

Pathways Educational Program

Decatur County Site

507 Martin Street

Bainbridge, GA 39817

Phone (229) 240-2004 Fax (229) 240-2004

Serving Decatur and Seminole County Schools



“Changing pathways for a brighter future ...”

Ms. Jeanene Wier
Program Director

Mrs. Stephanie R. Wilson
Decatur County Administrator



Pathways Educational Program

“Changing Pathways for a Brighter Future...”

Parents/Guardians:

Pathways Educational Program is a part of the Georgia Network for Educational & Therapeutic Support (GNETS). Pathways is one of twenty-four programs throughout the state of Georgia whose goal is to assist local school systems in educating students who are severely emotionally and behaviorally disordered. Our Decatur County Site serves students from Decatur County and Seminole County Schools. We provide intensive social skills training through the use of the GNETS’ Student Achievement Model as well as rigorous academic instruction to help students successfully return to the regular school environment.

This student handbook will be your information guide. You will find information on the following areas: discipline, attendance, dress code, general school policies and procedures, cafeteria prices, a school calendar, and many other helpful tips to make this school year successful. Please take time to review this material with your child. We also encourage you to visit our website regularly at www.thomas.k12.ga.us for upcoming events and resources. As educators, we are committed to providing the best education and behavioral support available for your child! As parents, we look forward to your daily involvement in your child’s academic and behavioral progress. We can make a difference if we work together! We look forward to a successful year!

Sincerely,

Stephanie R. Wilson, M.Ed
Center Administrator
Pathways Educational Program



Together we can make a difference!



Our Mission

Because we believe that all children are capable of success, the staff of Pathways Educational Program joins with parents, local educational agencies, and our communities to foster each child's academic potential, build each child's self-esteem, and empower each child to become a responsible, independent, and contributing citizen. We commit to fulfilling the unique academic, physical, social, and emotional needs of students by maintaining an orderly, trusting, and caring environment where teaching and learning are exciting and students actively participate in their educational and emotional growth.

Essential to the mission of Pathways Educational Program is the active involvement of a competent and caring staff, teamwork, shared leadership, and the effective management of resources. We pride ourselves in our dedication to our students, families, community, each other, our profession, and to continuous learning.



Let us put our minds together and see what life we can make for our children.
- Sitting Bull

Decatur County Pathways Staff Directory

Administration

Stephanie R. Wilson, Center Administrator

Tondi Brinson, Center Secretary

Student Services

Crista Reese, Program Behavior Specialist

Brandi Adams, Student Support Worker

Nursing Services

Christy Harrell, District/ School Nurse

Educational Services

Thomas County Site

Lacey Howard, Teacher

Phyllis Rambo, Support Teacher

Jessica Boyett, Teacher

_____, Support Teacher

Christopher Bryant, Teacher

Marion McDermott, Support Teacher

Shawntray Marcus – Interventionist



Pathways Educational Program is comprised of three centers that serve eight school systems:

Thomas Center serving Grady & Thomas counties, Thomasville City and Pelham City Schools; the Moultrie Center serves Mitchell & Colquitt counties; the Decatur Center serves Decatur & Seminole counties. Program administrative services are located within the Thomas Center.

Program Administration

Jeanene Wier, Program Director

Shelia Butler, Program Bookkeeper

Decatur County Site

2012-2013

Preplanning	Mon.-Thurs.	July 30-Aug. 2
First Day for Students	Friday	August 3
Labor Day Holiday	Monday	September 3
Early Release Day	Friday	September 7
End of First Nine Weeks	Friday	October 5
Fall Break	Mon.-Tues	October 8-9
Student Holiday/Teacher Workday	Wednesday	October 10
First Day Second Nine Weeks	Wednesday	October 11
Report Cards Issued	Tuesday	October 16
Early Release Day	Friday	November 17
Thanksgiving Holidays	Mon.-Fri.	November 19-23
End of Second Nine Weeks	Friday	December 14
Winter Break	Mon.-Mon.	December 17 – Jan 4
Student Holiday/Teacher Workday	Wednesday	January 7
First Day Third Nine Weeks	Tuesday	January 8
Report Cards Issued	Thursday	January 10
Teacher/Student MLK Holiday	Monday	January 21
Early Release Day	Thursday	March 14
End of Third Nine Weeks	Thursday	March 14
Student Holiday/Teacher Workday	Monday	March 15
Report Cards Issued	Thursday	March 21
Spring Break	Mon.-Fri.	April 1-5
Last Day for Students	Friday	May 23
Post Planning	Mon.-Tues.	May 24 & 29



Pathways Educational Program

Code of Conduct

Pathways' Code of Conduct outlines the expectations of teachers, students, and parents in an effort to ensure that all parties are active participants in student learning. The code of conduct is effective at school, on school property, off school grounds at any school activity or function, and on vehicles provided for student transportation by the school system. Your signature on this form does not indicate that you agree or disagree with the expectations, but rather you have received a copy of these expectations.

STUDENT NAME (PRINT)

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

STUDENT EXPECTATIONS:

Students will rise to the expectations of Pathways Educational Program.

R.I.S.E. = Respect for Individuals, Self, and the Environment

Students will show **respect for individuals** by:

- ❖ valuing others' personal property
- ❖ following school/bus/classroom rules
- ❖ regarding others' personal space
- ❖ demonstrating appreciation for diversity and differences in others
- ❖ following staff directives

Students will show **respect for self** by:

- ❖ being prepared for class
- ❖ completing class and homework assignments
- ❖ following school/classroom/bus rules
- ❖ taking home and returning all necessary forms
- ❖ adhering to school's dress code
- ❖ taking responsibility for one's actions

Students will show **respect for the environment** by:

- ❖ cleaning up after oneself
- ❖ appropriately utilizing and caring for the school's resources

PARENT/GUARDIAN EXPECTATIONS:

Parents/Guardians are expected to:

- ❖ read and discuss contents of the student handbook with their child.
- ❖ fully cooperate with the Pathways' administration and staff, and encourage child to follow school rules.
- ❖ furnish Pathways with accurate and up-to-date contact information.
- ❖ accept all legal responsibility for the student's behavior in accordance with the law.
- ❖ participate in parent involvement activities.
- ❖ complete and submit all required paperwork.

PATHWAYS' TEACHER EXPECTATIONS:

Teachers will:

- ❖ provide quality academic and behavioral instruction.
- ❖ work together to provide a positive atmosphere conducive to student learning.
- ❖ maintain regular communication with parents/guardians regarding academics and behavior.
- ❖ implement effective classroom management procedures to promote appropriate student learning.

PATHWAYS' SOCIAL WORKER/STUDENT SUPPORT EXPECTATIONS:

Social Worker/Student Support Worker will:

- ❖ consult with schools, parents, and community organizations regarding the student's emotional, social, and academic needs.
- ❖ facilitate activities and workshops to promote parental involvement.

Behaviors leading to disciplinary actions (including, but not limited to):

Possession of contraband
Damage, Destruction, or Theft of school property
Misuse of computers
Leaving school campus
Physical aggression towards peer or staff
Sexual harassment
Sexual misconduct
Possession of weapons/firearms
Terroristic threats
Bullying
False Accusations against an educator (HB 1321)

Disciplinary actions (including, but not limited to):

Intensive interventions (individual problem-solving/social skills process)
Loss of privileges/activities
Lunch detention
In-school suspension
After-school detention
Individualized instruction
Parent conference
Out-of-school suspension
Reconvening of individualized education program committee (IEP)

False accusations against an Educator (HB 1321)

The Georgia Legislature enacted a law, which became effective July 1, 2008, addressing falsified, omitted, or erroneous reports of inappropriate behavior by educators towards students. The following procedure will be followed:

1. Student will provide a written statement of complaint to the center administrator.
2. Center administrator will notify the parent/guardian and the program director the day the written statement is received.
3. Center administrator and the school resource officer will begin to investigate the accusation the day the written statement is received, keeping the teacher, parent/guardian, the director, and law enforcement apprised of all developments.
4. A ruling will be determined within three working days of the receipt of the student's written complaint.
5. If the allegation is substantiated, Thomas County school system procedures will take place for the discipline of the educator and the reporting to the Professional Standards Commission.
6. If the allegation is deemed unsubstantiated, the student will be suspended for a minimum of five days and can be expelled if deemed necessary by school and system officials. In addition, court ordered community service or any other court sanction may occur for students over ten years of age. Students under ten years of age can be suspended up to ten days.

Pathways administration reserves the right to modify disciplinary interventions to meet the student's individual needs.



Pathways Educational Program

Member of the Georgia Network for Education and Therapeutic Supports

Pathways Educational Program uses this comprehensive permission form to ensure parental understanding and consent for the behavioral strategies, educational resources, and motivational activities in which students may earn or from which they may benefit.

Please read & initial items one through five. Any sections left blank will imply that permission has NOT been granted.

1. _____ I give permission for my child to participate in school-sponsored field trips.
a) _____ I also give the Pathways' staff permission to seek medical attention for my child in the event of an accident while participating in a school-sponsored field trip.
2. _____ I give permission for my child to participate in community-based instruction in which my child will be taken in the community to supplement an educational lesson being taught within the class.
3. _____ I have received and understand the school system's internet policy and give my child permission to access networked computer services such as electronic mail and internet (refer to page 22- 24 of the Student Handbook).
4. _____ I understand the policies and procedures dealing with medications administered by staff to my child (refer to page 12 of the Student Handbook).
5. _____ I have received a copy of the student handbook.

MEDIA RELEASE: PLEASE CHECK ONE: As the parent of a student being served at Pathways Educational Program, I understand that my student's picture may appear in newspapers, on television, on school websites, in school systems and school publications, e.g., school yearbooks, school newspapers, class pictures, or other communication tools.

I WILL allow my student to be photographed and/or filmed for the purposes explained above.

I WILL NOT allow my student to be photographed and/or filmed for the purposes explained above.

Student's Name (printed): _____

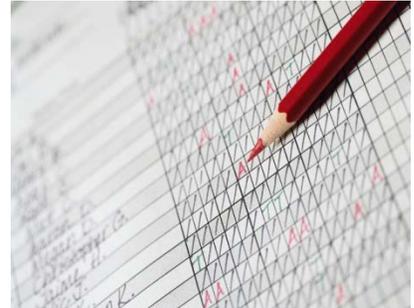
Parent/Guardian Signature: _____ **Date:** _____

Decatur County Pathways
507 Martin Street
Bainbridge, GA 39817

Attendance

The school day begins at 8:00am. If your child desires to eat breakfast, please ensure that s/he arrives before 8am. Supervision for students will be available at 7:30am. **Please do not drop your child off before 7:30am.** Students are considered tardy after 8am and must be signed in at the front office to obtain a tardy slip for class. It is essential that students do not miss instructional time due to unexcused tardies.

The school day ends at 2:30pm due to the need to bus students to neighboring counties. If you transport your child, please remember that your child must be picked up no later than 2:30pm. Faculty meetings and workshops often begin at 2:45pm.



COMPULSORY ATTENDANCE POLICY:

Pathways' students are subject to the attendance policies and procedures of their home school systems. For further information regarding systems' policies, please contact your child's home school representative:

Thomas County Schools

Lisa Williams, Coordinator of Student Services – 225-4380

Thomasville City Schools

Stephanie Thomas, Director of Student Services – 225-2631

Grady County Schools

Noni Hunter, Director of Social Services – 378-1225

Pelham City Schools

System Social Worker – 294-8715 ext. 112

Decatur County Schools

Debra Freeman (229) 400-7204 & Allison Harrell (229) 400-7559, Social Workers

Seminole County Schools

System Social Worker – (229) 524-2433

Every parent, guardian, or other person residing in the above counties having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

Children who are mentally and physically incapacitated to perform school duties are excused from the provisions of this policy. (See IDDF)

EXCUSED ABSENCES:

Students may be temporarily excused from school:

1. Who are personally ill and whose attendance in school would endanger their health or the health of others;
2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. On special and recognized religious holidays observed by their faith;
4. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
5. When conditions rendering school attendance impossible or hazardous to their health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardians leave.

When a child is absent from school, the parent will furnish the school a written excuse within three school days of the absence. The school will require students to present appropriate medical documentation for absences due to illness upon return to school for the purpose of validating that the absence is an excused absence after accepting a parent excuse five times within a semester.

UNEXCUSED ABSENCES:

Pathways will notify the student's home school system and the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. Further action will be determined by the student's home school system.

WITHDRAWALS:

Parents/Guardians must withdraw students from their home schools **and** the system's special education office upon relocation or enrollment in a home-school program. If a student relocates to a school system within the Pathways' service area, the parent/guardian must enroll the student in the appropriate system. **Students are not allowed to attend school at Pathways if they are not enrolled in a public school system within the service area.** Students who relocate to a system served by the same Pathways' center must be enrolled in the new system within five school days. After five days, the student will not be allowed to attend the center until the parent/guardian has provided proof of enrollment.

Visitation

School visits are encouraged. ALL visitors **must** report to the front office upon entering the campus. Instruction time is protected at Pathways; parents are encouraged to schedule conferences with their child's teacher during his/her planning period. Meetings may also be scheduled with the student's social worker/student support worker or center administrator as needed. Parent involvement activities will be planned throughout the school year, and parents are encouraged to attend. *Individual classroom observations are not permitted due to confidentiality issues.*

Transportation

Students will **NOT** be permitted to ride a different bus or to get off at a different place other than the one designated by the bus route. If there is a change in busing, please notify the county transportation director responsible for busing or the student may be a pick-up.

Decatur County Transportation Office – (229) 248-2204 , Cindy Logue

Social Workers may assist if parents/guardians have difficulty contacting the above offices.



Pathways will not be responsible for bus changes. Only those persons designated as emergency contacts will be allowed to pick students up from school. Students must follow the bus rules and regulations for their county.

Under **NO** circumstances are students to be transported by staff members in their personal vehicles. If your child is not in control and cannot be transported via bus at the end of the school day, **PARENTS MUST PROVIDE TRANSPORTATION**. Should no parent

transportation be provided, the School Resource Officer may transport the student to the Decatur County Police Department and the parent will be responsible for picking up his/her child at that location. Please provide current phone numbers where you may be contacted in the case of an emergency. Please notify the school of any address changes.

Medication

Pathways' students have access to a registered nurse. The nurse or designee will dispense all medicines that students are prescribed to take during the school day. Students who become sick or injured are referred to the school nurse and/or designee who will evaluate their condition. If it is determined that the child needs to go home, the student's parent or legal guardian will be contacted to make necessary arrangements. **It is vital to always have up-to-date phone numbers on file where a parent, relative, or friend can be reached at all times.** If your phone number changes, please inform your child's teacher and/or social worker/student support worker. In case of an emergency and a parent cannot be reached, an ambulance will be called, and your child will be transported to the hospital emergency room. The cost of the ambulance will be the parent's responsibility.

A new medical information card should be on file with the nurse every year and updated when any changes occur. This card provides information about your child's medical history and personal contact information. The FERPA (Family Educational Rights and Protection Act) guidelines are followed, and your private information will not be given out without your permission. A medical record is kept on your child throughout his/her services with Pathways Educational Program and follows him/her to the next grade level.

All medications dispensed by the school nurse and/or designee require parent permission. **DO NOT** send medication to school with your child. **Medication must be delivered to the school by a parent or guardian in the current prescription bottle.** Many pharmacists will provide a second bottle to divide medications with the school when the medication is refilled. If there is an emergency, call the administrator or your child's designated student support worker for assistance. Notify the school nurse and/or student support worker of any medication changes throughout the school year and any corresponding doctor's appointments if your child is administered prescription medications by the school nurse.

The school nurse and/or designee will administer basic care services and medications when needed (i.e. Tylenol) with parental consent. Permission forms will be administered at the beginning of the school term or upon enrollment. If parents/guardians do not return permission forms, medication will **NOT** be administered. It is the parents/guardians' responsibility to ensure that all required forms are completed and returned to the school.

Pathways' Decatur County nurse – C. Harrell, (229) 248-2224

Textbooks and School Property

Textbooks and other school property are intended for the use of students. A certain amount of wear and tear is expected. Students will be expected to pay for lost or damaged textbooks or other school property. Restitution will be expected to offset the expense of repair. In the event that your child damages school property, you will receive notification of the cost of the property; call the administrator for restitution details and concerns.

Parent/Teacher Communication



Communication is essential to your child's success. According to our school-wide behavior management program, daily communication will be provided based on the student's level. We encourage you to indicate any concerns on the communication sheets.

Individual conferences may be scheduled by teachers and/or parents as needed. Progress reports will be issued at the mid-term mark each nine week period. To maximize academic instruction time, all phone calls to teachers will be held until the end of the school day. We encourage you to refer to the policies and procedures indicated in this handbook and on our website at www.thomas.k12.ga.us for upcoming events and resources.

Cafeteria/School Lunch Information

“Our mission is to be a partner in the educational process by providing quality meals at a reasonable price and nutrition education opportunities for students that promote healthy children, READY to LEARN.”

The school nutrition program: Provides breakfast and lunch to help your child get the nutrition they need to learn, grow and develop. Nutrition goals of the Decatur County School Nutrition Program must be in compliance with the United States Department of Agriculture. Menus must adhere to strict guidelines issued by USDA. The menus must meet USDA nutrition goals when averaged over a school week. Each meal planned must provide the required (USDA) number of food components and food items and meet the nutrient standards for the age/grade group served. The four components for lunch are meat/meat alternate, vegetables/fruits, grains/breads, and milk. Your child's monthly menus are posted on the Decatur County School's web site, www.dcboe.com.

Free and Reduced Meal Applications:

If you believe your family qualifies for the free/reduced meal program, complete **ONE Family Application per family**. Be sure to list **ALL** students enrolled in the Decatur County School System as well as other family members on the application.

Exception: A separate application **MUST** be completed for **EACH** foster child in the family. ****** A new application must be completed **EVERY YEAR**. Even if your child(ren) qualified for free/reduced benefits the previous school year, you **MUST** complete a **current 2012-2013 application**. All applications are confidential. Applications are available any time during the year, contact any school nutrition manager or D. Purcell at (229) 246-8440.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL** Decatur County students are assigned a student identification/account number that serves as their library number and their meal account number. Prepaying for school meals is preferred. Parents may call the school nutrition manager's office concerning their child's meal account. Parents may pay for meals via internet; Go to the Decatur County Home Page, click on School Nutrition and then click MyPaymentsPlus. Breakfast is offered to **ALL students at NO CHARGE**. Lunch prices are **\$1.25**. Reduced status meal price is **\$.40**.

Charging Meals: The Decatur County School system adopted an Administrative Regulation regarding meal charges. The regulation states that the school nutrition program realizes that a child may forget his lunch money from time to time. **We discourage any charging of meals.** Charge letters will be sent to Pathways weekly.

Schools will follow these progressive steps when charging becomes

necessary:

- ❖ The School Nutrition manager will notify parents via bill/letter from the child's account and will send the letter/bill home with the child notifying them of the charge(s).
- ❖ The School Nutrition director will notify parents weekly with phone messages.
- ❖ The School Nutrition manager will notify school administrator if charges persist or are not cleared. The school administrator or designee will discuss the charges via telephone or conference with parent of student.
- ❖ Each nine weeks, report cards will be held if account has not been cleared.

Food/Beverages brought in the cafeteria during the school day: Students or parents are **not allowed** to bring foods to school from outside restaurants anytime during the school day. Of course, lunches sent with students when they come to school in the morning in lunch boxes or plain bags are permissible. Healthy food choices are encouraged when parents bring foods for school parties.

This institution is an equal opportunity provider and employer.

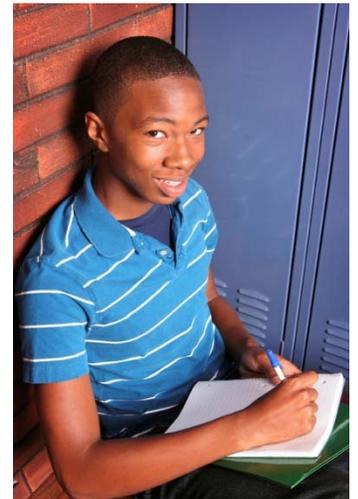
Curriculum

Pathways is a Learning-Focused Center in which teachers utilize research-based instructional strategies that align with the Common Core Georgia Performance

Standards. Students will participate in standardized testing as they would in the regular education setting. Pathways will also utilize the following supplemental programs to aid in instruction:

➤ **Accelerated Reader:** “Accelerated Reader is an RTI progress-monitoring measurement that provides data as often as daily on overall reading comprehension of the entire school, class, groups, and individuals in all tiers, and has been reviewed by the National Center on Student Progress Monitoring. AR is also the central tool for AR Best Practices, an evidence-based core and intervention program” (Renaissance Learning, Inc. Brochure, 2009).

➤ **Accelerated Math:** “Accelerated Math is an RTI progress-monitoring and diagnostic measurement that provides data daily on math skills proficiency and progress for the entire school, class, groups, and individuals in all tiers. Accelerated Math has been reviewed by the National Center on Student Progress Monitoring. Accelerated Math also provides individualized practice of specified math skills at all tiers, and is the central tool for Accelerated Math Best Practices, an evidence-based core and intervention program.” (Renaissance Learning, Inc. Brochure, 2009).



➤ **Online Assessment Systems:** A resource provided by the Georgia Department of Education to support classroom instruction and student learning through access to to state-aligned assessments.

➤ **Read Naturally:** A reading intervention program designed to “develop fluency, support vocabulary development, promote comprehension using a powerful, research-based strategy by taking advantage of the benefits and functionality of computers” (www.readnaturally.com).

➤ **6+1 Writing Traits:** A framework used to teach, assess, and promote quality student writing.

- **Dynamic Indicators of Basic Early Literacy Skills (Dibels)**: An assessment that measures students' improvement in the following five core elements of literacy: phonemic awareness, fluency, phonics, vocabulary, and comprehension.

Progress Reports/Report Cards

Your child will receive a Mid-term Progress Report after four weeks and a Report Card every nine weeks. Teachers and/or parents/guardians may request a parent conference during the Mid-Term Progress period or at any time throughout the year if a child is struggling academically and/or behaviorally. If your child is transitioning back to his or her regular school, he/she will also receive a report card from that school.

2012-13 Progress Report & Report Card Issuance Dates

	Progress Reports	Report Cards
1st 9 wks.	September 5, 2012	October 16, 2012
2nd 9 wks.	November 8, 2012	January 10, 2013
3rd 9 wks.	February 14, 2013	March 21, 2013
4th 9 wks.	April 23, 2013	May 23, 2013

Dates of Assessment of Student Achievement

Pathways Educational Program adheres to the Georgia state-wide assessment program to measure student achievement. The following schedule will serve as a timeline for students and parent(s)/guardian(s) of upcoming assessments. More information regarding assessments will be distributed throughout the school year in newsletters and other forms of communication. It is imperative that students are present during the administration of the following assessments:

State-Mandated Assessments	Administration Date(s)/Window
Georgia High School Writing Test (GHSWT) – 11 th -12 th grades	October 3, 2012 February 27, 2013 (Retest)
End of Course Tests (EOCT) – 9 th -12 th grades	December 11-12, 2012
Grade 8 Writing Assessment	January 18 th January 19 th (Make-up)
Grade 5 Writing Assessment	March 7 th

	March 8 th (Make-up)
Grade 3 Writing Assessment	March 19 th -30 th
Spring Georgia High School Graduation Test (GHS GT) – 11 th -12 th grades	March 19 th -30 th
Criterion Referenced Competency Test (CRCT) – Grades 1 st -8 th	April 2 nd -May 4 th
End of Course Tests (EOCT)	May 15-16, 2013
Pathways Benchmark Assessment	Administration Dates
First Nine Weeks	September 17 th -21 st
Second Nine Weeks	December 3 rd -7 th
Third Nine Weeks	March 25 th -29 th

Dress Code

Please send your child to school dressed appropriately. If you are not sure an item is appropriate, please hold the item until you get clarification. Students who attend Pathways part day and their home-school campus one period or more will be expected to follow the dress code for that school as well.

- Pants must be worn around the waist and must fully cover undergarments. **Baggy or sagging pants are prohibited.**
- The following are **unacceptable** articles of clothing: tank tops, halters, strapless tops, spaghetti straps, sheer apparel, and sleep attire. Any sleeveless jerseys must include a full t-shirt underneath.
- Dresses, skirts, and shorts must come to the fingertip of the middle finger when the arms are down to the side. No aerobic wear, sweat shorts, or cutoffs will be allowed.
- Earrings are to be worn in the ears only. No body piercings allowed.
- Clothing depicting disruptive words, violence, vulgarity, drugs, alcohol, or disrespect for others will not be allowed.
- Non-prescriptive dark glasses are not to be worn inside the building, and glasses are not to be worn on top of the head. **Glasses will be collected and returned at the end of the day.**
- Hats, scarves, dew-rags, bandanas, or other head coverings are not allowed in the school building. This applies to both boys and girls. **Head coverings will be collected and returned to the student at the end of the day.**
- Shoes must be worn at all times; bedroom shoes are prohibited.

***The Pathways administration reserves the right to modify the dress code as it sees fit to prevent school disruption. Dress code violations will be determined by the Student Achievement Management (S.A.M.) system and the severity of the offense. Multiple dress code violations may result in the student being sent home or a change of clothing brought to the school.*

Behavior Support



Pathways Educational Program utilizes Positive Behavior Support (PBS) to change behavior.

What is School-wide Positive Behavior Interventions & Support?

Positive Behavior Interventions & Support (PBIS) is a general term that refers to the application of positive interventions and system changes to achieve socially important behavior change. It is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors (OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports). For a complete definition and more information, visit www.pbis.org.

PBIS fits into Georgia's Response to Intervention (RTI): Student Achievement Pyramid of Interventions as a Tier I, universal approach which determines the set of social skills/behavior that all students are expected to display. The *curriculum* consists of specific school-wide expectations which are developed at each school, taught to students, and reinforced in every setting. Progress monitoring by school based PBS teams guide the application of interventions through the RTI model in a consistent and systematic manner.

What are the **GOALS of Positive Behavior Interventions & Support?**

Positive Behavior Intervention & Support is not a new intervention package. It is an application of a behaviorally based system approach to enhancing the capacity of schools, families, and communities to design effective environments that improve the fit between research-validated practices and the environments in which teaching and learning occur. The focus is on creating and sustaining school environments that improve lifestyle results (personal, health, social, academic, work, etc.) for all students by making problem

behavior less effective, efficient, and relevant, while making desired behavior more functional. In addition, the use of culturally appropriate interventions is emphasized.

Who is **INVOLVED in the Positive Behavior Intervention Support Process?**

School-wide PBS requires a collaborative team consisting of:

- Administrators
- Teachers
- Support personnel such as graduation coaches, counselors, School Improvement Facilitators, etc.
- Special Education personnel such as behavior specialists, lead teachers, etc

Cited from Positive Behavior Support of Georgia (PBSGa)

How can parents support?

Your support of the behavior and academic programs at Pathways is paramount in changing your child's emotional health. As a parent/guardian, you should discuss daily school activities with your child. One very valuable resource for you will be the daily conference sheets. Depending upon the student's level on the Pathways Behavior Level System, your child may bring home a daily conference sheet that depicts their daily behavior. Please review the conference sheet with your child and check for any messages from the school. The classroom teachers and the office intervention staff use conference sheets to provide feedback on your child's behavioral progress.



Communication is the key to a healthy relationship whether it is with your child or the school. Feel free to call to ask questions at any time.

Mindset

Students who attend Pathways Educational Program may have significant behavior problems, which could prove to be harmful to themselves or others. For this reason, staff members are trained in the risk management program called *Mindset*. The Mindset method focuses on communication techniques to de-escalate crisis situations and also teaches restraint techniques to safely and effectively manage physical aggression. The use of Mindset restraint techniques are always a last resort. If you have any questions regarding this program, please contact the Administrators for more details.

Seclusion:

The use of seclusion is prohibited at Pathways Educational Program.

Mechanical Restraint:

The use of mechanical restraint is prohibited at Pathways Educational Program.

Chemical Restraint:

The use of chemical restraint is prohibited at Pathways Educational Program.

Physical Restraint:

Physical restraint is defined as direct physical contact from an adult that prevents or significantly restricts a student's movement. The use of physical restraint is prohibited except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives and or other de-escalation techniques.

Physical restraint should never be used as a form of discipline or punishment. Physical restraint does not include: providing limited physical contact with a student to promote safety, preventing a potentially harmful action, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. The use of prone restraint is prohibited at Pathways Educational Program. If restraint is used, it should be terminated as soon as the student is no longer in danger of hurting himself or others.

A staff member may only use those restraint techniques and behavioral procedures in which the staff member has been trained and which respect the basic rights of the students.

Staff members employed by Pathways Educational Program are trained in Mindset Crisis Intervention Strategies and Physical Restraint Training. The training curriculum stresses prevention of aggressive behavior and protection of both students and staff. Recertification of Mindset will occur annually. Documentation of training will be kept on file in Pathways' Program Administration office.

If physical restraint is utilized, the incident should be documented immediately following the event using the Documentation of Physical Restraint form used by Pathways Educational Program. This form should be filled out in its entirety and should record in detail the circumstances leading up to this action, the nonphysical methods attempted to resolve the problem, and the name of any staff member involved. This form should be turned in to the center coordinator/administrator the day the incident occurs.

Pathways Educational Program will send written notification to parents if physical restraint is used on their child. This notification will be sent within a reasonable time not to exceed one 24 hour period. Additional communication should be attempted via phone call, parent conference, or home visit as deemed necessary by the center administrator.



Pathways Educational Program

The safety of your child and the other children in our care is the first priority of Pathways Educational Program. If a child threatens self harm or harm to others, we take that threat very seriously. Our protocol in the event of such threatening statements is to refer the student to the administrator or designee who will immediately contact the parents or caregivers. Parents are responsible for seeking professional help for their child to determine the seriousness of the threat. We then rely on the advice of the physician or mental health professional in deciding the course of action needed. Please review the following and sign below.

- Threatening statement made by _____ on _____
(Student)
- _____ . Nature of threat: _____
(Date)
- Parent/Caregiver contacted on _____ by _____
(Date) (Administrator or Designee)
- Statement of Psychological Consultation Received: _____
(Date)

I understand that responsibility for psychological consultation and follow up is mine as parent or caregiver. Further threats of suicide or violence toward others will be reported to me.
_____ (Parent/Caregiver's Initial Here)

_____ My child is scheduled to see a physician or mental health professional on _____. While awaiting results of that evaluation, I take full responsibility for my child's actions related to his/her threats while under supervision of school personnel. I understand my responsibility to communicate with the school regarding any changes in my child's condition.
or

_____ At this time, I reserve the right to not seek the advice of a physician or mental health professional. I understand that the responsibility of this action is mine.

(Parent/Caregiver Name Printed)

(Parent/Caregiver Signature)

(Date)

Personal Items

Students are prohibited from bringing valuable, personal items to school; for example, large amounts of cash, expensive jewelry, cell phones, laptops, or anything that would cost a substantial amount of money to replace if stolen, lost, or damaged. **Students are solely responsible for any items brought to school. *Pathways will NOT replace any items that are stolen, lost, or damaged. Students may be suspended from school at the discretion of the administrator if any personal items result in the disruption of a school day.***

Students are prohibited from soliciting or selling items of any kind at school. Disciplinary action will be taken with any students who violate this rule.

We are aware many students carry and use cell phones. The policy of the Decatur County Pathways' site is that all cell phones are to be turned off and out of sight (i.e. placed in a backpack or purse) upon entering the building. Failure to comply with this decision will result in the confiscation of the item. At that point the device will be held and released only to the parent/guardian. **CD Players, IPods, MP3 Players, and anything of this sort are not allowed on campus UNLESS THE STUDENT IS ON OUR TRANSITIONS LEVEL.** If these items are brought to school by Foundations and Progress students, they will be confiscated. On the first offense, the teacher will return the item at the end of the day. If items are confiscated on a second offense, the item will be held until a parent/guardian comes to the school to retrieve the item.

Telephone Use

Parents and students are expected to plan accordingly for each school day. Students will only be allowed to use the office phones for emergency purposes. Students will not be excused from class to receive personal phone calls. In the case of an emergency, please contact the student's social worker/student support worker for assistance.

Instructional Activities & Trips

Instructional trips are a very important part of the educational and therapeutic process in the GNETS Program. Parents will be asked to sign a form to grant legal permission to the Center staff for instructional trips within the six-county service area of Pathways Educational Program. The guardian will be notified in advance of any individual trips or trips planned on a regular basis outside the Center facility and will be given time to withdraw permission for any specific trip.



If you do not want your child to participate in a specific trip, you must notify the school in writing or by phone two (2) days prior to the trip.

Instructional trips planned outside the service area will require a separate permission form signed by a guardian. Children will not be allowed to participate in the instructional trip activities without an appropriately signed form. Alternative arrangements will then be made for those students by Center staff. All trips taken by Pathways Educational Program require approval in writing by the administrator and the program director.

Students exhibiting behaviors that are unsafe during the scheduling of and on the day of instructional trips may be required to remain on campus to ensure safety. Parents/guardians may be asked to attend trips with students exhibiting unsafe behaviors. Pathways staff will notify parents/guardians when this policy may be enacted.

Internet Acceptable Use

The use of the internet under the supervision of Pathways Educational Program is a student privilege not a right. Pathways' students are expected to follow the school policies and procedures regarding acceptable internet usage. Violation of policies may result in internet restriction. Pathways Educational Program supports resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

Pathways' students and staff utilize the internet systems through Decatur County Schools. Teachers are responsible for training students in the proper use of the internet in the classroom. Teachers will provide supervision of internet usage. Pathways Educational Program, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the Decatur County School system since internet access may be obtained apart from the school setting. Internet Filtering systems are in place through the school systems where Pathways' centers are housed to protect students. The filtering system blocks unacceptable sites that fall into the following categories: violence, pornography, drugs, chat, free email, hate/discrimination, etc.

1) Guidelines

- Must be in support of education and research consistent with system policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene materials is prohibited
- Distribution of material protected by trade secret is prohibited
- Product advertisement or political lobbying is prohibited
- Use for commercial activities is not acceptable

2) **Privileges**

- Access to the Internet is not a right, but a privilege
- Unacceptable and/or inappropriate usage will result in cancellation of account
- Training will be provided for each individual in appropriate Internet usage
- Administration will deem what is inappropriate use and the administration's decision is final
- Administration reserves the right to regulate any particular use of these computing resources
- An administrator, faculty member, or staff member may request the denial, revocation, or suspension of specific user(s) account(s)

3) **Netiquette**

- Be polite
- Use of profanity, vulgarities or other inappropriate language is prohibited
- Users should not reveal their or anyone else's home address, phone number, or credit card number
- Electronic mail is not guaranteed to be private
- The network should not be used in a way that would disrupt the use of the network by others
- Generally accepted rules of network etiquette should be followed
- Users should not be abusive in messages to others
- Illegal activities are strictly forbidden
- Use the computers in a timely manner, so that others may have an opportunity to utilize computer resources
- Print only to the local printer
- Report to the system operator whenever you find a particularly interesting site on the Internet

4) **Security**

- Security problems should be reported to the system administrator immediately
- Security problems should not be shown to others
- Account passwords should be kept confidential
- Users should use only their personal account
- Users must not interfere with or disrupt network users, services, traffic, or equipment (Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network)
- Attempts to log on as another user will result in cancellation of privileges
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access

5) **Vandalism/Harassment**

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Vandalism also includes the attempt to harm or destroy computer hardware and unauthorized installation of software
- Vandalism and/or harassment will result in the cancellation or revocation of the offender's privileges and disciplinary action will result

6) **Penalties**

- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to the loss of network privileges and other system disciplinary options, including criminal prosecution. School and system administrators will make the final determination.

Disclaimers

Pathways makes no warranties of any kind, whether expressed or implied, for the service it is providing. Pathways will not be responsible for any damages a user may suffer, including loss of data, non-deliveries, mis-deliveries, or service interruptions caused by negligence or errors or omissions. The use of any information obtained via the Internet is at your own risk. Pathways will not be responsible for the accuracy or quality of information obtained through the Internet connection.

*Internet permission packets will be administered at the beginning of the school year or upon enrollment into the Pathways Educational Program.

If the permission forms are not returned, students will not be allowed to use the internet. Remember, internet usage can be a valuable instructional tool. To ensure that your child is eligible to use the internet, please see your child's social worker/student support worker.

Discipline Policy

Pathways Educational Program has a desire to ensure that all students receive a Free and Appropriate Education. In order to ensure that all students receive the best education offered, it is imperative that a School-wide Discipline Policy is established and enforced.

The purpose of these disciplinary procedures is to ensure that all students and parents are well aware of the actions that violate the school rules and the consequences of these violations. The School-wide Discipline Policy is a mere framework from which the Pathways Administration will guide disciplinary actions; however, **each situation will be evaluated individually: based on the severity of the offense and the student's disability and needs.** Pathways reserves the right to modify this policy as circumstances arise that impede on the safety of its students. If you have any questions or concerns regarding the below discipline policy, please feel free to contact the, Mrs. Stephanie R. Wilson, Administrator.

Possession of Contraband

Offense	Consequence(s)
Possession of and/or use of tobacco, tobacco- related products, alcohol, drugs, and any other drug paraphernalia is prohibited.	<i>Please note that a police contact will be made for possession of all illegal substances and/or paraphernalia.</i> All Offenses: Automatic Intensive Intervention (50,000 point penalty), Parent/Guardian Pickup & Conference, Police Contact, and OSS as determined by administrator

Damage, Destruction, or Theft of School Property

Offense	Consequence(s)
Damage, destruction, and/or theft of school property is prohibited	<p><i>Please note that financial restitution may be expected for all damaged and/or destroyed school property; possible police involvement for stolen school property will be determined by School Administrators.</i></p> <p>Automatic Intensive Intervention (50,000 point penalty), Restitution, and Parent/Guardian Contact.</p>

Offense	Consequence(s)
Using a school computer to access inappropriate websites (i.e. pornographic), is a direct violation of the school's computer use and internet policy.	<p>1st Offense: Loss of computer privileges for a specified amount of time as determined by the School Administrator(s) & Teacher</p> <p>2nd Offense: Loss of computer privileges for an extended amount of time as determined by the School Administrator(s) & Teacher</p> <p>3rd Offense: Restricted computer privileges for the remainder of the year and a parent/guardian contact</p>

Misuse of Computers Leaving the School Campus

Offense	Consequence(s)
Leaving the school campus during school hours for reasons other than authorized field trips and/or parent pick-up is prohibited.	<p>Parent/Guardian contact/conference, an Automatic Intensive Intervention (50,000 point penalty). OSS as determined by Administrator.</p> <p>*School Resource Officer may be called based on individual circumstances as determined by the School Administrator.</p>

Physical Aggression towards a Peer

Offense	Consequence(s)
Students will not be allowed to cause physical injury to or behave in such a way as could reasonably be expected to cause physical injury to another student.	<p>Automatic Intensive Intervention (50,000 point penalty), and Parent Conference/pick up. OSS as determined by Administrator.</p> <p>*School Resource Officer may be called based on individual circumstances as determined by the School Administrator.</p>

Physical Aggression towards Staff

Offense	Consequence(s)
Students will not be allowed to cause physical injury to or behave in such a way as could reasonably be expected to cause physical injury to any school official.	Automatic Intensive Intervention (50,000 point penalty), and Parent Conference/pick up. OSS as determined by Administrator. *School Resource Officer may be called based on individual circumstances as determined by the School Administrator.

Bullying

Offense	Consequence(s)
As defined as any willful attempt or threat to inflict emotional, (Excessive, Harsh Teasing) mental, and/or physical injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.	Automatic Intensive Intervention (50,000 point penalty), and Parent Conference/pick up. OSS as determined by Administrator. *School Resource Officer may be called based on individual circumstances as determined by the School Administrator.

Sexual Harassment

Offense	Consequence(s)
A student will not be allowed to sexually harass another student. Sexual harassment is a violation of both state and federal laws. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature towards another student”. EEOC Website	Automatic Intensive Intervention (50,000 point penalty), and Parent Conference/pick up. OSS as determined by Administrator. *School Resource Officer may be called based on individual circumstances as determined by the School Administrator.

Sexual Misconduct

Offense	Consequence(s)
Students are prohibited from engaging in physical, sexually-related activity on school campus.	Automatic Intensive Intervention (50,000 point penalty), and Parent Conference/pick up. OSS as determined by Administrator. *School Resource Officer may be called based on individual circumstances as determined by the School Administrator.

Possession of Weapons/Firearms

Offense	Consequence(s)
<p>Students are not allowed to possess or handle any object that reasonably can be considered a dangerous weapon or use any object in such a manner which reasonably might be expected to cause injury to another person on school campus.</p>	<p><i>* Please note that a police contact may be in order depending upon the type of weapons/firearms in the student's possession.</i></p> <p>All Offenses will be handled on an individual basis at the discretion of the School Administrator(s).</p>

Terroristic Threats

Offense	Consequence(s)
<p>Terroristic threats are defined as the following:</p> <p>a. A student threatens to commit any crime of violence with the purpose to terrorize another or in reckless disregard of the risk of causing such terror.</p> <p>b. A student threatens to commit a crime of violence with the purpose to cause evacuation of a school or public building or otherwise to cause serious public inconvenience or in reckless disregard of the risk of causing such evacuation or inconvenience</p>	<p><i>* Please note that a police contact may be in order depending upon the severity of the student's threats and/or actions.</i></p> <p>All Offenses will be handled on an individual basis at the discretion of the School Administrator(s).</p>

Student Reporting Acts of Sexual Abuse or Sexual Misconduct

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

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

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

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

Listed below are definitions for "sexual abuse" and "sexual misconduct"

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

HB 1321 – False Accusations Against an Educator

The Georgia Legislature enacted a law, which became effective July 1, 2008, addressing falsified, omitted, or erroneous reports of inappropriate behavior by educators towards students. The following procedure will be followed:

1. Student will provide a written statement of complaint to the school principal.
2. The school principal will notify the parent/guardian and the Superintendent the day the written statement is received.
3. The school principal and the school resource officer will begin to investigate the accusation the day the written statement is received, keeping the teacher, parent/guardian, the Superintendent, and law enforcement apprised of all developments.
4. A ruling will be determined within three working days of the receipt of the students' written complaint.
5. If the allegation is substantiated, school system procedures will take place for the discipline of the educator and the reporting to the Professional Standards Commission.
6. If the allegation is deemed unsubstantiated, the student will be suspended for a minimum of five days and can be expelled if deemed necessary by school and system officials. In addition, court ordered community service or any other court sanction may occur for students over ten years of age. Students under ten years of age can be suspended up to ten days.