



2021-2022

Miller County Middle School

Parent-Student Handbook

996 Phillipsburg Road ~Colquitt, GA 39837 School phone – 758-4131 ~ School fax – 758-3244

Accredited by:
AdvancED

Mission Statement: The Miller County Pirates exist to produce successful students that are prepared for career, life, post-secondary education, and to be responsible citizens.

Vision Statement: Miller County Pirates uphold the highest ethical standards and moral values and believe they can achieve excellence in their school community.

Dear Students,

This handbook is supplied to you as a guide to the policies for students at Miller County Middle School. A careful study of this handbook will answer many of your questions concerning school policies. I suggest that you read over these regulations carefully and discuss them with your parents.

If there is any question about any given policy, feel free to contact me for an explanation. It is my sincere hope that each student will recognize the need for such procedures and will adhere to them throughout the school year. School telephone numbers are listed below:

Principal's Office	(229)758-4131
Guidance Counselor's Office	(229)758-4131
Lunchroom Manager's Office	(229)758-4131

I want to encourage you to become involved in your school and its many activities. As a member of the student body, you can make a difference. Utilize and expand your abilities to their fullest through participation in these activities

Cleve Roland, Principal
Miller County Middle School

FORWARD

This student/parent handbook outlines the major Miller County Board of Education policies, Miller County Middle School (MCMS) policies and school procedures which guide the daily and yearly operation of Miller County Middle School. The purpose of this handbook is to inform MCMS students and parents of the opportunities and expectations of the school's program and personnel. If you have questions that are not outlined in the handbook, please ask a teacher or an administrator.

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FACULTY & STAFF

Administrator

Cleve Roland Principal

Faculty

Joan Broxton	Teacher
Rebecca Conner	Teacher
Kristan Houston	Teacher
Terri Johnson	Teacher
Melinda Miller	Teacher
Jennifer Roland	Teacher
Kyle Thomas	Teacher
Tammy Vann	Teacher
Mike Sauls	Teacher
Nicole Kirkland	Teacher
Jessica Horn	Teacher
LeeAnn Dalrymple	Teacher
Holly Thomas	Band/Music
Jay Tully	Teacher
Jara Miller	Teacher

Staff

Sarah Benefield	Media Specialist
Joanna Everson	Media Clerk
Kathy Chesnut	Secretary
Vicky Watson	Academic Coach
Melissa Grimsley	Paraprofessional
Jacki King	Paraprofessional
Zach Calloway	Custodian
Jill Moten	Custodian
Lonnie Wade	Resource Officer
Michelle Siefker	Nurse

SITE & DISTRICT COORDINATORS

Federal Programs	Robert Green
Special Education, 504 and Gifted:	Jodi Collins
Title IX:	Allen Martin
Sports Equity Coordinator:	Allen Martin
Attendance/Truancy:	Allen Martin
School Safety:	Cleve Roland
Testing Coordinator:	Jodi Collins

CURRICULUM, CLUBS & ACTIVITIES

Miller County Middle School provides an educational opportunity that meets the guidelines set forth by the Quality Basic Education Act of the State of Georgia.

ACADEMIC AND EXPLORATORY COURSES OFFERED

English/Language Arts	Beginning Band
Math	Marching/Concert Band
Science	Physical Education
Social Studies	CTAE/8 th Grade

GRADING SYSTEM

A = 90-100 B = 80-89 C = 70-79 F = Below 70 I = Incomplete
Conduct: S = Satisfactory N = Needs Improvement U = Unsatisfactory

AWARDING CREDIT

Students will be awarded credit for work successfully completed at the end of each semester. Incomplete grades (I) will be awarded only in extenuating circumstances and must be cleared within the first six (6) weeks of the following semester.

PROGRESS REPORTS/REPORT CARDS

Report cards will be issued every nine (9) weeks. Report cards are sent home to be signed by a parent/guardian and required to be returned to the school.

Progress reports will be issued at the middle of each nine-week grading period to show the progress being made by the student. They are to be signed by a parent/guardian and returned.

Students will be given agenda books that consist of daily home/school communication of work, grades, teacher/parent notes & school policies. One agenda book will be supplied, if lost a new one must be purchased.

Parents are encouraged to schedule conferences to discuss their child's progress with the teachers. This may be done by calling the school secretary at 758-4131 to make an appointment during the teachers' planning period or after school from 3:10 until 3:30 Monday-Thursday.

PROMOTION/RETENTION

Students must have a yearly average of 70 or higher in all academic subjects to be promoted to the next grade level. Academic subjects include English/Language Arts, math, science, and social studies. Students in grades 6th - 8th must score:

- at Developmental Learner or higher on the Georgia Milestones End of Grade Assessment (EOG)
- at or above Developing Learner Achievement Level on the Mathematics
- A procedure shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
- Prior to a student's retention, the students' parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
- School level promotion and retention decisions may be appealed to the Superintendent or designee(s), whose decision shall be final.

GUIDANCE, COUNSELING and SOCIAL SERVICES

A full-time counselor is available to assist students with guidance and counseling needs. Such needs include (but are not limited to) assistance with personal problems, crisis counseling, sending records and transcripts, parent conferences, and coordinating testing programs for students. (**Jana Clenney, Counselor and Amber Hamilton, Social Worker**)

Any student who has a problem should feel free to consult the counselor. All students will be seen on a walk-in basis if possible; however, an appointment will allow better use of student and counselor time as well as prevent interruptions. Appointments can be made in the guidance office. All problems discussed with the counselor are confidential and will remain between student and counselor. The counselor will follow ethical and confidentiality requirements when counseling with a student.

CAREER GUIDANCE CENTER

Information is housed in the guidance office to assist students in making career and educational choices. Examples are college catalogs, applications, financial aid forms, scholarship information, pamphlets and brochures on specific occupations.

Students are welcome to make an appointment to discuss future plans and to browse through the information of interest to them.

OUT OF COUNTY STUDENTS

It is the policy of the Miller County Board of Education to accept out of county students if they meet the criteria. There are standards students must meet and maintain while they attend Miller County Schools both academically and behaviorally. Any out of county students who fail to pass 4 of the 6 classes in high school or qualify to be retained while attending the Miller County School System may be asked to return to the school that services their county. Students who are referred to the office more than 6 times in a year, fight or cause disruptions in the daily flow of school will also be required to return to their service area school. Due to attendance problems students who reach 14 excused or unexcused absences during the full year or accumulate 7 tardies to school in a semester will be withdrawn. Students will be placed on a probation period after seven excused/unexcused absences, or five tardies in a semester and parents must attend a meeting with the principal or principals designee. The principal has the authority to require the student to return to their service area school at any time they become a discipline problem. No out of county students will be accepted if there are problems with discipline, attendance or any other good and sufficient reasons.

The following guidelines will be followed:

- This does apply to siblings that are to be enrolled for the first time.
- This does not apply to the children of employees.
- This does not apply to children living with a relative or guardian in Miller County.

IMMUNIZATION

Students entering Georgia Public Schools for the first time, regardless of grade level, must have been immunized against diphtheria, measles, mumps, polio, rubella, tetanus, and whooping cough prior to admission to school. It takes approximately twelve (12) weeks to

complete the entire series of shots. Students transferring from in-state schools have thirty (30) days to show proof of immunization and those transferring from out-of-state have ninety (90) days. Parents may be asked to verify that the immunization is underway prior to the ninety (90) days. Students must also have an eye, ear and dental certificate to enroll in school. This may be obtained from the local Health Department.

Beginning July 1, 2014, all children born on or after January 1, 2002 who are attending seventh grade and new students who are newly enrolled in Georgia schools in grades 8-12, must have received one dose of TDAP vaccine and one dose of adolescent meningococcal (meningitis) disease vaccine. Proof must be documented on the Georgia Immunization Certificate (Form 3231)

ACTIVITIES

The Georgia board of Education adopted a policy effective in July, 1987, which governs participation in extracurricular activities. The policy states that students participating in extracurricular activities must take six (6) subjects and pass (5) subjects in the semester immediately preceding participation. Students not meeting the requirements will not be eligible for one semester and until they pass five (5) subjects in a semester prior to participation. No pass / No play affects participation in all sports and band or music competitions. Questions of eligibility should be directed to the coach, director, sponsor, or guidance counselor.

ATHLETICS

Any student who participates in competitive interscholastic athletics and cheerleading must have an annual physical examination form that (1) indicates approval for participation; (2) is signed by a licensed physician before participation in any tryout, practice or conditioning; and (3) includes the date (month, day, and year) of the examination and the student's name. Students must also be eligible to participate according to the Georgia High School rules.

Students are encouraged to participate in the MCMS athletic program with its many sports offerings. The experiences and values gained through participation in athletics will be a lifelong reward. Whether on the field or off the playing field, MCMS students are expected to conduct themselves in a manner that brings honor to themselves, to our school, and our community.

ATHLETIC OFFERINGS

Football Softball Cheerleading

Basketball Baseball Track

* Students must have a physical and the parental consent form on file with the school before they will be allowed to tryout or practice. Students must have personal insurance coverage or purchase accidental coverage offered through the school.

BAND

MCMS students may participate in the band program. Students are given an opportunity to learn musical skills as well as enhance their social and leadership ability. Students at MCMS may also participate in the Miller County High School Marching and Concert Bands upon approval of the director and upon the establishing of eligibility by the GHSA standards. Students participating in the band program must exhibit high moral character as well as good conduct.

CHEERLEADING

Cheerleaders are selected by ability. Tryouts are held during the school year, and they are open to all interested students who meet eligibility requirements. The students must have a good conduct record, good moral standing and approval by the faculty and administration.

CLUBS

MCMS offers many opportunities for students to become more involved in clubs and their various activities. Club participation promotes character and the development of skills in academics, leadership, citizenship, cooperation, and service. The specific criteria for club membership may be obtained from the club sponsors.

DISCIPLINE

Miller County Middle School Discipline Philosophy

We believe...

The best discipline is self-discipline, which is a result of genuine concern for the needs and rights of others.

Everyone is responsible for behaving in a way that allows teachers to teach and students to learn

Individual responsibilities go hand-in-hand with individual rights.

Fairness, firmness, and consistency are the keys to discipline.

Care and concern for the students are the reasons for discipline.

The choice to break a rule is the choice to accept the consequences.

The above discipline philosophy reflects the feelings of the Miller County Middle School Faculty, Staff and Administration. Students who are motivated to learn and have teacher support usually have very few discipline problems. Students who are successful in their classroom and extra-curricular endeavors usually have a positive self-concept and contribute to their surroundings.

MCMS students have the full pledge and support of the faculty and administration. A part of this support will be the constant striving to present you with an educational climate that is safe, orderly, and positively oriented. We shall be diligent to recognize and reward the positive actions and accomplishments of our students, and we shall be prepared to address quickly, firmly, and fairly those negative actions, which may occur. MCMS will not allow bad behavior to interfere with teachers teaching and students learning.

The following is an outline of the discipline policies of the Miller County Board of Education and Miller County Middle School:

GENERAL DISCIPLINARY PROCEDURES

The teacher deals with minor classroom problems. Teachers may use measures such as conferences, parental contacts, morning or afternoon detention in the teacher's classroom, loss of privileges, disciplinary writing/copying of pages, isolation to enforce their classroom rules. If the student does not satisfactorily comply with these measures, they will be sent to the principal for more serious consequences. If misbehavior becomes chronic, and the teacher is unsuccessful in working with a student, a disciplinary referral will be made to the principal.

When students are referred to the administrator for disciplinary problems, consequences will be hierarchical. The student's discipline record and the nature of the offense will determine what the exact consequences will be.

The constant repetition of minor offences must be viewed as more serious than an isolated minor incident. When a student is guilty of frequent repetition of one or more minor offenses punishment may be applied as for a more serious offense. Any student with more than three (3) minor offense referrals may begin ISS. If this does not correct the misbehavior, the student will be suspended out-of-school.

Major offenses referred to the Principal may constitute ISS, OSS or Alternative School placement depending on the student's discipline record and/or the nature of the referral. Certain major offenses may result in expulsion from school.

All offenses referred to the principal will be recorded on the student's discipline record and a copy will be sent home for a parent's signature. The form is to be returned to the principal. Parents will be notified in writing and by phone, if possible, in the case of out-of-school suspensions.

BUS DISCIPLINE

Riding the bus is an opportunity afforded to students. In return, students are expected to behave in a manner which reflects respect for the driver, the other students, themselves, and the bus. They are expected to ride in a safe and proper manner and to cooperate at all times with the driver.

ALL DISCIPLINARY ACTIONS MUST BE RECORDED ON THE BUS CONDUCT REPORT FORM AND GIVEN TO THE APPROPRIATE PEOPLE.

- **1st Offense-** Driver disciplines student. Possible actions include student conference, parent contact or seat reassignment.
- **2nd Offense-** Building level administrator disciplines the student. Disciplinary action will be taken at the administrator's discretion (1-day suspension/Corporal Punishment).
- **3rd Offense -** Building level administrator disciplines the student. Student will be suspended from riding the bus for one (1) day.
- **4th Offense-** Building level administrator disciplines the student. Student will be suspended from riding the bus for three (3) days.
- **5th Offense** — Building level administrator disciplines the student. Student will be suspended from riding the bus for five (5) days.

- **6th Offense-** Building level administrator disciplines student. Student will be suspended from riding the bus for ten (10) days
- **7th Offense -** Building level administrator disciplines the student. A recommendation from the administrator for the student to be suspended from the bus for more than ten (10) days will be made to the school board.

● **NOTE:** Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and Out of School Suspension for up to 10 days and possible expulsion from school. Miller County may choose to involve the Superintendent, the School Resource Officer, and other law enforcement agencies as deemed appropriate.

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

In any school year, the first discipline referral will be 1 day ISS, 2nd will be 3 days ISS, 3rd will be 7 days ISS, 4th will be 10 days ISS or OSS then 5th discipline referral will be placement in the Alternative Program for the rest of the school year or up to a full year pending tribunal or waiver signed by guardian forgoing a tribunal. If the infraction occurs toward the end of the school year, the student may be required to continue in the Alternative Program the next school year. If a student receives OSS, at the administrator's discretion, this can be counted as a step in the discipline ladder. The student will be placed on a discipline plan or behavior plan after the 3rd referral.

There will be an after school detention program for minor discipline offenses. The student will be given a one-day notice to report to detention. If the student does not show up for detention or does not follow the rules in detention, he or she will be placed in ISS. After 3 detention placements, the next infraction will result in ISS.

In any school year, the first fight may result in a hearing for possible expulsion from school. At the administrator's discretion, the student can be placed in the Alternative Program for up to a year. If the student is already in the Alternative Program, there will be a hearing for expulsion or up to a year will be added on to the stay in the Alternative Program. A second fight could result in a hearing for expulsion. A third fight will result in a hearing for expulsion from school.

If a student that is in the Alternative Program gets suspended he or she will have 45 days added in the Alternative Program, second suspension will be 90 days added. Third suspension will result in a hearing to be expelled from school.

In any school year, if a student returns to the main campus after having been in the Alternative Program for any reason, he/she will return to The Alternative Program for the rest of the year or up to a full year after receiving a 2nd discipline referral.

If a behavior is extreme as deemed by the administrator, the student will bypass the steps and report directly to the Alternative Program for the rest of the year or up to a full year. This includes, but is not limited to, loud threatening behavior, major disruptive behavior, or aggressive behavior while at school or a school function.

Drugs, alcohol, or weapons are not allowed at school or any school function. This includes prescription drugs. If a student violates the drug, alcohol or weapon policies, he/she will face a hearing for expulsion from school for a minimum of one year. At the administrator's discretion, the student can be placed in the Alternative Program for up to a year. Any violator of these policies will also face charges by law enforcement. If there is reason to believe a student has had a drink of alcohol, he or she will be required to take a breathalyzer test. If a student is caught with tobacco or tobacco products (including vapor E cigarettes), the first offense will be 10 days ISS. The 2nd offense will be a minimum of 90 days in the Alternative program.

Any student that uses profanity toward a teacher or administrator will be subject to expulsion from school or a minimum of 90 days in Alternative School. Any student that acts in an aggressive manner toward a teacher or administrator, or pushes or hits a teacher or administrator will be subject to criminal charges and a hearing to be expelled for a minimum of one calendar year. At the administrator's discretion, the student may be required to attend the Alternative Program for a year.

No out-of-county student will be accepted if he/she has a discipline record, poor grades, or attendance problems. If an out-of-county student gets written up three times in any school year, he/she will have to return to the county-of-origin. For any extreme behavior, at the administrator's discretion, the student will return to the county-of-origin.

CHRONIC MISBEHAVIOR; Students who willfully and persistently violate the student code of conduct for the same or a variety of offenses may be recommended for alternative placement for the rest of the year or up to a full year.

Any type of terroristic threat that is written, cyber space, verbal, etc. may result in a hearing for expulsion from school or placement in the Alternative Program for up to a year.

Any gang activity or promotion of gangs will not be tolerated and can result in expulsion of school.

OBSCENE MATERIALS: No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. This will result in ISS, OSS, or Alternative Placement at the principal's discretion.

OTHER BEHAVIORS: No student shall participate in any activity not specifically addressed in any other sections of this handbook that is subversive to the good order and discipline of the school disposition. Disciplinary action is at the discretion of the administrator.

BUS RULES

- Observe the same conduct as in the classroom
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Do not be destructive
- Stay in your seat
- Keep head, hands, and feet inside the bus
- The bus driver is authorized to assign seats

IN SCHOOL SUSPENSION

Students may be assigned to the In-School Suspension Program for up to ten (10) days according to the offense. Students spend the entire day in ISS. Students must report to the ISS upon arrival on the school campus. The ISS instructor will take them to breakfast and lunch. Students are not allowed to go to their lockers or inside the school building. Unexcused tardiness to ISS will result in a day being added to the ISS assignment. Students' classwork is sent to them from their teachers and the ISS instructor supervises the work. All assigned work must be completed before the student is released from ISS. ISS rules and regulations are explained to the student when ISS is assigned. Breaking any ISS rule results in a day being added to the ISS assignment or changing the ISS assignment to out-of-school suspension for up to ten (10) days per offense

PROGRESSIVE DISCIPLINE FOR MAJOR INCIDENTS

- 1st major offense** — 1 day ISS *(OSS can take the place of ISS on the discipline ladder)
- 2nd major offense** — 3 days ISS
- 3rd major offense** — 5 days ISS
- 4th major offense** — 7 days ISS
- 5th major offense** ---- referral to tribunal or waiver signed for Alternative School Program

This program runs for all school year

OUT OF SCHOOL SUSPENSION

Out-of-School suspensions are reserved for serious and/or repeated offenses and can be from one (1) to ten (10) days at the administrator's discretion. Suspension may be longer than ten (10) days pending proper notification and the approval of the Miller County Board of Education. Out-of-School suspensions are unexcused absences. The work should be made up for learning purposes, but according to the Board policy, credit may be given only at the discretion of the teacher.

EXPLUSION

Students may be expelled from school following a hearing before a Board of Education Tribunal. Student misconduct, which is also a violation of state law, may result in the students being charged for violation of such laws. The Board of Education may expel a student for a semester, an academic year or permanently. Due process governs all expulsion decisions including notice to the student and parents and the right to a hearing before the Board of Education.

ALTERNATIVE PROGRAM

Students who have been through the school's disciplinary procedures and have shown no improvement may be considered "chronically disruptive." As a result, these students may be assigned to the alternative program for a period of no less than one semester. Students will also be assigned to the alternative program after having been adjudicated through the Department of Juvenile Justice or after returning from a Juvenile Detention facility. All appointments to the Alternative School are made through the Middle School Principal. *Students attending Alternative School may not attend any school functions, pending Alternative School Director recommendations for positive behavior reward.

FIGHTING

In any school year, the first fight may result in a hearing for possible expulsion from school. At the administrator's discretion, the student may be assigned to the Alternative Program for up to a year. If the student is already in the Alternative Program, there will be a hearing for expulsion or up to a year will be added on to the stay in the Alternative Program. A second fight could result in a hearing for expulsion. A third fight will result in a hearing for expulsion from school. Same rules apply at school functions.

GENERAL REASONS FOR DISCIPLINARY ACTION

- Fighting or intending to fight
- Unacceptable written or spoken language
- Uncooperative/ disrespectful
- Use of technology to record video/ take photographs
- Unruly/disruptive behavior
- Damage/destruction/theft of school or private property
- Loitering in halls or restrooms
- Leaving class/school without permission
- Physical abuse or threats to another person
- Use or possession of alcohol, drugs, tobacco or weapons
- Public display of affection
- Excessive tardiness to school or class
- Bus referrals
- Unruly behavior in the cafeteria. This includes being too loud, moving around, or throwing food.
- Any other behavior deemed inappropriate or unacceptable by the administration, faculty, or staff.
- Disposition: Administrative Discretion

THREATENING/INTIMIDATING AND/OR BULLYING ANOTHER STUDENT

The Miller County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data of software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

"Bullying" — this includes (1) any attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or (2) any intentional display of force such as would give the victim reason to fear except immediate bodily harm. (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) causes another person substantial physical harm within the meaning of [O.C.G.A 16-5-23.1](#) or visible bodily harm as such term is defined in [O.C.G.A 16-5-23.1](#); (B) Has the effect of substantially interfering with a student's education (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment. (D) Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action, or counseling, as appropriate under the circumstances. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, the minimum punishment shall be assignment to the alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and including such information in the student/parent handbooks.

CORPORAL PUNISHMENT

The Miller County Board of Education has adopted a policy, which outlines the requirements of administering corporal punishment as follows:

Reasonable discipline may include the administration of corporal punishment to a student subject to the following requirements

- The corporal punishment shall not be excessively or unduly severe.
- Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand. Punishment may be employed as a first line of punishment in those acts of misconduct which are as antisocial or disruptive in nature as to shock the conscience.
- Corporal punishment must be administered in the presence of a principal or a designee who must be informed beforehand and in the presence of the pupil the reason for punishment.
- The principal or teacher who administered corporal punishment must provide the child's parent, upon request, a written explanation of the reason for the punishment and the name of the principal or designee who was present.
- Corporal punishment shall not be administered to a child whose parent or legal guardian have upon the day of enrollment of the pupil filed with the principal of the school a statement from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.

[O.C.G.A.. 20-2-730](#)

****Teachers may administer corporal punishment if necessary. This will be done in the presence of another certified faculty member. Parents **NOT** wishing to have corporal punishment administered if necessary must sign a form in the principal's office. All forms are kept on file in the Principal's office until the end of the school year.

DRUG AND ALCOHOL POLICY

It is the policy of the Miller County Board of Education to take positive action through educational counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. The substances shall include, but not be limited to, cocaine, marijuana, LSD, alcohol, barbiturates, and anabolic steroids. The use of or unlawful possession of illicit drugs and alcohol is wrong and harmful.

It shall further be the policy of the Miller County Board of Education to provide age appropriate, developmentally based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and to provide information about the effective techniques for resisting peer pressure to use illicit drugs or alcohol, for all students, kindergarten through twelfth grade. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

NARCOTICS/ALCOHOLIC BEVERAGES/STIMULANT DRUGS

A student or adult shall not possess, sell, use or transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind:

- On the school ground at any time
- On the school grounds at any other time when the school is being used by any school group
- Off the school grounds at a school activity, function or event
- En-route to and from school

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of the regulation. All prescription drugs shall be kept in the original container.

WEAPONS POLICY

It is unlawful for any persons to carry, possess or have under control any weapon at a school building, school function, or on school property, or on a bus, or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other kind of knife having a blade of three (3) or more inches, straight-edged razor, spring stick, metal knacks, blackjack, or any flailing instrument consisting of two (2) or more rigid parts connected in such a way to allow them to swing freely, which may be known as a Nunchuck, or fighting chain, throwing star or oriental dart or any weapon of like kind, any stun gun or laser. Also, includes any explosive device.

Violation may result in expulsion from school for one (1) year and/or criminal prosecution.

[O.C.G.A. 16-11-127](#)

The Miller County Board of Education has an addendum to the weapons policy. The policy definition on weapons ([JCDAE](#)) states the following: any dirk, bowie knife, switchblade knife, ballistic knife or other knife having a blade of three (3) or more inches. Students enrolled in the Miller county Schools are not allowed to have in their possession a "blade" of any kind while they are on the school campus. This includes blades shorter than 3 inches. Any student violating the MCBOE weapons policy will be subject to a hearing to be expelled from school or sent to Alternative Program for up to one year, upon the discretion of administration.

PROCEDURES FOR MINOR CLASSROOM REFERRALS

DISCIPLINE PROBLEM:

- Sleeping
- Throwing
- Disrespect
- Horseplay
- Disruption
- Cheating
- Other

ACTION TAKEN:

- 1st Offense–Verbal Warning**
- 2nd Offense–Writing Assignment**
- 3rd Offense–After School Detention day)/Parent Contact**
- 4th Offense–After School Detention days)/Parent Contact**
- 5th Offense–Office Visit**

DEFINITION OF DISCIPLINARY ACTIONS

Bus Suspension — Bus Suspension is the removal of a student from all Miller County School System vehicles for a designated period of time either by the administration or the Miller County Board of Education.

Corporal Punishment — Corporal Punishment is a physical punishment by the principal or his designee. If administered, it must be in good faith and must not be excessive or unduly severe. It must be administered in conformity with the regulations set forth by the Miller County Board of Education and the State of Georgia.

Detention — Detention is a requirement that the student report to a specific school location and to a designated teacher or school official. A student that does not show up for detention will be subject to ISS or OSS.

Educational Writing — Students may be given a written assignment related to the subject area in violation of general school discipline, specific violation of school rules or may be required to submit a plan in writing of how the student may correct his or her behavior. A student that does not complete their writing will be subject to missing class instruction in order to complete the original writing including a possible ISS stay.

Expulsion — Expulsion is the removal of a student from the school system for an extended period of time or permanently by the decision of the Miller County Disciplinary Tribunal after a formal hearing.

In-School Suspension — ISS is the removal of the student from all classes and school-sponsored activities during the school day by the administration. The student will be in attendance in the ISS classroom for the full day. The student may not participate in any extracurricular activities on the day(s) of in-school suspension.

Isolation — Isolation is the removal of a student from the class for the remainder of the period or the remainder of the school day as deemed necessary by the principal.. Students may be assigned to the ISS classroom for the period of isolation.

Out-of-School Suspension — OSS is the removal of the student from the school campus and exclusion from all school sponsored activities for a designated period of time either by the administration or the Miller County Disciplinary Tribunal.

DAILY PROCEDURES

Accidents

All injuries to a student during the school day, at a school function or on a school bus shall be reported to the person in charge. The office will be notified if medical attention is needed as will the student's parents or guardians. Miller County has a school nurse to help when there is an accident or injury to a student.

It is very important that parents provide the school with up-to-date information on all students, especially an emergency contact name and number that may be reached should the school not be able to contact a parent in the event of an emergency. It is also very important that the school be notified of any medical problems (asthma, diabetes, etc.), so that the proper action may be taken in an emergency. This information will be kept confidential.

Address and Telephone Numbers

The guidance office should be notified immediately if there is a change in a student's address, telephone number, or the person to contact in an emergency.

Arrival at School

The opening bell rings at 7:35 A.M. - Tardy at 7:55 each morning. Students are let off the bus at 7:35. Students should not arrive at school before 7:30.

Students eating breakfast will go to the 1st or 2nd hall where breakfast will be served from 7:35 until 7:50. They should report directly to their period class to eat breakfast.

Students who are not eating breakfast will report straight to their first period class. Students are not to be anywhere, but their first period class.

Hall Traffic Procedures

Students are not to loiter in the hallways as the halls are passageways for traffic. Students should go directly to their next class period. Teachers will establish supervised visits to the restroom or locker. The following rules in the hall will be adhered to by all:

- Always walk on the right side of the hallway.
- Always walk single file or no more than two people side by side so as to allow traffic to flow on both sides of the hall when in the hall.
- No running, playing or talking loud in the hall. No disruption in the hallway or arguing.
- No loitering — this will prevent overcrowding and accidents.
- Middle school students should only use the first hall unless going to exploratory classes or other assigned classes on the second, third and fourth halls.

Hall Passes

Unless students are changing classes or are accompanied by a teacher, they must have a valid hall pass. Students must present the pass when requested by a teacher, administrator, or other school staff. Any student not having a valid pass will be subject to disciplinary action.

HOURS OF OPERATION

The school is open from 7:30 A.M. until 3:30 p.m. each school day. The faculty and staff are at school between the hours of 7:30 a.m. and 3:30 P.M.

LATE ARRIVAL

Students who arrive after 7:55 A.M. are considered tardy and should report to the office for a late pass. A pass will be given indicating whether the tardy is excused or unexcused. According to Board policy, every third (3rd) tardy constitutes an absence.

Tardiness will be dealt with as follows:

- unexcused for the semester - 1 day After School Detention or activity detention
- 4th unexcused for the semester - 2 days After School Detention or activity detention
- 5th unexcused for the semester - 3 days After School Detention
- 6th unexcused for the semester - 4 days After School Detention
- Additional unexcused tardies will be handled at the Principal's discretion and may result in parent conference, Detention, ISS, Writing Assignment, etc

LOCKERS

Students will be assigned lockers during the first week of school. There will be an \$10.00 non-refundable deposit for each locker. All lockers for middle school will be on the first and second halls and will be issued on a first come first serve basis. **THERE WILL BE NO SHARING OF LOCKERS.** Any locker found to have more than one occupant will be reclaimed by the office and no refunds given. Students should avoid sharing their combinations with others, as the school is not responsible for lost or stolen articles. Lockers are property of the Board of Education and, with just cause, may be searched if believed to house materials which are illegal and/or detrimental to the health and safety of others. Students are encouraged to maintain a clean locker.

LUNCHES

Students are encouraged to participate in our school nutrition program. *For more information concerning meals, please call the school Nutrition Director's office at 758-4145.*

Menus:

Our food services staff plans and provides well-balanced meals every day. Monthly menus for MCMS are posted in the classrooms; weekly menus are printed in the *Miller County Liberal*, and daily menus are posted in the lunchroom.

Meal prices: (Students)

Breakfast: Free

Lunch: Free

All adult lunches are \$3.75 and adult breakfast is \$1.50

Breakfast:

7:35 Students should pick up breakfast on the hall of the student's 1st period class from 7:35 to 7:50. They need to go straight to the classroom with their breakfast. The students' who are not eating breakfast must go straight to 1st period when arriving on campus.

CAFETERIA CONDUCT RULES

- Demonstrate acceptable behavior
- "Breaking" in line will not be allowed
- Use good table manners
- No sharing food
- Talk in a quiet tone of voice and only to those at your table
- No loud talking or yelling in the cafeteria
- Dispose of trays properly
- The moving of chairs and tables is not permitted without permission
- Square tables are limited to four (4) people; all others seat five (5)
- Stay seated until finished with your meal and are instructed to leave
- Absolutely no food throwing
- Any student throwing food will be sent to the principal's office where he or she will receive corporal punishment, ISS or OSS.

Restroom Use During Lunch:

During lunch if a student needs to use the restroom, he or she will get permission from the adult on duty. Only one student can go at a time. There will not be groups of students unsupervised in the restroom.

Supervised Area Rules

While in the supervised area, students should follow the general conduct rules of "hands-off," no rough play and no throwing of objects (pine cones, rocks, cans, etc.). Students should not go behind the building or around the cars. Any problems that occur during this time should be reported immediately to the adult on duty. Students are not allowed to leave the supervised area without permission.

All students are expected to properly dispose of their trash on the campus. Anyone found guilty of littering the campus will be disciplined by the principal. *Help us keep MCMS clean, as the cleanliness of our school is a personal reflection on our families, our school and ourselves.*

MEDIA CENTER

The Media Center is open from 7:30 A.M. until 3:30 P.M. Students in grades 2 - 5 may check out two books at a time for a period of two weeks. First grade students may check out one book at a time and Kindergarten students may do so after Christmas break.

Damage:

Keeping our library books in great shape is a priority for our media center. In order to keep books in the best shape possible, we have a damage policy. You will be charged for any damages that your child does to the library book while in his or her possession. We check each book for damage before checking it out. We also check each book when it is returned. Students are not allowed to check out another book until damage fees are paid.

Damage fees:

- Water Damage - students will need to pay the full cost of the book. Water damage ruins the book!
- Coloring - \$2.00
- Tearing pages - \$2.00 if 1-2 pages; the full price of the book if it must be replaced due to torn pages
- Removing barcode - \$1.00
- Tearing spine or book cover - \$2.00

Here are a few tips to make sure the books stay safe, clean, and dry!

- Do not put water bottles in your book bag - this could ruin homework and textbooks also
- Wash your hands before reading books
- Keep books away from food and drinks
- Carefully turn the pages at the corners and do not turn the corner down to mark a page - ask for a bookmark if you need one.
- We do not charge overdue fees. If a book has been lost, you will be responsible for paying the full original price of the book. Students are not allowed to check out a book until the misplaced book is returned or the fine is paid. Holds will be placed on report cards for overdue books.

Media Center Rules:

- Absolutely No food or drinks allowed in the library.
- Students must remain orderly in the library. At times, there are classes on both sides of the library; we need to be respectful of other students.
-

MEDICINE

All medication must be brought to the nurse's station office and will be dispensed by the nurse or principal. MCMS will not administer any medication without the written permission of the parent or guardian. **(Michelle Seifker and Elisha Callan Nurses Office)**

OFFICE VISITS BY STUDENTS

Students should only come to the office if they are given a pass from a teacher unless in the case of an emergency.

PHONE USE

Use of the office phone by students will be restricted to illness or emergency situations. Students and parents should plan ahead to avoid the need to call home during the school day. Students will not be allowed to use the phone without a note from the teacher.

RESTROOM USE

Every effort is made to keep the restrooms at MCMS clean and safe for everyone's use. Students are expected to assist by properly disposing of paper products and not vandalizing the restrooms. Restrooms will be monitored and those who are found guilty of not properly taking care of the restroom will be referred to the principal. Please help MCMS to keep our restrooms clean. *This is our "home" during the school day, and we must treat it as such.*

CELL PHONE USE AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices pose a risk for significant disruptions in an education setting. Therefore, Miller County students are not allowed to have these items out in the building during regular school hours unless instructed by the teacher (7:30 A.M. — 3:10 P.M.). These items are also prohibited on school buses. In the event a student violates this rule, the following consequences will be applied without exception:

1st Offense — Device will be confiscated and returned that afternoon.

2nd Offense — Device will be confiscated and returned to a parent or guardian.

3rd Offense — Device will be confiscated and returned to a parent/guardian and the student will receive (3) days ISS.

If a student is found to be using a cell phone or other technology to video, take photographs, or use any other means of capturing events which violate school policy they will be subject to a major discipline referral.

In the event that a student refuses to submit an electronic device upon first request by a Miller County Board of Education employee, the student will receive two (2) days of out-of-school suspension (OSS). If the student further refuses to submit the device to school administration, the student will receive ten (10) days of out-of-school suspension and will be recommended for a hearing for possible placement in alternative school/expulsion.

Notes:

Confiscated devices are subject to search by school administration with parent permission

- The Miller County Schools faculty, staff and administration are not responsible for any item that is prohibited on campus. School personnel lack the resources to search for prohibited items that may become lost or stolen.
- The student in possession of a cell phone or other electronic device, and/or the owner of such device, will be disciplined regardless of who actually owns the device. The device will be confiscated regardless of the person in possession of it. Thus, it is extremely important that students do not "loan" their electronic devices or other valuables to their friends. These items must be left at home.

Any student who disrupts standardized testing due to their possession/use of a cell phone or other electronic device during the testing period will have their test voided, which may jeopardize the student's academic standing. The student will also be disciplined according to the procedures stated above.

SCHOOL PROPERTY AND TEXTBOOKS

Students who damage school property or equipment in any way will be held responsible and are subject to prosecution by law enforcement. Textbooks, which are lost, stolen or damaged, must be replaced. Replacement cost will be charged although the book may be old. The school will be required to pay the current cost to replace the book. All student records including report cards will be held until all fines and debts are cleared.

STUDENT SEARCHES

When reasonable cause exists, students and/or their belongings, the principal or other administrators may search lockers or other property.

VISITORS

Parents and guests are always welcome at MCMS at any time. We ask that for the safety of our student body and staff that all visitors check in with the office before entering the building or any other location on campus. If a visitor arrives at a classroom without a pass, the teacher will ask that they return to the school office to check in.

Visitors violating these procedures will be treated as trespassers. This includes persons who enter the campus walking, or in cars, or other forms of transportation, and in any way attempt to talk with students at any time during the school day.

VOLUNTEER REGISTRATION PROCESS

- Each school will determine the level of the volunteer's planned activities based on the attached guidelines.
- If the volunteer's activities will include level 3 activities (unsupervised interaction with students), a designated school employee will contact Personnel to arrange for fingerprinting/background check. Payment for the background check may be provided by the volunteer or funds designated by the local school or parent teacher organization. Volunteers may not participate in level 3 activities until they have been cleared by Personnel. Volunteer background check must be repeated once every five (5) years.
- Each school will advise the volunteer to complete a **volunteer release form**.
- Designated school personnel will make a copy of the volunteer's state-issued photo identification.

- For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites, search for the individual and complete the bottom portion of the **volunteer release form**. (See front office)
- If the prospective volunteer is a registered sex offender or fails the background check, volunteer is disqualified from all volunteer activities. The school will keep **volunteer release forms**, for disqualified volunteers, on file in the main office.
- Once approved, the school will keep all **volunteer release forms** (including copy of photo ID) on file in the main office. The school will ensure that level 2 volunteers and the staff members, that volunteers will be assisting, are aware that a Miller County School employee **or** at least two (2) other adult volunteers must be present with them at all times.

EMERGENCY SITUATIONS

Fire Drills will be held throughout the year. The fire alarms will sound, and the following procedures are followed:

- Classes will leave the rooms at the command of the teacher. Students will walk in single file to the designated exit. A map of the fire escape plan is posted in each classroom. Teachers will also review this information with the students.
- Order must be maintained to ensure safety for everyone. Students must **WALK QUIETLY**. They are not to push, run, scream, or create any disturbance while leaving the building or while in the safety zone.
- The last person to leave the room should close the door.
- Teachers will take their class roll books to the safety zone and call roll to insure that all students have exited the building safely.
- Students will remain in single file formation while in the safety zone.
- Everyone is to remain in the safety zone until a signal to return to the building is given.

Tornado Drills are also performed on a regular basis because our area is often in danger of severe thunderstorms and possible tornadoes. If there is a threat of a tornado, an announcement will be given over the intercom to alert everyone. The following safety measures will be taken:

- Move away from the windows, doors, and outside walls
- Teachers should have all students move to the inside wall and assume a crouched position with hands over heads facing the wall.
- Order is very important. Students should remain quiet and attentive to any instructions that may be given.
- An announcement will be made when it is safe to resume classes.

- If a School bus is caught in an open area during the threat of a tornado, the driver will help the students take cover in a shelter, ditch or ravine.

FINES AND FEES

No instructional fees are charged at MCMS. All basic educational opportunities are free. Optional field trips may require students to pay their portion of the cost. Students must pay replacement or repair costs of lost or damaged textbooks, library books, school property or school owned materials loaned to or used by the students.

GIFTS TO STUDENTS

The delivery of flowers and gifts to students is permitted; however, delivers should be made after 1:00 p.m. and should be marked with the student's name and grade. Students will be called to receive them at the end of the school day.

MESSAGES TO STUDENTS

We understand that situations may arise during the school day that may require you to send a message to a student. Due to difficulty of getting these messages to students, especially at the very end of the day, we ask that you contact the office before 2:00 P.M. No messages will be taken after this time. No messages will be taken by phone unless it is an emergency, approved by the principal.

DRESS CODE

The faculty, students, parents, and administrators of the Miller County Middle School community believe that being well groomed is one of the key factors in creating a positive, significant, and respectful learning environment. One of the expectations of our education system is to prepare students for the world of work. To that end, some clothes that are suitable for wear outside the school are not suitable for wear in school. We believe students should dress for success.

The faculty and administration of the Miller County Schools know that, in order for the dress code to be effective, parents and students must attend to the students' clothing before he or she leaves for school in the morning. We request and appreciate the cooperation of the students and parents in this matter.

If a student has to be sent to the office because of a dress code infraction, instruction time is interrupted for the student, the teacher, and the class. Time lost from class, if the student is referred, is unexcused. The dress code is in effect while the student is on campus on any day school is in session and during any function that is held on the campuses of the Miller County School System. The dress code remains in effect during school programs and events.

- Shorts may be worn by all students. Shorts must pass the fingertip test to determine if they are too short.
- Sleeveless outer garments may be worn as long as undergarments are not visible. Halter tops, backless blouses, spaghetti straps, T-shirts with sleeves/cut off or muscle shirts may not be worn. No tank tops are to be worn unless with a covering.
- Leggings or jeggings may be worn with a top, or covering that comes below the fingertips.
- Pants are defined as garments that have pockets, zippers, or buttons and belt loops.
- Students are prohibited from wearing shirts or tops that expose their midriff. Midriff must be covered at all times including standing and sitting.
- Females are prohibited from wearing tops, dresses, or shirts that reveal cleavage. Dresses and skirts must be knee length. Slits in dresses and skirts cannot be above the knee.
- All pants and skirts must be worn above the hips. No “sagging” or undergarments showing. No pants or shorts with writing across the seat. Use of a belt for pants if necessary.
- Sweatpants, wind suits, pajama pants, gym shorts and boxer style pants are not allowed.
- Clothes may not have holes, tears, rips that expose skin or under garments. Tape on holes
- is prohibited. No see through clothing will be allowed. Any ripped or distressed pants must not
- show any skin above the knee.
- All headgear is prohibited in the building. The following items are prohibited from the campus of the Miller County School System: wave caps, hoods, doo-rags, bandanas,
- sweatbands, headbands, headsets, or any other head covering. Clothes must be worn properly, not backwards or inside out.

- Earrings: for males- studs are allowed but should be no larger than the lobe with NO hanging embellishments. All students: no nose hoops, lip, tongue, or eyebrow rings are allowed. Gauges are not allowed! Any other jewelry deemed inappropriate by the administration will not be allowed.
- Any jewelry or accessory that may be used as a weapon will not be allowed to be worn at school. NO combs with sharp metal ends, rakes or picks.
- Clothing that displays words, symbols that advocate or depict violence, racism, drugs, alcohol, tobacco, sex or other illegal activity expressed or implied are prohibited. No students clothing should be disruptive to the smooth operation of the school.
- Students will wear shoes at all times. No bedroom shoes, flip flops, or backless/slide sandals will be permitted.
- Any attire that is deemed inappropriate by the faculty or Administrator will not be allowed.

THE ADMINISTRATION WILL MAKE THE FINAL DETERMINATION OF WHAT IS APPROPRIATE FOR SCHOOL WEAR.

ATTENDANCE PROTOCOL

The Miller County Board of Education recognizes the value of regular attendance in enabling pupils to profit from the school program. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others.

In accordance with state law, all children between the ages of 6 and 16 are expected to be in regular attendance in some bona fide school unless their mental and physical condition justifies their being excused. Children enrolled in the public schools prior to their sixth birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance, even though they have not attained six years of age. The Truancy Officer shall verify the enrollment of students attending private schools and be informed by principals, using methods designated by the Superintendent, of those enrolled in the system's schools. The Truancy Officer shall also investigate all cases of failure to enroll or habitual absence by children of school age who are residents of Miller County, and shall recommend appropriate action in accordance with state laws and State Board policies governing attendance.

GEORGIA COMPULSORY ATTENDANCE LAW: State of Georgia: Georgia Code: 202-690.1.

(a)Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

(b)Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to 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; 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 under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in [O.C.G.A 20-2-154](#) , regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary

of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

(e) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with the Department of Education no later than January 1, 2007. The Department of Education shall provide annually to all local school superintendents model forms for the parent or guardian signature requirement contained in this subsection and updated information from reliable sources relating to the consequences of withdrawing from school without completing all requirements for a high school diploma. Such form shall include information relating to the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Each local school superintendent shall provide such forms and information to all of its principals of schools serving grades six through twelve for the principals to use during the required conference with the child and parent or legal guardian.

Rules Governing All Students:

1. Students who are absent may be temporarily excused from school when:

- Personally ill and when attendance in school would endanger their health and the health of others.
- A serious illness or death in their immediate family necessitates absence from school.
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
- Celebrating religious holidays observed by their faith.
- Conditions render attendance impossible or hazardous to their health or safety.
- Registering to vote or voting, for a period not to exceed one day.
- Absences are deemed educational in nature by the building level administrator.
- 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 zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

2. Students are to be counted present for homeroom record keeping purposes when:

- They are in attendance at least one-half of the instructional day. **K-5 only**

(6-8 and High School must present $\frac{1}{2}$ of the period to be counted present. Athletes must be at school $\frac{1}{2}$ of the school day in order to participate in a scheduled game on the day of the game.)

- They are serving as pages of the Georgia General Assembly.
- They are attending activities under sponsorship of the school.
- d. They are foster care students who are attending court proceedings relating to their foster
- care.
- A pupil, on returning to school after an absence, must give to the school a written excuse from the parent/guardian/ doctor stating the reason for the pupil's absence. Failure to bring in an excuse within **three** days after returning to school shall constitute an unexcused absence. **No more than 5 parent excuses will be accepted for excused absences.**

- A student who has an absence is permitted to make up work that has been assigned while the student was absent with no penalty attached. On the day that the student returns after an
- absence, the student must make arrangements for making up the work. The student must make up the work within the number of days that he/she was absent with a three-day minimum. This does not apply to assignments that had been pre-assigned. The teacher, with administrative approval, may allow extra time to complete make-up work if extenuating circumstances exist. If the student fails to make up the work consequences developed by the grade/school configuration will be imposed.
- Students placed in in-school suspension programs are considered in attendance at school; students otherwise suspended from school will receive an unexcused absence.
- When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through the use of the homebound services.
- When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to parent/legal guardian or upon written request from parent/legal guardian. **No student shall leave the school campus at any time between arrival at school and the time of dismissal from school without written parental consent.** The student/parent must sign out in the office before departing the school campus. **Absences without permission will be subject to disciplinary action.** This applies to any student who leaves during the school day without permission.
- Students who become ill at school shall see the school nurse or designee. The nurse or designee shall notify a parent or guardian of the illness. **Students will be required to bring a written excuse from their parents or guardian on the first day back at school. The excuse will not be taken after 3 days. No more than 5 parent excuses will be accepted for excused absences.**
- A student who is tardy should present a note from his/her parent(s)/legal guardian(s) explaining the reason. The school will verify the excuse. Unexcused tardies will be subject to grade level/school sanctions.
- An administrative review of all cases involving excessive absences will be conducted by the school administrative staff. Following this review, students may appeal hardship cases to the
- School Level Attendance Committee. Note: Cases involving unexcused absences are not considered hardship cases.

- . The Attendance Committee will be set up by the principal or designee.
- . The student or parent/guardian has the right to appeal any decision of the Attendance Committee to the Superintendent or designee. Said appeal must be filed within ten (10) working days after rendering of the decision by the Attendance Committee.
- . **Students who accumulate more than 10 days absent in any one semester in any or all classes due to full day absences from school, checking out early or arriving late to school may be denied credit for the course. Any student who has been denied credit, must continue to attend the class in order to qualify for an appeal to the School Level Attendance Committee. Courses in which credit was denied due to excessive absences will not be included on student transcripts or in GPA/HOPE calculations.**
- . **Miller County Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s). It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those filed in the child's record.**
- . The Miller County School System will comply with the requirements contained in [O.C.G.A 40-5-22](#), states that a minor’s instruction permit or driver’s license is suspended subject to review when such minor:

Said title is further amended in [O.C.G.A 40-5-22](#), relating to persons not to be licensed and school attendance requirements, by revising subsections (a.1) and (c) and by adding a new subsection to read as follows:

- . The department shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time such minor submits an application for an instruction permit or driver's license the applicant presents acceptable proof that he or she has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion or has terminated his or her secondary education and is enrolled in a postsecondary school, is pursuing a general educational development (GED) diploma, or the records of the department indicate that said applicant:
 - . Is enrolled in and not under expulsion from a public or private school

- Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program
- The department shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of such application.
- The State Board of Education and the commissioner of driver services are authorized to promulgate rules and regulations to implement the provisions of this subsection.
- The Technical College System of Georgia shall be responsible for compliance and noncompliance data for students pursuing a general educational development (GED) diploma."

Absences and Consequence: Ages under 16

Three (3) absences

A letter from the school will be sent notifying the parent (s)/guardian (s) of the absences.

Five (5) absences

- A letter will be mailed to the parent(s)/guardian (s) of all students who have 5 absences, requesting a meeting with the school level attendance committee or principal.
- Parent (s)/guardian (s) and student may be asked to enter into an attendance contract or agreement with the school at this time.

Seven (7) absences (High School) Seven unexcused absences will be referred to the Social worker

1.) Students who accumulate more than 10 days absent in any one semester in any or all classes due to full day absences from school, checking out early or arriving late to school will be denied credit for the course. Any student who has been denied credit, must continue to attend the class in order to qualify for an appeal to the School Level Attendance Committee. Courses in which credit was denied due to excessive absences will not be included on student transcripts or in GPA/HOPE calculations.

Ten (10) unexcused absences

- Ten unexcused absences could be referred to either Juvenile Justice or State Court if the parents have failed to comply with the requested meeting at the school level.

Absences and Consequence: Ages 16 and Over

Three (3) absences

A student could lose his/her on campus parking permit.

1st Offense: Parking Pass Suspended for 2 weeks

2nd Offense: Parking Pass Suspended for 1 month

3rd Offense: Parking Pass Suspended for the year

A reinstatement fee of \$20.00 will be required for the parking permit to be re-issued once the permit has been revoked.

Continuing to park on the Miller County School Property once the permit is pulled or after notice

to purchase a permit has been given will result in the following consequences or failure to have a

valid HS Parking permit will result in the following:

1st Offense: \$25.00 Ticket

2nd Offense: \$35.00 Ticket

3rd Offense: Tire Boot Placement on Vehicle Parked Illegally

Meeting with Student

Parent called by School Administration

\$50.00 to remove Tire Boot

Miller County School Resource Officer will only tire boot a vehicle two times during a school year.

After the second time, the car will be towed at the owner's expense and parking privileges will

be suspended for the remainder of that school year.

Tardies: Grades K-5

Students are expected to be on time for school. Instructional time is very important and begins each day at 7:55. Excessive tardies will require a meeting with the school level attendance committee.

Unexcused Tardies- Consequences may include but not limited to the following:

1st Offense Intervention- Teacher conference with student

3rd Offense Intervention- Teacher contacts parent

5th Offense Intervention- Admin contacts parent

8th Offense Intervention- Counselor provides tips for being on time

10th Offense Intervention- School Social Worker contacts parent

Terms and definitions added:

Truant- any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Foster Care Student- a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.

Student Attendance Protocol- procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violation of O.C.G.A. 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies relating to tardiness.

Tardy to Class: A student is “tardy to class” when he/she arrives to class following the ringing bell, chime or other audible signal indicating the beginning of instructional time.

Excused Tardy: A tardy resulting from events beyond a student’s control shall be determined excused by the Principal or designee. Events may include an accident, road closed due to an accident, area power outage, late bus, or other incidents. Documentation is required to excuse a tardy.

Unexcused Tardy: Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Tardies: Grades 6-12

Tardies and early dismissal will be calculated for each class. A student who misses more than fifteen (15) minutes of a class period (excluding administrative and/or guidance mandates), either through leaving a class early or tardy to class will be counted absent for that period.

BELL SCHEDULE

7:55 – 8:50 homeroom and 1st period (tardy 7:55)

8:50 - 9:45 2nd period

9:45 - 10:40 3rd period

10:40 - 11:35 4th period

11:35 – 12:05 lunch

12:05 – 1:05 5th period

1:05 – 2:05 6th period

2:05 - 3:10 7th period

SAFETY CODES



Code Red

Stay Put

Lock Doors

Account

Wait

Code Yellow

Stay Alert

Contain Students

Account

Wait

Code Green

All Clear

Account

Safe to Move

Code Orange

Evacuate

Account

WITHDRAWAL PROCEDURES

The Miller County School System is authorized to withdraw a student who has missed more than ten (10) consecutive days of unexcused absences and is not subject to compulsory school attendance and is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Act (IDEA).

PARENT NOTIFICATION OF STUDENT WITHDRAWAL

The Superintendent or the Superintendent's designee shall use his or her best efforts to notify the parents, guardians, or other persons who have charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Miller County School System is authorized to withdraw a student subject to compulsory attendance only if the local Superintendent or the Superintendent's designee has determined that the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

MEDICATION POLICY

BOARD POLICY JGCD Medication

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office (nurse's office) immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

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

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

Nurses or other school employees are authorized to administer an epipen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epipen to a student in such circumstances shall be immune from civil liability.

INTERNET POLICY

Student Internet ~Acceptable Use Policy~ Terms and Conditions Instructional Technology Usage and Guidelines

Miller County Schools use instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in a global community. The Miller County School System utilizes MCBOE student accounts, MCBOE devices, and the MCBOE electronic network. Technology discipline offenses will be addressed as outlined in the **Discipline Procedures for Technology Infractions** and the misuse of technology may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Chromebooks are issued by MCBOE to all classrooms and utilized by students during instructional time. Students assume the risk of damage to school issued chrome books if the device is damaged or lost during student use. Depending upon the extent which the Chromebook is damaged, the repair/replacement cost will vary between \$50.00 and \$250.00. The school will provide a billing description prior to the Chromebook being repaired/replaced.

The Miller County School System also believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Using the electronic services via the Internet is a privilege, not a right and all students and parents must sign the **Miller County School System Electronic Network Use Rules**.

The documents (in bold) mentioned above must be signed and on file. Failure to submit to the terms and conditions as prescribed by these documents may result in loss of privileges or disciplinary action.

Electronic Network Use Rules

The Miller County School System believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The Miller County School System is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following.

- Using the Internet for any illegal activity, including violation of copyright or other contracts.
- Using the Internet for financial or commercial gain.
- Degrading or disrupting equipment or system performance
- Vandalizing the data of other users.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another without authorization.

- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing of unlawful information on a system.
- Using abusive or otherwise objectionable language in either public or private messages.
- Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; or example a computer virus.
- Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
- Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous, and obscene messages and images.

The Miller County School System makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law. Use of any information obtained via the Internet is at the individual's own risk.

The Miller County School System believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Miller County School System supports and respects each family's right to decide whether or not to apply for Internet access.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by the system or school personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur with warning.

It is possible for all users to the Internet (including your child) to access information intended for adults. Although the Miller County School System has taken all reasonable steps to ensure the Internet connection is used only for the purposes consistent with the curriculum, the district or school cannot prevent the availability—or even begin to identify—inappropriate material elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student can make use of computer resources for inappropriate purposes.

By signing the signature page, you are acknowledging the following: I have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and

procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from liability, the Miller County School System, the sponsoring school, its subcontractors, and employees. I understand that my child is expected to use good judgment and follow the attached Electronic Network Use Rules in making electronic contact with others. Should my child breach the Electronic Network Use Rules, I understand that my child will lose all network privileges on the Miller County School System network and may be subject to discipline up to and including suspension or expulsion.

Discipline Procedures for Technology Infractions

The school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. Technology discipline offenses may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Infraction Level One

- Unauthorized or inappropriate written/oral communication, use of E-mail, websites, or apps
- Unauthorized use of Internet or computer games
- Cheating
- Unauthorized non-school related activity
- Use of profane, inflammatory or abusive language
- Unauthorized participation in chat rooms/chatting/messaging services
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Loading/storing/creating unauthorized files, images, video, music, apps, data, or programs
- Negligent care of device
- Unauthorized transmission of personal information over the Internet
- Activities that may be disruptive to the school environment
- Activation and/or use of "Personal Hotspot"

Level 1 Consequences may include but not limited to the following:

- Classroom warning
- Possible loss of device access at any time
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

Infraction Level 2

- Sharing, using or modifying someone else's username and password
- Negligent care of device resulting in damage
- Changing Software/Hardware Configuration
- Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses
- Taking pictures, audio, video without subject's or school's permission

Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat, MSN Messenger, Yahoo Messenger

- Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district
- Spamming- sending mass or inappropriate emails
- Vandalism (minor) such as malicious attempt to harm or destroy Decatur County Schools -owned device
- By-passing the Miller County Schools Web filter through a Web Proxy
- Activities that may be disruptive to the school environment
- Action violating existing board policy
- Activation and/or use of "Personal Hotspot"

Level 2 Consequences may include but not limited to the following:

- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Possible referral to law enforcement
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy

Infraction Level 3

- Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Unauthorized entry to program files/hacking
- Pornography
- Cyberbullying
- Vandalism (major) such as any malicious attempt to harm or destroy Miller County Schools -owned device or Theft
- Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deleting district system applications and unauthorized changing of device settings
- Use of the school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity
- Activities that may be disruptive to the school environment
- Any use that violates local, state and/or federal laws or regulations
- Activation and/or use of "Personal Hotspot"

Level 3 Consequences may include but not limited to the following:

- Loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Possible referral to law enforcement
- Suspension and/or recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the included Usage and Guideline

NETIQUETTE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (See Below). The Internet is provided for students to conduct research and communicate with others related to instructional and academic needs. Access to Internet services will be provided to students who agree to act

in a considerate and responsible manner. Students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal anyone's personal address or phone number.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in such a way that you would disrupt its use by others.
- All communications and information accessible through the Internet should be assumed to be private property.

Remember, the fact that a user **CAN** perform a particular action does not imply that they **SHOULD** take that action.

SAFE STUDENT RIDING INSTRUCTIONS

Welcome to the 2021-2022 school year. We look forward to transporting your child this year. To insure that your child will have a safe riding experience this year, we ask that you review the safe riding instructions with your child now and periodically during the school year.

Statistics shows children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Miller County Board of Education believes the school bus is an extension of the classroom; therefore, the same rules of "Respect to Self", "Respect for Others", and "Respect for Others Property" will apply in route to the bus stop, departing from the bus stop and while on the bus.

Safe riding begins before your child ever leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop five minutes before the scheduled pick up time, not before. These few minutes allow your child to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and keep them out of a variety of weather conditions.

While Waiting for the Bus:

Students should wait away from the roadway at their designated stop. There should be no horse playing, pushing or shoving while coming to the bus stop or while at the bus stop. Students that do not live on the same side of the road as the bus pick up, must wait on their side of the road until the bus arrives. If your child has to cross the road, they must wait for

the bus to come to a complete stop and then wait for the driver to give instructions for when it is safe for them to cross.

While Loading the Bus at the Designated Stop (same side of road)

Students must wait for the bus to come to a complete stop, wait for the entrance door to open and look to be sure the red stop lights are flashing before ever approaching the bus to load. When more than one student loads at the same stop, they must line up in a single file line just prior to the buses arrival. There should be no pushing, shoving or horse playing while loading the bus. Students should always use the handrail when stepping up on the bus. Students should get seated in their seat as carefully, but as promptly as possible and remain there until they reach their school or destination.

While Loading the Bus at the Designated Stop (opposite side of road)

When a student has to cross the road to board the bus, they must stand on their side of the road. Students must wait for the bus to come to a complete stop, wait for the entrance door to open and look to be sure the red stop lights are flashing before ever approaching the bus load. Students must wait for the driver to give a verbal or physical sign that it is ok to cross the road. Even after all the above, students must quickly look both ways to be sure the road is still clear and all other vehicles have stopped. Students must always cross in front of the bus and should always use the handrail when stepping up on the bus. There should be no pushing, shoving or horse playing while loading the bus. Students should get seated in their seats as carefully, but as promptly as possible and remain there until they reach their school or destination.

While on the Bus:

Once students board the bus, the driver is in charge of the safety of your child. Students must follow the listed "Bus Regulations" found in "Code of Student Conduct" to insure a safe ride, whether it is from home, to school, or back home, or any school-sponsored trips.

While Unloading the Bus at The School or Destination

Students should unload the bus in a single file from front to back with no pushing, shoving or horse play. Students should use the handrail as they depart the bus. Students should check for an approaching bus before stepping off the bus. Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should never return to the bus without supervision of an administrator.

While Loading the Bus at The School

Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop. Students must wait for the driver to open the entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses while loading the bus. Students should enter the bus in a single file. Students should use the handrail to assist in loading the bus. There should be no pushing, shoving, or horse playing while getting to their seat. Students should be seated as promptly as possible and remain there until they reach their designated stop.

While Unloading the Bus at the Designated Stop

Students should unload the bus in a single file from front to back with no pushing, shoving or horse playing. Students should use the handrail as they depart the bus. Students should exit the bus and clear the roadway and continue to move until they are safely away from the bus. Students who live on the opposite side of the road must cross in front of the bus while the bus is at their stop. When a student must cross the road, they should stop at the front of bus and look both ways before continuing to cross. When all is clear, students should clear the roadway as quickly as possible. Students should go directly home and never return to the bus for any reason. Students should never retrieve an item that is dropped and goes under the bus. Students who have permission from parents to check their mailbox must clear the roadway and wait for the bus to depart and traffic to clear before returning to the mailbox.

Railroad Crossing

History has shown that more lives are lost in school buses at railroad crossings than at any other location. Every time a school bus and a train collide; the train wins! This is why it is so important for the driver to have their full attention on the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent At All Railroad Crossings".

Bus Evacuation

Due to the unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be solely because we have the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

Most evacuations are due to a mechanical breakdown which may leave the bus in questionable surroundings. Not all breakdowns result in an evacuation; several factors are taken into consideration before the decision is made to evacuate a bus. The location of an inoperative bus is the greatest factor when making a decision to evacuate a bus. Locations in which evacuations may be necessary are as follows: next to high traffic roadways, high speed roadways, near a bridge, on a hill, on a curve, or near water.

When any type of evacuation occurs, students must follow the instruction of the driver to safely unload and relocate in a safe location away from the hazard. On a rare occasion, the driver may become incoherent so an older, mature student would assist in the evacuation and relocation of the students to a safe location. This type of evacuation is practiced with all students during each new school year so all students are aware of the safe evacuation practices with or without the driver's assistance. There are several reasons that a bus may have to unload from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason and to always use their "While Loading and Unloading the Bus" directions found above.

All buses are designed with several "Emergency Exits". These locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the front entrance/exit door is not available, the second choice should be the back door. All other exits should be used only when the front entrance/exit door and the back door are not practical. When the back door is the chosen exit, selected older and mature size students are instructed to assist students to the ground. Students are instructed to leave all belongings on the bus.

GIFTED EDUCATION PROGRAM

A student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in three of the four areas listed below. Students must be screened in all four areas even if they have already met requirements in three of the areas.

Georgia Department of Education		
SECTION III GIFTED EDUCATION ELIGIBILITY CHART		
<ul style="list-style-type: none"> • In option A and B, information shall be gathered in each of the four categories. • At least one of the criteria must be met by a score on a GaDOE approved nationally normed-referenced test. • Any data used to establish eligibility in one category shall not be used to establish eligibility in another category. • If a rating scale is used to evaluate creativity, a rating scale shall not be used to evaluate motivation. If a rating scale is used to evaluate motivation, a rating scale shall not be used to evaluate creativity. • Any piece of information used to establish eligibility shall be current within two years. • Local school systems must establish policies regarding the use of data gathered and analyzed by private entities. 		
Category	Option A	Option B
	Student must have a qualifying score in the mental ability AND achievement categories.	Student must qualify in three of the four categories.
Mental Ability	<ul style="list-style-type: none"> ➤ Grades K-2 ≥99th percentile composite score on a nationally age normed mental ability test ➤ Grades 3-12 ≥96th percentile composite score on a nationally age normed mental ability test 	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 96th percentile composite OR appropriate component score on a nationally age normed mental ability tests
Achievement	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test 	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test ➤ Grades K – 12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators
Creativity	<ul style="list-style-type: none"> ➤ Evaluation data required 	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile on composite score on a nationally normed creativity test ➤ Grades K-12 Rating scales used to qualify student creativity must equate to the 90th percentile ➤ Grades K-12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators
Motivation	<ul style="list-style-type: none"> ➤ Evaluation data required 	<ul style="list-style-type: none"> ➤ Grades 6-12 Two-year average of a 3.5 GFA on a 4.0 scale in regular core subject of mathematics, English/language arts, social studies, science, and full year world languages. (See pg. 34-36 for additional information) ➤ Grades K-12 Rating scales used to qualify student motivation must equate to the 90th percentile ➤ Grades K – 12 Superior product/performance/structured observation with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators

GIFTED EDUCATION PROGRAM REFERRAL PROCESS

Category	Option A	Option B
	Student must have a qualifying score in the mental ability AND achievement categories.	Student must qualify in three of the four categories.
Mental Ability	<p>Grades K-2: 99th percentile composite score on a nationally age normed mental ability test</p> <p>Grades 3-12: Greater than or equal to the 96th percentile composite score on a nationally age normed mental ability test</p>	Grades K-12: Greater than 96 th percentile composite on a nationally age normed mental ability tests OR 96 th percentile on a component score on a nationally age normed mental ability test
Achievement	Grades K-12: Greater than or equal to 90 th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test	<p>Grades K-12: Greater than 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test</p> <p>Grades K-12: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</p>
Creativity	Evaluation Data Required	<p>Grades K-12: Greater than 90th percentile on composite score on nationally normed creativity test</p> <p>Grades K-12: Rating scales used to qualify student creativity must equate to the 90th percentile</p> <p>Grades K-12: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators.</p>
Motivation	Evaluation Data Required	<p>Grades 6-12: Two – year average of a 3.5 GPA on a 4.0 scale in regular core subject of Mathematics, English/Language Arts, SS, Science, Full year of World Languages.</p> <p>Grades K-12: Rating scales used to qualify student motivation must equate to the 90th percentile</p> <p>Grades K-12: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</p>

PROGRAMS FOR HOSPITAL/HOMEBOUND STUDENTS

A student who has a medical diagnosis, non-communicable condition that restricts him/her to home or hospital for ten or more school days may be or on an intermittent basis may be eligible for hospital/homebound support.

PARENT'S RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATION- ESSA (Every Student Succeeds Act) Sec. 1112:

In compliance with the requirements of Every Student Succeeds Act, parents may request the following information:

Whether the student's teacher or paraprofessional:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher
- notifications must occur within 30 calendar days from the start of school or upon enrollment
- notification applies to children participating in any and all programs
- responses to requests must be provided in a timely manner
- records will be maintained that meet ESSA requirements