



# FOOTHILLS

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## REGIONAL HIGH SCHOOL

*“Providing students with a second chance to earn a high school diploma”*

### **Student Handbook**

Dr. Sherrie Gibney-Sherman, Superintendent  
Regional Office: 706-395-9775

[www.foothillsrhs.org](http://www.foothillsrhs.org)

Approved by the Georgia Department of Education, 2014

Approved by the State Charter Schools Commission of Georgia, 2014

Accredited by the Georgia Accrediting Commission, 2015

Accredited by Cognia, 2018 and 2023

Approved by the Georgia Department of Education as a Completion School, 2023

Foothills Regional High School is an equal opportunity employer.

(Revised July 2023)



Dear Students/Parents/Guardians/Caregivers,

Welcome to Foothills Regional High School. We would like to welcome all students enrolling to meet their requirements for graduation. We are eager to help you prepare for a life of personal success and service to your community.

It is essential for you to understand the contents of this handbook. It contains important information regarding school policies, procedures, regulations, opportunities, and services that students are expected to know and observe. Our ultimate goal is to help students graduate from high school.

The administration and staff of Foothills Regional High School are committed to helping every student grow, learn the skills, and obtain the knowledge necessary to be successful in the 21<sup>st</sup> century. Please feel free to call us anytime. Parents, guardians, and caregivers are encouraged to visit the school and remain involved.

Best wishes for a successful school year. It is never too late for an education and an opportunity to better yourself to experience a more rewarding and productive life.

Sincerely,

Dr. Sherrie Gibney-Sherman, Superintendent

## **About Foothills Regional High School**

Foothills Regional High School (Foothills) is a collaborative effort between Baldwin, Barrow, Bibb, Butts, Clarke, Commerce City, Elbert, Franklin, Greene, Jackson, Jasper, Jefferson City, Madison, Morgan, Oglethorpe, Social Circle City, and Walton school systems, along with the Georgia Department of Corrections and the Georgia National Guard through the Youth Challenge Program. Foothills has added a 100% virtual site called, The Virtual Campus. We are an academic, self-paced, individualized, evening high school that serves students who are seeking a non-traditional school environment and who desire a Georgia high school diploma. Foothills also serves students who need to make up missed credit from their regular high school (when room is available), enabling them to stay on track academically and graduate with their peers. This is called the Transfer Credit Program and is available through Foothills Virtual and school sites.

Foothills is a year-round school that offers all Georgia required curriculum courses as well as a variety of career and technical education courses. The teachers at Foothills are certified. We maintain a low student to teacher ratio and are accredited by the Georgia Accrediting Commission (Fall 2015) and by Cognia (formerly known as Advanced ED) in the Spring of 2018 and again in 2023.

This collaborative offers students the choice to attend school at one of 16 sites in Baldwin, Barrow, Bibb, Butts, Clarke, Elbert, Franklin, Greene, Jackson, Jasper, Madison, Morgan, Oglethorpe, Social Circle City, and Walton counties. The educational program serves three categories of students:

1. the transfer credit student (TC) who needs to make up or earn coursework to remain in their high school and graduate with their peers when space is available,
2. the full-time student-18 years and older (FT)- who is no longer enrolled in another school and is seeking a Georgia accredited high school diploma through Foothills,
3. the full-time student-under the age of 18-who attends Foothills to earn their high school diploma while maintaining their official enrollment in the school district they are zoned for.

**Foothills Regional High School operates Monday through  
Thursday. School hours are from 4:30 p.m. – 8:30 p.m.**

**Foothills Regional High School  
Dr. Sherrie Gibney-Sherman, Superintendent**

**Regional Office  
2415 Jefferson Road  
Suite B  
Athens, GA 30607  
706-395-9775**

<b><u>Public Sites</u></b>	<b><u>Address/Site Directors</u></b>	<b><u>Telephone Number</u></b>
<b>Baldwin Foothills</b> Site Directors:	155 Highway 49 West, Milledgeville, GA 30161 Teresa Barnes/ Pat Wolf	478-453-6429
<b>Barrow-Sims Foothills</b> Site Directors:	985 Austin Road, Winder, GA 30681 Deigh Martin/Hank Ramey	770-867-1711
<b>Barrow-Russell Foothills</b> Site Directors:	364 West Chandler St, Winder, GA 30680 Stephanie Grant/Chesley Cypert	470-429-5255 478-779-4930
<b>Bibb Foothills</b> Site Directors:	2155 Napier Ave., Macon, GA 31204 Kenya Miller/Latrina Nash	
<b>Butts Foothills</b> Site Directors:	717 South Harkness Street, Jackson, GA 30233 Tracey Allen/Michelle Collier	770-775-9450
<b>Clarke Foothills</b> Site Directors:	440 Dearing Extension #3, Athens, Ga 30606 George Bulloch/Jermica Wynn	706-353-1171
<b>Elbert Foothills</b> Site Director:	1019 Falling Creek Circle, Elberton, GA 30635 Chuck Colquitt/Erica Gaines	706-408-0880
<b>Franklin Foothills</b> Site Directors:	6570 GA 145, Carnesville, GA 30521 Kelly Akins/Ashlee Wegmann	706-384-4525
<b>Greene Foothills</b> Site Directors:	1002 South Main Street, Greensboro, GA 30642 Pricilla Jones/Mariana Mansfield	706-453-2271
<b>Jackson Foothills</b> Site Directors:	1952 Winder Highway, Jefferson, GA 30549 Rachael Parr /Scott Woodall	706-423-5110
<b>Jasper Foothills</b> Site Directors:	14477 State Highway 11, Monticello, GA 31064 Buddy Cain/RaNae Fendley	706-468-5017
<b>Madison Foothills</b> Site Directors:	600 Madison Street, Danielsville, GA 30633 Sheila Dunham/Quowanna Maddox	706-795-2197
<b>Morgan Foothills</b> Site Directors:	1231 College Drive, Madison, GA 30650 Athen Lee/Roy Morris	706-752-4989
<b>Oglethorpe Foothills</b> Site Directors:	749 Athens Highway, Lexington, GA 30648 Charles Palmer/Bonnie Simmons	706-743-7921
<b>Social Circle Foothills</b> Site Directors:	154 Alcova Drive, Social Circle, GA 30025 Justin Drew/Allison Woodard	770-464-3752
<b>The Virtual Campus</b> Site Directors:	Rebecca Moon/Ken Mattison	706-723-8442
<b>Walton Foothills</b>	300 Double Springs Church Road, Monroe, GA 30656	706-207-3115

Site Directors: Bill Ruma/Frank Daniels

**Department of Corrections:**

**McRae Foothills**

112 Jim Hammock Dr.  
McRae-Helena, GA 31055

TBD

Site Directors:

Willie Batts/William Bell

**Burruss Foothills**

100 Indian Springs Dr.  
Forsyth, GA 31029

478-994-7511

Site Directors:

MeQuanta McCord/Lakeisha Walker

**Phillips Foothills**

2989 W. Rock Quarry Rd, NE  
Buford, GA 30519

770-932-4500

Site Directors:

Neal Auer/Quincy Wallace

**Youth Challenge Program Director-Scott Carrier**

**Fort Gordon**

574 40<sup>th</sup> Street  
Fort Gordon, GA 30905  
706-823-8000

**Fort Stewart**

East 16<sup>th</sup> and Niles Avenue  
Fort Stewart, GA 31315  
918-876-1717

## **Foothills Vision, Mission and Guiding Principles Vision**

*Foothills Regional High School strives to be an accessible high quality high school option that is flexible and responsive to the needs of the people of Georgia and its communities.*

### **Mission**

*Foothills Regional High School is a community and state resource for students who want to earn a high school diploma in order to be successful in post-secondary and career options.*

### **Guiding Principles**

- 1. Students learn in different ways and at different rates, Foothills will accommodate these differences when possible.*
- 2. Students learn more when they are responsible for their learning and behavior.*
- 3. Students are most successful when provided a safe and secure environment in which to learn and excel.*
- 4. Students are most successful when teachers and staff have high expectations and are highly qualified and coexist in a collegial environment.*
- 5. Foothills Regional High School will be more successful with ongoing communication and outreach to partner school districts, the Department of Corrections, and other community partners.*
- 6. Foothills Regional High School will be most effective with a consistent review of policies and procedures in order to ensure the highest-quality work possible.*

## Student Registration and Enrollment

**ENROLLED STUDENTS:** Full-time students eligible to enroll at Foothills must be 18 years or older (up to 21 for Regular Education Students and 22 for SPED students) and must have been withdrawn from their previous school using a dropout code.

**PROGRAM STUDENTS:** Full-time students under the age of 18 can enroll if the partner district signs a MOU and assigns a liaison to collaborate with Foothills and agrees to allow the student to attend as a PROGRAM STUDENT.

To register, Transfer Credit (TC) students need:

- Register online at [www.foothillsrhs.org](http://www.foothillsrhs.org) or visit a site and register in person,
- Approval from the resident school district in which they are enrolled.

To register, full-time (FT) students need:

- Register online at [www.foothillsrhs.org](http://www.foothillsrhs.org) or visit a site and register in person.
- Fill out all required paperwork including permission to request records from previous school.
- Understand that enrollment is provisional for 30 calendar days while awaiting evidence of age, residence, or other local requirements.

In addition, the following information will be requested:

- Current immunization record
- Eye, ear and dental examination record
- Date entered 9<sup>th</sup> grade
- Social Security number\*

Registration can occur anytime during the year. Students desiring a chance to enroll as either a FT student or a TC student must not be under any discipline from their home school. All discipline must be completed before a student can be considered for enrollment at Foothills. Student Enrollment is temporary and provisional until all records are received and reviewed.

There is no charge for full-time (FT), school-aged students.

**\*Georgia law allows students to register for school without a Social Security number. Parents, guardians, or students who do not provide a Social Security number may sign a waiver stating their objection. Students who do not provide a Social Security number will not be eligible for the HOPE Scholarship until the number is provided.**

## Transfer Credit Program

### *Overview*

Foothills Regional High School is dedicated to its mission to serve as a community and state resource for students who want to earn a high school diploma in order to be successful in post-secondary and career options. Foothills is a unique educational program that offers students a rigorous path to a high school diploma in a non-traditional environment. Foothills' evening operational hours and mastery-based program allows students to progress towards earning a high school diploma in an environment suited to each student's individual needs. This may include students who attend a traditional high school program during the traditional school day who are looking to earn additional high school credit. Foothills welcomes students who take an active and responsible role in his or her educational path, including those seeking to supplement a traditional high school program. However, as Foothills cannot, by law, utilize state funding to serve students

attending another public high school, it developed the following criteria to serve its students seeking to transfer credit earned at Foothills to his or her high school. Participation in the Foothills Transfer Credit program will be in accordance with the criteria described below and may be limited or suspended based on program capacity.

### ***Eligibility***

- Students must be recommended by his or her traditional high school program. Students who are interested in participating in the Foothills Transfer Credit program should speak to their school counselor at his or her high school.
- Students must not be subject to a suspension or expulsion order from another public or private school.
- Students who earned a high school diploma from another public or private school may not participate in the Foothills Transfer Credit program.

### ***Cost***

- Students may participate in the Foothills Transfer Credit program at a cost of **\$500** per Carnegie unit course or \$250 per half-Carnegie unit course.
- Students participating in the Foothills Transfer Credit program will be assessed the cost of their program at the time of enrollment. Course access will be granted after tuition is received in full.
- Only online payments will be accepted (no cash or checks).
- Foothills will not refund a student for assessed costs if he or she does not complete the courses in which he or she enrolled.

### ***Student Obligations***

- Students participating in the Foothills Transfer Credit Program must adhere to all Foothills policies, including, but not limited to discipline policies and the Student Code of Conduct.
- Foothills Transfer Credit students who do not adhere to Foothills policies will be dismissed from the program. Foothills Transfer Credit students are not entitled to a disciplinary hearing prior to dismissal and the decision of the Superintendent to dismiss a student is final and cannot be appealed.

### ***Locations***

- Foothills serves Transfer Credit students either virtually or at one of our physical locations. Transfer Credit students wishing to participate in the program virtually are assigned to the Foothills Virtual Site.
- If the Transfer Credit student wishes to participate in the program at one of our physical locations, Foothills will collaborate with the student to identify the Foothills location they would prefer to attend. However, the assignment of Transfer Credit students to specific locations is in the complete discretion of Foothills.
- Foothill's locations may restrict Foothills Transfer Credit students to specific hours of attendance.
- Foothills may be unable to accommodate a Transfer Credit student's request for a specific location for a variety of reasons, including, but not limited to, the capacity of the site and the need to maintain a positive learning environment.

### ***Program Assistance***

- Foothills will not discriminate on the basis of race, color, national origin, sex, disability, or age. Foothills will implement its academic program in accordance with all requirements of federal and state law.
- Foothills will serve students eligible for services under IDEA in accordance with his or her Individualized Education Program (IEP).
- Foothills will provide Transfer Credit students who have disabilities as defined by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act with appropriate accommodations as required by law.
- Foothills will provide Transfer Credit students with language assistance as required by the Civil Rights Act and the Equal Educational Opportunities Act.



## ***Opportunities***

Foothills reserves the right to adjust extracurricular activities and support programs for Transfer Credit students in response to program capacity and resources. This includes access to mentors, counseling, and career development opportunities. It is the goal of Foothills to provide as complete of an experience as possible to all students, including those participating in the Transfer Credit program.

# **Foothills Plus Program Description**

## ***Overview***

Foothills Regional High School is dedicated to its mission to serve as a community and state resource for students who want to earn a high school diploma in order to be successful in post-secondary and career options. This includes serving students who may otherwise not have an option to complete their high school programs due to their age. Under state law, local school districts, including Foothills, will not earn and cannot utilize state funding for students who will reach the age of 21 by September 1<sup>st</sup>. Foothills, however, recognizes the need to contribute to its communities and the state by continuing to provide a high-quality, rigorous path to a high school diploma for students who are close to completing their high school program regardless of age. *Participation in the Foothills Plus program will be in accordance with the criteria described below and may be limited or suspended based on program capacity.*

Foothills recognizes that our corrections sites are unique and need different parameters than other Foothills sites. Not all of the guidelines below apply to students at the Burruss, McRae, and Phillips sites.

## ***Eligibility***

- Students who are within five units of satisfying the state graduation requirements may enroll in the Foothills Plus program regardless of his or her age.
- Students must not be subject to a suspension or expulsion order from another public or private school.
- Students who earned a high school diploma from another public or private school may not enroll in Foothills Plus.

## ***Cost***

- Students may participate in Foothills Plus at a cost of **\$500** per Carnegie unit course or \$250 per half-Carnegie unit course.
- *Students participating in Foothills Plus will be assessed the cost of their program at the time of enrollment.* Course access will be granted after tuition is received in full.
- Foothills will not refund a student for assessed costs if he or she does not complete the courses in which he or she enrolled.
- Only online payments will be accepted (no cash or checks).

## ***Student Obligations***

- Students participating in Foothills Plus must adhere to all Foothills policies, including, but not limited to discipline policies and the Student Code of Conduct.
- Foothills Plus students who do not adhere to Foothills policies will be dismissed from the program. Foothills Plus students are not entitled to a disciplinary hearing prior to dismissal and the decision of the Superintendent to dismiss a student is final and cannot be appealed.

### ***Locations***

- While Foothills will collaborate with Foothills Plus students to identify the Foothills location the student would prefer to attend, the assignment of Foothills Plus students to specific locations is in the complete discretion of Foothills.
- Foothills may be unable to accommodate a Foothills Plus student's request for a specific location for a variety of reasons, including, but not limited to, the capacity of the site and the need to maintain a positive learning environment.
- School-aged students will receive priority for attending the Foothills Virtual Site. However, Foothills Plus students may be placed on a waiting list in case availability allows.
- Foothill's locations may restrict Foothills Plus students to specific hours of attendance.

### ***Program Assistance***

- Foothills will not discriminate on the basis of race, color, national origin, sex, disability, or age. Foothills will implement its academic program in accordance with all requirements of federal and state law.
- Foothills will serve students eligible for services under IDEA within the traditional Foothills program.
- Foothills will provide Foothills Plus students who have disabilities as defined by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act with appropriate accommodations as required by law.
- Foothills will provide Foothills Plus students with language assistance as required by the Civil Rights Act and the Equal Educational Opportunities Act.

### ***Opportunities***

Foothills Plus students are currently eligible to participate in the Foothills program as any Foothills student would, including mentorship, counseling, and career development opportunities. However, Foothills reserves the right to adjust extracurricular activities and support programs for Foothills Plus students in response to program capacity and resources. It is the goal of Foothills to provide as complete of an experience as possible to all students, including those participating in Foothills Plus.

## **Student Payments**

All payments that students make to Foothills Regional High School take place in our Student Information System known as "Infinite Campus." Students will bring payments in on a credit or debit card instead of using and accepting cash and personal checks. If you have any questions, please refer to your site registrar for further explanation.

## **Student Attendance**

We recognize the relationships between daily school attendance, student performance, graduation, and success in the workplace. We also know that the amount of time actually spent in class is a good measure of student access to an education and ultimate success. Each tardy, early check-out or absence means a student has lost an opportunity to learn. Foothills Regional High School strives to improve our students' academic success through improved school attendance.

Students ages 16 and above are encouraged to attend classes as frequently as possible to complete their high school diploma requirements.

Students under 16 years of age are encouraged to attend a minimum of 20 hours per week between the start of August and the end of May. Georgia State Code and policies of the Georgia Board of Education encourage student attendance. Foothills Regional High School Board policy and procedure reflects the

state laws and Georgia Board of Education policy. Excused absences are those designated by state law, State Board of Education policy, and Foothills Regional High School Board policy. Students may be excused for the following reasons:

- When the student is personally ill and/or when attendance in school would endanger his/her health or the health of others (medical documentation will be required).
- A serious illness or death in a student's immediate family necessitating absence from school (medical documentation may be required).
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school; conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in the military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Students serving as a page of the Georgia General Assembly are considered present.

**For students under 16, parents may write notes to the school excusing up to five absences per school year without medical documentation. Phone calls will not be accepted. A parent/guardian who violates the Georgia Compulsory Education Law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to penalties specified in state code as adjudicated at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.**

**Compulsory Attendance Laws: § 20-2-690.1 Mandatory education for all children between the ages of 6 and 16. In the event that a student under 16 withdraws from Foothills and does not attend a public school for 45 days without filing a declaration of intent to homeschool, Foothills will refer the matter to the Division for Family and Children Services of the Department of Human Services to conduct an assessment.**

Students with children are expected to make arrangements for proper care while attending school. Students are not allowed to bring children on campus.

## **Teenage and Adult Driver Responsibility Act (TAADRA)**

Under Georgia Law, Foothills must certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. A new ***Certificate of Enrollment*** form will be available for schools to certify that a student is eligible for a driver's license or learner's permit. The new ***Certificate of Enrollment*** form will replace the ***Certificate of Attendance*** and the ***Certificate of Eligibility for Restoration of Driving Privileges*** form that schools are currently using.

## **Student Transportation**

Transportation to and from school is the responsibility of the student and parents/guardians/caregivers. All transportation arrangements will be made prior to coming to school. All authorized persons providing transportation to students under the age of 16 are required to report to the office or classroom to pick up students. Students are not allowed to wait in the hallway or outside the building for rides. Students are not permitted to be in or near the automobiles before, during or after school. Loitering in the parking lots and hallways will not be permitted.

## Curriculum

Foothills offers primarily online courses which are aligned to the Georgia Department of Education Standards. The curriculum is designed to provide a self-paced, **mastery-based** learning process for the individual student. **For Foothills, mastery-based learning is defined as scoring a minimum of 80% correct on all post-tests.** For in-person sites, all school materials, textbooks, and student folders are not to be removed from the site.

## Academic Grades

Foothills has adopted the following grading scale:

A = 90-100

B = 80-89

C = 70-79

F = below 70 = Failure

## Nutrition

Foothills does not offer traditional meals. We do partner with community organizations that provide snacks and food options on occasion. Students are encouraged to seek nourishment prior to attending each day and are provided a half-hour meal break each evening for bagged meals, which may be brought to campus.

## Volunteering

Foothills Regional High School recognizes the importance of visitors and volunteers who play an important role in supporting, encouraging, and advancing student achievement. Parents and others who wish to support student achievement are encouraged to participate in parent and community engagement activities at approved schools or district-sponsored activities.

Visitors may also include parents, guardians or community members who are invited to participate in a supervised one-time activity which takes place on school property such as career days.

Volunteers who, in the course of their service, will come in contact with students who are not their own student and/or who will serve as a tutor, mentor, coach, etc. must complete a district Volunteer Registration process prior to coming into contact with students. This process will include completion of a volunteer application, the mandated reporter training per O.C.G.A. §19-7-5 and the associated district background check.

## NCAA Initial Eligibility

Coursework from Foothills has been reviewed by the NCAA Eligibility Center and meets NCAA nontraditional core-course legislation. To see a list of NCAA core courses from Foothills, please refer to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or contact your Counselor.

All high school students who wish to practice and compete for a division I or II institution must register and be certified by the NCAA initial Eligibility Clearinghouse. The Clearinghouse will determine a student athlete's initial eligibility status for all Division I and II institutions by reviewing an official high school transcript and the official SAT/ACT scores. All athletes interested in playing a college sport should contact their Counselor for additional information.

\*Foothills Regional High School's core courses have been reviewed by the NCAA Eligibility Center, and all courses meet the requirements for NCAA eligibility with one exception: If a student pretests out of all modules within a course, a designation of "neNCAA" will be added to the course name on the student's transcript to indicate that this course does not meet eligibility requirements for the NCAA. Students interested in playing a college sport should contact their Counselor upon enrollment at Foothills.

Legal Disclaimer: The list of NCAA courses, and courses contained within, are maintained as a guide for prospective student-athletes seeking NCAA initial eligibility. The list of approved courses does not, nor is intended to, signify accreditation, certification, approval or endorsement of any high school or specific course by the NCAA or NCAA Eligibility Center and is subject to change at any time and without notice. Core course information included on the NCAA Eligibility Center website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) is provided for guidance purposes only and should not be solely relied on as an indication of NCAA initial eligibility. Certification of a prospective student-athlete is case specific, and the Eligibility Center has the authority to determine in its sole discretion whether the prospective student-athlete has met all criteria.

## Foothills Graduation Requirements

In order to receive a high school diploma in Georgia, a student must complete the required number of units and pass the mandated Georgia State Board of Education tests. Students who attend Foothills Regional High School arrive at different levels in their education; therefore, different sets of requirements apply. Students who have withdrawn from a public school must meet the graduation requirements for the graduating class in which they re-enroll. ***Students electing to receive a Foothills diploma shall meet the graduation requirements outlined below.*** The Georgia Board of Education and Foothills require that students earn the number of units specified in the applicable State Board rule.

Area of Study	Units Required
(I) English/Language Arts	*4.0
(II) Mathematics	*4.0
(III) Science (The 4 <sup>th</sup> Science unit may be used to meet both the Science and elective requirement)	*4.0
(IV) Social Studies	*3.0
(V) CTAE and/or Modern Language/Latin Foreign Language and/or Fine Arts	*3.0
(VI) Health and Physical Education	1.0
(VII) Electives	4.0
<b>Total Units Required (Minimum)</b>	
Students who entered the 9 <sup>th</sup> grade in 2010-2011 or Later	<b>23.0</b>
*Required Courses and/or Core Courses	

*Accelerated Career Diploma offers qualified students a unique path to high school graduation. Students choose to simultaneously earn a high school diploma and a college associate degree, Technical Diploma, or two (2) Technical Certificates of Credit (TCC's) in a specific career pathway. Some of the required high school courses may be taken under the state-funded Dual*

*Enrollment program. Students interested in pursuing Accelerated Career Diploma should contact their counselor (quote from TCSG).*

## **Promotion/Retention Procedures**

Foothills Regional High School uses Carnegie Units to determine class status:

Freshman	0-4 Units
Sophomore	5-11 Units
Junior	12-16 Units
Senior	17+ Units

Full-time enrollment students who choose to receive a Foothills diploma are allowed to graduate throughout the year after completing graduation requirements. In the spring of each year, Foothills conducts a graduation ceremony for all students who have completed requirements during that school year. This is a very meaningful ceremony for students and their families, and all students are encouraged to participate.

Students with disabilities who do not meet the state assessment requirements of the State Board of Education or who have not completed all requirements for a high school diploma but who have completed their Individualized Education Program (IEP) will be awarded an Alternate Diploma.

## **Valedictorian and Salutatorian**

Foothills Regional High School is allowed to select only one Valedictorian and one Salutatorian to collectively represent all the sites. To be eligible for Valedictorian, Salutatorian, or an Honor Graduate at any Foothills site, a student must meet the following requirements:

1. Complete three or more units of credit at Foothills
2. Be in attendance as a FT enrolled student (either 18+ or grandfathered) for two consecutive Foothills FTE counts.
3. To be considered for Valedictorian, Salutatorian, HHG (High Honor Graduate), and Scholarships offered by outside donors as well as the “Mama Jo Spirit of Foothills Scholarships” for our Spring Graduations, student must have a “G” by their names in Infinite Campus indicating that they have completed all requirements by the 4th Thursday of April each year. Students can still graduate and participate in graduation ceremonies and be eligible for “Site Awards” if they complete all graduation requirements after this deadline. Any grades posted after the deadline cannot be used in the calculation of awards except any “site awards” that may be given by the sites.

For the Regional Graduations in December, students must have a “G” by their name by November 18th respectively. Any grades posted after those dates cannot be used in the calculation of awards except any “Site Award” that may be given.

ALL Scholarships and Awards should certainly consider the overall “Good Standing” of students. Students may lose the Scholarship and/or Award if they are not considered in “Good Standing” in the school and/or community.

## **Scholarships and Awards**

**General Scholarships** - Foothills has developed a scholarship program for qualifying seniors in

an effort to increase the number of high school seniors who opt for post-secondary education or military opportunities. The Regional Office will fund these scholarships. Students who want to be considered for the general scholarship should complete the General Scholarship Application Form on the Foothills website [students and parents/scholarships and awards].

Only students who have applied and been accepted to post-secondary colleges, technical schools, apprenticeships, or the military are eligible to receive general scholarships. General scholarships will be funded once the form is completed and proof of enrollment into post-secondary colleges, technical schools, apprenticeships, or the military are uploaded. Students are eligible to receive this scholarship for up to two years from their date of graduation.

Site Specific Scholarships- Individual Foothills sites may also award site specific scholarships funded by site staff. Amounts and names of those scholarships are determined at the site level. General Awards - The Regional Office will fund the following General Awards:

- Valedictorian and Salutatorian - One per year awarded at spring graduation
- Highest GPA and Second Highest GPA at each site and for each graduation.

The Regional Director of Student Services will complete the “Scholarship and Award Request Form” and send to the Regional System Bookkeeper. Accounts Payable will “obligate” funds and print requested checks.

## **STATE-REQUIRED TESTS**

### **Georgia Milestones**

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of language arts, mathematics, science, and social studies. Importantly, Georgia Milestones is designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career). Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system.

Students will take an end-of-course assessment in the following four courses:

- Language Arts / American Literature and Composition
- Mathematics / Algebra: Concepts and Connections
- Science / Biology
- Social Studies / United States History

Per State Board of Education Rule 160-4-2-.13 STATEWIDE PASSING SCORE, the numeric score on the Georgia Milestones EOC shall count for 20% of the student’s final numeric grade in the course assessed by the Georgia Milestones EOC.

ACCESS for ELs is administered, annually, to all English learners in Georgia. ACCESS for ELs is a standard-based, criterion-referenced English language proficiency test designed to measure English learners’ social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains. ACCESS for ELs meet the federal requirements that mandates

requires states to evaluate EL students in grades k-12 on their progress in learning to speak English. ACCESS for ELs is used to determine the English language proficiency levels and progress of ELs in the domains of speaking, listening, reading, and writing. **Foothills students who are required to take the ACCESS will have their coursework suspended until the ACCESS is completed.**

Test	Registration Information	Additional Information
PSAT	See career counselor for dates	<a href="#">PSAT Website/Information</a> <a href="#">Foothills College and Career Planning Website</a>
SAT	See registration books in Career Center for registration deadlines and preparation information	<a href="#">SAT Website/Information</a>
ACT	See registration books in Career Center for registration deadlines and preparation information	<a href="#">ACT Website/Information</a>
ASVAB	See career counselor for dates	<a href="#">ASVAB Website/Information</a>
ACCUPLACER		<a href="#">ACCUPLACER Website/Information</a>
WORK READY		<a href="#">WORK READY Website/Information</a>

## Guidance and Counseling

Foothills Regional High School makes every effort to meet the needs of the whole student. Whether it is working through the challenges of an academic or a social/emotional issue today or gathering ideas and guidance for the planning of a career for tomorrow, the counselors in Student Services are available to all Foothills students. The counselors are able to help a student explore planning for college, technical training, the military, or entrance into the workforce. The counselors at each site offer registration and information on required college entrance tests as well as the military placement exams.

Assistance with college applications is available to the students, as well. In addition, students are encouraged to use YouScience test results to map out five-to-ten-year goals that take into account targeted career planning which addresses preparation for that career, the job outlook and help identifying ways to accelerate entrance into that career through programs like Work Based Learning, Dual Enrollment and the Accelerated Career Diploma (formerly known as Option B).

Foothills shall ensure that each student develops an individual graduation plan. The individual graduation plan shall be developed in consultation with the student's parents, guardians, or individuals appointed by the student's parents or guardians to serve as their designee. Parents and/or guardians are encouraged to review this plan annually.

Foothills shall provide guidance, advisement, and counseling to each high school student that will enable the student to successfully complete his or her individual graduation plan and prepare him or her for a seamless transition to postsecondary study, further training, or employment. Sometimes this guidance will include support groups. Please notify the school if you prefer your child not participate in groups.

Each student's individual graduation plan shall:

1. Include rigorous academic core subjects and focused course work in humanities, fine arts, and foreign



language or sequenced career pathway coursework OR a more direct path towards a skill trade career by earning an Accelerated Career Diploma

2. Incorporate provisions of a student's Individualized Education Program (IEP) or 504 Plan, where applicable
3. Align educational and broad career goals and the student's course of study
4. Be based on the student's selected academic and career focus area as approved by the student's parent or guardian
5. Include experience-based, career-oriented learning experiences, which may include but not be limited to internships, apprenticeships, mentoring, cooperative education, and service learning
6. Include opportunities for postsecondary studies through dual enrollment in either career-based or core academic college-level coursework
7. Allow flexibility for shifts in student career interests but remain sufficiently structured to meet graduation requirements and qualify the student for admission to postsecondary education required to gain access to the intended career
8. Be approved by the student and the student's parent or guardian with guidance from the student's school counselor and
9. Be reviewed and revised periodically, as circumstances demand. An individual graduation plan may be modified at any time throughout a student's high school career.

## **Dual Enrollment (College Credit Now)**

Dual Enrollment is available to all Foothills students who meet specific qualifications. These students have the opportunity to finish high school while earning college or technical school credits. Dual Enrollment is designed to accelerate a student through necessary career training, thus saving time and tuition dollars. College credits earned through dual enrollment can, in some cases, replace high school courses required for graduation. Students who are interested in learning more about Dual Enrollment options available to them should talk to the counselors. More information regarding dual enrollment programs, eligibility requirements, and course offerings is available through the Georgia Department of Education.

## **Accelerated Career Diploma**

Students who are interested in moving quickly into a skill trades career have the ability to earn a high school diploma with fewer required high school credits. This diploma is named the Accelerated Career Diploma and requires a student to earn two specific, technical certificates, a technical diploma or an associate degree from a technical college in addition to nine high school credits. To learn if this is the right path, a student will need to meet with one of the counselors.

## **Career Guidance and Exploration**

Foothills provides students with the opportunity to assess their aptitudes and career interest by taking and reviewing the YouScience assessment. The assessment allows students to take a deep dive into career exploration while meeting the BRIDGE bill requirements. Career Specialists meet with each student annually to review grade-level activities and age-specific topics. Students will identify three careers of interest based on their YouScience Summit results, discuss Dual Enrollment benefits and options, and review three-post-secondary options based on their career goals, interests, aptitudes, and needs. Students may also participate in workplace and career field trips, career speaker series, and job shadowing opportunities positioning themselves to be college or career ready.

## **Water Safety and Swimming Lessons**

Per O.C.G.A. 20-2-779.3, Foothills acknowledges the important role that water safety and swimming lessons play in saving lives. Students are encouraged to seek information on where to get swimming lessons in their area. Foothills student services staff including social workers, career specialists, and Counselors can be helpful to parents and students in identifying such opportunities. Foothills does not provide or pay for swimming lessons but encourages all students to seek out opportunities to ensure safety now and in the future.

## **Special Education**

Foothills is committed to meeting the needs of students with disabilities by providing a full continuum of services. Services and support are delivered by certified special education teachers and licensed paraprofessionals.

### **IDEA**

Foothills Regional High School predominantly serves students from the counties in which sites are located, along with adjacent areas. To ensure that current and potential students and their families have knowledge regarding Foothills' compliance with U.S. IDEA regulations and support for all students with disabilities, we will publish an annual notice on our Foothills website in the late summer, ahead of each academic year. This is the responsibility of the Regional Director for Special Education.

In accordance with IDEA regulations, Foothills Regional High School seeks to ensure that all disabled students (ages 3-21) who are in need of special education within its enrolled population are identified, located and evaluated. Final identification of students with disabilities and programming for such students occur only after an appropriate evaluation and a determination by a Student Support Team or group of individuals as detailed under IDEA.

## **Section 504 Procedural Safeguards and Notice of Rights of Students and Parents**

Under Section 504, a student with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on a case-by-case basis. Conflicts between parents and school personnel about Section 504 issues may be resolved through due process or through the school district's established grievance procedures. If the system and the student or parent cannot come to a reasonable agreement regarding the student & 504 eligibility or plan the student or parent/guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child & identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator. However, a grievant failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's regional 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 regional office.

## **Multi-Tiered System of Supports (MTSS) and Student Support Team (SST)**

A Multi-Tiered System of Supports (MTSS) is a framework intended to support ALL students, and it is considered the best practice for teaching and learning. MTSS is designed to “prevent” failure, and the Student Support Team is a component of the MTSS framework. The student support team is a group of professionals who generate recommendations that are targeted to the student’s learning or behavior problem. These recommendations, which include a specific academic and/or behavior plan, are documented and provided to the student’s teacher(s) and/or others to implement with the student. The team then meets periodically to review the student’s progress monitoring data and determine the need for continuing, modifying, or concluding the intervention. The Student Support Team must determine if the data suggests more individualized instruction is needed and may make a referral for a special education evaluation. However, an educator or a parent may request SST be initiated at any time. Additionally, if there is a student suspected to have some type of disability, an evaluation for eligibility cannot be denied or delayed.

## **CODE OF CONDUCT**

### **Student Behavior**

#### **Development of the Student Behavior Code**

This code was developed in conjunction with Georgia school laws pertaining to student discipline in secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735. The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

#### **When the Student Behavior Code Applies**

The rules contained in the *Student Behavior Code* apply to students, both during and outside normal school hours, who are:

- On school system property
- Off school system property while attending a school activity, function, or event
- Enroute to or from school or school-related activities
- Off school system property but engaged in conduct that, if committed at school or during a school-related activity, would endanger the health, safety, and well-being of other students, teachers, and school personnel or would disrupt the educational process

#### **Explanation of Consequences**

##### ***Detention***

A requirement that the student report to a specific school location and make up work missed or to receive specific instruction in behavior modification. Detention may require the student’s attendance before or after school.

##### ***Short-Term Alternative Placement (In-School Suspension or ISS)***

Removal of a student from the classroom to work in an isolated area staffed with school system personnel. While in this setting, the classroom teacher provides work for the student to complete. This is used sometimes in lieu of out-of-school suspension. The student is excluded from all school-sponsored and extracurricular activities while assigned to this setting.

### ***Therapeutic Removal of a Student***

A student may be sent home from school for therapeutic purposes. The site director or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class should not be considered as suspension.

### ***Suspension***

Removal of the student from the school campus and exclusion from all school-sponsored activities, extracurricular activities, and course work required. Suspension by the site director or designee shall not exceed 10 consecutive days. The disciplinary hearing officer or the School Board may only impose suspensions beyond 10 days after a due process hearing to determine guilt or innocence.

### ***Expulsion***

The removal of a student from the school system for an extended period of time; or permanent removal by the School Board or through a disciplinary hearing.

### ***Explanation of the Term "Possession"***

A student is in "possession" of an illegal or prohibited item when it is found, or determined to be, in or on the person of the student, in his or her personal effects (including book bag, pocketbook, or athletic bag), located in the student's locker, in a student's vehicle (or a vehicle in which the student was transported), while the student is on school property or at any school event or function.

**PROGRAM STUDENTS:** All program students under the age of 18 will be held to the same standards and all fully enrolled students when it comes to the Student Code of Conduct.

## **Discipline Incident Type Codes**

### ***CODE 01: ALCOHOL***

*Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.*

A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

Disposition: Ranges from a Written Warning to Expulsion  
**Law enforcement will be called.**

### ***CODE 02: ARSON***

*Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trash can fires (if they are contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the Discipline Incident Type Code 23 (Weapons – Other.) This code does not include the simple act of lighting a match or lighter.*

A student shall not cause or attempt to cause damage to any real or personal property by fire or any incendiary device.

Disposition: Ranges from Written Warning to Expulsion  
**Law enforcement will be called.**

### ***CODE 03: BATTERY***

*Intentional and substantial physical harm or visible bodily harm to another. As used in the Georgia Code section for this offense, the term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially*

*blackened eyes, substantially swollen lips, or other facial or body part, or substantial bruises to body parts.*

**This code is only used when the attack is very serious – enough to warrant calling the police.**

Battery may include an attack with a weapon that causes serious bodily harm to the victim.

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to another person. A student shall not engage in verbal confrontation or other verbal misbehavior including insult, use of profanity, ethnic, racial, sexual, religious slurs, bullying, or harassment that might lead to this offense. Any student who commits an act of physical violence against a teacher, administrator, school bus driver, or any other school employee shall be suspended pending a disciplinary hearing before a tribunal.

The School Board shall appoint members of the tribunal (which will consist of three certified educators) to determine all issues of fact and intent relative to the alleged incident of physical violence. The tribunal shall submit its findings of fact and intent, along with its recommendations of punishment, to the Governance Board as required by O.C.G.A. § 20-2-751.6. The School Board shall review the findings and recommendations of the tribunal and may follow the recommendation or impose penalties not recommended by the tribunal.

If the student is found guilty of this offense, the discipline shall be expulsion, long-term suspension, or short-term suspension. In cases where the act of physical violence results in physical harm, the student shall be expelled for the remainder of his/her eligibility to attend public school.

Disposition: Ranges from Short-Term Suspension to Expulsion  
**Law enforcement will be called.**

**CODE 04: BURGLARY** (Not defined nor reported for student discipline.)

#### **CODE 05: COMPUTER TRESPASS**

*The unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.*

Students may not cause or attempt to cause damage to any computer hardware or software.

##### **051: Violations of Computer Ethics**

*Stealing or copying software that is the property of Foothills Regional High School is strictly prohibited. Students are expected to fully comply with all components of the school system's technology usage agreement. Students who choose to abuse computer privileges are subject to disciplinary consequences. Any violation of the network usage agreement is considered a violation of this code.*

*Laptop computers and personal desk accessories are discouraged but may be allowed with administrative and teacher approval. Violation of any school rule with such a device will result in loss of privilege and may result in disciplinary consequences.*

Disposition: Ranges from a Written Reprimand to Expulsion

#### **CODE 06: DISORDERLY CONDUCT**

*Any act that substantially disrupts the orderly conduct of a school function; substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.*

**063: Disruptive Behavior 064 Repeated Violations/Misbehavior 065  
Throwing Objects**

No student shall threaten to or intentionally

- Occupy any school building, gymnasium, school grounds/properties or part thereof, with intent to deprive others of its use or where the effect thereof is to deprive others of its use; block the entrance or exit of any building or property (including any corridor or room thereof) so as to deprive others of access thereto; or block normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the principal
- Prevent the convening of or force the disruption of any lawful mission, process, or function of the school by the use of any manner of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct
- Burn or otherwise damage any school building or property
- Possess, discharge, display, or otherwise threateningly use any firearm, explosives, knives, or other weapons (or any object that can reasonably be construed as a weapon) on school premises
- Make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct his/her class
- Refuse to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel
- Make, or encourage others to make, prank phone calls; activate a fire alarm without justification; or falsely report a fire, bomb, terroristic act, or any other threat the student does not believe to exist
- Commit any act or crime of violence

Disposition: Ranges from a Verbal Reprimand to Expulsion

**CODE 07: DRUGS** *(except alcohol or tobacco)*

*The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student.*

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any illegal drug or drug paraphernalia.

Possession, sale, transfer, or use of prescription or non-prescription drugs can be a violation of this rule.

Misuse of prescription or non-prescription drugs shall be considered a violation of this rule.

Each school is assigned a receptionist to oversee the clinic. All prescription and non-prescription drugs must be checked in and administered through the clinic. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with system guidelines shall not be considered a violation of this rule.

*Any student who has asthma will be permitted to carry asthma medication prescribed by a physician on his/her person and self-administer it during school or at school-related activities as long as the school nurse has been notified and the appropriate paperwork has been filed as specified in policy.*

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 08: FIGHTING**

*Mutual participation involving physical violence where there is no main offender and no major injury.*

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person.

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person that threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

**081: Verbal and/or Physical Contact**

*Any mutual act of arguing or pushing among students that could lead to an actual fight.*

Disposition: Ranges from a Verbal Reprimand to Out-of-School Suspension (May be referred to a counselor or social worker.)

**CODE 09: HOMICIDE** (Not defined nor reported for student discipline.)

**CODE 10: KIDNAPPING** (Not defined nor reported for student discipline.)

**CODE 11: LARCENY/THEFT**

*The illegal taking of another person's property without that person's freely-given consent by taking, by deception, by conversion, by taking lost or mislaid property, or by receiving stolen property without threat, violence, or bodily harm. Included are pocket-picking, taking a purse or backpack, theft from a building, motor vehicle, coin-operated machine, or all other types of larcenies.*

**111: Petty Thefts**

*Theft of an item or items with a total monetary value under the amount of \$500. Anything greater is grand theft.*

A student shall not steal the property of another (or attempt to do so) and shall not possess, sell, use, or transmit (or attempt to possess, sell, use, or transmit) stolen property.

The school will file any incident involving theft of property valued at \$100 or more with local law enforcement. Incidents involving theft of property valued at less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

For purposes of reporting - burglary, breaking and entering, robbery, or the attempt to do any of these acts - will be reported as a violation of this rule.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

**CODE 12: MOTOR VEHICLE THEFT** (Not defined nor reported for student discipline.)

**CODE 13: ROBBERY** (Not defined nor reported for student discipline.)

**CODE 14: SEXUAL BATTERY** (Not defined nor reported for student discipline.)

### **CODE 15: SEXUAL HARASSMENT**

Sexual Harassment is further defined to include, but is not necessarily limited to, unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or the following specific crimes as defined by federal law: “Sexual Assault” as defined by 20 U.S.C. § 1092(f)(6)(A) (v), “Dating Violence” as defined in 34 U.S.C. § 12291(a)(10), “Domestic Violence” as defined in 24 U.S.C. § 12291(a)(8), and “Stalking” as defined in 34 U.S.C. § 12291(a)(30).

*Examples may include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.*

Harassment of any nature is not tolerated by Foothills Regional High School and is a violation of this code and policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from a Written Warning to Suspension (Requires a behavior contract; alternative school assignment is mandatory upon the third offense.)

### **CODE 16: SEX OFFENSES**

Sexual intercourse, sexual contact, or other unlawful behavior/contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers.

#### **161: Improper Touching/Public Display of Affection (PDA)**

A student shall not perform any act of lewd or indecent exposure; lewd caressing or indecent touching/fondling of one’s own body or that of another; shall not engage in any act of sexual contact; shall not engage in *streaking* or other display of nudity, or attempt to commit any act of indecent or lewd behavior. Public display of affection (PDA) is included under this rule.

Disposition: Ranges from a Written Reprimand to Expulsion

### **CODE 17: THREAT/INTIMIDATION**

Fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to an actual physical attack.

A student shall not threaten or intimidate another student, or any other person, located on school property or at a school-sponsored event.

Terroristic Threats: A student shall not make a terroristic threat toward a school or toward a student while attending a school. These threats are commonly made via social media. OCGA 20-2-690.I clearly gives the school system the authority to expel a student, particularly when there is a threat to the safety and security of the school.

Disposition: Ranges from Short-Term Suspension to Expulsion

### **CODE 18: TOBACCO**

*Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school or a school-sponsored event.*

A student shall not possess, transmit, or use tobacco products of any type, including without limitation smoking tobacco, chewing tobacco, snuff or smoking paraphernalia. A student shall not wear attire that



advertises or refers to possession or use of tobacco. Such items found in a car, locker, purse, or book bag will be considered as *being in the possession of* the student.

Disposition: Ranges from Written Reprimand to Expulsion

#### **CODE 19: TRESPASSING**

Entering or remaining on a public-school campus or school facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator/designee.

Students shall not enter or remain on a public-school campus or school facility without authorization or invitation.

Disposition: Ranges from a Verbal Reprimand to Expulsion

#### **CODE 20: VANDALISM**

*The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting walls of buildings.*

A student shall not cause or attempt to cause damage to property. The school will file any incident involving damage of property valued at \$100 or more with local law enforcement. Incidents involving damage of property valued less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

Disposition: Ranges from a Verbal Reprimand to Expulsion

(Restitution may impact disposition.)

#### **CODE 21: WEAPONS – FIREARMS** (See Code 25 and Code 26)

##### **CODE 22: WEAPONS – KNIFE**

The possession, use, or intention to use, any type of knife (including a pocket or pen knife) to inflict harm on another person or to intimidate any person.

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): a knife of any type with a blade of two inches (2”) or longer, razor, box cutter, any martial arts device, sword, machete, or other tool or device used to inflict harm, or any other object that reasonably can be considered a weapon.

When it is the first offense of this code type and the student has in his/her possession a weapon that, in the opinion of the principal, is not inherently an offensive weapon (example: fingernail file, clippers or scissors) and where there is not a threat or actual confrontation, the principal may handle such violation internally once he/she consults with the superintendent and receives permission to handle the matter internally.

Disposition: Ranges from a Written Reprimand to Expulsion

**Law enforcement will be called.**

##### **CODE 23: WEAPONS – OTHER**

The possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, cap guns, bb guns, pellet guns: “any weapon designed or intended to propel a missile or projectile of any kind.” Electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): any gas repellant, mace, stun gun, chemical spray, pellet or BB gun: “any weapon designed or intended to propel a missile or projectile of any kind.” Any martial arts devices, sword, machete, or other tool or device used to inflict harm or other object that reasonably can be considered as a weapon. *(It is a violation of this section to possess or threaten to use a toy gun, antique, replica, or other object which looks like or is represented to be a gun or weapon.)*

A student shall not falsely claim to have a weapon or explosive device in their possession; falsely claim that another person has a weapon or explosive device in their possession; or falsely claim that another person is bringing a weapon or explosive device onto school system property or to a school-related function.

Disposition: Ranges from Written Reprimand to Expulsion

**Law enforcement will be called.**

#### ***CODE 24: OTHER DISCIPLINE INCIDENT***

Any other discipline incident for which a student is administered out-of-school suspension, expelled, referred to court/juvenile system authorities, or removed from class at the teacher’s request.

##### ***245: Other Conduct Subversive to Good Order***

A student shall not perform any other act that is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, community misconduct that would be so serious as to pose a threat to the school community, or student being criminally charged with a felony (which makes the student’s continued presence at school a potential danger to persons or property of the school or disrupts the educational process).

Disposition: Ranges from a Written Reprimand to Expulsion

##### ***2410: Chronically Disruptive Student***

A student who continually disrupts or repeatedly violates other school rules may be charged with repeated violations of school rules or behavior. This code applies after remediation attempts (including consideration of the Pyramid of Intervention) have been utilized.

Disposition: Ranges from Saturday Detention to Expulsion

#### ***CODE 25: WEAPONS - HANDGUN***

Possession of a firearm which has a short stock and is designed to be held and fired by the use of a single hand, and any combination of parts from which a firearm described above can be assembled.

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with handguns and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion

**Law enforcement will be called.**

#### ***CODE 26: WEAPONS – RIFLE/SHOTGUN***

***Rifle*** - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.

**Shotgun** - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

A student may not possess, transmit, sell, or attempt to sell, any firearm while on school grounds or while attending any school function. This rule deals specifically with *rifles* or *shotguns* and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

#### **CODE 27: SERIOUS BODILY INJURY**

Bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

A student shall not cause (or attempt to cause) serious bodily injury or behave in such a way as could reasonably cause serious bodily injury to any person. A student shall not cause (or attempt to cause) an injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

#### **CODE 28: OTHER FIREARMS**

Firearms other than handguns, rifles, or shotguns as defined in 18USC921. This includes any weapon (including starter gun) which will (or is designed to or may readily be converted to) expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, or rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;) any weapon which will (or which may be readily converted to) expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with all firearms other than handguns, rifles, or shotguns as defined in 18USC921 and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

#### **CODE 29: BULLYING**

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  1. Causes another person substantial physical harm or visible bodily harm as defined in the meaning of O.C.G.A. § 16-5-23.1;
  2. Has the effect of substantially interfering with a student's education.
  3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  4. Has the effect of substantially disrupting the orderly operation of the school.

A student shall not transmit any electronic communication that has the effect of bullying another student, including but not limited to sending e-mail or text messages, or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyber bullying that occurs on campus and, if the following conditions are met, to cyber bullying that occurs off campus: (1) the electronic communication causes, or is reasonably likely to cause, a material and substantial disruption to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct that is intended to promote or increase circulation of the electronic communication among students.

Georgia Law requires the following once an allegation of bullying has been made:

- Immediate investigation by school administration;
- Notification of the parents of all parties involved, bully and victim;
- Discipline with age-appropriate consequences; and
- Follow-up with both the bully and victim to ensure issues are being resolved.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under the existing disciplinary provisions. Retaliation toward a person who makes a report is prohibited.

**Law enforcement personnel will be contacted when a student allegedly commits a physical assault or battery on another student or school employee.**

Disposition: Ranges from a Written Warning to Suspension. If a Hearing Officer determines that a student has committed the offense of bullying for the third time in a school year, the Hearing Officer shall assign the student to a setting that meets the definition of an alternative setting under state law.

### **291: Racial Harassment**

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments of a racial nature, when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Foothills Regional High School and is a violation of this code and policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

### **292: Religious Harassment**

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student's religious beliefs/preferences when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an

intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Foothills Regional High School and is a violation of this code and policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

### **293: Disability Harassment**

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student who has a disability when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Foothills Regional High School and is a violation of this code and policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

### **CODE 31: OTHER – DRESS CODE VIOLATION**

Violation of school dress code that includes standards for appropriate school attire.

#### **311: Dress Code Violations**

The school administration is authorized to determine appropriate dress for the school site. Each site has determined the appropriate dress for their site. The specific dress code for each site is outlined in the student handbook (or by whatever means the school chooses to convey important student information). The school administration is responsible for enforcement of the school dress code and has at their discretion the right to assign the appropriate disposition for those students who violate the school dress code.

Disposition: Ranges from a Written Reprimand to Suspension

### **CODE 32: ACADEMIC DISHONESTY**

Receiving or providing unauthorized assistance on classroom projects, assignments, or exams.

#### **321: Academic Dishonesty**

Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences. Plagiarism is considered a violation of this rule. Consequences for violation are at the discretion of school administration and/or teacher. Students may be referred to the Pyramid of Intervention.

Disposition: Ranges from a Written Reprimand to Expulsion

### **CODE 33: OTHER – STUDENT INCIVILITY**

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

**331: Refusal to Follow Instructions/Direction 332 Disrespectful Behavior 333 Profanity or Obscene Language/Gestures**

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person, which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of an ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

**334 Providing False Information/Forgery**

A student shall not forge another person's signature, present a document with a forged signature, or give false identification/information to any school official or representative for any purpose including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. The consequences for violation are at the discretion of the school administration.

Disposition: Ranges from a Written Reprimand to Expulsion

**335 Failure to Comply with Assigned Discipline**

A student shall comply with directions, commands, or assigned discipline of teachers, student teachers, substitute teachers, paraprofessionals, principals, mentors, counselors, graduation coaches and other authorized school personnel.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 34: OTHER – POSSESSION OF UNAPPROVED ITEMS**

The use or possession of any unauthorized item disruptive to the school environment. (*Note: The use of fireworks or incendiary devices must be coded as Arson.*)

**341: Possession/Transmission of Prohibited Items**

A student shall not possess any form of laser pointer, pocket pager, or any two-way radio during the school day. Cell phones and other electronic devices may be used at the discretion of the site director and teacher for instructional activities or health reasons only.

Disposition: Ranges from Confiscation of the Device to Expulsion

**CODE 35: GANG - RELATED**

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 36: REPEATED OFFENSES**

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 40: OTHER- NON-DISCIPLINARY INCIDENT**

This code is used exclusively for the reporting of Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a teacher ID when Incident Code is "Other Non-Disciplinary Incident.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 42: Electronic Smoking Device:**

A student shall not be in possession/use of tobacco products, electronic cigarettes, or vapor products. This prohibition includes any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia.

Electronic Smoking Device 1-Unintentional possession of an electronic smoking device  
Electronic Smoking Device 2-Use or knowledgeable possession of an electronic smoking device  
Electronic Smoking Device 3-Distribution and/or selling of electronic smoking devices. Level 3 may be used for students that violate school policy on smoking devices three or more times during the same school year.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 44: Violence against a Teacher**

Violence against a Teacher 3-Intentionally making physical contact which causes harm

Disposition: **Charges filed with Law Enforcement** and Hearing set up for Expulsion

Questions regarding the *Foothills Regional High School Student Behavior Code* should be directed to the Regional Director for Operations.

All major offenses including but not limited to drugs and weapon offenses can lead to schools being named an unsafe school according to SBOE Rule 160-4-8-16.

**DISCLAIMER**

Any policy or procedural changes that take place after the publishing of the student handbook will be sent home with the student, sent via email, and published on the website. Such changes will supersede what may be listed in the student handbook.

## **Disciplinary Action/Hearing**

Students will not interfere with the right of other students to learn. Violation of any of these rules will result in appropriate discipline as determined by the Site Director or Superintendent/designee, which may include suspension or expulsion from Foothills. A student may be taken before a Foothills appointed Hearing Officer to determine appropriate discipline in cases where the offense is serious, or behavior has become a constant issue. After the decision rendered by the Hearing Officer, parents/students have the right to appeal to the Governance Board. This appeal must be made within 20 days after the decision of the Hearing Officer.

## **Off Campus Behavior that Leads to Felony Charges**

Any off-campus behavior of a student which could result in the student being charged with a felony or its juvenile equivalent, and which makes the student's continued presence at school a potential danger to person or property at the school or which disrupts the education process may be disciplined and/or suspended from school. This includes behavior that occurred prior to a student enrolling in Foothills.

A student who is charged with a Felony off campus may be denied accessibility to Foothills since we have no Alternative School options to make a placement. The student will be issued a letter stating this issue and stating that once the felony charge has been adjudicated, Foothills will reconsider the option of allowing the student to enroll. This decision will go directly to a hearing officer that is appointed by the

School Board. The student and parents will be notified of the hearing through certified mail. The student may be represented by an attorney at their expense and if they choose to have an attorney at the hearing, they must notify Foothills no less than 48 hours prior to the time established for the hearing.

## **Student Searches**

A Site Director or designee may search a student if there is reasonable suspicion that the search may turn up evidence that the student has violated or is violating either the law or rules of the school as set forth in the student handbook. Law enforcement and specially trained dogs to detect drugs will be used at the discretion of the Site Director to search lockers, book bags, cars, and the school premises with or without the student's permission.

## **Sexual Harassment & Discrimination Policy**

It is the policy of Foothills that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student who believes he or she has been subjected to harassment or discrimination by other students of Foothills based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the Site Director and/or designee.

Any form of sexual harassment is prohibited. Sexual harassment is defined above and may include behavior that is unsolicited, non-reciprocal and unwelcome. This behavior includes, but is not limited to, profane language, sexist terms, comments about body parts, touching, hugging, kissing, etc.

## **Student Reporting of Alleged Sexually Inappropriate Behavior**

Note that sexually inappropriate behavior may be different from sexual harassment specifically defined above.

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

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

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

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

## **Restraint**



As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained by school staff in accordance with School Board procedures. These could occur along with other emergency actions such as calling the police. Significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any such incident, the parents or guardian will be informed.

## Computer and Internet Use

Foothills recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of education in our schools by providing access to unique resources and opportunities for collaborative work. Any electronic communication that uses Foothills computer resources, hardware or software, may be subject to review and there should not be any expectation of privacy other than that which is required by law. Use of electronic systems shall be in support of, and consistent with the vision, mission, and goals established by Foothills and for the purpose of instructional and administrative support.

Students must obtain permission from the teacher before using the Internet. All Internet use must be under the direct supervision of a staff person. The use of electronic technology is a privilege, not a right, which may be discontinued at any time. Foothills reserves the right to examine electronic mail messages, files on all types of Foothills computers, logs of websites visited, and other information stored on or passing through Foothills networks or stand-alone systems.

Unauthorized usage includes but is not limited to visiting "chat" rooms, access, transmission, storage, or display of offensive materials or messages including those that contain sexually explicit information; ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; encouragement of the use of controlled substances; or illegal material. If a student accidentally accesses an inappropriate website, the student must leave the site immediately and report the inadvertent "access" to his/her immediate supervisor or teacher.

Students are not allowed to use personally owned electronic storage devices (i.e. -memory drive, flash drive, portable hard disk drive or iPod). Student use of these devices can result in loss of computer privileges and/or disciplinary action.

## Virtual Use of Equipment

Foothills can, in some cases, provide computer equipment for students' usage for virtual education. In this case, the student is responsible for the cost of the equipment in the case it is damaged or stolen while in the possession of the student. All Foothills equipment must be signed out to student/parent and returned when the student is either withdrawn because of lack of course work and/or voluntarily withdrawn.

**Foothills reserves the right to take appropriate actions, including referral to law enforcement or to remotely disable access to its equipment, including for any violation of our Acceptable/Reasonable Use Policy, any other applicable school policy, the failure to return equipment to Foothills when requested or the failure to be responsible for lost, stolen, or damaged equipment.**

## Medications (Prescription and Non-Prescription)

Whenever possible, medications should be given at home, before or after school, rather than during the school day. School personnel cannot administer medication without prior written authorization from the parent/guardian. All medications (prescription and non-prescription) are to be kept in their original containers and maintained by the Site Director or the front office, depending on each school's staffing. It is highly recommended that any medication to be administered during school be delivered to the front office by a parent/guardian. A "Medication Form" (available in the administrative office) will need to be

completed at this time. If it is necessary for a student to transport the medication to school, he/she must take the medication to the front office immediately upon arrival at school.

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

In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the school duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Medical Marijuana: Georgia Law, 16-12-191, provides that persons may be in possession of medical marijuana under limited circumstances defined in the law. Because of federal law, parents should make other arrangements for administering medical marijuana at school and students should NOT possess the medical marijuana at school. Federal Law has NOT changed and possession of any form of marijuana is illegal. Disciplinary action directed toward students in possession of medical marijuana (as any other drug, including any prescription medical not handled in accordance with this section) will follow the handbook guidelines as set forth and approved by our Governance Board.

**It is a violation of the Code of Conduct for a student to share any medication with another student.**

**Prescription medications** must be in the original container with the name of the patient, the prescribing physician, dosage and the pharmacy indicated.

**Non-prescription medications** must be in the original container and accompanied with a parental note giving permission to administer. Examples of non-prescription drugs are aspirin, Tylenol, cough syrup, etc. The note must state what the medication is, how much should be given, and when it should be given. The site administrator or designee may administer this type of medication and "log" each time the medicine is dispensed.

## **ACCURATE TELEPHONE NUMBER**

If your child should become ill, Foothills will notify you by telephone. Please make certain we have an **ACCURATE TELEPHONE NUMBER** so you can be reached. .

## **Title I Parent Involvement**

The School Board affirms and assures the right of parents and legal guardians of students being served in activities funded by Title I the opportunities to participate in the planning, design, and implementation of the Title I program and its activities.

The School Board shall involve parents in the joint development of a written parent involvement policy. Foothills shall involve parents in the process of school review and improvement through input received from appropriate parent committees and other parent meetings or written surveys. Foothills shall also establish expectations for parent involvement through written information distributed to parents.

The School Board shall build the schools' and parents' capacity for strong parental involvement through a variety of activities that include but are not limited to:

- Providing information to parents in written form or through meetings on topics such as the State's academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law;
- Training educational staff on how to build ties between parents and the school;
- Sending information to parents in a format and, to the extent feasible, in a language that parents can understand; and
- Providing reasonable support for parental involvement activities as parents may request or as Foothills deems appropriate or necessary.

## **Parent - Student Rights Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

Inspect, upon request and before administration or use -

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

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State law.

Foothills will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Foothills will also directly notify, such as through letters sent home by students, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by US Department of Education. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **FERPA**

**Foothills complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). The act provides that parents, guardians, or eligible students have the right to:**

1. Inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Site Director a written request that identifies the records they wish to inspect. The Site Director or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal Law authorizes without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by this school or Foothills to comply with FERPA.

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5929

We are required to apprise parents of the types of information that may be given out by the school system as “directory information.” **Directory Information as defined by Foothills Regional High School will be the student’s name, address, grade, date of birth, and activities participated in while a student at Foothills.**

Public notice is hereby given by Foothills, pursuant to the Family Rights and Privacy Act, 20 U.S.C. Section 1232g (a) (5) (b), that the following information pertaining to students enrolled at Foothills may be given upon request to law enforcement agencies, U.S. Armed Forces recruitment agencies, schools and colleges accredited by COGNIA or the Commission on International and Trans-Regional Accreditation, outside organizations such as school photographer, yearbook publisher, class ring manufacturer, and graduation supply provider: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities, dates of attendance, grade level, awards received, the most recent previous educational institution attended, and other similar information. Student names may be obtained for a tentative list of graduating seniors for media publication. Parents of students under eighteen (18) years of age or a student eighteen (18) years of age or older objecting to the release of this information should notify:

Dr. Sherrie Gibney-Sherman, Superintendent, 2415 Jefferson Road, Suite B, Athens, Ga 30607

Under the Family Rights and Privacy Act, Foothills will disclose without consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the governing board; a person with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); vendors with whom Foothills may contract to create, store or maintain student information systems or other student data, including software or hardware necessary to support such systems; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

## **Parental Notice of Right to Know Teacher Qualifications**

By law, LEAs are required to notify parents that they may request information regarding the teacher’s or the paraprofessional’s professional qualifications, including the following:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission’s certification requirements for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Please contact the Site Director if you wish to request such information.

## **Prohibition of Harassment**

Foothills prohibits unlawful discrimination based on sex in all of its education programs and activities, including admissions and employment. It is the policy of Foothills to comply fully with the requirements of Title IX of the Education Amendment of 1972 (“Title IX”). This policy is applicable to conduct occurring on property owned, rented, or used by Foothills, at school-sponsored activities, while using Foothills provided equipment and technology, or transportation.

## Definition of Sex Discrimination and Other Terms

Foothills prohibits all forms of sex discrimination as defined by Title IX, including:

- An employee conditioning the provision of an aid, benefit, or service on a student's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or
- The following specific crimes as defined by federal law: "Sexual Assault" as defined by 20 U.S.C. § 1092(f)(6)(A)(v), "Dating Violence" as defined in 34 U.S.C. § 12291(a)(10), "Domestic Violence" as defined in 24 U.S.C. § 12291(a)(8), and "Stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting the conduct is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment to the Title IX Coordinator. Reports may be made orally or in writing. Reports may be made at any time, including non-business hours, by using the telephone number, email, or mail to the Title IX Coordinator as follows:

Assistant Superintendent  
Foothills Regional High School  
2415 Jefferson Road, Suite B  
P.O. Box 7427 Athens, GA 30604  
T: (706) 395-9775  
Email: [TitleIXCoordinator@foothillsrhs.org](mailto:TitleIXCoordinator@foothillsrhs.org)

The Title IX Coordinator will be responsible for directing Foothills' activities to comply with Title IX and the school's policies and procedures to further the objectives of Title IX. The Title IX Coordinator will be informed of all reports and formal complaints of sexual harassment. Any questions or concerns regarding Foothills' compliance or activities under Title IX should be directed to the Title IX Coordinator. The Title IX Coordinator will oversee the investigation and resolution of formal complaints made pursuant to Title IX.

## Equal Opportunity

Foothills does not discriminate on the basis of age, sex, sexual orientation, gender identity, race, color, religion, national origin, or disability in its educational programs or activities.

**Your Signature is required on the following page**

# Foothills Regional High School

## Student Handbook Signature Page 2023-24

**Student Name:** \_\_\_\_\_ **Foothills Site:** \_\_\_\_\_

By signing below, the student and parent/guardian acknowledges the following have been read and agreed to:

Foothills Student Handbook

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

Consent to allow college recruiters to speak with my child during school hours and release of my child's transcripts and test scores.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

Consent to publish photos of students in news articles and or advertising materials.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

**This page is to be returned to the office when checking in during your first week of classes.**