

# Randolph Southern School Student and School Handbook



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## **I. BACKGROUND INFORMATION**

### **HEADMASTER'S MESSAGE**

Dear Students and Parents:

Welcome to Randolph Southern School (RSS). As we begin a new school year, be assured that the faculty and staff at RSS will do everything within our power to help see that all children realize their potential and are prepared to succeed. Make it your responsibility to understand how you can be a productive member of our school community.

Randolph Southern School has a rich and proud tradition of excellence in academics and sports. The school provides a challenging college-preparatory curriculum in a safe and orderly environment.

As a student here, you enjoy the privilege of attending an outstanding school dedicated to providing the best possible educational program. You have a responsibility to take full advantage of the opportunities available by finding your place and making your mark in a positive way. I encourage you to use your God-given talents and abilities to fulfill your educational dreams. Strive each day to make a positive contribution. Do your best to be a good student and a good person, and you will leave well-prepared for college and life.

The purpose of this handbook is to provide students and parents with information concerning policies, procedures, expectations, and opportunities at Randolph Southern School. Please become familiar with the contents of this handbook and let it guide you in becoming a participating member of our school family.

I hope you find happiness and success in your career here at RSS. Working together, we can make Randolph Southern School the best it can be.

### **NON-DISCRIMINATION POLICY**

Randolph Southern School admits students of any race, color, nationality, sex, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Randolph Southern School does not discriminate on the basis of race, color, nationality, sex, religion, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other program or policy.

### **PHILOSOPHY**

Randolph Southern School is dedicated to the pursuit of excellence and to providing each pupil an opportunity to achieve a well-rounded, quality education. Our primary pursuits are to prepare pupils to achieve at college level and to be good citizens and productive members of society.

## **OBJECTIVES**

All students are capable of learning. They must assume responsibility for their learning and be actively involved in the educational process; therefore, the goals of Randolph Southern School are to:

1. Provide for each student an environmental setting conducive to maximize learning
2. Provide for each student a positive learning environment and a variety of opportunities to develop essential academic and social skills necessary to become a lifelong learner and a productive citizen in an ever-changing society.
3. Provide and maintain a positive school climate in which each student can develop self-discipline, self-respect, self-confidence, and self reliance.
4. Provide for each student individual and group activities that explore creative talents needed to develop social and occupational awareness.
5. Provide means that enable parents to assume responsibility in preparing their children for learning and to remain involved throughout the formal educational process.

## **ORGANIZATON AND HISTORY**

Randolph Southern School was incorporated May 18, 1966, under the name of Randolph Parents, Inc., with the major objective being to foster the development, improvement, and the preservation of home and family life and the advancement of civil and educational projects. The organizational trustees were John W. McLendon, Wilton G. Rigsby, Robert E. Lamb, Robert G. Puckett, Harold L. Allen, Melvin Peavy, James Grubbs, Eugene Thompson, John W. Wilson, Carl E. Sills, Kenneth Beard, and Larry Floyd. Through the year, many other persons have willingly given of their time to serve on the Board of Trustees.

Student achievements at Randolph Southern have been outstanding throughout the years. Our students continue to participate in literary, one-act play and other academic competitions held by colleges and the GISA organization. Through team cooperation and a determined spirit, many athletic honors have been won in basketball, softball, cross country, baseball, football, tennis, golf, and track. Most recently RSS captured a boys State Championship (2004-2005) in basketball, and our girls (2005-2006) captured the State title in track. During the 2005-2006 school year, the varsity girls program was awarded the "GISA Class 'A' All Sports Trophy". This award recognizes the most outstanding athletic program in the State.

Today, RSS offers a full-time, licensed Day Care Center for three- and four-year-olds. Our school has a fulltime kindergarten program with a certified teacher and paraprofessional. Our academic A Beka curriculum begins in K-3 and continues through the sixth grade. Beginning in the seventh grade through twelfth grade, our curriculum centers around a college-prep program to enhance the post-secondary programs offered in the State.

## **ALMA MATER**

We will sing for Randolph Southern  
Wherever we may be,  
And those happy days we'll cherish  
In our fondest memory.

Where the red and white is floating  
Patriots, for our loyalty  
We will sing for Randolph Southern  
And our pride she'll ever be.

## II. POLICIES AND PROCEDURES

### **General Information**

This Student-Parent Handbook contains and describes many of the operating policies and procedures that must be followed by all teachers and students if the school is to be operated efficiently and effectively.

These policies and procedures are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. Randolph Parents, Inc., the Randolph Southern Board of Trustees, and the Headmaster of Randolph Southern School reserve the right to amend, suspend, repeal, modify, or revoke the policies rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The interpretation, intent, and effect of these policies and procedures will be made by the appropriate school personnel. Students enrolling at Randolph Southern School and their parent(s) agree to abide by the policies and educational philosophy practiced at Randolph Southern School.

### **Admissions**

Admission is by application only. Each applicant in grades 1 – 12 must submit a transcript and discipline record from the school(s) previously attended. The transcript information is evaluated by the School Counselor and the Headmaster who determine final admission and placement. Additionally, admission shall be based on a personal interview with the parents and the student. Acceptance is also subject to vacancies in a particular grade. Registration fees must be paid prior to scheduling.

Students who are pregnant or who have become a parent, who are married or have been married, or who have passed their nineteenth (19<sup>th</sup>) birthday may not be enrolled at Randolph Southern School.

Students entering the four-year Kindergarten program must be four years old before September 1. Students entering the five-year Kindergarten program must be five years old before September 1. Students entering the first grade must be six years old before September 1.

### **After-School Hours**

Students remaining on campus after regular school hours must be participating in supervised activities. Students not in a supervised activity (athletics, music, etc.) must be picked up by 3:15 p.m. The school is not responsible for any students left on campus after 3:15 p.m. unless the student is participating in a school-sponsored activity or is enrolled in the Extended Day Program.

### **Assemblies**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, or to listen to a speaker. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. First and always, the members of the audience should respect the rights of the speaker or performer. There is an obligation of courtesy that each student owes the other person; it is expected that

our students respect that obligation. Students are expected to follow assembly instructions given to them by a teacher or administrator, to honor and respect the dignity of the program, and to avoid talking, yelling, clapping or indicating approval/disapproval when it is not appropriate. Even at pep rallies, there is a time to cheer and a time to listen. We want our student body to know when these times are and to respect them. Students not adhering to these policies will be subject to disciplinary action.

### **Care of the Classroom**

Custodians assigned to the school will do most of the cleaning of each classroom; however, much can be done and should be done by the teacher and students to keep items off the floor and to give proper care to desks, walls, and equipment. Students should have respect for one another's property. Reasonable efforts should be made to keep a classroom neat and attractive.

### **Care of School Property**

Any student purposely destroying, marking, or defacing school property will be disciplined. Parents whose children have destroyed, marked, or defaced school property will be held responsible for restitution to Randolph Southern School for the loss of or damage to property. Serious offenders or repeaters will be subject to disciplinary actions that may include suspension, expulsion, or arrest.

### **Cell Phones**

Cell phones should not be visible during school hours. Cell phones must remain in the "off" position during the school day. If a student uses a cell phone to place or receive a call or to text message during regular school hours, the phone will be confiscated for a specified period of time, usually one week for the first offense. Repeated infractions will result in more serious limits and/or disciplinary action.

### **Communication from Home**

Messages will be delivered to students in class only when there is an emergency. Messages that do not fall into this category will be forwarded to the student's teachers or school administrators. We appreciate parents' efforts to make daily arrangements with their child before leaving home in the morning.

Notes from home sent with the student may be given directly to the teachers or messages can be sent to the teacher's mailbox, or school receptionist. Teachers check their mailboxes each day. If a return call is desired, the teacher will return the call as soon as possible.

### **Corporal Punishment**

Randolph Southern School has a policy that allows paddling of all students in kindergarten through twelve.

Corporal punishment will never be excessive or unduly severe. The Headmaster and a designee will be present during the administration of all paddlings.

Prior to the administration of corporal punishment, the student will be advised of the reason for the punishment in the presence of the Headmaster or his designee. In general the punishment will be administered only after the student is informed that the specific misbehavior

could occasion its use; however, in the event special circumstances exist, corporal may be administered as a first line of punishment for acts of misconduct.

Notification of parent(s) of the misbehavior and the administering of corporal punishment will be made on a case-by-case basis as determined by the sound discretion of the Administration. Upon request of parent(s), the parent will be informed of the misbehavior giving rise to the punishment and the circumstances surrounding the administration of the corporal punishment.

### **Copy Machines**

The school's copy machines are to be operated by teachers and staff only. Students may not operate copy machines unless supervised by a teacher or have permission from office personnel. If student needs copies of materials, a \$ 0.15 per-copy charge will be applied.

### **Decorum**

Proper decorum suited to the place and circumstances is expected of all students at all times, whether on or off campus. Students should always observe the spirit of the school. The continual or obstinate failure to comply with the general spirit of the school as determined by the Administration will determine sufficient reason to suspend or dismiss that student from the school, although the student may not be guilty of any single act justifying separation.

### **Field Trips/Off-Campus Activities**

Field trips are intended to expand and enhance learning beyond the regular classroom setting. Students will be excused from classroom activities for these school-sponsored off-campus events. These events do not count against the student as absences provided they are approved in advance and are an extension of the instructional class or have a direct relationship to a course of study. Schoolwork missed in all classes is the responsibility of the student.

Students who go on a field trip are required to have a permission form signed by the parent on file with the teacher before leaving or by the deadline stated. No verbal or phone call permission will be accepted. A list of all persons on the trip must be turned in to the main office before departure.

Students on field trips are reminded that school rules apply at all times. Students who fail to exhibit proper school behavior will be subject to disciplinary action. Students on school-sponsored activities are expected to ride the transportation provided by the school to and from these activities. All teachers and coaches must utilize the parental permission signature sheets on the day of the event/field trip.

Parents may be invited to help chaperone students and/or provide transportation. The number of chaperones may be limited due to space availability.

### **Fire-Disaster Drills**

Fire and disaster drills will be scheduled throughout the school year and should be repeated for the protection of life. Instructions are posted in each room, and teachers will inform students of proper procedures for evacuation and other procedures for their protection.

**All drills are to be conducted as if there is an actual emergency.**

## **Food Service**

Randolph Southern School operates a cafeteria that provides hot meals daily for students. Students are not allowed to leave campus for lunch. Students may purchase food from the cafeteria or may bring lunch from home in the mornings. Students must eat in the cafeteria or in the designated outside areas.

General cafeteria clean-up responsibilities as well as standards of conduct are determined by each of the school divisions. All students are responsible for the daily cleaning of their lunchroom area.

**Off-Campus Meals:** Seniors will be given four (4) days to eat off campus (breakfast or lunch). Juniors will be given two (2) days to eat off campus (breakfast or lunch).

## **Fundraising**

Any fund-raising project, school-based or otherwise, must be channeled through the Administration and approved in advance. Fund-raising activities should not interfere with instructional time.

## **Gum**

Students are not allowed to chew gum on campus during the school day.

## **Harassment**

Randolph Southern School affirms its commitment to an environment for all employees and students which is free from all forms of harassment and which insures that all employees, parents, and students are treated with dignity, respect, and courtesy. Any comments or conduct relating to a person's race, religion, age, or ethnic background that fail to respect the dignity and feeling of the individual are unacceptable. It should be equally obvious that this policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend another employee or student.

Harassment may be physical, verbal or non-verbal. The use of disrespectful conduct such as vulgarity, slang, epithet, or racial slurs to insult, provoke, or otherwise intimidate another individual will not be tolerated. This will include, but may not be limited to, bullying, teasing, taunting, or "playing".

Incidences should be reported to the proper school authorities. Appropriate corrective and/or disciplinary action will be taken. Randolph Southern School will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines.

## **Homework**

Homework is an important part of the learning process. Students should expect to have homework assignments. Students must schedule the time to complete the assignments. Good college preparation requires both effective in-class learning and effective out-of-class preparation. Homework serves several purposes. First, homework is used to reinforce classroom instruction. Second, homework is used to prepare the student for the next day's instruction by reading, gathering information, or reviewing notes. Teachers may use homework to increase student achievement and to build independence and responsibility. Assignments should be meaningful, regular, and of a reasonable length. Students should make it a point to have homework assignments ready when they are due.

During times when the student body is involved in increased extra-curricular activity, it is recommended that the teachers announce homework assignments a few days in advance and adjust test schedules accordingly, whenever possible.

### **Honor Code**

The Randolph Southern family believes that a thriving community functions best in an atmosphere of mutual respect and trust. We strongly value the ideals of honesty and integrity and expect each member of our community to adhere to these principles.

We believe our students should take pride in being a part of RSS and should strive to uphold its values. We believe the actions of each member affect the atmosphere of the entire school. Therefore, each student should accept personal responsibility to uphold the Randolph Southern Honor Code.

As a member of the Randolph Southern family, I pledge to conduct myself honorably and in a way that demonstrates respect for myself and others.

I will not participate in or encourage the following:

- *Cheating* – giving, receiving, or using any unauthorized information in schoolwork
- *Lying* – deliberately telling something that is not true or intentionally creating a false impression
- *Stealing* – taking personal or school property in a dishonest manner with intent to keep it or use it wrongfully
- *Plagiarism* – incorrectly presenting someone else's writings, ideas, or work in an assignment

### **Immunizations**

All students entering Randolph Southern School must have a Georgia Department of Human Resources Certificate of Immunization on file at the school. Immunizations may be obtained from the Health Department and/or family physician.

Three- and Four-Year Kindergarten students must have a certified Birth Certificate as well as an immunization form. All students entering the 6<sup>th</sup> grade must have immunization form 3231 on file in the school office certifying the student has received the second MMR (measles vaccine) and either the Varicella Vaccine or immunity from chicken pox.

School officials and parents allowing a child to attend school without an immunization certificate are in violation of state law. Parents should always send an updated copy of their child's immunization form to the school office when additional vaccines are administered.

### **Inclement Weather**

In the case of inclement weather and/or cancellation of classes, the school will disseminate instructions and information through the local radio stations and area television stations. Students, faculty, and staff should never report to school when it is unsafe to do so.

### **Injuries and Illnesses**

An accident report will be prepared on all injuries that occur during the school day. The school staff will treat minor injuries. Students who are ill will be comforted until a parent can be

located. In the event of more serious situations, the school staff will administer emergency first aid. If the school is unable to locate a parent or emergency contact and the situation is serious an ambulance will be called and the student transported to the nearest medical facility at the parent's expense. Parents are asked to report any injury or illness to the school. Students who have a communicable disease shall not attend school until a medical authority declares the student free of disease. If a student becomes ill or injured at any time, a faculty or staff member must be notified immediately.

### **Insurance**

The school does not provide accident insurance for any student; however, school accident insurance may be obtained on an optional basis at the beginning of the school year. The homeroom teacher will provide students additional information on coverage and costs. The school insurance is encouraged for students participating in school activities; however this insurance does not cover all activities. All claims should be submitted directly to the insurance carrier. Forms are available in the Main Office. Randolph Southern School will not be responsible for medical bills incurred during these activities.

Students participating in competitive athletics will be required to have proof of insurance. Forms are available from respective coaches.

### **Internet Use**

Randolph Southern School may provide access to the Internet for students, faculty and staff. Students must have permission from parents to access the Internet at school.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet at Randolph Southern School must be in support of education and research, and consistent with the educational objectives of Randolph Southern School.

In addition, a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the Internet. When using another organization's network or computing resources, students must comply with the rules appropriate for that network.

Misuse of the Internet Policy includes, but is not limited to, inappropriate usage, use without permission, transmission of profane, vulgar, obscene, or inappropriate language, material, or failure to follow usage guidelines.

### **Items Left At Home**

Parents are asked not to deliver items directly to a classroom as these interruptions distract the students and disrupt the learning process. Items should be brought to the school office. The school asks that parents cooperate with us in our efforts to encourage our students to be responsible for getting to school with the items they need.

In an effort to teach our students personal responsibility, the school asks that parents not bring to school items that students forget and leave at home. Students should not call home, without permission, for items that they have forgotten and ask that they be brought to school during the school day.

### **Lockers**

All students in grades 6 – 12 are assigned a school locker. Lockers should not be marred or damaged. Lockers are the property of Randolph Southern School and remain at all

times under the control of the school. The school does not accept any responsibility for any property kept in the locker. This applies to personal items and any school property issued to a student. Students should mark all personal belongings for identification and should always have the lockers closed.

Students are expected to keep lockers neat and clean at all times. Lockers are not to be decorated in any way. Students should not write in the lockers, put stickers on the lockers, or otherwise deface the interior or exterior.

School-issued locks may be used by students to insure security of their property. All lockers are the property of Randolph Southern School and are subject to unannounced search or inspection at any time.

### **Lost and Found**

Students are responsible for their textbooks and other school property issued to them as well as their personal property. Lost and found boxes are located in each building. Students are encouraged to come by the Office to check on articles they are missing. Clothing items that remain unclaimed for 30 days may be donated or discarded.

### **Medication**

Students who need prescribed medicine during the school day must have the medicine in the original container with the label identifying the name of the student, the name of the medicine, the name of the doctor, and the dosage. Teachers will administer the medicine in grades K-4 through 8. In grades 9 – 12, the student is responsible for his medication.

If a student has a serious medical problem that could require immediate attention, instructions and medication(s) must be kept in the principal's office. The school secretary, counselor, and teacher(s) must be made aware of the situation. It is the parents' responsibility to notify the school of special medical conditions of their child.

### **Nuisance Items/Electronic Devices**

Students assume responsibility for any item brought to the school, including money. Students should not bring beepers, radios, tape recorders, CD players, laser pointers, or any other electronic devices to school. Nuisance items including games, electronic games, cards and the like should not be at school. Additionally, students should not bring items to trade, sell, loan, or show to others. Permission may be granted by the Administration in special circumstances.

### **Parent-Teacher Conference/Appointments**

Parents are encouraged to confer with teachers and our school counselor. Randolph Southern School welcomes the opportunity to discuss classroom performance, behavior, or any other topic with students and parents. The school will often initiate conferences; and parents are expected to attend. Parents who sense a change in a student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to initiate a conference themselves.

Conferences with a teacher must be scheduled through the Counselor or teacher. Conferences may be held before school, after school, or during the teacher's planning period. Conferences with administrators should be scheduled with the Administrator.

## **Pledge of Allegiance**

Each morning students recite the Pledge of Allegiance while standing respectfully, with hands over their hearts. All students are asked to stand and show proper respect for the American flag during the pledge.

## **School Telephone**

School telephones are used to conduct the business of the school; however, students should use the courtesy telephone in the Main Office when calling parents for reasons of injury, illness, or emergency. An Administrator must speak with a parent before allowing a student to check out of school.

## **Search and Seizure Policy**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a locker, or an automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever the Administration has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the Administration has reasonable suspicion to believe that a student has on his person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such searches may only be conducted in private by the Administration unless the health and safety of any person will be endangered by the delay that might be caused by following these procedures.
2. **Locker Searches:** Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the care and security of their lockers. The Administration, for any reason, may conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of students' vehicles may be inspected routinely or whenever the Administration has reasonable suspicion. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.
4. **Seizure of Materials:** If one of the above properly-conducted searches yields inappropriate or illegal materials, such findings may be turned over to the proper authorities.

### **Telephone/Address Changes**

It is the responsibility of the parent to inform the school of changes in address and/or phone numbers. The school must be able to contact a responsible adult in case of an emergency or for other important issues.

### **Textbooks**

Textbooks are provided to students pursuant to the Tuition Policies as set forth by the Board of Trustees. Such books are the property of Randolph Southern School and must have proper care. Students who lose textbooks or damage the books will be required to pay restitution. Students will also be required to pay for textbooks damaged beyond normal wear.

1. Textbooks will be numbered and issued to the students.
2. Teachers will make a record of all textbooks issued.
3. Students who lose books will be required to pay for the books immediately. A record is made of this transaction so the money can be returned if the book is found.
4. A student's name should be in his assigned book. This should be done immediately at issuance.
5. Teachers should have random checks at least once per nine weeks.
6. Students should not write in textbooks.

### **Visitors**

All visitors, including parents, must report to the school office to check in at arrival and check-out upon departure. Students may not have visitors during the school day unless approved by the Administration.

### III. SCHOOL ATTENDANCE

#### Absences

Regular classroom attendance is essential to a child's learning. Research concludes that students who are not in school are not learning the things they need to know. When a student is not present, the student misses all instruction that is presented. Make-up work does not provide the same stimulation of thought as class discussion, teacher presentation, demonstration, or lab work. Therefore, absences for causes other than illness or emergency are to be avoided. Parents can be most helpful by not asking permission to schedule vacations beyond those times allotted in the school calendar.

School policy states the reasons students may be absent from school. Absences are excused for:

1. Personal illness
2. Illness, death, or emergency in immediate family
3. Religious holiday observed by student's faith
4. Doctor, dental, or orthodontist appointments
5. Prior approval for school-sponsored functions
6. Prior approval for college visitations
7. Absences mandated by government agencies

Absences for reasons not listed above must be cleared through the Administration in advance. Unexcused absences are defined as absences without permission or for a reason other than those excused by the school.

Therefore, when it is necessary for a student to be absent from school, a written excuse, signed by the parent stating the reason for the absence(s), should be brought to the student's homeroom teacher upon the student's first day of return to school. An absence that qualifies as excused must be documented by a parent. A student has three (3) days to bring in an excused absence note signed by the parent or the absences will be considered unexcused. Any unexcused absence(s) will result in one (1) points deducted from the nine-week average in each class that the student missed.

To miss a total of twenty (20) class sessions in any one course for the year (ten in a semester course), unless due to catastrophic circumstances, jeopardizes a student's chances for receiving credit in that course. Any student exceeding the maximum limit of absences will require a review by the Hardship Committee. The Hardship Committee will review each case and determine appropriate action related to course credit, promotion, placement, or being retained due to excessive absences. Each teacher should notify the Administration and parents in writing when a student has 10, 15, and 18 absences in a course (5 and 8 in a semester course). It is the responsibility of the parent to monitor a student's attendance.

A student must be present at least 30 minutes of the class period to be counted present in the class. Students must be present three (3) hours to be counted present for the day. A student cannot participate, practice, play, or perform on a day when he

has not met the attendance requirement. Extenuating circumstances should be brought to the attention of the Administration.

A daily morning absentee bulletin listing all students who are absent or tardy will be circulated to all teachers. Check-ins and check-outs from the previous day will also be distributed.

### **Checking In and Out of School**

If a student reports to school after Homeroom (8:15 a.m.), he must report to the Main Office, sign in and received an admittance slip either excused or unexcused before being admitted to class. The student should then report directly to class.

Students are urged to use the courtesy phone in the Main Office for emergency, illness, or injury. Before a student can check out of school due to an emergency, illness, or injury, the parent must either be present or be contacted by phone. An Administrator or secretary must speak with the parent before the student is released. Additionally, a student will not be released to anyone other than a parent without parent notification. The school official and/or the student should recognize the person checking the student out.

When a student knows in advance he must check out (such as a doctor, dental, or orthodontist appointment) he should bring a note from his parent. This note should contain the student's name, the date, time and reason for the early dismissal, and the parent's signature and daytime telephone number where the parent can be reached.

In grades K-3 through 6, the note should be given to the teacher who will allow the student to leave at the appropriate time. In grades 7 – 12, the note should be taken to the high school office during homeroom at which time an Administrator will approve it. The Administrator reserves the right to call a parent to confirm a student's early dismissal. The teacher whose class the student will leave should then sign the note. That teacher will allow the student to leave at the appropriate time. In all grades, the student (or parent) must sign his name to the checkout roster in the Main Office. The check-out note remains in the Main Office. The note will be kept on file in the Main Office.

A student cannot participate, practice, play, or perform on a day when he has not met the attendance requirement.

### **Make-up Work**

Work missed as a result of a student's excused absence may be made when the student returns to school. It is the responsibility of the student to make arrangements with each teacher to make up work within the time allowed and at the convenience of the teacher. Generally, it is expected that the period of time required to make up work will not exceed twice the time out of class. Work that is not made up within the reasonable length of time will result in a grade of zero (0) for the missed work. Extenuating circumstances regarding make-up work will be decided on a case-by-case basis.

When an absence is only for a day, tests shall be made up upon the student's return to school. Long standing assignments are due the day the student returns to

school, if the student was absent on the original due date. If a student is tardy and misses a test, the student shall make up the test that day.

Any make-up schedule may involve time after school and therefore may preclude participation in extracurricular practices. Students who miss academic classes because of extracurricular activities are responsible for work missed and are expected to return to class fully prepared the following day.

### **Planned Absences**

Individual written requests for excused absences or for reasons other than illness or family emergency must be made in writing to the Headmaster at least two (2) school days in advance of the absence. For such reasons, students will be given a form signed by the principal notifying the teacher(s) of the impending absence and allowing for make-up work for an excused absence. Students should have a planned absence form initialed by every teacher whose class he will miss. All completed planned absence forms should be turned in to the principal before the planned absence.

### **Tardy to School – Grades K-4 - 6**

A student who arrives at school after 8:15 a.m. bell is tardy to school. A parent must sign the student in before he can report to class. Excessive tardies will result in detention and/or disciplinary action.

### **Tardy to School – Grades 7 – 12**

A student who arrives at school after the 8:15 a.m. homeroom bell is tardy to school. All students must report to the front office to get an excuse. Homeroom Teachers: Students must then report to the homeroom teacher to get the excuse signed. Students will be counted “absent” if this procedure is not followed.

**FIRST TWO UNEXCUSED TARDIES\*\*** Student will be given two unexcused tardies. On the **3rd unexcused tardy**, the student will be assigned After School Detention. After the second unexcused tardy, parents will be sent a letter advising them that their child has reached the punishment phase.

On the **sixth (6th) unexcused tardy** student will receive a 1-day suspension.

**\*\*Note:** If a student is tardy due to a doctor’s appointment, dentist appointment, etc., a **signed note from the doctor’s office** will allow the student to be admitted with an **“excused”** tardy. This tardiness will not count toward After School Detention. **All other tardies (overslept, etc.) will count as “unexcused”.**

## IV. ACADEMICS

### Program of Study – High School

#### Department:

#### Courses:

#### English

|                         |   |                  |
|-------------------------|---|------------------|
| English I               | - | 9 <sup>th</sup>  |
| English II              | - | 10 <sup>th</sup> |
| English III             | - | 11 <sup>th</sup> |
| English IV              | - | 12 <sup>th</sup> |
| Advanced<br>Composition | - | 10 <sup>th</sup> |

#### Math

|              |   |                  |
|--------------|---|------------------|
| Pre-Algebra  | - | 7 <sup>th</sup>  |
| Algebra I    | - | 8 <sup>th</sup>  |
| Geometry     | - | 9 <sup>th</sup>  |
| Algebra II   | - | 10 <sup>th</sup> |
| Statistics   | - | 11 <sup>th</sup> |
| Trigonometry | - | 12 <sup>th</sup> |

#### Science

|                  |   |                                      |
|------------------|---|--------------------------------------|
| Physical Science | - | 9 <sup>th</sup>                      |
| Biology I        | - | 10 <sup>th</sup>                     |
| Biology II       | - | 11 <sup>th</sup>                     |
| Chemistry        | - | 11 <sup>th</sup> or 12 <sup>th</sup> |
| Physics          | - | 11 <sup>th</sup> or 12 <sup>th</sup> |
| Health           | - | 11 <sup>th</sup> or 12 <sup>th</sup> |

#### History

|                        |   |                  |
|------------------------|---|------------------|
| World History          | - | 9 <sup>th</sup>  |
| American History I     | - | 10 <sup>th</sup> |
| American History II    | - | 11 <sup>th</sup> |
| American<br>Government | - | 12 <sup>th</sup> |
| Economics              | - | 12 <sup>th</sup> |

#### Foreign Language

|            |   |                  |
|------------|---|------------------|
| Spanish I  | - | 10 <sup>th</sup> |
| Spanish II | - | 11 <sup>th</sup> |

#### Physical Education

9<sup>th</sup> Grade

#### Computer

9<sup>th</sup> Grade

#### Bible

11<sup>th</sup> & 12<sup>th</sup> Grade

**Graduation Requirements**

| <b>Department:</b> | <b>9<sup>th</sup></b>                                       | <b>10<sup>th</sup></b> | <b>11<sup>th</sup></b>                         | <b>12<sup>th</sup></b> | <b>Credits</b> |
|--------------------|---|------------------------|--|------------------------|----------------|
| Language Arts      | English 9   | English 10             | English 11                                     | English 12             | 4              |
| Mathematics        | Sequential offerings including Algebra/Geometry             |                        |  |                        | 4              |
| Science            | Physical Science  | Biology I              | Biology II                                     |                        | 3              |
| Social Studies     | World History   | American History I     | American History II                            | Am. Gov't Economics    | 4              |
| Foreign Language   | Two consecutive years of the same language (10 & 11 grades) |                        |  |                        | 2              |
| Physical Education | Physical Education  |                        |  |                        | 1              |
| Electives          | Computer  | Advanced Computer      | American History II<br>Physics or<br>Chemistry | Health Bible           | 5              |

## **Awards and Recognitions**

On the last school day in May, Awards Day programs are held in Curry Auditorium. The date of the program is found on the school calendar. Parents are encouraged to attend.

Elementary students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Awards include recognition of honor students and perfect attendance. Teachers also present subject area awards to outstanding students. Students who have excelled in the Reading Counts program are honored on Awards Day.

Junior high students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Faculty members present subject area awards to outstanding students. Other awards include perfect attendance and honor students.

High school students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Colleges and universities present scholarships and certificates of merit based on academic achievement. Community organizations and special guests present awards and scholarships, and faculty members present subject area awards to outstanding students. Perfect attendance, Honor Students, STAR Student and STAR Teacher, Honor Graduates, Salutatorian, and Valedictorian are honored at this ceremony.

### **Exemptions:**

1. Seniors may be exempted from first semester exams in any subject in which they have a semester average of 93 or above.
2. Seniors may be exempted from final exams in any subject in which they have a yearly average 93.
3. Students in grades 7 – 11 may be exempted from final exams with a semester average of 93 or above for the year.
4. Students are to remain at school on the last Friday before exams. Students will receive an unexcused absence for that day and will receive a zero's for each classes missed.
5. All students are encouraged to attend Awards Day. Juniors and Seniors are required to be at Awards Day.

### **Grade Promotion (Grades 9 – 12)**

The number of credits required for grade placement is as follows:

|   |   |
|---|---|
| To be classified as 9 <sup>th</sup> grade:  | Passed 8 <sup>th</sup> grade satisfactorily                       |
| To be classified as 10 <sup>th</sup> grade: | Earn a minimum of 5 Carnegie units, including English I and math  |
| To be classified as 11 <sup>th</sup> grade: | Earn a minimum of 10 Carnegie units including English II and math |

To be classified as 12<sup>th</sup> grade:

Earn a minimum of 15 Carnegie units, including English III and math

To graduate:

Earn a minimum of 21 Carnegie units that meet the program of study requirements for a college-prep diploma as set by the State of Georgia and the Board of Trustees

### **Grade Promotion (Grades 6 – 8)**

A student who is promoted in grades 6 – 8 must pass four (4) out of five (5) academic subjects. Academic subjects include English, math, science, social studies, and reading.

Students are required to pass both English and math or attend the summer make-up program in these subjects in order to be promoted.

A student may earn two (2) credits in the summer make-up program in order to meet the promotion criteria. The student must have a 60 average or above in order to be enrolled in the summer make-up program. English and math are usually offered in the summer make-up program depending on demand.

### **Grade Promotion (K5 – 5<sup>th</sup>)**

Students in grades K5 – 5<sup>th</sup> must meet requirements in order to be promoted to the next grade. Each grade has specific requirements based on a number of factors including but not limited to grades, attendance, test scores, teacher evaluation, and teacher recommendation.

### **Grade Point Average**

Grade point averages are obtained for a number of reasons and are required for several reports for school use. The final GPA is used to determine a student's class ranking.

### **Grading System**

The Board of Trustees has established the following grading scale:

|   |   |                    |
|---|---|--------------------|
| A | = | 93 – 100           |
| B | = | 85 – 92            |
| C | = | 77 – 84            |
| D | = | 70 – 76            |
| F | = | Below 70 (Failing) |
| S | = | Satisfactory       |
| U | = | Unsatisfactory     |
| N | = | Needs improvement  |

Note: An incomplete grade must be cleared by the end of the next grading period or a failing grade will be recorded.

Each teacher should explain the class grading policies and procedures to the students at the beginning of the course.

### **Honor Graduates**

A senior will achieve honor graduate status on the basis of having maintained an overall academic average of 95 or above for his four years of high school studies. For consideration for Honor Graduate status, a student will have been in attendance at Randolph Southern his entire senior year.

### **Ushers and Marshals**

Students who are elected Usher must have an overall accumulative average of 90 (grades 9 -11).

Students who are elected Marshals must have an overall accumulative average of 95 (grades 9 – 11).

## **ENGLISH CURRICULUM**

I. **Advanced Composition**: We will use standardized curriculum to prepare students for the new SAT writing portion.

II. **Grades 7 – 12**: All classes will take a writing test four times a year. This test will be given during first period. The writing topics will be similar to state writing exams and the SAT exams. Topic for the test will be prepared by Krissey King and Greta Grant.

III. **Reading Novels**: This will improve the SAT scores of students. Beginning with the 2006-2007 SY, all students in grades 7 – 12 will read the following number of books (in addition to summer reading requirements):

|             |              |             |
|-------------|--------------|-------------|
| Seventh – 4 | Eighth – 4   | Ninth – 4   |
| Tenth – 4   | Eleventh – 4 | Twelfth – 4 |

Students will be tested over material and given a grade.

(A list of suitable paperbacks or library books needs to be made and given to parents and students. Summer reading is again required)

IV. **Term Papers**: It is of utmost importance that students who leave RSS are prepared to write term papers. Beginning with the 2006-2007 SY, students will write a set number of term papers using the MLA format. \*\*Teachers must use the same term paper format as colleges. The following is the number of papers each grade will write:

|             |              |             |
|-------------|--------------|-------------|
| Seventh – 2 | Eighth – 2   | Ninth – 2   |
| Tenth – 2   | Eleventh – 2 | Twelfth – 2 |

The term paper will be graded and if not suitable to teacher, must be re-written. A grade will be given on each term paper. Term papers will be assigned by the English teacher, but collaboration with Science, History, and Economics teachers can be used.

The above-listed four sections will be implemented during the 2006-2007 school year.

### **Honor Roll**

To recognize outstanding academic achievement, students in grades 1 -12 may earn Honor Roll status. Students in grades 1 – 12 who have “all A’s or an “A average” in the academic subjects at each nine-weeks grading period will be named to the Headmaster’s Honor Roll. Students in grades 1 -12 who make A’s and B’s will be named to the Patriot Pride Honor Roll. This Honor Roll is based on first quarter, first semester, third quarter, and yearly averages.

### **Report Cards – Progress Reports**

Report Cards will be issued at the end of each nine-week grading period. In all classes, progress reports will be issued near the mid-term of the nine weeks. The exact dates progress reports and report cards are issued are listed on the school calendar. Both progress reports and reports cards are to be signed by the parent(s) and returned to school the following day.

### **Star Student**

The senior who has the highest score on the SAT and who ranks among the top 10% of the senior class is selected as the Star Student. To qualify for Star Student, certain SAT restrictions apply as required by the sponsoring agency of the Star Student award. The Star Student selects the Star Teacher. For additional information, contact the Guidance and Counseling Department.

### **Summer Make-up Program**

The summer make-up program is only for the purpose of making up unsatisfactory work and is not for additional credit. A student must have a minimum of a 60 average to enroll in the summer make-up program.

The following classes (according to demand) may be offered in the summer make-up program: English and math.

In grades 9 – 12, no more than two (2) units overall may be earned in the summer make-up program for graduation purposes.

### **Summer Reading**

Randolph Southern School feels very strongly that a well-read student is a better student. Many grades provide lists that contain suggested and/or required reading. The required reading is coordinated with the regular academic program. It is most

important for each student to have the required reading prior to the first school day. At the beginning of school, students will discuss, write, and/or test about summer reading in some of their classes.

### **Summer School Credit**

A student who does not have a 60 average or who is otherwise ineligible for the summer make-up program may enroll for summer school credit at another accredited institution. Administrative approval in advance is required.

### **Tests – Exams**

In grades 7 – 12, exams will be given at the end of each semester and will count 20% of the semester grade. In a yearlong course, the final grade is the average of the first and second semester.

Students should make every effort to be present to take all exams at the regularly-scheduled time. Absences will be excused only for illnesses and family emergencies. Exams will be made up at the time determined by the teacher and/or administration. Extenuating circumstances should be called to the attention of the administration prior to the exams.

## Procedure for Awards at Randolph Southern

**Pilot Club (Senior Award):** Voted on by classmates. Select friendliest boy and girl. Votes counted by Counselor and Headmaster.

**Rotary Club (Senior Award):** Nominated by Faculty (Teachers of students). Counselor and Headmaster also nominate. Votes counted by Counselor and Headmaster.

**Kiwanis Club (Senior Award):** Nomination by Faculty (Teachers of students). Counselor and Headmaster also nominates. Votes counted by Counselor and Headmaster.

**Woodmen of the World (10<sup>th</sup> Grade):** Highest average in American History.

**DAR (11<sup>th</sup> Grade):** Highest average for American History.

**(12<sup>th</sup> Grade):** **DAR Good Citizen:** Nominations by Faculty (Teachers of Students) Counselor and Headmaster also nominate. Votes counted by Counselor and Headmaster.

**Mr. & Miss RSS (Senior Award):** Three (3) girls and three (3) boys will be voted on by students in grades 9 – 12. Any student who is nominated for Mr. or Miss RSS must be in good and regular standing in his/her academics and conduct. Each homeroom teacher will count their votes and turn in to the Headmaster. Counselor and Headmaster will total each homeroom and declare a winner.

**Mr. & Miss Junior RSS (Grades 6 – 8):** Three (3) girls and three (3) boys will be voted on by students in grades 6 - 8. Any student who is nominated for Mr. or Miss Junior RSS must be in good and regular standing in his/her academics and conduct. Each homeroom teacher will count their votes and turn in to the Headmaster. Counselor and Headmaster will total each homeroom and declare a winner.

### **Homecoming Court:**

**Queen:** Senior girls will be nominated by their classmates (grade 12) for the Homecoming Court. From among these top three (3) candidates, the queen will be elected by the high school student body (grades 9 – 12) during the week of Homecoming. Votes will be counted by Counselor and Headmaster. The selection of the queen will be revealed at halftime of the Homecoming game.

**Representatives:** The court will also include one representative elected from each of the other high school classes (Grades 9 – 11). Students will nominate a girl to serve as representative for their class. The girl receiving the most votes will serve on the Homecoming Court. Homeroom teachers will count votes and turn in to Headmaster.

**Class Favorites:** Students in grades 9 – 12 vote for their favorite boy and girl in each grade.

**Bausch & Lomb:** Junior Award: Student who has the highest average in the science field.

**UGA Certificate of Merit:** The Georgia Certificate of Merit is awarded in recognition of outstanding scholastic achievement throughout the first three years of high school. Nominees must rank in the top five percent of their junior class and be enrolled in a college-preparatory curriculum. Two students in the top five percent may be nominated.

**Star Student (Senior Award):** Student who has the highest SAT score. Student also must be in the top ten percent of the class.

**Valedictorian/Salutatorian:** Randolph Southern School selects a Valedictorian/ Salutatorian from the senior class each year. The Valedictorian (highest academic average – 4 years) and Salutatorian (second highest academic average – 4 years) is an accumulative average representing their academic work in grades 9 -12.

The following criteria are used to select the Valedictorian and Salutatorian:

1. Students who are eligible for Valedictorian and Salutatorian must have attended Randolph Southern School for a minimum of two (2) years.
2. Courses transferred from another private/public school must be from an accredited school.
3. Students who transfer credits to Randolph Southern School must have taken a college-prep curriculum to be considered for Valedictorian/Salutatorian.
4. Joint enrollment students (students who are eligible and elect to take their senior year courses at an accredited college while enrolled at Randolph Southern School) are not eligible for Valedictorian or Salutatorian.
5. Dual enrollment students (seniors who take at least three required courses at Randolph Southern School, but who are also enrolled at an accredited college taking chemistry or college-level courses) are eligible to become Valedictorian or Salutatorian. Grades must be submitted from college in numbered terms.
6. Only academic courses (all courses used to compile yearly average with the exception of physical education/weight training) will be used to determine Valedictorian and Salutatorian.
7. Physical Education/Weight Training taken by Randolph Southern students in the ninth grade will not be included in the overall average to determine Valedictorian and Salutatorian.
8. The accumulative academic average will be compiled from academic courses taken in grades nine, ten, eleven, and twelve.
9. First semester average and 2<sup>nd</sup> semester average of each academic course will be added together and divided by the number of semester grades given. (Example: ninth grade – 5 academic classes - 10 semester grades)

10. Final grades for Valedictorian and Salutatorian must be finalized two weeks prior to graduation.
11. The announcement of Valedictorian and Salutatorian will be given at Randolph Southern School's annual Academic Banquet. No names will be released prior to this date.

**Nancy P. Hamilton Senior Award (award named for Nancy P. Hamilton in honor of her services to Randolph Southern School. She served the school as a teacher for thirty-three years with a belief in high standards for character and academics):**

Randolph Southern selects the Most Outstanding Senior each school year. This award is given at graduation and no name will be released prior to that time. To arrive at the Most Outstanding Senior, the following criteria will be used:

1. Students who are eligible for the Nancy P. Hamilton Most Outstanding Senior award must have attended Randolph Southern School for a minimum of two (2) years.
2. Joint enrollment students (students who are eligible and elect to take their senior year courses at an accredited college while enrolled at Randolph Southern School) are not eligible to receive the Nancy P. Hamilton Award.
3. Dual enrollment students (seniors who take at least three required courses at Randolph Southern School, but who are also enrolled at an accredited college taking chemistry or college-level courses) are eligible to receive the Nancy P. Hamilton Award.
4. The student with the most points (taken from a list in the Policy Manual containing activities/awards and the allotted points per activity/award) will be used to determine the Nancy P. Hamilton Most Outstanding Senior Award.

**Hope Scholarship:** To be eligible to receive the HOPE Scholarship the student must have a high school GPA of 3.0 or better in all academic classes.

**Boyett Spirit Award (Booster Club) (One (1) Girl and Boy from Grades 8 – 12):**

The Boyett Award was established in 1992 in honor of Hill and Allene Boyett, long-time supporters of Randolph Southern School and its athletes. The award is bestowed annually to the young man and woman who most closely adhere to the attitude the Boyetts have always taken toward Randolph Southern School over the years. The recipients do not have to be the ones who jump the highest, yell the loudest, run the fastest, or score the most points; but, they must personify the meanings of:

**Team** – a group working together as one;

**Heart** – having deep feeling and emotion about all things “RSS”

**Soul** – simply defined as “RSS Spirit”.

Nominations are made by: 1. Teachers (grades 8 – 12) – one nomination as a whole; Students (grades 8 – 12) – one nomination as a whole (Nomination forms are given out to each class. Homeroom teacher will collect nominations and turn in to office to be counted. Nominations are not limited to the homeroom—they can be ANY student

in grades 8 - 12); Coaches (grades 8 – 12) – one nomination as a whole; and Headmaster – one nomination. (Headmaster will oversee the nomination count.) The names of four girls and four boys will result from the above nominations. These names will be placed on a ballot and the ballots given to the president of the RSS Booster Club for voting by the members of the RSS Booster Club. The President can determine in what manner the voting will take place (by mailing ballot to members, having a day, location, and time certain to place your vote, etc.)

**Winse White MVP Award (Baseball):** The Winse White Award was established in 1995 by Jesse G. Bowles, III, Carl Patterson, and Jimmy S. Taylor, Jr. in memory of Gordon Winston White, IV. The award is presented each year to the player on the RSS Baseball Team who, by vote of his teammates, best typifies excellence in leadership, team spirit, and ability, and most deserves to be called MOST VALUABLE. Each member of the RSS Baseball team nominates (by secret ballot) a team member to be awarded the Winse White Most Valuable Player Award. The player receiving the most votes will receive this award at the annual Spring Sports Banquet. (Head Baseball Coach and Headmaster will count nominees).

**POLICY F  
DESCRIPTOR CODE - ACADEMICS**

SUBJECT: Nancy P. Hamilton Outstanding Senior Award **[see Definition 3]**

Randolph Southern School selects the Most Outstanding Senior each school year. This award is given at graduation and no name will be released prior to that time.

To arrive at the Most Outstanding Senior, the following criteria will be used:

1. Students who are eligible for the Nancy P. Hamilton Most Outstanding Senior award must have attended Randolph Southern School for a minimum of two years.
2. Joint enrollment **[see Definition 1]** students are not eligible to receive the Nancy P. Hamilton award.
3. Dual enrollment **[see Definition 2]** students are eligible to receive the Nancy P. Hamilton award.
4. The following list of activities and point total will be used to determine the Nancy P. Hamilton Most Outstanding Senior award.

- |                                    |                                 |
|------------------------------------|---------------------------------|
| Presbyterian Award - 5             | UGA Certificate of Merit - 5    |
| Certificate of Excellence NEDT - 5 | WW History Award - 5            |
| Usher - 5                          | Academic Bowl - 2 per year      |
| Marshall - 5                       | Math Tournament - 2 per year    |
| Honor Graduate - 5                 | Science Tournament - 2 per year |
| Beta Club - 5                      | Rotary Service Award - 5        |
| Highest Yearly Average - 5         | Bausch Lomb - 5                 |
| Star Student - 5                   |                                 |
| Governors Honors - 5               |                                 |

\*\*\*\*\*

Literary:

- |                          |                   |                  |
|--------------------------|-------------------|------------------|
| Individual - 3 per year  | Region Winner 5 3 | State Winner 5 3 |
| Group Event - 2 per year | Region Winner 4 2 | State Winner 5 3 |
| Drama Club - 3 per year  |                   |                  |

\*\*\*\*\*

One Act Play:

- |   |                  |
|---|------------------|
| Participated in One Act Play - 3 per year |                  |
| Best Actor - 4 per year                   |                  |
| Best Actress - 4 per year                 |                  |
| Region Winner:                            | State Winner:    |
| 1st - 5 per year                          | 1st - 5 per year |
| 2nd - 4 per year                          | 2nd - 3 per year |
| 3rd - 3 per year                          |                  |
| 4th - 2 per year                          |                  |



### **Definitions for Clarification:**

1. **Joint Enrollment** - Students who are eligible and elect to take their senior year courses at an accredited college while enrolled at Randolph Southern School
2. **Dual Enrollment** - Dual enrollment is for seniors who take at least three required courses at Randolph Southern School, but who are also enrolled at an accredited college taking chemistry or college-level courses
3. **Nancy P. Hamilton Most Outstanding Senior Award** - Award named for Nancy P. Hamilton in honor of her services to Randolph Southern School. She served the school as a teacher for thirty-three years with a belief in high standards for character and academics.

## POLICY F

### DESCRIPTOR CODE - ACADEMICS

SUBJECT: Valedictorian/Salutatorian

Randolph Southern School selects a Valedictorian [**See Definition 1**] and Salutatorian [**See Definition 2**] from the senior class each year. The Valedictorian (highest academic average-4 years) and Salutatorian (second highest academic average-4 years) is an accumulative average representing their academic work in grades 9 - 12.

The following is the criteria used to select the Valedictorian and Salutatorian:

1. Students who are eligible for Valedictorian and Salutatorian must have attended Randolph Southern School for a minimum of two years.
2. Courses transferred from another private/public must be from an accredited school.
3. Students who transfer credits to Randolph Southern School must have taken a college-prep curriculum to be considered for Valedictorian/Salutatorian.
4. Joint enrollment [**See Definition 3**] students are not eligible for Valedictorian or Salutatorian
5. Dual enrollment [**See Definition 4**] students are eligible to become Valedictorian and Salutatorian. Grades must be submitted from college in numbered terms.
6. Only academic courses [**See Definition 5**] will be used to determine Valedictorian and Salutatorian.
7. Physical Education/Weight Training taken by Randolph Southern students in the ninth grade will not be included in the overall average to determine Valedictorian and Salutatorian.
8. The accumulative academic average will be compiled from academic courses taken in grades nine, ten, eleven, and twelve.
9. First semester average and 2nd semester average of each academic course will be added together and divided by the number of semester grades given.  
                     Example-- Ninth Grade 5 academic classes
10. 10 semester grades

11. Final grades for Valedictorian and Salutatorian must be finalized two weeks prior to graduation.
12. The announcement of Valedictorian and Salutatorian will be given at Randolph Southern School's annual Academic Banquet. No names will be released prior to this date.

**Definitions for Clarification:**

1. **Valedictorian** - Highest numerical average compiled in grades 9 -12 from academic courses
2. **Salutatorian** - Second highest numerical average compiled in grades 9 - 12 from academic courses
3. **Academic Courses** - All courses used to compile yearly average with the exception of physical education/weight training
4. **Joint Enrollment** - Students who are eligible and elect to take their senior year courses at an accredited college while enrolled at Randolph Southern School
5. **Dual Enrollment** - Dual enrollment is for seniors who take at least three required courses at Randolph Southern School, but who are also enrolled at an accredited college taking chemistry or college-level courses

**Randolph Southern School  
Acceptable Use Policy (Computer System)**

**1. Personal Safety**

- a) Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, work address, etc.
- b) Users will not agree to meet with someone they have met online without their parent's approval and participation.
- c) Users will promptly disclose to teachers or appropriate school personnel any message they receive that is inappropriate or makes them feel uncomfortable.
- d) Under no circumstances are chat rooms allowed.

**2. Illegal Activities**

- a) Users will not attempt to gain unauthorized access to the Randolph Southern School or to any other computer system through Randolph Southern School, or go beyond their authorized access. This includes attempting to log in through administrative accounts or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c) Users will not use the Randolph Southern system to engage in any other illegal act.

**3. System Security**

- a) Users are responsible for their individual actions.
- b) Users will immediately notify the system administrators if they have identified a possible security problem. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access.

**4. Inappropriate Language/Privacy**

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him messages, the user must stop.
- f) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- g) Users will not post private information about another person.

**5. Respecting Resource Limits**

- a) Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
- b) Users will not download files unless approved by system administrators.
- c) Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

d) Users must not access email (except class projects) and must never visit/participate in chat rooms through the Randolph Southern system.

#### **6. Plagiarism and Copyright Infringement**

a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he can use a work, he should request permission from the copyright owner.

#### **7. Inappropriate Access to Material**

a) Users will not use the Randolph Southern system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

b) If a user inadvertently accesses such information, he should immediately disclose the inadvertent access to his teacher, the system administrators, or school Administration. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

## V. STUDENT SERVICES

Randolph Southern students are encouraged to participate in school activities in which they have interest or ability. The school offers a wide range of student activities that should appeal to all students. In addition to participation, students are encouraged to support the school by their attendance at various school activities such as sporting events, social events, and other school functions.

### **Athletics**

Athletics provide a worthwhile program for our students by teaching them the meaning of personal integrity and the basic principles of competition, sportsmanship, and fair play. We strive to promote the personal growth and physical well-being of our student-athletes and guide them in life to become the best they can be. The integrity of the school's athletic program will not be compromised. Adherence to the rules is mandatory.

The school offers many opportunities in athletics in which a large percentage of the student body can participate. All athletes and parents are required to complete an "athletic packet" prior to participation in any sport. The packet contains a parental permission form which discusses the inherent potential for injury in athletic participation, a current physical examination form signed by a doctor, a proof of insurance form, and a medical release form authorizing emergency treatment if needed. Participants also have the responsibility to read and follow the safety guidelines found on the forms. These forms will be kept on file with the athletic director.

### **Eligibility**

Students in grades 8 – 12 who are members of varsity competitive athletic teams must meet the following GISA eligibility requirements:

A student who has passed in 5 unit subjects for the first semester is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year. Of the 5 unit subjects, 3 units MUST be in the following subject areas: Language, Science, Social Studies and Mathematics. Excluded from any credit are the following: teacher's aide, office aide, or their equivalent. Any student representing Randolph Southern School in any athletic or extracurricular contest must meet the school's eligibility requirements.

A second semester senior may be enrolled in only 4 unit subjects and retain eligibility during that semester.

Seniors will be enrolled in five classes during their last school year at Randolph Southern School. To be eligible, a student must pass all subjects at the end of the first semester.

## **Clubs and Organizations**

Many clubs and organizations are available to the students at Randolph Southern School. Academically oriented organizations include Beta Club, Junior Beta Club, Math Team, Literary Team, and One-Act Play. Other clubs/organizations include Student Government, FISH Club, Drama Club, and Pep Club.

All school clubs are under the supervision and control of the school. Projects, field trips, fundraisers, and other functions must be approved in advance by the Administration. All school clubs meet on a regular basis, and each has an advisor. Dues and membership requirements differ. If a student joins a club, he/she is expected to attend the club meetings. Students may not take food or drinks to club meetings. For further information, contact the club advisor or the Main Office.

## **Dances – School-Related Events**

- Only students in grades 6 – 12 are permitted to attend the Homecoming Dance. No student below the sixth grade is allowed to attend. Names of dates who are not students at Randolph Southern School must be turned in to the Administration prior to the deadline for approval.
- To be eligible to be on the Homecoming Court, the female student must meet eligibility requirements.
- The student body in grades 9 – 12, from a list of nominated seniors, will vote for Mr. and Miss Randolph Southern. Students must meet eligibility requirements and must be good and regular standing.

## **Extracurricular Activities**

Randolph Southern School is a member of the Georgia Independent Schools Association (GISA). School colors are red and white. The school mascot is the Patriot. School teams participate in baseball, basketball, cross-country, football, golf, softball, tennis, and track. There are also Junior Varsity teams offered in baseball, basketball, cross-country, football, softball and track. Additionally, elementary after-school programs are offered in football, basketball and baseball.

Randolph Southern School participates in the following literary events: one-act play, essay, extemporaneous speaking, oral interpretation, spelling, piano, solo, trio, and quartet. Students also participate in math and academic competitions.

Certain requirements for participation must be met. Additionally, all students in grades 8 – 12 representing Randolph Southern School in extracurricular activities must meet the GISA eligibility requirements. Interested students should contact the sponsor or coach for more information.

## **GISA Code of Good Behavior**

### **Preamble**

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association (GISA) provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by their demeanor, personal example, and leadership at all times.
2. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
3. Every student-athlete, coach, official, are to be treated with honor, dignity, and respect, before, during and after each athletic and literary event.
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions, which can cause embarrassment to the school.
5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
6. It is the host school's responsibility to provide (and insure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing fans, police, etc.
7. Persons who do not behave properly (or who have violated this Code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.) Any fan that is associated with the school and is ejected from a game will be required to pay a mandatory \$50 fine.
8. Ultimately, the school head is at all time totally responsible and accountable for all actions of his/her teams, coaches, students and fans. With proper leadership, all associated with the school are expected to know and to exhibit good sportsmanship, acceptable behavior, and manners becoming a host or guest at any event.

## **Guidance and Counseling Department**

The Guidance and Counseling Department offers services that are designed to help student make wholesome and realistic personal, social, vocational, and educational plans and adjustments.

The counselor is available for special or scheduled consultation with students and parents. Students and parents who encounter difficulties in school or wish for assistance in their educational plans and goals are encouraged to contact the counselor for support.

Some of the services offered through the counselor include: classroom guidance, individual and group counseling, study skills, assessments, and personal and family counseling services or referrals.

Some of the services which are offered from the Junior High/High School Guidance Office include: class selection, scheduling and registration, post-graduate plans, military and vocations options, individual and group counseling, study skills, and personal and family counseling services or referrals.

## **Leadership Positions**

Candidates for or students elected to all leadership positions in clubs, organizations, student government, etc. are recognized as leaders and role models. Therefore, all associated with Randolph Southern School expect exemplary conduct from students in these leadership positions. Inappropriate behavior will be subject to administrative action, which may include removal from elected or appointed positions or being denied the opportunity to run for a position.

## **Media Center**

The Media Center is for use by all students for reading, studying, and research. The Media Specialist wishes to assist students and teachers with their reading and research while in the Media Center. Students should be considerate of others and remain quiet while in the Media Center.

Lost or damaged materials must be paid for by the student to whom they were issued. Fines must be cleared by the end of each quarter. Students may acquire copies of needed materials in the Media Center for the price of \$.15 per page.

## **Parent Organizations**

Parents have opportunities to participate in clubs and organizations at Randolph Southern School. The PTO and the Booster Club are available for membership and active involvement. Parents are also encouraged to volunteer in the classroom or in the Media Center. Interested parents should contact the Main Office.

## **Post-Secondary School Visits**

Seniors may be allowed up to two (2) days for university or college visits. For a post-secondary visit to be counted as an excused absence, the student must obtain permission at least three (3) days prior to the visit, return the completed post-secondary school visit form to the Guidance Office before leaving, and bring written documentation back from the college. If any of the three requirements are not met, these days will be counted unexcused absences. The student is responsible for all assignments when these days are taken.

## **Registration**

Registration for school is held in early spring of each year for the next school year. A Registration packet is mailed to current families near the end of February. It is important that all families register during this designated period.

## **Senior Privileges**

Seniors in good standing academically and behaviorally are allowed certain privileges with parental consent. They may include:

1. Seniors have special exam exemption privileges;
2. Seniors will be given final exams prior to exams for underclassmen;
3. Seniors are dismissed first to and from assemblies and pep rallies;
4. Seniors will have a reserved section for vehicles in the parking lot; and
5. Seniors will have designated days off-campus for lunch.

Violation of any of these privileges may result in the suspension of these privileges for the individual or for the group. Only the principal may revoke senior privileges.

## **Student Vehicles**

1. All vehicles are to be parked in the designated area. Parking on the school campus is a privilege.
2. Riding on the hood, tailgate, or in the back of trucks is strictly prohibited.
3. Students are not to sit in parked vehicles or linger in the parking areas before or after school.
4. When students enter the school grounds or parking lots in the morning, they may not leave unless they have approval from the Administration.
5. Students must have liability insurance.
6. The speed limit on the school campus is 5 MPH. The speed limit in the school zone is 25 MPH. All of Pecan Street is in the school zone.
7. No inappropriate slogans or stickers will be allowed on vehicles.
8. To ensure safety and orderly entry and exit onto campus, drivers should follow established traffic flow patterns.

9. Automobiles parked on school property are subject to search by school officials.
10. Students may be denied the privilege of driving or parking on school property if they:
  - a. Fails to abide by parking regulations;
  - b. Fail to observe city and state laws; or
  - c. In any way exhibit reckless or inconsiderate driving practices in the school area.
11. Randolph Southern School is not responsible for the safety of your vehicle while it is parked on school property.

Note: The period of revocation of driving or parking privileges will be determined by the Administration depending on the seriousness of the violation.

### **Testing**

Students who plan to enter college should begin PSAT/SAT/ACT preparation in the ninth grade. College and universities place much importance on SAT/ACT scores for admission, especially for scholarships and tuition grants. Taking the PSAT will give the student a preview of the SAT and it is the test considered by the National Merit Scholarship Foundation for recognizing Merit Scholars. Students should pay attention to deadlines when registering for these tests.

## VI. STUDENT DISCIPLINE

We believe that all stakeholders in Randolph Southern School want a safe and orderly environment. It is the desire of Randolph Parents, Inc., that all students have every possible opportunity to take advantage of the instructional program. Whatever distracts from a favorable learning environment lessens that opportunity.

All student behaviors should exemplify Christian attitudes, including respect and consideration for the rights and safety of others, respect for and observance of school rules, and pride in the image of Randolph Southern School. Because we believe that our students represent the school, students are encouraged to exercise good judgment and integrity even when not directly involved in a school-sponsored event. Students are expected to conduct themselves in a manner that reflects these standards at all times. Middle and high school students are expected to treat younger students with courtesy and sensitivity. It is important to remember that older students should serve as role models for the elementary students.

Not all types of behavior can be anticipated. The school will respond with the appropriate disciplinary measures when misconduct occurs. If a student's behavior poses a significant problem, the student may not be allowed to return to Randolph Southern School.

We also believe that a well-disciplined student is both a happier and more successful student. It is through experience in a disciplined environment that students learn self-control and personal habits that leads to responsible adulthood.

### **Expectations**

A student enrolled at Randolph Southern School is expected to:

1. **Participate fully in the learning process.** Students need to report to school and class on time, attend all scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
2. **Avoid behavior that impairs his own or another student's educational achievement.** Students should know and avoid the behaviors prohibited by our school, take care of books, and other instructional materials, and cooperate with others.
3. **Show respect for the knowledge and authority of teachers, administrators, and other school personnel.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
4. **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others. Students should conduct themselves in a manner that would be a credit to their school, family, and themselves.

5. **Promote personal and school pride.** All students should demonstrate a high degree of respect for themselves, their school, and their peers.

### **School Authority**

The school's disciplinary policy outlines behavior that will not be acceptable:

1. On the school grounds before, during, and after school hours or at any time when the school is being used for any school group.
2. Off the school grounds while in attendance at a school activity, function, event, or any other school related activity.
3. Off the school grounds while in attendance at any school sponsored activity or event, or is otherwise subject to the jurisdiction of school officials.
4. Engaged in travel to and from school on school provided or school approved transportation.
5. At any other time not contained in the above.

The school will also hold accountable any student whose actions at any time jeopardize the good name of Randolph Southern School.

### **Discipline Referral**

The degree of disciplinary action will be in proportion to the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, a number of factors must be considered. These include, but are not limited to:

1. Student's discipline history;
2. Degree of pre-meditation, impulse, or self-defense;
3. Age and sex of the student;
4. Strength of evidence; and
5. Cooperation and/or remorse.

Teachers must complete a discipline referral form and send the form to the principal's office.

### **Classroom Discipline**

Minor classroom problems are handled by the teacher. Teachers should review their classroom rules and procedures with classes at the beginning of the year. If misbehaviors become chronic and the teacher is unsuccessful in working with the student, referral to an administrator will occur.

## **Discipline Management Techniques**

Teachers may utilize any of the discipline management techniques approved by the Administration that are appropriate for the situation.

Administrative personnel may utilize any of the methods of student correction appropriate for the situation, including, but not limited to the following:

1. Student Conference – The teacher or administrator will counsel with the student in an attempt to correct behavior.
2. Loss of Privileges – Loss of classroom privileges will be determined by the teacher.
3. Report to Parents – This report may be a written message or telephone message to the parents concerning the student's behavior.
4. Parent Conference – This conference may be with the student, parent, teacher and/or administration or any combination to discuss specific violations of disciplinary regulations.
5. Teacher Detention – Teachers may keep students after school in their rooms. Parent notification should be made at least one (1) day in advance.
6. Restrictions from school privileges, programs, and special assemblies – The Administration will determine all restrictions.
7. Participation in a school service project which enables the student to be engaged in the desirable behavior and/or character trait – to be determined by the Administration.
8. Development of a written or graphic presentation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait – to be determined by the Administration.
9. After-school detention – The student will attend an after-school study hall until 4:00 p.m. for a set number of days. The student should notify his parents at least one (1) day in advance. Assigned by teacher or Administration.
10. Corporal Punishment
11. In-school suspension/isolation – The Administration may isolate a student from the school population and assign appropriate schoolwork.

12. Participation in the cleaning/repair of any damage caused to the school environment – Students are responsible for the use of all school property and may be required to clean and/or repair damage caused by them.
13. Financial restitution for the repair of any damage caused to the school environment – The student and/or parent is responsible for restitution to Randolph Southern School for the loss of or damage to property.
14. Afternoon or Saturday Work Detail – Chronic disciplinary problems may subject a student to afternoon or Saturday work detail. Afternoon work detail will last from 3:15 – 5:15 p.m. Saturday work detail will last from 8:30 – 10:30 a. m. the student will be required to perform light maintenance tasks such as picking up paper or trash around campus, vacuuming carpet in classrooms, and other general maintenance duties.
15. Out of school suspension – A student may be suspended from school only by Administration. A parent will be notified immediately if a student is suspended.
16. Expulsion from school for up to one calendar year – This action will be taken only by the Board of Trustees, upon recommendation by the Headmaster.
17. Permanent Expulsion – This action will be taken only by the Board of Trustees, upon recommendation by the Headmaster.
18. Any other disciplinary technique that positively promotes the student code of conduct and/or desired character trait – as determined by the Administration.

### **Misbehaviors, Infractions, and Offenses**

1. Academic Dishonesty; Cheating, or Plagiarism
2. Alcohol Policy Violation
3. Arson
4. Assault and Battery
5. Bullying; Threatening
6. Burglary
7. Computer or Internet Trespass, Fraud, Abuse, or Misuse
8. Disorderly conduct
9. Dress Code Violation
10. Drug Policy Violation
11. Excessive Talking
12. Fighting; Instigating a fight; Retaliating in a fight
13. Fire Alarm
14. Forgery; Altering Documents
15. Gambling

16. Gum
17. Harassment; Intimidation
18. Inappropriate student demeanor
19. Inappropriate words or actions directed towards Staff/Adults
20. Leaving campus without permission
21. Leaving class without permission
22. Lying; Dishonesty
23. Major school or classroom disruption
24. Minor school or classroom disruption
25. Nuisance items
26. Profanity/vulgarity/inappropriate Language
27. Public Display of Affection
28. Refusal to follow directions
29. Rude and disrespectful
30. School Safety Violation
31. Skipping school
32. Smoking; tobacco products, paraphernalia
33. Stealing
34. Tardy to class (excessive)
35. Tardy to school (excessive)
36. Traffic or parking violation
37. Trespassing
38. Vandalism; graffiti
39. Weapons
40. Any other act of misconduct that is antisocial or disruptive

### **Dress Code (for Randolph Southern School – revised March 31, 2005)**

#### **Girls:**

1. Skirts and shorts will be considered too short if they exceed 5 inches when measured from the crease at the back of the knee when standing
2. Skirts and shorts cannot be too tight.
3. No midriff shirts. This means that no skin is to be showing **AT ALL**. If this problem continues, we will require all shirts to be tucked in.
4. Girls are allowed to wear sleeveless shirts and tank tops as long as straps are a minimum of 1½ inches wide and not undergarments or cleavage can be seen.
5. Spaghetti strap shirts are allowed as long as a shirt that covers the straps is worn over it.
6. Excessively tight shirts are not allowed.

#### **Boys:**

1. No tank tops or sleeveless shirts are allowed.

2. Shorts will be considered too short if they exceed 5 inches when measured from the crease in the back of the knee when standing.
3. Boys must be clean-shaven. No mustaches or goatees. (If warned of violation, student is not to return until corrected.)
4. Boys' hair must be cut above the collar and kept out of their eyes. (Homeroom teachers will notify parents by letter of violation. Student will have (3) days to comply.
5. No earrings allowed.

### **Boys and Girls**

1. Gym shorts can be worn to P.E., weight lifting or athletics.
2. No biker shorts allowed.
3. No see-through material
4. No holes in clothing
5. No cutoffs with ragged edges. Pants/skirts must be rolled up or hemmed and still be proper length (5 inches from crease of knees measured when standing)
6. No obscene or suggest shirts. No alcoholic beverages, tobacco, etc. shirts.
7. No tongue or nose rings allowed.

**\*\*Please Note:** Teachers' and Administrators' time is too valuable to have to stop and correct students for Dress Code violations. Parents and students are to see that no violations occur.

Any dress attire or appearance deemed inappropriate and disruptive to the teaching/learning process by the Faculty and Staff of Randolph Southern School will be considered in violation of the Randolph Southern Dress Code. Students will be sent to the Headmaster or Counselor concerning violations of said Policy.

The Headmaster and Counselor will make the final decision concerning violations of the Dress Code Policy. Continuous violations of the Policy will result in suspension and can result in expulsion. A notification will be sent to the parent advising them of the violation.

### **Drug Testing Policy:**

The following drug testing policy, approved by the Board of Trustees, became effective with the 2000-2001 school year and supersedes all previous policies.

Randolph Southern School (hereinafter "the school") has been authorized by parent/guardian (hereinafter "the parent") consent to collect from the student a urine sample at school, and for that sample to be tested by an authorized testing agency.

Staff members from Doctor's Laboratory will collect samples once per month after the initial testing of all students (6 – 12) in August. (Students will be randomly tested the next 8 months). Any student may be drug tested for cause. The Headmaster shall have the authority to require drug testing for any student at any time on campus should circumstances constitute a reasonable suspicion.

Refusal of any parent to authorize permission or refusal of any student or parent to allow the drug testing procedure will be grounds for permanent expulsion.

Any off-campus incident involving a student, illegal drugs, shall be subject to all the drug testing procedures and disciplines set forth in this policy. (All students 6 - 12 will receive a copy of the drug policy.)

The Board of Trustees shall have the right to expel any student for any drug violation if the Board determines that it is in the best interest of the school.

### **Procedure for Positive Drug Test**

1. The student will be suspended ten (10) school days.
2. The student will be removed from all athletic activities, all extracurricular activities, all academic honors and programs for a period of sixty (60) school days. Said removal will carry forward to the following school year if necessary.
3. Said student will be brought before the Randolph Southern Board of Trustees for a tribunal. Disciplinary action may range from the ten (10) day suspension or expulsion.
4. The student (if remain at RSS) must participate in a drug-aware counseling program. The program must be from an authorized individual or organization approved in advance by the Headmaster or counselor. The drug awareness program will be funded at the parent's expense.

### **Inhalants Policy**

Any student who is determined by the Headmaster to have inhaled any substance for the purpose of producing a high or hallucinogenic effect at any time during the calendar year shall, upon the first occurrence, be suspended from school for three (3) days and barred from participation in all extracurricular activities for thirty (30) school days. Extracurricular activities shall be defined as any athletic, social, or school related activity, including Homecoming and Junior-Senior, but excluding Graduation Exercises. The thirty (30) school days shall begin when the Headmaster has knowledge of the incident.

## **Tobacco Policy**

School policy does not approve of and will not tolerate the use of or possession of tobacco (including smokeless tobacco) on school grounds or at any school function. Violation of this policy will result in disciplinary action. Continual violations of the tobacco policy will result in further disciplinary action as deemed appropriate by the Administration. In regards to athletics, the respective coach shall have the latitude to enforce stronger measures.

### **Important Note**

Though the most common incidences of misconduct are specified in this Handbook, the administration at Randolph Southern School reserves the right afforded by the policies of the Randolph Southern School Board of Trustees and Randolph Parents, Inc., to address inappropriate and disruptive behavior by students whether or not they are listed in this Handbook. This includes whatever may be necessary **to create and maintain a safe and orderly school environment in which teaching and learning take place.**

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