

# Learning First



## **Central High School Student/Parent Handbook 2019-2020**

**The mission of Central High School is to provide all students with educational opportunities through a challenging curriculum which meets the needs of a diverse school community.**

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Carrollton, Georgia 30116  
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770-832-0103 (FAX)

<http://chs.carrollcountyschools.com>

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August 7, 2019

Dear Central High School Students and Parents,

Welcome back! We are very excited about the possibilities provided by this school year! There are many opportunities for success for all of our students at Central High School. We encourage you to give your best efforts in the classroom and to participate in the many school activities available to you.

Our goal at Central High School is to maintain a challenging, nurturing learning environment. Our motto is LEARNING FIRST; students will grow into lifelong learners by participating in our classrooms, on the athletic fields, and in extracurricular activities. The faculty and staff of Central High are committed to empowering all students to reach their personal best. Everyone--- administrators, faculty, parents, staff, and students---works together to create a solid foundation for achievement in all areas of life.

With these thoughts in mind, it is very important that all students and parents thoroughly read the parent/student handbook. It is a guide to all the policies and procedures that govern our school. School days run much more smoothly when there is no confusion about procedures or expectations of students' behavior. All the information in this handbook serves to help our students achieve academic success. While it is not all-inclusive, this handbook delineates Central High School policies and procedures as well as outlines Carroll County School Board Policy. More detailed information regarding school board policies may be found on the school system's website, [www.carrollcountyschools.com](http://www.carrollcountyschools.com).

Once you have had an opportunity to read and review this handbook with your student, a Google form will be sent to you by email. Please complete the form acknowledging that you have read and understand the handbook. Refusing to sign the form does not alleviate your child's responsibility to follow the policies and rules. If you do not have access to the internet please sign the "Parent Assurance" form on the last page of your paper copy and have your student return it to his/her English teacher. Thank you in advance for your support.

It is our sincere hope that this school year at Central High School will be a great one. Remember, a Central High Lion is someone who is STRONG---someone who is of good moral character, committed wholeheartedly to his school, and confident in his ability to contribute positively in every situation. We have everything we need to make our vision a reality---a solid faculty and staff, a student body that wants to continue to achieve, passionate leadership, and a supportive community. With all of us moving forward together, we cannot be defeated. We will not fail. Go Lions!

Sincerely,  
Jared Griffis  
Principal

# Central High School Faculty and Staff 2019-2020

Email is [firstname.lastname@carrollcountyschools.com](mailto:firstname.lastname@carrollcountyschools.com)

Jared Griffis---Principal			
Cheryl Clark---Assistant Principal of Instruction			
Chuck Robinson---Assistant Principal 9th - 12th Grade Discipline (last names M-Z)			
Rick Sauls---Assistant Principal 9th - 12th Grade Discipline (last names A-L)			
Wes Shiver---Athletic Director			
Darius Smiley---Athletic Director			
Julie Meunier---10th - 12th Grade Counselor (last names M-Z)			
Dr. Donna Simpson---10th - 12th Grade Counselor (last names A-L)			
Rhea Zerr-Shepard ---9th Grade Counselor			
Linda Morris---Media Specialist			
Heather North---Graduation Facilitator			
<b>CTAE</b>	<b>Math</b>	<b>Special Education</b>	<b>ISS</b>
MSgt Steven Peters	Jessica Dodson	Susan Bedford	Samantha Jordan
Nikhol Dysart	David Head	Dr. Candida Bullock, ISC	
Kenny Edwards	Randall Hill	Christy Bowen	<b>Support Staff</b>
Sarah Hall	Ricky Murphy	Brandon Dailey	Wanda Akin, Media Center
Dr. Dwayne Vick	Patricia Rountree	Katie Fowler	Nancy Dixon, Guidance Office
LTC. Mike Washington	Jacklyn Ross	Christine Hanson	Jaffnie Defriese, Student Services
Laura Williford	Joshua Sauls	Marcellus Hunter	Becky Foley, Main Office
	John Thompson	Cindy Jordan	Julie Good, Bookkeeper
<b>English</b>		Stephen Kegley	Brandon Morris, IT Tech
Jamie Biddle	<b>Physical Education</b>	Kim McCain	
Alli Duncan	Jeffrey Cowart	Aunie Murray	<b>PASS</b>
Holly Fountain	Jeremy Fountain	Kaci Perryman	Madison Lewis
Marla Martin	Brian Kranz	Michael Pharis	
Abby Smith	Dave McKenna	Luminita Proksell	<b>ESOL</b>
Monica Smith	Wes Shiver	Makenzie Spayde	Annette Ingram
Amanda Thornton	Darius Smiley	Nathan Urquhart	
Megan Wooten			
	<b>Science</b>	<b>Paraprofessionals</b>	
<b>Fine Arts</b>	Teresa Boldt	Wilma Brawley	
Ruthie Phillips	Ashley Hart	Antonio Brown	
Neil Ruby	Jonathan Horsley	Sheila Collins	
Scobey Thompson	Andrea Knowles	Diane Engel	
Courtney Zhorela	Jane Lyons	Meredith Ferchaud	
	Reed Murphy	Linda Foster	
<b>Foreign Language</b>	Heather Robertson	Briana Gaddis	
Liz Beverly	Brian Terry	Tina Holcomb	
Lee Burson		Tamra Huffman	
Erin Smith	<b>Social Studies</b>	Tammy McCormick	
	Mitt Conerly	Candy Parks	
<b>School Nurse</b>	Bo Jones	Annette Reid	
Lorie Startup	Kyle McCarty	Jamie Robinson	
	Don Riggins	Amy Sadler	
<b>School Social Worker</b>	Joshua Smith	Michelle Walker	
Caroline Allen	Mike Townson	Linda Young	



# Central High School

## Bell Schedule 2019-2020

7:45	Teachers Report (Buses arrive from 7:45 - 8:20)	
7:28- 8:19	Zero Period	
8:15	Dismissal from Cafeteria and Walker Gym	
8:19	Warning Bell	
8:24	Tardy Bell	
8:24 - 9:18	1 <sup>st</sup> Period (Announcements)	
9:23 - 10:15	2 <sup>nd</sup> Period	
10:20 -11:12	3 <sup>rd</sup> Period	
11:17 -12:09	4 <sup>th</sup> Period	
12:14 -1:36	5 <sup>th</sup> Period	<b><u>9<sup>th</sup> Grade/1<sup>st</sup> Lunch</u></b>
12:14 -12:38	2 <sup>nd</sup> Lunch Shift	11:17 - 11:40 Lunch
1:12 -1:36	3 <sup>rd</sup> Lunch Shift	11:17 - 12:38 4 <sup>th</sup> Period
1:41 - 2:33	6 <sup>th</sup> Period	12:43 - 1:36 5 <sup>th</sup> Period
2:38 - 3:30	7 <sup>th</sup> Period	
3:30	Dismissal	

**Advisement/Club Schedule (subject to change)**

2<sup>nd</sup> Period 9:23 - 9:57  
 Advisement 10:02 - 10:32  
 3<sup>rd</sup> Period 10:37 - 11:12

**CCA Schedule**

8:40 - 10:00 First Block (Students load buses and leave by 8:25). First block CCA students will remain in the cafeteria until 2<sup>nd</sup> period ends when they return.

10:35 - 11:55 Second Block CCA students report to the cafeteria after 2<sup>nd</sup> period to load buses. Second block CCA students will remain in the cafeteria until the bell rings to report to lunch or 5<sup>th</sup> period.

12:40 - 1:55 Third Block CCA students will remain in the cafeteria until the bell rings to report to 7<sup>th</sup> period.

## ACADEMICS

The faculty and staff of Central High School are committed to empowering all students to reach their personal best in a positive, nurturing learning environment. It is this vision that drives all we do to ensure the highest quality educational experience for all of our students. Our mission is to provide all students with educational opportunities through a challenging curriculum which meets the needs of a diverse school community. Our program is designed to meet the academic needs of all students. Our faculty, staff, and administration are united in our commitment to our students. It is our expectation that Central High School students will be resolved in their commitment to attain a high quality education and that they will take advantage of the many opportunities to gain knowledge and academic experience. It is paramount to our success as a school that students are honorable in their quest for knowledge.

### Central High School Honor Code

As a student at Central High School I promise to conduct myself in a manner that honors my school and demonstrates personal integrity. I also pledge to respect myself, others, and school property. I will be honest in my classes; I will not plagiarize nor practice any other form of academic dishonesty. I will display an attitude and spirit of trust and decency.

**Honors Programs** [Descriptor Code: IDCG-R] The following courses have been identified as those to receive additional grade point value according to Policy IDCG. *This rule takes effect beginning with the 2019/20 school year.*

- All College Board approved Advanced Placement courses
- All International Baccalaureate courses
- Year IV of World Languages courses
- A cap of six (6) College courses taken in a dual or joint enrollment program in the core areas (English, math, social studies, science, and foreign language.) More than six (6) dual enrollment classes will result in no additional weight given.

### Academic Recognition

#### Dream Team

Dream Team members are selected each year based on the following criteria:

1. Minimally an overall cumulative 4.0 GPA.
2. No more than 5 absences (excused and unexcused) for the previous 2 semesters
3. No ISS/OSS during the last school year

### Academic Awards

Information is available on the school website in the [Guidance](#) section under Links.

### Bring Your Own Technology (BYOT) Expectations

Central High is a 1:1 technology school. Each core content classroom has a set of Chromebooks available for student use. Students will not be allowed to use a personal cell phone or smart watch in the classroom. These items are expected to be turned off and stored while students are in the classroom. There will be special occasions where a student may be allowed to use a cell phone as part of a project under the direct supervision of a teacher. Students will be allowed to use their cell phones in the hallways during transitions and cafeteria during lunch. **The list of guidelines below is subject to change:**

- ∞ Students are not allowed to make phone calls on their devices during the school day.
- ∞ Students are allowed to text during non-instructional time at lunch and during transitions.
- ∞ Headphones are not allowed; earbuds only in the cafeteria. Earbuds cannot be worn during class changes.
- ∞ Students violating the policy may be subject to the following:



- o Refusal to hand over the device to a teacher- up to 3 days ISS
- o Refusal to hand over the device to an administrator- up to 3 days OSS
- o 1st and 2nd Offense- Student can pick up from the office
- o 3rd Offense- Student must pay a \$5 fee to have the phone returned
- o 4th and additional offenses- Student must pay a \$10 fee to have the phone returned

When a student violates classroom or school BYOT policies, the electronic device will be confiscated by the teacher and turned in to the Main Office. **Administrators have the authority to look through the contents of the device.** Administrative discretion will be used to determine disciplinary action. Additional information is available on page D26.

### Computer Labs ~ Courtesies & Responsibilities

Central High has numerous computer labs for student use. Please respect the technology and use computers accordingly. Misuse of the Internet and/or damage to the computers will be handled in accordance with Carroll County School Board Policy. The following are general guidelines for computer lab use:

- Keep the lab neat and clean. Leave the lab in better condition than how you found it.
- **No food, drink, or gum is allowed.**
- **No Internet games are allowed.**
- All files should be saved to Google Drive.
- Do not install software on the computer.
- Do not download files from the Internet.
- Do not listen to Internet radio.
- Report any technical problems immediately.
- No outside software is allowed.

### Credit Redemption Policy

Credit redemption allows students to redeem credit for failed assignments and assessments before a midterm report or term report card is issued. This policy is intended to support students who may have difficulty with the assignment or who are struggling to learn and need more time in learning the concepts/standards required in the assignment.

#### Procedures for credit redemption:

- ∞ Redeemable assignments are those which a student has **previously completed and submitted to the teacher** for which the student received a failing grade. Teachers and students will collaborate to determine which assignments are redeemable.
- ∞ Credit may be redeemed only for assignments during the current 9-week grading period.
- ∞ Students are **encouraged to attend at least one morning tutoring session** before re-submitting a redeemable assignment.
- ∞ The student will make arrangements with the teacher listing the assignments for redemption and the **dates/time** when the student will complete them.
- ∞ The teacher may allow credit redemption during class time or before/after school.
- ∞ **If the student does not follow through with the agreed-upon arrangements [example: fails to show up on the day/time agreed upon in the redemption contract, submit the assignment in a timely manner, the student forfeits the opportunity to redeem the failing grade originally received for that (those) assignment(s)].**

### Edgenuity (E2020) Eligibility

This criteria is used to determine student eligibility for taking Edgenuity (E2020) coursework.

1. Credit Recovery in core subject areas will be given first priority.
2. Priority will be given to transfer students that come mid-semester especially from a block schedule.

3. Priority will be given to students needing a course to graduate and/or having a schedule conflict that does not allow them to take the course in a face-to-face setting.
4. Students off track by only one core class should be registered in the face-to-face course if offered with a different teacher. If the course is unavailable with a different teacher, then student can be registered in E2020.
5. Limit use of foreign language courses on E2020 due to limitations of PowerSpeak.
6. Students with IEPs that are not enrolled in an E2020 course and are only using directed study to work on other courses should be placed into a directed study taught by a special education teacher.
7. Students must complete E2020 at CHS and are not allowed to do an entire course from home. Tests will not be unlocked unless the student is taking the test on campus. (Exceptions: School Holidays that are planned for students to finish or catch up on work - especially seniors.)
8. Senior cohort members are the exception if E2020 will help them graduate on time.
9. Limit athletes due to NCAA/NAIA rules for scholarship eligibility.
10. Students who have tried E2020 previously without success should be given alternate education options and not allowed to continue in E2020.
11. A firm cut off date will be established for enrollment in an E2020 course each semester. Students who fail to meet that deadline will receive a failing grade on their transcript for that course.
12. Exceptions to the rules above must be approved by an administrator.

### **Media Center**

The Central High School Media Center provides instructional support for the entire school curriculum. With this objective in mind the media center is open to students, faculty, and parents from 7:45 a.m. until 3:45 p.m. Food and drinks are not allowed in the media center or its computer lab.

### **Parent Conferences**

The support of the family is critical to a student's success. Parents are encouraged to get to know their children's teachers and share information that may help increase the quality of their academic performance. Parent teacher conferences may be scheduled through the Guidance Office at Central High School or with individual teachers via email. Topics that you may want to discuss with your child's teachers include:

- ∞ What is the quality of my student's academic progress?
- ∞ What are the teacher's expectations for the class and is my student meeting these expectations?
- ∞ What kind of work habits does my student have in class?
- ∞ How often does my student have homework in your class?
- ∞ What special projects are the students working on?
- ∞ What is the most convenient time to call the teacher for a progress report on my student?
- ∞ What can I do at home to help my student?

Be sure the school has the correct home and work phone numbers so the teachers can reach you when necessary.

### **Parent/School Communication**

Communication between parents and the school is vital to students' success. In order to regularly disseminate information to the community, Central High School uses several communication tools:

- ∞ Automated phone calls and email messages
- ∞ School website
- ∞ School Facebook page and Twitter account
- ∞ Letters
- ∞ Infinite Campus messages
- ∞ Automated Text messages---Remind 101

## **PRIDE Program**

The Central High School PRIDE Program is designed to motivate students to perform better in the areas of academics, attendance, and behavior. The purpose of the program is to recognize students who are achieving in these areas with tangible incentives, rewards, and recognition. This program is part of Central High School's total commitment to excellence for all students.

The components of the PRIDE Program are:

Annual Honors Night

Dream Team

Academic Honor Societies:

National BETA Club    National Honor Society    Spanish Honor Society

## **Report Cards**

Report cards are issued at the end of each of the four grading periods during the school year. At the midpoint of each grading period, a midterm report is issued to show the student's progress within a grading period. The grading scale for all subjects in grades 4-12 will be as follows:

<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>69 and below = F</b>
<b>(4.0)</b>	<b>(3.0)</b>	<b>(2.0)</b>	

## **Request for Homework**

A student who will be out three or more consecutive days may request the front office (770-834-3386) to collect homework assignments for the period of time the student will be absent. The teachers must have twenty-four hours notice to send assignments to the front office. Upon the student's return to school, the student is expected to make arrangements with the teacher within **three** school days for the completion of the work.

## **Response to Intervention (RTI)**

The RTI team is designed to offer students and parents additional support when the student is experiencing instructional difficulty or is in need of acceleration. The RTI team is also designed to monitor behavior and attendance issues that may surface during the school year. The team meets and offers suggestions as well as possible interventions to help make the student more successful at school. More information on this process is available through our Guidance Department.

## **School Advisory Council**

The School Advisory Council is used to improve communication and participation of parents and the community in the management and operation of Central High School. The intent is to bring communities and schools closer together in a spirit of cooperation to solve different education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

## **Special Education Services**

The Board of Education will provide a free and appropriate education for all students whose parents or legal guardian reside within the school system boundaries. Each special needs child will be placed in a program appropriate to what the child needs based upon eligibility requirements as determined by the special education placement process.

## **Student Advisement**

**Purpose** - The purpose of the student advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready.

**Expectations** - Each high school will set up a student advisement framework putting students into advisement groups by their four year cohorts. The school framework should meet the proficient status of the Carroll County

High School Student Advisement Framework and should work towards the exemplary status each year.

## ATTENDANCE

Attendance has a vital bearing on a student's educational process. It is expected that parents will take measures to ensure that their students are in school all day, every day. It is also understood that there will be days that students cannot attend school or might need to leave early or arrive late. However, Central High School takes a firm stance on student attendance; students are expected to regularly attend school. The board policy governing student attendance is printed in its entirety in the Carroll County Schools Student Handbook immediately following the Central High School Student Handbook. Additional information is available on page D3.

### Attendance Appeals

Students who have eight (8) absences or more during a semester must appeal in writing to the principal or designee to receive earned credit for a course; appeal forms are located in the Guidance Office. Students must turn in all excuses to the attendance office upon their return to school. Mrs. Defriese will write the date the excuse is received on students' excuses when they are turned in. **Parent notes will be accepted for up to 5 absences unless the student is already involved with the attendance team.** Subsequent absences must be excused by doctor's notes, court orders, verification of death in family, or verification of religious holidays. Please note that excuses must also be turned in if a student checks in or out of school. **Excuse notes must include the following:**

- ∞ **Name of Student**
- ∞ **Dates(s) of absence(s)**
- ∞ **Reason for absence(s)**

Excuse notes will be filed in the front office until attendance appeal time. At the time of appeal, students' excuses will be pulled from the files in the attendance office for consideration in the process. **EXCUSES TURNED IN AT THE TIME OF APPEALS (this includes doctor's notes, court orders, verification of death in family, religious holidays, etc.) WILL NOT BE ACCEPTED.** Attendance appeals are due on a date to be determined by the administration. No appeals will be accepted after the deadline. Appeal forms are kept in the attendance office with Mrs. Defriese.

### Attendance Meetings

In order for Central High School to continue to be a premier learning environment, we encourage the daily attendance of all students. Poor attendance has been linked to a decrease in student achievement; therefore Georgia Compulsory Attendance Law holds schools responsible for enforcing student truancy. Central High School has worked diligently to improve our attendance by having policies and procedures in place to meet our students' needs.

#### Procedures of an Attendance Team Meeting (ATM)

- ∞ First-period teachers will notify the administration and the attendance team upon a student's third tardy to first period.
- ∞ Parents will receive a letter from the attendance office upon a student's fifth absence from school.
- ∞ If a first time offender accumulates 5 or more unexcused tardies to 1<sup>st</sup> period or 5 or more unexcused absences, an Attendance Team Meeting (ATM) can be held.
- ∞ The initial ATM is used to educate the parents and the students about Carroll County Board policy and Central High School's attendance protocol and possible consequences for non-compliance. At this meeting, interventions are put into place to improve the student's attendance. The interventions are chosen based on a case-by-case basis to best meet the students' needs.
- ∞ If attendance or tardy problems continue after the initial meeting, there could be a second meeting with the ATM or the student could be referred to CHINS. More interventions are put in place and the student is monitored closely.
- ∞ If the problem continues, the result will be an ATM, CHINS, or Juvenile Court referral.

**Students who have gone through this process previously (elementary, middle or high) are not entitled to another ATM and could be sent directly to CHINS or Juvenile Court. These students are automatically subject to the Carroll County Board and Central High School attendance protocol and consequences for non-compliance.**

#### Possible consequences for Students with Chronic Attendance Issues

Students with serious attendance issues are subject to loss of privileges. The list of privileges includes (but is not limited to):

- ∞ Participation and attendance in athletic activities
- ∞ Participation and attendance in after school activities
- ∞ Extracurricular field trips (i.e. class, club, or band)
- ∞ Pep Rallies/Assemblies
- ∞ Prom
- ∞ Driving to school
- ∞ Senior Week activities
- ∞ Participation in Graduation Ceremony
- ∞ Revocation of waiver

#### **Automated Attendant**

Central High School uses the automated attendant through Infinite Campus; student households will receive a phone call every day that the students miss one or more classes. Questions concerning attendance should be directed to Mrs. Defriese, our student attendance clerk. Please call the school at 770-834-3386. The automated attendant uses the information listed in Infinite Campus; therefore, it is IMPERATIVE that parents ensure that all contact information in Infinite Campus is correct. All changes in information should be directed to Mrs. Nancy Dixon in the Guidance Office.

#### **Certificate of Enrollment for a Driver's License**

Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. The new *Certificate of Enrollment* form will replace the *Certificate of Attendance* and the *Certificate of Eligibility for Restoration of Driving Privileges* form that schools are currently using.

Any student eligible for a Georgia Driver's license or a Georgia Learner's License must complete a Certificate of Enrollment Form. To obtain this certificate the student shall:

1. Complete a request form for a Certificate of Enrollment from Mrs. DeFriese in the attendance office. Students can pick up their form the following day by 3:30 PM.
2. Pick up the Certificate of Enrollment at least 24 hours after requesting it. A \$2.00 fee will be assessed if the certificate is needed before the 24-hour waiting period.
3. Take this certificate and all other required documents to the Department of Driver Services (DDS).
4. Students obtaining their permit need only the Certificate of Enrollment; students obtaining an actual license need both the Certificate of Enrollment and a copy of their ADAP card.

**Note: Any student wishing to obtain a driving permit or license during the summer must complete the request form before the last week of school. Failure to do so could result in paying a fee for summer work.**

#### **Hospital Homebound**

Students with long-term illnesses may apply to be served by the Hospital Homebound program. **Any student 16 or older, missing seven (7) consecutive days without contacting the school will be notified by the school that they will be withdrawn within five school days if the school is not notified as to the reason for the absence.** It is imperative that the school is notified if a student is eligible for Hospital Homebound services. The Central High School contact is Lorie Startup; the Carroll County School System contact is Lanelle Holland. The process to determine eligibility is detailed and requires documentation from a doctor.

## DAILY PROCEDURES

### Morning Procedures

Students may not arrive on campus before 7:30 AM. **All car riders must be picked up and dropped off in the car rider area located in front of the school.** Students who arrive before 8:24 AM will report either directly to the new gym or the cafeteria to eat breakfast. The Central High School cafeteria offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 7:45-8:15 AM and students should exit the cafeteria by 8:20 AM each morning. Eating breakfast is **not** an excuse for being late to class.

The 8:15 AM bell is the signal for students to enter the building and report to first period. Students are not allowed in the hallways before the 8:15 AM bell without a note from a teacher.

Students must be in their desks by 8:24 AM or they will be considered tardy. Once students arrive on campus, they may not leave without properly checking out in the attendance office. Any student that arrives on campus and leaves without properly checking out in the attendance office will receive disciplinary consequences. First period starts promptly at 8:24 AM. Students not seated in their first period class at the 8:24 AM bell must report directly to the attendance office and will be counted tardy. See the “Tardy to School” section in this handbook for consequences for unexcused tardies to first period and all other classes.

*After the 8:24 AM bell, the student body will be led in the Moment of Silence and Pledge of Allegiance, followed by the morning announcements.*

∞ **Moment of Silence**

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise.

∞ **Pledge of Allegiance**

In accordance with Board Policy [IKD](#), each student in Carroll County shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. It is the expectation of the administration that all students will stand during the Pledge of Allegiance.

### Afternoon Procedures

All students will be dismissed at 3:30 PM to leave campus. Bus riders must report directly to the bus loading area. Drivers must report to the student parking lot. Car riders must report to the front of the building. **All students must report DIRECTLY to their dismissal locations.** Students who continue to report to the wrong dismissal area are subject to disciplinary action (i.e. car riders visiting friends at the bus canopy while waiting for their ride).

Students who stay after school for detention or to participate in an extracurricular activity must report directly to their designated area. All students must be out of the building by 3:35 unless they are supervised by a staff member, and must leave campus by **3:45** unless they are participating in an extracurricular activity. **Students are not permitted to return to campus once they have left for the day unless they participate in an after-school activity.** If students are habitually picked up later than 3:45 PM, parents will be contacted, a DFACS referral may be made, and students may have to be picked up at the Carroll County Sheriff’s Department.

Students who are not participating in an extracurricular activity may not stay after school to watch a practice (not even siblings). Students who do not ride a bus are responsible for arranging their own transportation home. Students who leave early for work purposes may not return unless required by the work supervisor or another teacher.

## **Check In and Check Out Procedures**

All students who report to school late or check out early must do so through the attendance office. Students may check out early when a parent/guardian comes to sign them out or with a note/email submitted to the office the day before. All notes/emails will be verified. Student phone calls home to check out will not be allowed. In an emergency, the office staff will make phone calls for students.

Students who **drive** to school will be subject to additional consequences for unexcused **tardies to school or unexcused absences during first period.** Students may not loiter (hang out) in the parking lot before or after school. Students must exit their vehicles and report directly to the school building immediately upon arrival to school.

Students must stay on the school grounds from the time they arrive until dismissal. Students may leave campus only when checking out according to school procedures, and should not return to the campus unless checking in properly to attend classes. Arriving on campus and leaving without proper checkout will result in disciplinary action. Students are not permitted to have visitors on campus unless they are authorized in advance by the principal.

## **Delivery of Items to Students**

When it is necessary for parents/guardians to bring items to school for students, such items must be delivered to the Student Services office. These items will be given to the student during non-instructional time or at the end of the school day. Students will not be called out of class to talk to their parents. **Central High School will not accept delivery of flowers, balloons, gifts, or non-academic items for students for Valentine's Day, birthdays, or any other occasions.**

## **Food and Drinks**

Purchases at the vending machines will not be allowed during the instructional period. It is up to each teacher to determine whether or not food/drinks are allowed in his or her classroom. **No outside food or drinks from commercial establishments will be permitted on campus.** It may not be brought in by students, nor may it be delivered to students. If a student is found to be in possession of fast food it will be taken up and thrown away. \*\*Students will **not** be called out of class to be given a lunch after the school day begins. Students are allowed to bring their lunches from home to be eaten during their lunch period. No food or drink items may be sold on campus without following proper fundraising procedures; advance approval of the principal is required. **No chewing gum is allowed on campus.**

## **Messages to Students from Parent/Guardian ~ Emergencies**

The office will call parents in case of emergencies such as illness or injury. The office will deliver important messages from parents to students during the school day. However, parent calls should be held to a minimum to avoid class disruptions. Per BYOT policy, please be reminded that students are **not allowed** to make phone calls on their cell phones during the school day.

## **Transportation**

Riding the bus is a privilege. Students may lose the privilege at any time for disruptive or unsatisfactory behavior. All students being transported are under the authority of the bus driver and must obey his or her requests. Bus drivers will make disciplinary referrals to a school administrator. School rules also apply to bus riding. Bus transportation is provided to students within each school attendance zone. Students may not be transported across attendance zones. For information about specific routes and times you may call (770) 834-3346. **Students will not be allowed to ride any bus other than the one to which they are assigned. Additionally, notes from parents will not be accepted for their child to ride a different bus.**

## **DISCIPLINE**

The Carroll County Schools Board Policy [JCDA-R](#) governs student conduct and all students and their parents are responsible for reading, comprehending, and following the student code of conduct. The policy is located in the Carroll County section of this handbook; students and parents should read/review the policy.

Central High School students are expected to represent our school well. They are expected to respect themselves and everyone they encounter in the school. They are expected to be calm, polite, and show good manners. They are expected to act with the integrity demanded of all Central High Lions.

### **Behavior Resolutions**

#### **Detention**

Teachers may assign teacher detention to students who misbehave in class. Students and parents must be given **24 hours notice** of the time and date of teacher detention before being required to serve. Failure to serve teacher detention may result in a referral to an administrator.

#### **In-School Suspension (ISS)**

Carroll County Schools takes the fundamental position that students are responsible for their own behavior and that learning to behave is a necessary and vital element in their education. Some behaviors so seriously disrupt the learning process that students need to be immediately referred to school administrators. The in-school suspension program is a punitive environment designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services. The ISS coordinator will review daily the policies and procedures governing ISS. Students are required to serve an entire school day in ISS; students who check out early or check in late will not receive credit for time served that day.

Students serving ISS will also complete school service assignments while in ISS. Upon completion of academic work, students will help out around our school as needed. Daily service tasks include, but are not limited to, cafeteria clean-up and picking up trash around the grounds. It is important that our students take an active role in maintaining our school and campus.

Students who refuse to follow the ISS rules may be assigned additional time in ISS. Continued misbehavior could result in being suspended from school for that day; students who are dismissed from ISS will not receive credit for any time served during that school day.

**It is important to understand that students cannot attend any school functions while serving in ISS. They cannot attend Central High School events taking place on other school campuses. Students will be removed from an event and escorted off campus if they attempt to attend a school function while in in-school suspension. They are also subject to additional disciplinary action. Any entrance/gate fees will not be refunded.**

#### **Classroom Discipline**

Teachers will handle minor classroom offenses such as violation of classroom rules, disorderly conduct, lying, etc. Before reporting offenses to an administrator, teachers have the option of taking the following actions: student-teacher conference, detention, grade-level team conference, parent notification, parent-teacher conference, and/or referral to counselor. Student misconduct, which results in the loss of instructional time or in loss of a safe school environment, will be dealt with strictly.

#### **Dress Code**

Students are expected to follow the Carroll County Schools Board Dress Code listed in the board policy [JCDA-R](#)



and is located in the district handbook portion of this document.

### **Hall Passes**

The purpose of hall passes is twofold; the first purpose is to maximize instructional time. The second purpose is to regulate student traffic in the hallways, maintaining order and discipline in our school. Students will receive 2 passes per class period each nine weeks. Students will be allowed to leave their classrooms only if they have their designated hall passes; once they've used their passes, they will not be allowed to leave the classroom during instructional time.

### **Medication Policy**

Prior to a student taking prescription medication at Central High School, the student's parents or legal guardian must complete a "Request For Administration Of Medication" form in the front office. **All prescription medication must be taken to the clinic (100 hall). Students are not allowed to carry prescription medication on school grounds. All prescription medication must be in its original container. Any student caught distributing, selling, ingesting, or exchanging prescription medication will be brought before a disciplinary tribunal.**

Students will be allowed to carry their own non-prescription medication. Non-prescription medication must be in its original container. **Students are prohibited from giving non-prescription medication to other students. Any student caught distributing, selling, or exchanging non-prescription medication to another student may be brought before a disciplinary tribunal.** Additional information can be found on page D8.

### **Prohibited Items**

Possession of items that are illegal for students to possess, including drugs, weapons, and alcohol is prohibited and will result in a referral to a disciplinary tribunal hearing. In addition, clothing or other personal effects that refer in any way to prohibited items may not be displayed. Students may not display any item which relates to gangs, inappropriate or obscene subjects, or may be of an inflammatory nature. These restrictions apply to all students on school property or at school sponsored events during school hours. Other prohibited items include bandannas, clothing resembling bandannas, hats, large or heavy chains, spiked jewelry, and any other items that are deemed by Central High administration as having the effect of interfering with the orderly academic environment. Please also follow the guidelines set forth in the Carroll County dress code.

### **Public Display of Affection (PDA)**

A public school is not an appropriate environment in which public displays of affection should take place. Public displays of affection include: kissing, hugging, holding hands or any intimate gesture of affection in which physical contact takes place. Violations of this rule will result in disciplinary consequences.

### **Senior Privileges**

Students can look forward to special status during their senior year. These senior privileges reflect the school's philosophy of earned self-responsibility. **However, these privileges may be lost due to disciplinary or attendance issues.**

- ∞ **Senior Lockers and Parking**---Seniors have the opportunity to purchase lockers and parking before other students.
- ∞ **Junior-Senior Prom**---Juniors host this formal dance to honor the senior class. If a student loses the privilege of attending the prom, fees will not be refunded.
- ∞ **Lunch**---Seniors are afforded the opportunity to eat lunch in the courtyard. Students will lose this privilege if the courtyard is not kept clean.
- ∞ **Graduation**---This formal event recognizes all the graduating seniors. Seniors deliver speeches and receive prestigious awards before diplomas are awarded. If a student loses this privilege, graduation fees will not be refunded. **Seniors who are sent to the alternative school during second semester may not**

## walk in Central High School's graduation ceremony.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a student or staff member to another student or staff member constitutes sexual harassment. Any person who alleges sexual harassment by a staff member or student in the school district should directly inform an administrator, guidance counselor, or teacher. All allegations of sexual harassment shall be fully investigated and appropriate corrective and/or disciplinary action will be taken. *The false reporting of sexual harassment is a very serious offense and may result in disciplinary action.*

### **Tardiness to School or Class**

Students are expected to report to school and class on time. This means that when the bell rings for class to start, students should be in their assigned seat ready for class. The school's instructional climate is disrupted each time a student is late. School starts promptly at 8:24 AM. Students tardy to school should report to the attendance office. All tardy excuse notes must be turned in to the attendance office at check-in. When tardy to class, students should have a hall pass from a teacher, counselor, administrator, or office personnel to have the tardy considered excused.

**First-period teachers will notify the attendance clerk upon a student's fourth tardy to first period. All teachers will follow the procedures outlined in the school tardy policy for all class periods.** Disciplinary action will be taken for excessive tardiness to any class period. Action may include, but is not limited to, conferencing, parental contact, teacher-assigned detention, loss of school privileges, in-school suspension, out-of-school suspension, or revocation of parking privileges.

### **Consequences**

- ∞ 1<sup>st</sup> tardy—recorded in Infinite Campus, verbal warning
- ∞ 2<sup>nd</sup> tardy—recorded in Infinite Campus, parent contact
- ∞ 3<sup>rd</sup> tardy—recorded in Infinite Campus, teacher-assigned detention
- ∞ 4<sup>th</sup> tardy—recorded in Infinite Campus, disciplinary referral to administrator—student assigned ISS
- ∞ 5 or more tardies—disciplinary referral, ISS, recommended to Attendance Team to begin protocol

### **Parking Consequences for Unexcused Tardies to School and Unexcused Absences to First Period Class**

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Tardy Probation
3 <sup>rd</sup> Tardy	Loss of parking privilege for 5 school days. Students must surrender parking permit to the front office upon check in.
4 <sup>th</sup> Tardy	Loss of parking privilege for 20 school days. Student must surrender parking permit to the front office upon check in.
5 <sup>th</sup> Tardy	Loss of parking privilege for the remainder of the semester. Student must surrender parking permit to the front office upon check in.

\*\*Any student who parks on campus after the 5<sup>th</sup> unexcused tardy to school will have his/her car towed at his/her expense without warning.

### **Vaping on School Property**

Vaping and possession of vaping paraphernalia will not be tolerated at Central High School. The following will be the possible consequences for each offense:

- ∞ 1<sup>st</sup> offense - Up to 5 days OSS
- ∞ 2<sup>nd</sup> offense - Up to 10 days OSS
- ∞ 3<sup>rd</sup> offense - Up to 10 days OSS and referral to a disciplinary tribunal

Students found in possession of a vaping device containing THC oil or any other illegal drug will result in an immediate out of school suspension and referral to a disciplinary tribunal. Criminal charges may be filed.

## Weapons on School Property

**Possession of a weapon on school property is a Level 3 offense resulting in an immediate referral for a tribunal hearing and expulsion.** If a student inadvertently brings a weapon on school property and reports this action to an administrator as soon as the student discovers the weapon and before the weapon is discovered by another person, the principal will assign appropriate discipline and will report the weapon to proper authorities. No weapons shall be used by students in an exhibit, presentation, or activity, including classroom and school-sponsored events without the written permission of the principal prior to the activity.

## EXTRACURRICULAR PROGRAMS

**Extracurricular programs are an important aspect of the high school experience. Participation in such programs provides students the chance to belong to small groups and learn lessons that are applicable to future life situations. Academic achievement and participation in extracurricular programs are interdependent and are fundamental to our school's success. All students are encouraged to get involved in school-sponsored activities. Additional information is available on page D8.**

Students' academic progress will be monitored by their coaches and sponsors; additionally, coaches and sponsors will provide academic support for students on an as-needed basis throughout the year. If a student fails 3 or more courses on their **progress report**, they will not be eligible to compete until they are passing at least 5 out of 7 courses. Students will be allowed to practice while on academic probation. If the student fails 3 or more courses on their **9 week report card**, they will be prohibited from competing for 2 weeks. At the end of the 2 week academic suspension, the student will be allowed to compete if they are passing 5 of 7 courses.

Students should be aware that when they attend a school-sponsored event before, during, or after school hours, they represent Central High School and the same code of conduct will be followed. **Any violation may result in the student being removed from the team, club, or organization.** This also applies to students who attend field trips. If a student is a discipline problem at school or while on a field trip, he/she may not be permitted to attend field trips. Our expectations are that all students conduct themselves appropriately at any and all school functions. In accordance with [Board Policy IDE](#) in any grade, 9-12, individual student absences from classes are limited to 10 instructional days (60 hours) per year for participation in non-instructional activities.

### Athletics

The athletic programs at Central High School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must meet the eligibility requirements set forth under [board policy](#), have a current physical on file at the school, and have all necessary forms signed by the parents. Physicals are provided for students free of charge once a year in the spring. If a student fails to take advantage of this free physical, he/she is responsible for getting his/her own.

As with all school activities, permission to participate depends on overall good citizenship on the part of the student. The following interscholastic athletic programs are offered:

Baseball	eSports	Shotgun	Tennis
Basketball	Football	Soccer	Track
Cheerleading	Golf	Softball	Volleyball
Cross Country	Gymnastics	Swimming	Wrestling

### Certification of Eligibility

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

Enrollment is defined as follows:

- A. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
- B. Spring Semester: when the student attends classes.
- C. A student may be enrolled in only one (1) high school at a time.
- D. The student must be in regular attendance.
- E. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

In addition to Central High School regulations, students must meet Georgia High School Association requirements. Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- A. academic requirements
- B. age
- C. semesters in high school
- D. residence in the school's service area
- E. transfer rules

\*\*\*Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

### **Age Limit**

To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation.

### **Limits of Participation**

1. Students must have a certificate of an annual physical examination and a signed drug consent form on file at the school prior to participating in any athletic tryouts, practices or games that indicate the students are physically approved for participation.
2. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

### **Band Program**

Central High School offers its students the opportunity to be part of a competitive band program. The band participates in numerous music festivals during marching season, performs at CHS football games, presents concerts during concert season, and takes part in district and state musical competitions.

### **Chorus Program**

Central High School offers its students the opportunity to be part of a comprehensive choral program. Choral students have the opportunity to perform and compete in a variety of events throughout the school year.

### **Parent Organizations**

Membership in each group is open to parents, teachers, and community members.

**Athletic Booster Club.** The Central High School Athletic Booster Club promotes the overall athletic and cheerleading programs at Central High. Meetings will be advertised in the local newspaper and announced at school. Athletic Booster Club fundraising activities include the annual golf tournament, football concessions, raffles, and the sell of the football program.

**Band Booster Club.** The Central High School Band Booster Club provides support to the overall band program.

Meetings are held the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in the band room. Booster activities include the annual Super Bowl of Sound, fundraising activities, and chaperoning band trips.

### **Clubs offered at Central High School**

**Academic Team**---The mission of the Central High School Academic Team is to provide a vehicle for students to demonstrate academic excellence and scholarly knowledge in a competitive setting. The Varsity (11th & 12th grade) and Junior Varsity (9th & 10th grade) Academic Teams compete in a number of events throughout the school year, including county, region, and state tournaments.

**Faculty Advisors:** Jonathan Horsley

### **Authors and Artists Club**

The purpose of the Authors and Artists Club is to encourage students to pursue creative writing and arts in ways to create stories or use the mediums as a way of expression. Students also reinforce necessary skills and standards from ELA, the arts, and history, learn important teamwork skills, and pursue college/career readiness as they work with other students and share their ideas and productions.

**Faculty Advisor:** Amanda Thornton

**B.A.S.S. Fishing Club**---Student teams compete locally in the state of Georgia in high school B.A.S.S. Club tournaments. Each team consists of two members. Students must provide their own boat and entry fees.

**Faculty Advisor:** TBD

**BETA Club**---Central High School Beta Club is a part of the National Beta Club. The purpose of the National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Membership is by invitation to students who meet the academic requirements. The National Beta Club, a student-centered organization, continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community. The CHS Beta Club is involved in various service and community projects.

**Faculty Advisors:** Liz Beverly

**Civil Discourse**---Civil Discourse aims to empower students with the skills of expressing their beliefs clearly and concisely, public speaking and effective communication in a formal setting, and staying aware of current events throughout the world.

**Faculty Advisor:** TBD

**Debate Team**--- Debate is a formal contest of argumentation between two teams or individuals. More broadly, and more importantly, debate is an essential tool for developing and maintaining democracy and open societies.

**Faculty Advisor:** TBD

**Fellowship of Christian Athletes/Students (FCA/FCS)**---FCA is a non-school sponsored student led activity. FCA/FCS's vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches. The mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Student led activities include: worship, Bible study, devotionals, athletic events, concerts, and region-wide FCA/FCS gatherings. (Non-school sponsored student organization) **Faculty Advisor:** Makenzie Spayde

**Future Business Leaders of America (FBLA)**---The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The purpose of the club is to promote competent, assertive business leadership, strengthen confidence of students in themselves and their work, create interest in and understanding of individual projects to improve home, business and

community, facilitate the transition from school to work, assist students in the establishment of career goals, encourage scholarship and promote school loyalty, encourage and practice sound financial management, develop character, prepare for useful citizenship, and foster patriotism. Planned or past activities include: membership drives, attending the state rally, Baby Shoe Drive for the March of Dimes, career based field trips, fall leadership conference, American Free Enterprise Day, home-site testing for region competition, coat and paper drive for the emergency shelter, Christmas party, online testing for region and state competitions, job shadowing, FBLA week, Special Olympics volunteering, State Leadership Conference, marketing day at Six Flags, induction of newly elected officers and member awards ceremony. **Faculty Advisors:** Sarah Hall and Dwayne Vick

**Future Farmers of America (FFA)---** FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To accomplish its mission, FFA:

- ∞ Develops competent and assertive agricultural leadership.
- ∞ Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
- ∞ Strengthens the confidence of agriculture students in themselves and their work.
- ∞ Promotes the intelligent choice and establishment of an agricultural career.
- ∞ Encourages achievement in supervised agricultural experience programs.
- ∞ Encourages wise management of economic, environmental and human resources of the community.
- ∞ Develops interpersonal skills in teamwork, communications, human relations and social interaction.
- ∞ Builds character and promotes citizenship, volunteerism and patriotism.
- ∞ Promotes cooperation and cooperative attitudes among all people.
- ∞ Promotes healthy lifestyles.
- ∞ Encourages excellence in scholarship

**Faculty Advisors:** Nikhol Dysart and Laura Williford

**Interact Club---**Interact is Rotary International's service club for young people ages 12 to 18. The goal is to bring together business and professional leaders in order to provide humanitarian service and to advance goodwill and peace around the world. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting.

**Faculty Advisors:** Dr. Donna Simpson and Andrea Knowles

**International Club---**The International Club is a club for students who are pursuing or intend to pursue the International Skills Diploma Seal. The International Club provides students with opportunities to learn about other cultures, traditions and customs, beliefs, food, dress, and music and allows students a chance to broaden their cultural knowledge and sensitivity. It also helps students who are pursuing the ISDS stay on track with their requirements and offers portfolio assistance and advice.

**Faculty Advisors:** Erin Smith and Monica Smith

**Key Club---**The Key Club is an international student-led organization which provides its members with opportunities to provide services, build character and develop leadership. Planned or past activities include the Golden K Pancake Breakfast, canned food drive, tree planting at McIntosh Reserve, Relay for Life, Read Across America (elementary schools), breakfast with the Kiwanians, yard sale (money donated to local needs), Salvation Army bell ringers, and March of Dimes.

**Faculty Advisor:** Christy Bowen

**National Honor Society---**The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Initial consideration for membership in the National Honor Society takes place in grades 11 and 12. Students must be enrolled for a minimum of one full semester at Central High School prior to induction. Students

ranked in the top 10% of their class, actively enrolled in one or more honors or AP level classes, will be evaluated by a faculty committee in the areas of leadership, service, character, and scholarship (academic achievement). Students selected for membership in the National Honor Society will be notified in the fall of their junior or senior year. Members of the National Honor Society must pay the required dues, attend all meetings, and complete four service projects per year in order to remain in good standing and be recognized at graduation their senior year.  
**Faculty Advisor:** Holly Fountain

**Pride Club (People Respecting Individual Differences Equally)**---The Pride Club is a social group that provides a sense of community and a safe space for ALL students, including those who identify as LGBTQ and their allies.(Non-school sponsored student organization) **Faculty Advisor:** Mitt Conerly

**Science Olympiad Team**--- Students compete in events pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, and engineering. **Faculty Advisors:** Teresa Boldt & Andrea Knowles

**Spanish Honor Society**---Julia d Burgos Chapter, is a national Spanish Honor Society whose mission is to recognize high achievement in Spanish and Portuguese by students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies. Planned or past activities include student participation in Spanish contests, planning and organizing activities for Spanish Club, and planning activities for Hispanic heritage month. **Faculty Advisor:** Erin Smith

**Spanish Club**---The Spanish Club's purpose is to promote interest in Hispanic and Latin culture, its people, tradition, language, music, food, etc. Planned or past activities include gorditas cooking day, learning Spanish dances, salsa sampling, hot chili sampling, Hispanic heritage trivia, and genres of Hispanic music.  
**Faculty Advisor:** Erin Smith

**Student Council**--- The purpose of class officers and student council is to promote student cooperation in the management of school affairs. Student government is self-supporting and the members should provide leadership to others in the student body. **Faculty Advisor:** Marla Williams

### **Elections**

Upperclassmen, rising 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students, apply to be on the student ballot as a member of student council or as a specific class officer. Upperclassmen elections are held near the end of each school. Rising 9<sup>th</sup> grade students complete the same application as upperclassmen. These students must meet the same standards set forth for upperclassmen. Rising 9<sup>th</sup> grade elections take place at Central Middle School near the end of students 8<sup>th</sup> grade year. Students will be notified of ballot acceptance one (1) week prior to the election.

### **Election Application and Eligibility**

Students wishing to represent their class as a class officer or member of student council must be dedicated and willing to handle the responsibility of the position. Being a class officer or member of student council is a privilege and honor. Students are expected to hold themselves to a higher standard as they represent the school along with the entire student body. Running for class officer or student council means you are willing to work, come to meetings, participate in the required events, and represent your class student body; this is not a personality contest.

- 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade applicants, who have previously served, must have met all year's previous requirements and Honor Cord eligibility standards to be considered for the current year's ballot.
- Grade Point Average (GPA) must be a minimum of 3.5 or higher for all officer candidate applications. Cumulative GPA will be verified through the first semester of the current school year.

- Grade Point Average (GPA) must be a minimum of 2.5 or higher for all student council candidate applications. Cumulative GPA will be verified through the first semester of the current school year.
- All applicants for class officer and student council members must have no more than four (4) unexcused absences per semester. All attendance will be verified by the school registrar prior to applications be accepted for the ballot.
- Applicants must have no disciplinary incidents resulting in ISS, OSS, or alternative school placement.
- Class Officers and Student Council members meet at 7:30 a.m. Applicants should take this into account prior to running for office.

### **Honor Cord Eligibility**

Class Officers and Student Council members are asked to represent Central High School with the highest degree of personal integrity. Students are expected to follow the Honor Code and be model students. Service Honor Cords are awarded based on the following criteria.

- Completing a minimum of two (2) years of service.
- Being an active member both years.
- Participation in at least 80% of all meetings.
- Participation in a minimum of four (4) full Homecoming preparation days.
- Participation in two (2) fundraising events.
- Participation in one (1) community service project.
- Participation in two (2) school service projects.
- No disciplinary incidents resulting in In School Suspension (ISS), Out of School Suspension (OSS), or alternative school placement.

Students will receive a formal Honor Cord Code Letter once elected to serve. Letters must be signed by the student and parent and turned in before the student is considered an active class officer or student council member.

### **Community Service and Leadership**

Once elected, class officers and student council members will be asked to participate in a variety of community service and school service activities. Taking the initiative to be involved, volunteer for events, and being on time is expected of all members.

**Student Newspaper---** The aim of the school newspaper is to enhance the online experience that one comes to expect in this day and age. Central High School will provide members of this organization an opportunity to create an online newspaper appropriately named The Roar. **Faculty Advisor:** Holly Fountain

**Visual Arts Club---**Our mission or purpose is to afford students an opportunity to take part in creative thinking and production; to encourage development of visual arts skills; to provide opportunities to make critical choices, gain knowledge and experiences in the visual arts. The members work together during two fundraiser art sales, an Art show, and 2 community service projects thus using their art abilities for three different purposes. Past and Planned Activities include election of officers, art club t-shirt design and sale, pewter casting workshop, potter's wheel workshop, drawing workshop, Christmas art sale, glazing "empty bowls," selection and hanging the spring art show, teacher thank you gifts, pre-Christmas gift sale, trip to the High Museum, Carrollton square gallery, Spring art show, PowerPoint on art history, artists presentations, Carrollton Mega Festival, individual support of students' art efforts, and ending PowerPoint using photos and art throughout the year. **Faculty Advisor:** Scobey Thompson



## Student Activities

All students are encouraged to participate in areas in which they have a talent or an interest. Competitive activities such as athletics, literary, band, and chorus carry enrollment, attendance, and academic requirements. *The administration has the authority to prohibit any student's participation in non-instructional activities on the basis of behavior and attendance.*

**Class Organization.** Each grade has its own faculty sponsors and elected class officers. Officers are elected during the spring of each preceding school year. Class activities and events are planned through these officers.

**Homecoming.** Central High School will celebrate homecoming week during football season. Students will be allowed to participate in homecoming activities all week and homecoming king and queen will be named at the football game.

**Junior/Senior Prom.** Any student of Central High who has paid his/her Junior fees and is a Junior or Senior by the beginning of the second semester of the current year is eligible for the Junior/Senior Prom. **Prom guests must be 14-20 years old and either be in high school or have attended high school previously. If in school, they must complete the required documentation showing they are in good standing with their school. Guest names and copies of driver's licenses must be submitted to the Junior Sponsor at least two weeks prior to prom.**

\*\*\*It is important to note that prom attendance is a privilege. Students should be aware that they can lose this privilege as a consequence of behavior or attendance issues and dues will not be refunded. For example, students who are assigned ISS or OSS through the date of the prom will not be able to attend and their dues will not be refunded. Central High School administration also has the right to deny access to anyone they believe could pose a threat to the safety and security of the event.

## FINANCIAL INFORMATION

### Class Ring

A Balfour Representative comes during the fall semester to distribute information about class rings to the sophomore class. The representative will have a parent information session in the cafeteria (date and time to be announced). There will also be an opportunity for students to make payments to Balfour during their lunch period.

### Club Dues

Research has shown that students that are involved in extracurricular activities are more likely to graduate from high school. Participation in a club encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Central High school offers a multitude of clubs to peek any student's interest. Each of these organizations is expected to complete at least one school and one community service project each school year. There may be club dues associated with some of the organizations here at Central High School. Those dues are paid to the club sponsor. Any check or money order should be made out to Central High School.

### Field Trips

Field trips are used to extend classroom experience and student understanding of learning goals. Student code of conduct listed in [JCDA-R](#) is expected to be followed by all students while on school field trips. No student will be allowed to attend a field trip unless a parent has signed a permission form. Students may be asked to contribute to the cost of the trip. No student will be denied the opportunity to participate in a field trip by not contributing to the cost of the trip; however, the field trip may be canceled if there aren't enough funds raised to cover the cost. Students with more than **seven absences** in any class may be denied field trip participation.

### Fundraising

The Principal and Board of Education must approve all fundraising projects, on or off campus. Payment of money

to the sponsor of a fundraiser may be made by check, cash, or money order to Central High School.

### **Junior and Senior Fees (All fees are non-refundable)**

Junior and Senior dues are used to help offset the cost of the prom and graduation. Central High School graduating seniors must have paid both Junior and Senior dues in order to be considered in good financial standings upon graduation. Class dues are as follows:

Senior Fees (Prom)	by 2/13/20	\$70
<i>-if fees were not paid Junior year</i>	after 2/14/20	\$100
Senior Fees (Graduation)	by 12/20/19	\$125
	1/6/20 – 2/28/20	\$150
	3/2/20 or after	may be subject to price increase
Junior Fees (Prom)	by 10/3/19	\$100
	10/3/19- 12/19/19	\$125
	12/20/19-2/13/20	\$150
	2/14/20-3/6/20	\$180 cash only

### **Lockers**

All student lockers are the property of Central High School and are subject to search by school authorities at any time. **Students will be prohibited from purchasing a locker if they owe any fines.** For the use of a locker, students may pay a locker maintenance fee of \$15.00 for the year and \$10 after first semester to be paid by cash, check, or money order. Students are reminded to:

1. Use the locker assigned. Students are responsible for the locker contents.
2. Do not bring valuables to school. The school is not responsible for personal property.
3. Keep your combination a secret. Make sure your locker is closed and locked.
4. Keep your locker clean inside and out.
5. Jamming locker mechanisms, trading lockers, vandalism, etc., may result in disciplinary action and/or restitution.
6. Students are not allowed to put any adhesive (stickers, signs, tape, etc) on their locker

### **Lost or Damaged Books**

Students are responsible for all books and equipment assigned throughout the school year. If something is misplaced or stolen, it should be reported to the issuing teacher or coach immediately. If it is not found or returned then the student must pay the cost of replacing the item. CHS is not required to issue any textbooks until past lost/stolen/damaged books are paid for or returned. Students will be prohibited from purchasing lockers or parking permits if fines have not been paid in full for textbooks and/or library books. Unpaid fines will accumulate and must be paid before a graduating senior will be allowed to participate in the graduation ceremony.

### **Lunch Program**

Lunch will be served from 11:17 AM-1:36 PM. The Central High School cafeteria offers nutritional meals to students at breakfast and lunch. Students will be required to present their student identification number to eat school meals. Failure to have a student ID number may result in having to pay the full price of the meal or bringing a lunch from home. Each student will have an individual account in the school food service program in which parents or students may deposit money for school meals. Money may be deposited on a weekly, monthly, or semester basis. Daily purchases will be subtracted from this balance and students or parents will be notified when the account is low. If you have questions, you may contact Carole Walker, our cafeteria manager, at 770-834-0744. Students will be able to purchase extra food items such as bottled water, fruit juice drinks, or additional entrees

when they purchase lunch. Students are not allowed to charge meals in high school. \*\*Students will **not** be called from class to be given a lunch after the school day begins.

### **Meal Prices School Year 2019-20**

#### **Breakfast:**

Students	\$1.35
Reduced Price	\$0.30
Adults	\$1.75
Extra Milk	\$0.50

#### **Lunch:**

Students	\$2.65
Reduced Price	\$0.40
Adults	\$3.50

### **Monetary Responsibilities**

Any debt incurred during a student's enrollment at CHS must be satisfied in full before graduation. **All outstanding debts including fees to athletics, band, chorus, lost textbooks, missing library books, or any other school related balances must be PAID IN FULL or the student will not be allowed to participate in his/her graduation ceremony.**

### **Parking**

Parking at Central High School is a privilege and comes with great responsibility. A student's parking can be denied or revoked by an administrator (see school discipline). All funds are non-refundable.

Parking Maintenance Fee: \$40 per year; \$25 per semester

### **Pictures**

School pictures are done by Legacy Studios. All checks, money orders are paid directly to the company.

### **Yearbook**

Students and parents may purchase a yearbook online at [yearbookordercenter.com](http://yearbookordercenter.com). **Our school code is 2305.**

Students may also purchase a yearbook at school from a yearbook staffer or from Mrs. Monica Smith. The deadline to reserve a book is in January. After that date, books will be available on a first come, first served basis. Yearbook prices begin at \$70, and they will gradually increase to \$90 throughout the year. Order yours early!

Parents of seniors may purchase senior ads online. The deadline for senior ads is in November.

## **GUIDANCE DEPARTMENT**

The Central High School Guidance Department offers educational counseling, personal counseling, and career counseling. Staffed by three full-time counselors, the Guidance Department: guides the registering of students into appropriate classes; works with the students' advisors to insure inclusion of required courses for graduation; counsels with individual students about personal problems including peer interaction, parental relationships, and self-esteem, and provides information to students about testing, potential careers, and preparation for college and technical schools. Meetings with counselors are made through appointments by contacting our registrar or directly emailing a counselor.

### **Guidance Department Staff**

- ∞ Nancy Dixon- Registrar
- ∞ Rhea Zerr-Shepard- 9<sup>th</sup> grade Counselor
- ∞ Dr. Donna Simpson- 10<sup>th</sup> – 12<sup>th</sup> Counselor (last names A-L)
- ∞ Julie Meunier- 10<sup>th</sup> – 12<sup>th</sup> Counselor (last names M-Z)
- ∞ Heather North- Graduation Facilitator/ e2020 Coordinator/ 12 For Life Coordinator
- ∞ Caroline Allen- School Social Worker
- ∞ Madison Lewis - PASS Site Coordinator

## **Change of Student Information**

Any time there is a change in a student's address, phone number, emergency contact, custody, or other information, it is the responsibility of the parent to notify the school registrar, Mrs. Nancy Dixon. Contact information in Infinite Campus is used to send automated phone messages to our students and their families. In order to maintain effective lines of communication, it is important to update your information as it changes.

## **Courses of Study**

Recommendations for course of study will be made through the student's guidance counselor. However, the final responsibility rests with each student to ensure that he/she does not repeat a course for which he/she has already received credit.

## **Infinite Campus and Parent-Teacher Communication**

Because the support of the family is so critical to a student's success, the parent-teacher conference is perhaps the best way for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance. Regular communication between parents and teachers is encouraged through phone calls, email, letters, and conferences. Parents who wish to make an appointment with more than one teacher should contact Mrs. Dixon in the guidance office at 770-834-3386 (extension 2450).

**IMPORTANT:** We encourage parents/guardians to visit the school and meet with all staff members who are involved with your student. Join a parent booster club, volunteer to chaperone a school function, call to schedule a time to visit in your student's classroom, and most of all, be involved in your student's education.

Parents/Guardians that have internet accessibility can view their child's grades, attendance, and discipline through the new version of the parent portal of Infinite Campus. Parents interested in utilizing this program should contact Mrs. Dixon at 770-834-3386 (ext. 2450). There is also a new Infinite Campus App for an iPhone or smartphone. It can be downloaded at [www.infinitecampus.com/info/new-campus-mobile-apps](http://www.infinitecampus.com/info/new-campus-mobile-apps). The IC Parent Portal will allow you to view your child's attendance, grades, class assignments, school calendars, schedule, announcements, and other information.

Note: In order to log on, first obtain your IC Parent Portal Activation Key from Mrs. Dixon in the guidance office.

To log on, use the Activation Key from your Person Summary Report and follow these simple steps:

1. Log onto [www.carrollcountyschools.com](http://www.carrollcountyschools.com)
2. Click on the Infinite Campus icon (located on the left menu bar)
3. Click on the Parent Portal link
4. Click on the link that states "If you have been assigned a Campus Portal Activation Key, click here".
5. You may now activate your Campus Portal Account by entering the 32-digit Activation Key number (also listed as a Person Guide) listed on your Person Summary Report. **IMPORTANT:** The Activation Key is CASE SENSITIVE. Please enter the number exactly as shown on the Person Summary Report.
6. Once the Activation Key is entered, you will receive a message that states "Campus Portal Account creation successful" – You must then create your own password for your account. Your password **MUST** be 8 characters long, case sensitive and must contain letters, numbers and/or special characters (@, \$, &, etc.).
7. When you have completed your password, you will receive a message that states "Congratulations on activating your Campus Account." Click where indicated to return to initial log on page. To enter the system, use your username and password under the "Already have a Campus Portal Account?" section, and then click the Login button. **REMEMBER**, usernames and passwords are CASE SENSITIVE.
8. If you forget your username and/or password for the Parent Portal, please email the Infinite Campus Support desk at [campushelp@carrollcountyschools.com](mailto:campushelp@carrollcountyschools.com). We will verify the email address with the email address on file and respond within 24 hours.

9. Microsoft Outlook users may experience difficulty with email links for teachers in the Parent Portal. If you experience difficulty, please select the link to Central High School and use the teacher email links listed there. You may also contact any school system employee by entering their first and last names as follows: [firstname.lastname@carrollcountyschools.com](mailto:firstname.lastname@carrollcountyschools.com).
10. For technical assistance, please email [campushelp@carrollcountyschools.com](mailto:campushelp@carrollcountyschools.com)

### **Schedule Changes**

Schedule change opportunities are allowed at the beginning of each semester during a designated drop/add period. Changes to student schedules will take place to meet an academic requirement, avoid repeating a class, makeup a failed course, or to add classes to empty slots on your current schedule.

### **Withdrawal Procedures**

Twenty-four hours before the last day of attendance of a student, the parent must request withdrawal forms. The forms will be given to the parent after the student's last day enrolled in a Carroll County school if all fines have been paid and all textbooks and library materials returned. If a student does not obtain withdrawal papers, the student will be counted absent unexcused until notification of enrollment in another school is received.

### **Work Permit**

Work permits are available in Student Services Office with 24 hours advance notice. See Mrs. Jaffnie DeFries.

## **SCHOOL SAFETY**

**It is the duty and responsibility of everyone at Central High to work together to provide a safe school environment. All policies and procedures are designed to keep students safe. Students are expected to notify the proper adult when there is a situation that might endanger a fellow student or teacher.**

### **Drug-Free School Zone**

It is the intention of the Carroll County Board of Education, the administration, and the staff to keep CHS a drug-free school zone. Because the use of alcohol and illicit drugs is wrong and harmful, their possession and use will not be tolerated on campus or at any school activity.

Students are encouraged to contact the counselor's office for information related to drug and alcohol counseling. In addition, the Georgia Helpline is available through the Governor's Commission on Drug Awareness and Prevention: 1-800-338-6745. All callers remain anonymous.

### **Suicide Prevention Hotline**

Georgia Crisis and Access Line 1-800-715-4225

### **Fire Drills**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Exit information will be posted in each classroom. General rules for fire drills are:

- ∞ Students will follow designated exit instructions, walk, refrain from talking, and proceed to a distance approximately 100 feet from the point of exit.
- ∞ The teacher should be the last one out of the room, take grade book and keys, close the door and remain with the group.
- ∞ The teacher will take attendance once the group has reached its proper distance from the building.
- ∞ Students will return to their classrooms in the same orderly fashion.

### **Photograph and Video Use**

Throughout the school year there are numerous activities that provide opportunities for students to be

photographed and/or videotaped. Student publications, school websites, school Facebook pages and other social media, and school yearbooks use photographs to document student life and various events. These events include, but are not limited to band performances, drama performances, extracurricular and athletic activities, class presentations, competitions, and club sponsored projects and events.

As a parent, it is your right to determine the use of your child's photograph or video for any purpose including honors and awards during the school year. If you prefer to **DENY PERMISSION** for photograph and/or video use, please contact the media specialist at your child's school to request a Photograph and Video Use Refusal Form.

### **Tornado Drills**

During tornado drills or in the event a tornado strikes, students will follow this procedure:

- Remain quiet.
- Be alert to instructions given by the teacher.
- Move to the hallway immediately.
- Sit on the floor with **back to the wall** and **knees together**.
- Clasp hands firmly behind the head, covering the neck.
- Bury face in arms protecting the head and close eyes tightly.
- Stay in designated area until instructed to leave.

Further instruction will depend upon circumstances and extent of damage.





# **Carroll County Schools**



## **Middle School/High School**

### **Student Handbook**

**2019 - 2020**

**Carroll County Schools**

**164 Independence Drive  
Carrollton, GA 30116**

**770.832.3568**

**[carrollcountyschools.com](http://carrollcountyschools.com)**





**Carroll County Schools 2019 - 20 Calendar**  
**Approved February 11, 2019**

August 1 – 6	Preplanning/Professional Learning for Staff
August 7	First Day of School
September 2	Labor Day Holiday
September 6	Mid-Term Reports for First Nine Weeks Go Home
October 4	End First Nine Weeks Grading Period
October 7	Professional Learning Day
October 8 - 11	Fall Holiday
October 16	Report Cards for First Nine Weeks Go Home
November 8	Mid-Term Reports for Second Nine Weeks Go Home
November 25 - 29	Thanksgiving Holiday
December 20	End Second Nine Weeks Grading Period/End of Semester
December 23–31	Christmas Holiday
January 1 - 2	New Year's Holiday
January 3	Teacher Work Day
January 6	First Day of Second Semester
January 9	Report Cards for First Semester Go Home
January 20	Martin Luther King Holiday
February 6	Mid-Term Reports for Third Nine Weeks Go Home
February 17	Professional Learning Day (Possible Inclement Weather Day)
February 18 - 21	Winter Break (Possible Inclement Weather Day)
March 12	End Third Nine Weeks Grading Period
March 13	Professional Learning Day (Possible Inclement Weather Day)
March 18	Report Cards for Third Nine Weeks Go Home
April 6 - 10	Spring Break
April 22	Mid-Terms Reports for Fourth Nine Weeks Go Home
May 25	Memorial Day Holiday
May 29	Last Day of School - End Fourth Nine Weeks Period/End of Semester
June 1 - 2	Post planning
June 3 – 4	Possible Staff Inclement Weather Make-up Days

## **FORWARD**

The purpose of the Carroll County School System is to provide a premier education in a safe and secure environment. To ensure the welfare and safety of all students who attend the schools within the district and to help create a premier learning experience, the school system offers students and parents the policies, regulations and guidelines contained in this handbook. Students are expected at all times to conduct themselves in a manner that facilitates an optimum learning environment for themselves and others.

We expect students to:

- Respect each other
- Respect school district employees
- Obey Student Code of Conduct set forward in this handbook
- Obey rules established by individual schools

Parents/guardians are encouraged to become familiar with the guidelines contained in this handbook and to be supportive of it in their daily communication with their children and others in the community. We ask your cooperation in sharing the responsibility for maintaining a proper learning environment.

Students are expected to participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed. Students should avoid behavior that impairs their own or other students' educational achievement.

Students should take care of books, instructional materials, technology and cooperate with others.

Students should show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, and follow school rules and procedures.

## **ACCIDENT INSURANCE**

Accident insurance can be purchased for students. Coverage is the option of the parent or guardian and all claims are filed directly with the insurance company. Information about purchasing student accident insurance can be obtained directly from the school.

In the event of an accident or illness, the student will receive emergency treatment deemed necessary and the parent or guardian will be responsible for any costs incurred. URL:

<http://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>

## **ACCREDITATION**

The Carroll County School System is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACSCASI).

## **ATTENDANCE PROTOCOL (O.C.G.A. 20-2-690.2)**

Research shows that attendance is an important factor in the academic success of students. To promote attendance the Carroll County School System has partnered with Carrollton City Schools and other local support agencies to establish a Student Attendance Protocol for our community. The purpose of the Attendance Protocol is to improve student attendance through the utilization of targeted strategies and interventions. The Attendance Protocol works in conjunction with the Compulsory Education Law

(O.C.G.A. 20-2-690.1) which requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days.

Each student and parent is required to sign-off understand the requirements of the full Student Protocol and Compulsory Attendance document which is displayed on each school's web-site. If you are unable to access the protocol on the web-site, the school will provide a hard copy of the protocol for your convenience. Any questions regarding student attendance, tardies and early check outs should be directed to school administration.

### **Full Day Attendance**

Students are expected to be in attendance for the full school day. Students who check-in late or check- out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

### **Student Absences**

Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their child's teacher no later than the **third day** following the student's return to school after their absence. After (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.

### **Excused Absences**

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons:

- Personal illness,
- death in immediate family,
- recognized religious holiday,
- instances in which attendance could be hazardous as determined by Carroll County Public School System,
- a court order,
- absence to vote in an election,
- Conditions rendering attendance impossible or hazardous to student health or safety
  - up to five (5) days excused absences per year to students where parents are in the military and are being deployed or are on leave
  - and any other absence not explicitly defined here but deemed by the local school board of education to have merit based on circumstances.

\*\*Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A 20-2-692.

## **Unexcused Absences**

Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2);

1. Schools will notify by first class mail parents/guardians of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences.
2. Upon a student's accumulation of eighth (8) unexcused absences in the school year, a referral will be made to the school's Attendance Team Committee to set up an attendance meeting at the local school. The committee will be comprised of the school social worker, teachers, administrators and parents.
3. School Operations will notify by letter parents/guardians of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.
4. State law requires an unemancipated minor over sixteen (16) years of age must have written permission from his or her parent/guardian prior to withdrawing from school.

**Pre-arranged absence** - A written request made by the parents to the principal requesting permission for their child to be absent from school in order to take an educational related trip. A Pre-arranged Absence Form must be completed and approved three (3) days prior to being absent. Approval does not make the absence Excused.

## **Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701) Consequences for Unexcused Absences**

1. Any parent/guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester, and after the child's school system has notified the parent/guardian, or other person who has control of any child, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.

### **2. Penalties:**

- a. **Fine** - not less than \$25 and not greater than \$100.00
- b. **Imprisonment** - not to exceed 30 days
- c. **Community Service** or any combination of such penalties, at the discretion of the court.

## **Tardiness**

Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class. Schools will notify by letter parents/guardians of students ages 6- 16 who have accumulated five (5) unexcused tardies per semester.

**Teenage & Adult Driver Responsibility Act (TAADRA)** - Governor Nathan Deal signed SB100 into law on April 16, 2015. SB100 makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions.

Schools will certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Schools will use a new Certificate of School Enrollment form to certify that a student is eligible for a driver's license or learner's permit. A student who intends to get their learner's permit or driver's license over the summer months must request a Certificate of School Enrollment from

their school administration prior to the end of May. An administrative charge for notarizing this certificate may be charged by the school.

## **BUS RULES**

Students are to comply with the following rules to help make every student's bus ride safe and orderly. All school and district policies apply in addition to the rules listed below:

1. Students must be respectful to the bus drivers/monitors at all times.
2. Students shall be at their assigned bus stop 5 minutes before the bus arrives, waiting in the assigned place, clear of traffic and at least 12 feet from the roadway.
3. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
4. When loading, students will cross the roadway in front of the bus after: 1) The bus has stopped, 2) The student has looked at the bus driver for a "proceed with caution" hand signal, and 3) The student has looked in both directions for traffic; left, right, left.
5. When getting off the bus: 1) Students shall stay seated until the door opens, 2) Students shall stop on the bottom step of the bus to look left & right before proceeding, 3) Wait for driver to give a "proceed with caution" signal, 4) Maintain eye contact with the bus driver while crossing the road in full view of the driver, and 5) Stop at the centerline of the road to look left & right before continuing to cross. Students must refrain from retrieving items from their mailbox until bus leaves.
6. Students will be silent at railroad crossings until the bus crosses the tracks completely.
7. The bus driver has the authority to assign seats at his or her discretion. Students must remain seated properly (back-to-back, bottom-to-bottom) unless otherwise instructed by the bus driver. Talk quietly; unnecessary noise is prohibited.
8. Use of an electronic device is prohibited while loading or unloading the bus. When the bus is moving, headphones must be used with any electronic device.
9. Emergency doors, windows, & hatches may be opened only at the direction of the busdriver. Students must keep all body parts inside the bus. Mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces that might interfere with the operation of the bus are prohibited. Students must refrain from throwing objects on, in, out of, or at the bus.
10. Objectionable and/or dangerous items are prohibited. This includes but is not limited to glass items or anything that cannot fit on a student's lap. (e.g. sporting equipment, band instruments, etc.)
  11. Students will be permitted to board /exit the bus only at their assigned stop. Only in the event of an emergency, as determined by the principal or his/her designee, will a student be allowed to ride a different bus. Students may not be dropped off or picked up at a place of business.
  12. Students may not eat, drink, or chew gum on the bus. Exceptions may be made on a case-by-case as determined by the bus driver or school administration.
  13. Students PreK - 3 must be received at the bus stop by by a designated person documented in Infinte Campus .

***\* Parents are asked to sign up for NOTIFY ME on the county website under the Transportation tab for possible updates on bus routes. [www.carrollcountyschools.com](http://www.carrollcountyschools.com)***

## **CLOSING OF SCHOOL**

When it is necessary to close schools because of weather or other reasons the Carroll County School System will notify students and parents by automated call outs, social media posts and by notifying media outlets as early as possible. The numbers used for the automated calls are pulled from the district's student information system, Infinite Campus. It is the parent's responsibility to keep the most current information in Infinite Campus. Parents may edit their contact information using the Parent Portal.

## **CLUBS & ORGANIZATIONS**

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of the Carroll County Board of Education. State law requires that parent/guardian receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. Your child's school will provide this information through the school's Web Site. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

## **DRUG TESTING OF STUDENTS**

([Board Policy: JCABB](#); [Board Regulation: JCABB-R](#))

The Carroll County School System has adopted a Random Drug Testing Policy (JCABB) for students grades 9 through 12 who participate in the following:

1. All extracurricular activities/programs and clubs that compete in competitions.
2. All students who apply for driving/parking permit pursuant to rule and regulations as set forth in the Student Handbook.

The company will randomly draw students each month to be tested. These students will be called to the front office and tested immediately.

## **EQUAL OPPORTUNITY**

The Carroll County School System does not discriminate on the basis of age, race, sex, color, national origin or disability or gender in its educational programs, activities or employment practices.

### *Nondiscrimination Notice Regarding Sports*

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that the Carroll County School System does not discriminate on the basis of gender in its athletic programs.

### *Reporting of Discrimination or Harassment*

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by any student or employee of the school district based upon any of the factors previously listed should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under [Carroll County Board of Education Policy GAAA](#) (Equal Opportunity/Discrimination Complaints Procedure) or under [Carroll County Board of Education Regulation IDFA-R](#) (Gender Equity in Sports) is located on the Carroll County Board of Education Website at [carrollcountyschools.com](http://carrollcountyschools.com)

Assistant Superintendent of Human Resources & Student Services

- Section 504 and ADA

Assistant Superintendent of Administrative & Support Services

- Gender Equity in Sports
- Title VI - Civil Rights
- Title IX - Gender Equity

## **EXTRACURRICULAR AND ATHLETIC PARTICIPATION**

The privilege of participating on an interscholastic extracurricular program is a vital part of the total education program and a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. The Carroll County School System encourages participation in a variety of extracurricular activities.

Extracurricular participants are expected to show sportsmanship at all times. Sportsmanship revolves around the word RESPECT. Respect for ourselves, our school, and guest to our schools helps build a positive image not only with the community, but also with all those who participate in competitive activities in our schools.

Responsibilities for participants and parents/guardians: ● Use appropriate language

- Treat opponents with respect due them as guests or hosts
- Exercise self-control at all times
- Respect the official's judgment and interpretation of the rules
- Respect the coach's judgment and authority
- Accept the responsibility of representing your school in a positive manner
- Act in a manner that will create a positive attitude in the audience

## **FEDERAL TITLE II EQUITY GUIDELINES**

Federal Title II Equity Guidelines have challenged school districts to review their practices of student placement in order that ALL students will have equitable access to highly qualified, experienced, effective teachers. As a result Carroll County Schools will not be accepting parent verbal or written requests of a particular teacher for the placement of their child beginning school year 2009- 10. Every effort will be made to provide all children with equitable opportunity to highly qualified, experienced, effective teachers and instruction.

## **GRADUATION PARTICIPATION**

Participation in the graduation ceremonies is a privilege. The student must have completed all state and local requirements for a diploma to be allowed to participate in graduation ceremonies. In addition, the student must maintain good conduct and be in good standing with the school by not having any outstanding obligations. Students who have obligations, are suspended or expelled and/or fail to comply with school rules may not be allowed to participate in graduation or graduation activities.

## **HOSPITAL HOMEBOUND**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or health care facility for students in Carroll County Schools whose medical needs, either physical or psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition, which must be certified by the licensed physician who is currently treating the student for the diagnosis presented. **For additional information and/or to request services, contact the student's school.**

## **MEDICATION GUIDELINES GRADES PK-12**

(ref. [BOARD POLICY: JGCD](#); [BOARD RULE: JGCD-R](#))

There are times when students will need to receive medication during school hours. In order for schools to administer medication, the following guidelines should be followed:

1. Schools do not keep a stock of non-prescription drugs (pain relievers or other medication). By Board Policy, the school may only administer medications parents send to school when parents adhere to these medication guidelines.
2. All drugs to be administered to students, prescription, or non-prescription, are to be locked in a designated place by the principal.
3. All prescription drugs administered during school hours by school personnel should be signed out on a daily log in compliance with Board Policy JGCD.
4. In the event that medication administration requires an apparatus, it is the parent's responsibility to provide the apparatus and demonstrate its use to school personnel. The school will not administer any medication requiring an apparatus unless the parent specifically demonstrates how to use the apparatus and leaves written instructions at the school.



5. In the event that prescription medication must be given on a field trip, the parent/guardian must provide the school with an empty prescription bottle prior to the day of the trip, properly labeled for the specific medication to be given.

## Prescription Drugs

1. All prescription drugs to be administered at school must have the following:
  - a. Written instructions, signed by the parent of legal guardian, which includes:
    - Name of child;
    - Address;
    - Name of physician;
    - Name of medication;
    - Dosage to be given; and
    - Date and time to be given.
  - b. Medication contained in a prescription bottle, properly labeled by the pharmacist.
  - c. For children on long-term prescription drugs (to be administered for more than 30 days), the parent or legal guardian will be required to meet with the principal/designee. The principal and parent or legal guardian will determine specific procedures for administration of the drug (time, method, staff, storage, delivery of refills to school, etc.), and an authorization form (contract) will be signed by both parties.
  - d. For long-term prescription drugs a completed drug administration form that is kept on file in the school office is required. Each authorization form shall be effective for no longer than one (1) school year, and/or each time the drug or dosage is changed, whichever occurs first. This form must include:
    - The information set forth in (A) above;
    - The signature of the child's physician; and
    - Any other information deemed necessary by the principal.
2. In the event that medications arrive at the school without proper labeling or instructions, a school staff member will contact the parent to verify the medication instructions, and to notify them of the proper procedure. If the parent cannot be contacted, the medication will not be administered.
3. A student who has asthma, life threatening allergies, or diabetes may possess and use medications as prescribed:
  - While in school
  - At a school sponsored activity,
  - While under the supervision of school personnel; or
  - While in before school or after school care on school property

In order for the student to carry and self-administer asthma, auto-injectable epinephrine (epipens), or

diabetes medication, the parent must provide the following:

- A written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable.
  - Written parent permission for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication.
4. The principal or designated staff member has the authority to ask a student to account for, explain and show any medications the student takes while on school property.

### **Non-prescription drugs**

1. All non-prescription drugs to be administered at school must have the following:
  - a. Written instructions, signed by the parent or legal guardian, which includes:
    - Name of child;
    - Address;
    - Name of medication;
    - Dosage to be given and
    - Date and time to be given
  - b. Medication in a container labeled by the parent with the above information.

Students in grades 9 - 12 will be responsible for keeping and administering their own non-prescription medications.

Misuse of any medications, whether authorized or unauthorized, will not be tolerated. Any K12 student in possession of unauthorized medications or misuse of authorized medication is subject to disciplinary consequences found in Board Policy JCDA: Student Code of Conduct.

Parents are responsible for picking up unused medications from their student's school at the end of the school year. Any unclaimed medications will be discarded by the end of post planning following the last day of school.

### **NAVIGATOR**

The Navigator is a handbook designed to assist students and parents in making the decisions to design a personalized high school experience. Information in the Navigator outlines graduation requirements, diploma options, required testing, and paths toward graduation. The Navigator is an online resource that can be found on the Carroll County Schools website parent resource page using this link:

[www.carrollcountyschools.com/resources/curriculum](http://www.carrollcountyschools.com/resources/curriculum)

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. A complete description of those rights can be found at: <http://www.carrollcountyschools.com/parents/general-info>

### **NOTIFICATION PARENTS/GUARDIANS and ELIGIBLE STUDENTS OF RIGHTS UNDER**

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

1. Parents/guardians and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when and of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraphs (1)(A). You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- Income (other than that required by law to determine eligibility for participation in a program of for receiving financial assistance under such program).

(B) Activities involving the collection, disclosure, or use of personal [information collected from students](#) for marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students, but not including hearing, vision or scoliosis screening.

2. You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

3. The school system is required by federal law to give this notice to parents. However, the school system does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

**NUTRITION PROGRAM**

Carroll County School’s welcomes the opportunity to provide your student with nutritious, appetizing meals at school. Research suggests a hungry child cannot learn, and we offer a variety of choices at each school level to appeal to children’s needs and appetites. Each school meal meets 1/3 of the daily nutritional requirements for children and they also comply with USDA’s guidelines for 9 different nutrients. The menus are published in the Sunday newspaper and are available on the system website. Please join your student for meals as often as you like. There are many new and exciting changes taking place in our School Nutrition program and we would love to share them with you!

**Meal Prices:**

<p><b>Breakfast:</b>                  All students \$1.35 Reduced Price \$0.30                  Adult \$1.75</p>	<p><b>Lunch:</b>                  Elementary School \$2.25 Reduced Price \$0.40                  Middle School \$2.40 Reduced Price \$0.40                  High School \$2.65 Reduced Price \$0.40                  Adult \$3.50 Extra Milk \$0.50</p>
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**Free and Reduced Application Process**

Some students may qualify for free or reduced priced meals based on family income and household size. Others may be eligible for free meals because they receive food stamps or Temporary Aid to Needy Families (TANF). Foster children and homeless children also qualify for free meals. A family application for free and reduced meals is distributed to every student at the beginning of school. If you have multiple students in school **ONLY COMPLETE ONE APPLICATION.** Parents are to list **all** their children and household members on **one** family application and return it to the school promptly. **Applications are now available on line!** Go to the Carroll County web page and look under the school nutrition tab to find the link to take you to the application. For assistance call the SN office at 770-832-3568 and ask for Janet Smith, Free & Reduced Specialist.

**Parents are responsible for paying for children’s meals until applications have been approved.** The only exception is for Carroll County students who received free or reduced meals last year; they may continue receiving those benefits for the first 20 days of school or until the new application is processed. However, a **new application must be submitted every year.** You may apply for free or reduced meals at any time during the school year. Students who are approved for free and reduced meals are still responsible for purchasing milk if they choose to bring a lunch from home.

**Payment of Meals and Charges**

If students do not qualify for free meals, they are expected to pay for their meals at the time of service. Parents may send checks or cash to pre-pay for the meals. If you send money or a check, please place in an envelope with your child’s name, amount sent, and the child’s student identification number. It is helpful to put the child’s name on the memo section of the check especially if it differs from the parent’s or guardian’s name on the check. For your

convenience, you can place funds in your student's account using our on-line payment system. The link is [myschoolbucks.com](http://myschoolbucks.com). You will need to have a debit or credit card to use the online payment system. There is a transaction fee of \$2.00 for the service each time you use the service. The \$2.00 fee covers multiple transactions. You can place money on more than one child's account each time you log into [myschoolbucks.com](http://myschoolbucks.com).

### **Meal Charges**

Elementary, middle and high school students are allowed to charge up to a balance of \$5.00. After the limit is reached, students will be offered an alternative meal for a cost of \$1.00. The alternative meals consist of a PB&J sandwich, fruit, and a carton of milk. This is offered for a limited time until the balance owed is paid. Calls from the School Nutrition Office are made frequently during the week to notify parents of charges. However, it is extremely important that parents stay abreast of their student's balances through the free e-mail alert service offered through MySchoolBucks. Students who withdraw to another school system should request a full refund of funds available in the student's account or pay current balance owed, on the day of withdrawal from Carroll County Schools. Parents will have 45 days to request a refund after withdrawing from the school district.

If parents do not pay for their students' meals and do not send a lunch, they will be referred to the school principal. At the principal's discretion, further referral may be made to a school social worker or other appropriate internal or external agency. If parents are experiencing financial hardships, it is important that they notify the principal so that a free/reduced application can be completed or other help offered. WE believe hungry children cannot learn! We will do our best to assist you any way we can. **Adults are not allowed to charge meals.** We ask that staff place funds into their accounts at the first of every month to cover meal charges. Federal regulations state adults are not allowed to charge meals purchased through the School Nutrition Program.

### **Wellness and Nutrition Standards**

New Wellness and Nutrition standards were implemented at the beginning of the 2014 – 2015 school year. This policy has been updated as of June 2017. All foods and beverages made available on campus during the school day shall be consistent with the requirements of federal and state law. Guidelines shall not be less restrictive than regulations issued by the U.S. Secretary pursuant to the Child Nutrition Act and the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools. The Board of Education recognizes that student wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Please refer to BOE Policy EEE and BOE Rule EEE-R for more details.

Highlights of Changes to the Wellness Program Include:

- We recommend all foods sent/brought to school for classroom celebrations to be commercially made and sent to school in the sealed packages with ingredient labels on package due to possible ingredients that would affect a student with food allergies. Snacks cannot be served before lunch period has ended.
- Ice cream may be sold at the end of the lunch period at the elementary and middle schools. Only low fat ice cream, yogurt, or real fruit juice popsicles will be sold at all schools.
- Middle school and High school vending machines will only offer snack foods that are in alignment with initiatives specified in the 2010 Healthy Hunger Free Kid's Act produced by USDA.

## **PARENT PORTAL**

All parents and/or guardians may access their child's grades and schedule through the Infinite Campus Parent Portal on the Internet. Please present a valid picture ID at your child's school to receive login information and access.

## **PARENT RIGHT TO KNOW**

In compliance with the requirement of the Every Student Succeeds Act, parents may request information about the professional qualifications of their student's teachers(s) and / or paraprofessionals. The following information may be requested:

- Whether the student's teacher -
  - has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
  - is a teacher under emergency or other provisional status through which State qualifications or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher
  
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, contact the principal of your child's school or the Carroll County Human Resources Department.

## **REPORTING INSTANCES OF ALLEGED INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS OR OTHER SCHOOL EMPLOYEES TOWARDS STUDENTS**

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission, as cited below. This shall not prohibit students from reporting the incident to law enforcement authorities.

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

- (a) Any student or those who have knowledge of a student who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
  
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
  
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as

designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

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

## **STUDENT CODE OF CONDUCT**

(ref. [Board Policy JCDA](#) and [Board Regulation: JCDA-R](#))

The School is a community, and the rules and regulations of a school are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community.

The following rules are the general rules for Carroll County Schools. These rules apply to all students and will be fairly administered and consistently enforced. All of these rules are designed to protect the student's right to receive an education, the teacher's right to teach, and the property of individuals and the school system. Note: The punishments for breaking rules may range from warnings to suspension from school. In extreme cases, long-term suspension and expulsion may be used. Also, note that the rules of this school system cover certain acts, which are punishable under local, state, and federal laws. Students who violate the law will be punished by the school system and referred to the proper law enforcement agencies. Parents and guardians are encouraged to inform their children about the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Statements of Administrative Procedures**

Progressive Discipline: When it is necessary to impose discipline, school administrators and teachers will follow an age appropriate progressive discipline approach. The degree of discipline to be imposed will be in proportion to the severity of the behavior and may take into account but not be limited to the following: the student's age; academic and attendance performance; prior discipline history; provisions of IDEA and ADA; the impact on the safety and well-being of other students; and the level of disruption of the school day.

Student's Rights and Responsibilities: A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take actions relative to this Constitution, the laws of the State of Georgia, and the policies, rules and regulations of the Carroll County Board of Education. Students are required to report any misconduct of any nature to a teacher or administrator.

Educators Authority: Students should be aware that any adult employee of the Carroll County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.

Due Process: Due process will include appropriate hearings and reviews, and in all cases, the right of individuals will be ensured and protected. A hearing for a long-term suspension and/or expulsion will be formally conducted following the procedures mandated by the Carroll County Board of Education.

Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of Americans with Disabilities Act (ADA).

Appeal Process: If a parent is not satisfied with the consequences given to their child as a result of a discipline infraction, the parent should try to resolve the issue by contacting the following school system personnel in the order listed until satisfied: First, the school administrator who disciplined the student; second, the principal of the school; third, the Office of the Assistant Superintendent of Administrative Services; and last, the Office of the Superintendent.

Interrogations: The principal of each school, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Searches: School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, or their automobiles when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.

Statement on Nondiscrimination: It is the policy of the Carroll County Board of Education not to discriminate on the basis of sex, race, disability, religion, or national origin in its education programs, activities, or employment policies.

### **Information about the Code of Conduct**

- The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this Code of Conduct; and in cases of disruptive, disorderly or dangerous conduct or any unforeseen behavior not covered in this Code, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.
- Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn, provided the student's behavior is in violation of the student code of conduct and the teacher has previously filed a report with the principal or if the teacher determines that such behavior poses an immediate threat to the safety of the student or to another person. The superintendent and principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).
- This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic

performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about ongoing opportunities to communicate with school personnel.

- Educators, parents, guardians and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code through the school principal.



- Students under suspension or expulsion are not allowed on any Carroll County School campus (except for GOAL Program) or at any Carroll County School function.
- Students are to notify an administrator or staff member when illegal or dangerous items are found in the school building or on the school campus. Students are advised not to pick up or handle illegal or dangerous items.
  - The Code of Conduct is enforceable during the following times and places:
    - ✓ On the way to school and on the way home from school, including at bus stops and on school buses or other vehicles provided for student transportation by the school system.
    - ✓ At school or on school property at any time
    - ✓ Off school grounds at any school or school-related activity, function or event and while traveling to and from such events.
    - ✓ A student may be disciplined for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
- All employees must report violations of the code of conduct to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.
- Appropriate compensation shall be paid to the school system or individuals to replace losses resulting from commission of any offense.
- Participation in graduation ceremonies are a privilege. Students must complete all state and local requirements in order to receive a diploma or to be allowed to participate in graduation ceremonies. In addition, the student must maintain good conduct and be in good standing with the school. Students suspended or expelled through the second semester of their senior year may not be allowed to participate in graduation activities.

**Offenses and Consequences**

OFFENSES	CONSEQUENCES
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<p>1. <b>Absences and/or truancy – unexcused</b> - <b>Students</b> are expected to attend school per the Carroll Student Attendance Protocol.</p>	<p><b>Elementary</b> 1. Penalty may range from parent conference to referral to Department of Family and Children (DFACS).</p> <p><b>Middle School/High School</b> 1. Penalty may range from parent conference to referral to Department of Family and Children Services (DFACS).</p>
<p>2. <b>Academic dishonesty</b></p>	<p><b>Elementary</b> 2. Students found guilty may receive a zero in academic assignment. Additional penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 2. Students found guilty may receive a zero in the academic assignment and possible loss of course credit. Additional penalty may range from warning to short-term suspension.</p>
<p>3. <b>Alcohol possession, use and/ or under the influence of</b> - No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess or be under the influence of any alcoholic beverage.</p>	<p><b>Elementary</b> 3. Penalty may range from ISS to a possible recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p> <p><b>Middle School/High School</b> 3. Penalty will include short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

#### 4. Bullying

An act, that is:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (1) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
  - (2) Has the effect of substantially interfering with a student's education;
  - (3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (4) Has the effect of substantially disrupting the order operation of the school.
- d. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by the use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system.
- e. The term also applies to acts of **cyberbullying** which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:
  - (1) is directed specifically at students or school personnel,
  - (2) is maliciously intended for the purpose of threatening the safety of this specified or

#### Elementary

4. Penalty for any act of bullying shall be at the discretion of the principal and may range from warning to short-term suspension.

#### Middle School/High School

4. Penalty for any act of bullying shall be at the discretion of the principal and may range from warning to a possible recommendation to a disciplinary tribunal hearing that may result in expulsion..

Third offense in a school year will result in a ten-day out-of-school suspension and recommendation for a disciplinary tribunal hearing that could result in long-term suspension or expulsion.

<p>substantially disrupting the</p>	
<p>orderly operation of the school, and  (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.  Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by  a wire, radio, electromagnetic, photo-electronic or photo optical system.</p>	
<p><b>5. Bus Misbehavior</b> - Any and all bus conduct violations are subject to bus and/or school consequences. While on a bus students are:</p> <ul style="list-style-type: none"> <li>● Prohibited from acts of physical violence as defined in Code Section 20--2--751.6, bullying as defined in Code Section 20-2-75- 1.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.</li> <li>● Prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.</li> </ul>	<p><b>Elementary</b>  5. Penalty may range from warning to suspension from riding the bus up to a year.</p> <p><b>Middle School/High School</b>  5. Penalty may range from warning to suspension from riding the bus up to a year.</p>
<p><b>6. Classroom disturbance</b> - Conduct or behavior that interferes with or disrupts the teaching/learning process.</p>	<p><b>Elementary</b>  6. Penalty may range from warning to a short-term suspension.</p> <p><b>Middle School/High School</b>  6. Penalty may range from warning to a short-term suspension.</p>

<p>7. <b>Computer Trespass</b> – Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer network, program(s), or data as well as visiting inappropriate web sites.</p>	<p><b>Elementary</b> 7. Penalty may range from warning and/or conference with student to short-term suspension.</p> <p><b>Middle School/High School</b> 7. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>8. <b>Disorderly Conduct</b> - No student shall substantially disrupt the orderly conduct of a school function, the orderly learning environment, or pose a threat to the health, safety, and/or welfare of students, staff or others.</p>	<p><b>Elementary</b> 8. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 8. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>9. <b>Dress Code Violation</b></p>	<p><b>Elementary</b> 9. Penalty may range from a warning to short-term suspension.</p> <p><b>Middle School/High School</b> 9. Penalty may range from a warning to short-term suspension.</p>
<p>10a. <b>Drug Sell/Transmission/Solicitation</b> – No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any</p>	<p><b>Elementary</b> 10a. Penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 10a. Penalty will include short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

<p>type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off the school grounds at a school- sponsored activity, function, or event, and en route to and from school.</p>	
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<p><b>10b. Drug Possession/Use/Under the Influence</b> – No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over- the- counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over- the- counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule, provided that all school and school district rules and procedures are followed.</p>	<p><b>Elementary</b> 10b. Penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 10b. Penalty will include short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
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<p><b>10c. Drug Violation of the Medication Policy</b></p>	<p><b>Elementary</b> 10c. Penalty may range from student warning to short-term suspension.</p> <p><b>Middle School/High School</b> 10c. Penalty may range from detention to short-term suspension.</p>
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<p>10d. <b>Drug-related paraphernalia possession or use-</b> Any item that can be used in connection with illegal drugs. This may include: Pipes made of glass, wood, stone, plastic, or ceramic; water pipes, bong, and chillums; roach clips, miniature spoons that hold less than one-tenth of a cubic centimeter, or freebase cocaine kits.</p>	<p><b>Elementary</b> 10d. Penalty may range from student conference to short-term suspension</p> <p><b>Middle School/High School</b> 10d. Penalty may range from ISS to a possible recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion. .</p>
<p>11. <b>Electronic communication devices –</b> Students are permitted to bring electronic devices onto school board property. Students are permitted to use any electronic communication devices during the school day with the permission and knowledge of a staff member or administrator and in compliance with district's Acceptable Use Policy. The school day begins when the student enters the property and ends when school is dismissed.</p>	<p><b>Elementary</b> 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p> <p><b>Middle School/High School</b> 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p>
<p>12. <b>Failure to comply with teacher, administrator or other school personnel directive</b></p>	<p><b>Elementary</b> 12. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 12. Penalty may range from warning to short-term suspension.</p>
<p>13. <b>False Reporting and Statements -</b> Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.</p>	<p><b>Elementary</b> 13. Penalty may range from a warning to short-term suspension.</p> <p><b>Middle School/High School</b> 13. Penalty may range from warning to recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

<p>14. <b>Fighting</b> – A physical conflict between students</p>	<p><b>Elementary</b> 14. Penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 14. Penalty may range from ISS to short-term suspension.</p>
<p>15. <b>Gambling</b> - Playing any game of skill or chance for money or anything of value on school property, at a school function or on property used by the school with permission of the owner.</p>	<p><b>Elementary</b> 15. Penalty may range from warning to short-term suspension.</p>
	<p><b>Middle School/High School</b> 15. Penalty may range from a warning to short-term suspension</p>
<p>16. <b>Gang-related activity</b> will not be tolerated in Carroll County Schools. A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal or disruptive behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.</p>	<p><b>Elementary</b> 16. Penalty may range from student parent conference to short- term suspension.</p> <p><b>Middle School/High School</b> 16. Penalty may range from student/parent conference to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>17. <b>Harassment</b> – Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.</p>	<p><b>Elementary</b> 17. Penalty may range from warning to short-term suspension</p> <p><b>Middle School/High School</b> 17. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>



<p><b>18. Leaving Campus without permission</b></p>	<p><b>Elementary</b> 18. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 18. Penalty may range from detention to short-term suspension</p>
<p><b>19. Possession of prohibited or hazardous object-</b> Student found in possession of an item or instrument that could cause destruction or harm to property or individuals (i.e.- fireworks, smoke bombs, laser pointer, tear gas, stick pins, or other similar objects.)</p>	<p><b>Elementary</b> 19. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 19. Penalty may range from warning to short-term suspension.</p>
<p><b>20. Public Display of Affection</b></p>	<p><b>Elementary</b> 20. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 20 Penalty may range from warning to short-term suspension.</p>
<p><b>21. Off Campus Misconduct -</b> Any off campus behavior of a student which could result in the student being criminally charged with a <u>felony</u> and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.</p>	<p><b>Elementary</b> 21. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 21. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p><b>22. Parking and traffic violations on campus –</b> Each student who chooses to park a vehicle at a high school parking lot must purchase a parking permit. Students are not allowed to park at the middle schools. A copy of the high school parking and traffic regulations will be issued to each student at the time of registration.</p>	<p><b>Elementary</b> 22. N/A</p> <p><b>Middle School/High School</b> 22. Penalty may range from warning to short-term suspension or revocation of parking permit, and/or towing of violator’s vehicle from campus.</p>

<p>23. <b>Physical Acts of Violence against an educator</b> – A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by:</p> <ul style="list-style-type: none"> <li>(1) Intentionally making physical contact of an insulting or provoking nature with the person of another.</li> <li>(2) Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in defense of him or her.</li> </ul>	<p><b>Elementary</b> 23. Penalty may range from in-school suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 23. (1) Short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p> <p>(2) Short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion. Possible recommendation for expulsion for the remainder of the student’s eligibility to attend public school.</p>
<p>24. <b>Physical Acts of Violence against a student</b> A student shall not commit an act of physical violence against another student. Offenses involving physical violence may include assault, battery, hazing, and/or attacking another student.</p>	<p><b>Elementary</b> 24. Penalty may range from in-school suspension to short-term suspension</p> <p><b>Middle School/High School</b> 24. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>25. <b>Profanity</b> – Use of vulgar, or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours or show disrespectful conduct toward persons attending school-related functions.</p>	<p><b>Elementary</b> 25. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 25. Penalty may range from warning to short-term suspension.</p>

<p>26. <b>Property Offense</b> – Willful or malicious damage of and/or threats to destroy or damage school, public or private property.</p>	<p><b>Elementary</b> 26. Penalty may range from warning to short-term suspension. Arrangements for restitution of damages may be required.</p> <p><b>Middle School/High School</b> 26. Penalty may range from ISS to possible recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion. Arrangements for restitution of damages may be required.</p>
<p>27. <b>Repeated violations/Chronic misbehavior</b> – A pattern of behavior with interferes with the learning process, the orderly works of the school or the safety of those in the school.</p>	<p><b>Elementary</b> 27. Penalty may range from in-school suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 27. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>28. <b>Rude and Disrespectful Behavior</b></p>	<p><b>Elementary</b> 28. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 28. Penalty may range from warning to short-term suspension.</p>
<p>29. <b>School disturbances</b> - Acts which cause substantial disruption of learning opportunities and/or threat to the safety or wellbeing of other students which may include pulling fire alarms, bomb threat, sit-downs, walk-outs, riots, picketing, trespassing, inciting disturbances, threats, or actual violence during period of disruption.</p>	<p><b>Elementary</b> 29. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 29. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

<p>30. <b>Sexual Battery</b> – Unwanted physical touching of another in the areas including chest, buttocks, groin or inner thighs.</p>	<p><b>Elementary</b> 30. Penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 30. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>31. <b>Sexual Offense</b> - Inappropriate contact or of indecent exposure.</p>	<p><b>Elementary</b> 31. Penalty may range from in-house suspension to short-term suspension.</p> <p><b>Middle School/High School</b> 31. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>32. <b>Skipping class or required activities</b></p>	<p><b>Elementary</b> 32. Penalty may range from warning to short-term suspension.</p>

	<p><b>Middle School/High School</b> 32. Penalty may range from warning to short-term suspension</p>
<p>33. <b>Student Confrontation</b> - Verbal altercation between students.</p>	<p><b>Elementary</b> 33. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 33. Penalty may range from warning to short-term suspension.</p>
<p>34. <b>Tardiness</b></p>	<p><b>Elementary</b> 34. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 34. Penalty may range from warning to short-term suspension.</p>

<p>35. <b>Theft/Larceny</b> – Unlawful taking, carrying, leading, or riding away of property of another person.</p>	<p><b>Elementary</b> 35. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 35. Penalty may range from ISS to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>36. <b>Threatening or intimidating another student(s)</b> Written, verbal or implied, but not involving actual physical contact.</p>	<p><b>Elementary</b> 36. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 36. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>37. <b>Tobacco – Possession, use or distribution</b> - Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, vapes, hookahs, and other similar items is prohibited.</p>	<p><b>Elementary</b> 37. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 37. Penalty may range from warning to a short-term suspension.</p>
<p>38. <b>Vandalism</b> – Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property.</p>	<p><b>Elementary</b> 38. Penalty may range from in-school suspension to short-term suspension. Arrangements for restitution of damages may be a part of the consequences.</p> <p><b>Middle School/High School</b> 38. Penalty may range from short-term suspension to expulsion. Arrangements for restitution of damages may be a part of the consequences.</p>

<p><b>39. Violation Acceptable Use Policy Violation</b> - Improper use of the internet or internet capable device. Students must follow all expectations for internet use as outlined in the Technology Acceptable Use Agreement.</p>	<p><b>Elementary</b> 39. Penalty may range from warning to short-term suspension. May include loss of privileges</p> <p><b>Middle School/High School</b> 39. Penalty may range from warning to short-term suspension. May include loss of privileges</p>
<p><b>40. Verbal Assault of an Educator -</b> Includes threatened violence of teachers, administrators or other school personnel.</p>	<p><b>Elementary</b> 40. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p> <p><b>Middle School/High School</b> 40. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p><b>41. Violation of School Rules -</b> Failure to follow school rules or procedures.</p>	<p><b>Elementary</b> 41. Penalty may range from warning to short-term suspension.</p> <p><b>Middle School/High School</b> 41. Penalty may range from warning to short-term suspension.</p>

42. **Weapons (CCBOE Policy JCDAE)** a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser.

Such term shall not include any of these instruments used for classroom work authorized by the teacher.

**Elementary**

42. Students who possess any weapon described in **paragraph (1)** will be subject to a minimum of a one calendar year expulsion via the tribunal process.

Students who possess any weapon described in **paragraph (2)** will be subject to penalty which may range from a warning to short-term suspension.

**Middle School/High School**

42. Students who possess any weapon described in **paragraph (1)** will be subject to a minimum of a one calendar year expulsion via a mandatory tribunal hearing.

Students who possess any weapon described in **paragraph (2)** will be subject to penalty which may range from a warning to a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.

## **Dress Code**

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Instilling dignity, pride, modesty, and cleanliness are our goals. For these reasons, some types of clothing are prohibited. The principal has the authority to determine appropriate dress.

### Acceptable Clothing Standards

The following acceptable clothing standards shall apply:

Pants, trousers, jeans, capris, etc., are permitted. Plain jeans may be worn in any color.

All pants, trousers, jeans, capris, etc., must be worn at the waist. Belts shall be worn securely at the waist. Shorts, skirts, and dresses shall measure no shorter than three (3) inches from mid- kneecap.

Shirts shall have a sleeve and shall fit properly. Shirts that do not fit properly shall be worn tucked in.

### Prohibited Clothing Items:

See-through or mesh clothing

Garments that expose the midriff and/or cleavage Halter tops, tank tops, and sleeveless shirts

Tennis, gym, biking, short shorts, leggings, lounging pants, pajamas Garments that expose underclothing or impede walking

Garments that are poorly fitted, oversized, excessively tight, or extremely baggy. Garments with holes above the knee that expose skin

Hats, visors, hoods, or other head garments including non-prescription sunglasses inside the school building

Cleats, and/or heelies inside any school building; bedroom slippers, and/or novelty footwear deemed inappropriate by the principal. Garments which display emblems relating to abusive substances, tobacco products, alcohol, sex, violence, or obscenities. Garments that might be considered socially unacceptable or inflammatory  
Any emblem, sign, or representation of a gang symbol, or any garment indicating a gang affiliation



## **Code of Conduct Definitions**

The following are definitions applicable to the Student Code of Conduct:

Corporal Punishment: Physical punishment by the principal or designee. It must be administered in accordance with regulations set forth by the Board of Education.

Detention: - A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school.

Expulsion: - Means expulsion of a student from a public school beyond the current school quarter or semester.

GOAL Program: Alternative educational setting for students who cannot attend their home school due to long-term suspension or expulsion.

In-house suspension: Isolation of student in the classroom setting. Student will do class assignments while isolated from the rest of the class.

In-school suspension (ISS): - Removal of a student from class or classes assigned to an on-site designated supervisor. A student in In--School Suspension is also suspended from school -sponsored activities. The student will have assignments to complete from which he/she will receive credit and student will be counted present.

Long-term suspension: - Means the suspension of a student from a public school for more than ten school days but not beyond the current school quarter or semester.

Safe-school zone: - Any area within 1000 feet of school property.

Short-term suspension: - Short-term suspension means the suspension of a student out- of- school for not more than ten (10) days. The principal has the authority to issue short-term suspension.

Student Support Team: A committee that consists of teachers, counselors, administrators and parents designed to deal with any educational or behavioral problem a student exhibits.

Trespassing: - Illegal presence on a school campus by suspended students, or any other person who does not have permission to be on school grounds.

Tribunal Panel: An appellate committee made up of school or district administrators charged with hearing Code of Conduct infractions that could result in long-term suspension or expulsion.

Waiver of the Right to a Tribunal Hearing: A process wherein a student who admits guilt and accepts the consequences recommended by the school administration foregoes the opportunity to have their case heard by a Tribunal Panel.

## **TECHNOLOGY - ACCEPTABLE USE BY STUDENTS (ref. [BOARD POLICY: IFBG, BOARD EXHIBIT IFBG-E](#))**

The Carroll County School System strongly believes in the educational value of electronic information services and recognizes their potential to support the curriculum and student learning in facilitating resource sharing, innovation, and communication.

The Carroll County School System will make every effort to protect students and teachers from any misuse or abuse as a result of interacting with an information service. Inappropriate and/or illegal interaction with the information service is strictly prohibited.

By virtue of using Carroll County School District technology, students are subject to the provisions of this acceptable use agreement. If any user violates these provisions, access to the information service may be denied and may be subject to disciplinary action.

### Terms of Usage

1. *User Responsibility*: As a representative of the school, students will accept user responsibility for reporting any misuse of the network to their school administrator. Misuse may come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

2. *Acceptable Use*: The use of student accounts must be in support of educational research and align with the educational goals and objectives of the Carroll County School System. Students are personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement, political lobbying is prohibited.
- e. Use of any internet censorship circumvention tools is prohibited.

3. *Privileges*: The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. . The final determination of appropriate use is at the discretion of the school administrator. The system administrator or staff may close an account at any time deemed necessary. The administration or staff of a particular school may request that the system administrator deny, revoke or suspend specific user accounts.

4. *Network Etiquette and Privacy*: You are expected to abide by the following generally accepted rules of network etiquette:

- (1.) Be polite, and do not become abrasive in messages to others. General School District rules and policies for behavior and communicating apply.
- (2.) Use appropriate language at all times. Do not swear, use vulgarities, or any other inappropriate language.
- (3.) Do not reveal your personal address or phone numbers or those of other students.

(4.) Recognize that email is not private or confidential.  
(5.) Do not use the network in such a way that would disrupt the use of the network by other users.  
(6.) Consider all communicators and information accessible via the Internet to be the property of the  
School District.

(7.) Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or disability status.

5. *Services:* The Carroll County School System makes no warranties of any kind, whether expressed or implied, for electronic services provided. Carroll County School System is not responsible for any damages suffered while on this system. Potential damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Carroll County School System specifically denies any responsibility for the accuracy of information obtained through its services.

6. *Security:* Security is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under the user's assigned account. Any user identified as a security risk will be denied access to the information system.

7. *Vandalism:* Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other public or private provider connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism may result in the loss of computer services, disciplinary action, and legal referral.

8. *Updating:* The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

9. *Social Media:* Carroll County Schools is proud to embrace the power of social media as a tool to communicate and engage with our parents, students and communities. Negative behavior or attacks on a student or employee, by a student, employee, parent or any member of the public is disruptive to our positive learning environment. Use of social media for learning, informing and engaging students, parents, community members and employees in the educational process is encouraged.

10. *BYOT (Bring Your Own Technology):* BYOT refers to privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Each school will set procedures for use of personal technology by students. The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students must comply with the following BYOT guidelines:

(1.) Only the Internet gateway provided by the school system may be accessed while on a Carroll County School System campus. Use of personal Internet connection devices such as, but not limited to, cell phones / cell network adapters are not permitted to access outside Internet sources at any time. The school's network filters will be applied to one's connection to the Internet and attempts should not be made to bypass them. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is

in violation of Policy IFBG: Internet Acceptable Use.

(2.) Responsibility to keep the device secure rests with the individual owner. **The Carroll County School System, nor its staff or employees, is liable for any device stolen or damaged on any campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

(3.) Technology must be in silent mode while on school campuses and while riding school buses. Personal technology should be charged prior to bringing it to school and should run off its own battery while at school.

(4.) Technology may not be used to cheat on assignments or tests, or for non- instructional purposes during class times (such as making personal phone calls and text/instant messaging). Technology may not be used to record, transmit, or post photographic images or video of a person, or persons on campuses during school activities and/or hours.

(5.) Technology may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted. Furthermore, bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG: Internet Acceptable Use. The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

Students using Carroll County Schools' technology, defined as the district's technology resources, peripheral equipment, WiFi network, Internet and Intranet, agree to abide by the provisions and conditions of this technology usage agreement. Any violations of the above provisions may result in disciplinary action, the revoking of user account, and appropriate legal action. Users agree to report any misuse of the information system to their school administrator. Parents/Guardians should understand that school system technology is designed for educational purposes and that it is impossible for the Carroll County School System to restrict access to all controversial materials. Parents/Guardians will not hold the School System responsible for materials acquired on the network and will also report any misuses of the information system to the school administrator. Parents/Guardians are fully responsible for the supervision of their child's activity, if and when their child's use is not in a school setting.

## **VISITORS TO THE SCHOOL - Guidelines**

Carroll County Schools strongly believes that education is a collaborative venture between parents/guardians and school personnel. At times parents/guardians may wish to visit their child's school for a short period of time, volunteer or observe in a classroom. All visitors are under the jurisdiction of the building principal, who has the responsibility to develop rules and procedures to maintain a safe and orderly learning environment. The following guidelines are intended to assure a successful school visit or observation:

- Request a visit/observation and state your purpose for the request at least 24 hours in advance.
- Arrange a mutually agreed upon date and time through the building principal.
- Observations are limited to not more than 30 minutes per visit to avoid disruption or distractions
- in the classroom
- The number of observations will be limited to assure the least amount of disruption to instruction.
- Private/public agencies are not allowed to observe in classrooms unless party to a memorandum of agreement with Carroll County Schools
- For security reasons, visitors are required to check in at the school office to sign in and present a government issued photo ID to obtain a visitor's badge before proceeding to contact any persons in the building or on the school grounds.

- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians are asked not to bring younger siblings or children while observing in the classroom.
- Pictures and video/audio recording devices and use of cell phones are prohibited.
- If the parent would like to talk to the teacher, a meeting can be scheduled for another time, rather than disrupt the scheduled lesson.
- Parents/Visitors will see or hear things which must be kept confidential. Confidentiality regarding our students is paramount and visitors must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information collected during the visit.
- Visitors will need to sign out and leave their visitor's badge when their visit is complete.

**Middle/High School Parent/Guardian Handbook Signature  
2019-2020**

**Please review the following statements concerning handbook information before signing:**

1. The signature of a parent/guardian on this page signifies that you have read the Student Code of Conduct, as well as have knowledge and an understanding of the Carroll County School System policies and guidelines contained within the student handbook.
2. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education, Student Attendance Protocol Committee and Teenage and Adult Driver Responsibility Act (TAADRA) (for more information see pages D6 thru D8 in the Student Code of Conduct).
3. The signature of a parent/guardian on this page signifies that your child has permission to access school-based Internet-capable technology. It also signifies you have read the Acceptable Use of Technology by Students in this handbook and are familiar with and in agreement with the terms of usage and the consequences of misuse of technology owned and operated by Carroll County Schools. Your signature also indicates that you are aware and in agreement with the guidelines regarding BYOT.
4. Throughout the school year there are numerous activities that provide opportunities for students to be photographed and/or videotaped. Student publications, school websites, school Facebook pages, Instagram and school yearbooks use photographs to document student life and various events. These events include, but are not limited to band performances, drama performances, extracurricular and athletic activities, class presentations, competitions, and club sponsored projects. If any parent/guardian does **NOT** wish for his or her student's school to use their child's photograph or video for any purpose including honors and awards during the school year, please signify those wishes in the opt-out section provided below.
5. Within the provisions of O.C.G.A. 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does **NOT** wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the opt-out section below.
6. Under current Federal law, all schools must, if requested, provide student directory information (names, addresses and telephone numbers) of high school students to U.S. military recruiters. If any parent/guardian or eligible student does **NOT** wish for student directory information to be released to the United States military recruiters, please signify in the opt-out section that this information not be released.

## Student Handbook Acknowledgement Form

**STUDENT NAME (PLEASE PRINT) :** \_\_\_\_\_

**SCHOOL: Central High School**

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### OPT-OUT SECTION:

I do not want my child to participate in the following clubs:

\_\_\_\_\_

I do not want my child's student directory information released to U.S. Military recruiters. Initials: \_\_\_\_\_

I do not want my child's photograph or videos containing images of my child used as outlined in item #4.  
Initials: \_\_\_\_\_

**Sign and return to your child's school during the first week of school.**