints can be filed with the U.S. Department of Education. Copy of the FERPA can be reviewed in the principal's office. (E: 28.3).

STUDENT OPT-OUT OPTION

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students may be called at home by recruiters to discuss joining the military. The law also requires the school district to notify you of your right to Opt-Out from this by requesting the school district not release your information to military recruiters. The completion and return of this form serves as your request to withhold your private information.

Parents/Guardians not wishing for their child's educational records or directory information to be disclosed by Irwin County Schools without prior written consent must notify the school administration in writing within 5 days of receiving this handbook.

GRIEVANCE PROCEDURE FOR STUDENTS/PARENTS/GUARDIANS

Students are entitled to a grievance procedure to deal with a claim that is allegedly caused by a misinterpretation, violation or inequitable application of students' rights. A student must report a grievance to the principal or his designee within five (5) days of the incident and/or suspension. The principal will render a written decision to all parties involved within ten (10) days after receiving the grievance. A student may appeal the principal's decision to the superintendent and then to the board of education.

SCHOOL COUNCIL

In compliance with House Bill 1187, the Irwin County High School Council will meet quarterly at the High School. The time and date will be announced.

FRAUD, WASTE, ABUSE AND CORRUPTION PROCEDURE

Purpose

In compliance with White House Executive Order 12731, the Irwin County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Irwin County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities.

Definitions

- **Fraud** means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Irwin County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.
- **Waste** means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- **Abuse** means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.
- **Corruption** includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Irwin County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Irwin County Board of Education at 210 North Apple Street, Ocilla, Georgia 31774.
2. Any employee with the Irwin County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (229) 468-7485. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Irwin County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Irwin County Schools website (www.irwin.k12.ga.us).
7. A report shall be made to the Chairman of the Irwin County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

NON-DISCRIMINATION POLICY FOR IRWIN COUNTY SCHOOLS

Federal law prohibits discrimination on the basis of race, color, age, religion, language, veteran status, genetic information, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendment of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or disability (Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act (ADA), P.L. 101336) in educational programs or activities receiving federal assistance and provides equal access to the Boy Scouts and other designated youth groups.

Employees, students and the general public are hereby notified that the Irwin County Board of Education does not discriminate in any educational program or activities or in employment policies. The Irwin County Board of Education prohibits retaliation against individuals who oppose this policy or file any complaint.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Acts, O.C.G.A. § 20-2-315). Students are hereby notified that Irwin County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Mr. Kerry Billingsley, 210 North Apple Street, Ocilla, GA 31774 or call (229)-468-9510. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscrimination policy.

Title VI-B Section 504 ADA	Dr. Stacie Howard (229) 468 - 9510 showard@irwin.k12.ga.us	Title II	Heather Purvis (229) 468 - 9510 hpurvis@irwin.k12.ga.us
Title IX Homeless Liaison Sports Equity	Kerry Billingsley (229) 468 - 7485 kbillingsley@irwin.k12.ga.us	Title I	Jessica Sirmans (229) 468 -7485 jsirmans@irwin.k12.ga.us

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to assure that the lack of English proficiency is not a barrier to admission or participation.

Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, ADA, and Career and Technical Education to the policies and practices of the board may be addressed to the Irwin County Board of Education, P.O. Box 225, Ocilla Georgia 31774, to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

AMENDMENTS

During the school year it may become necessary to change or add to the policies, rules and regulations found in this handbook. The principal, the superintendent, and the board of education, reserve the right to amend or modify the policies, rules and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Irwin County High School.