

Bowdon High School

Student Handbook
2019-2020



Bowdon High School

504 West College Street

Bowdon, GA 30108

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Webpage: bhs.carrollcountyschools.com

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MISSION STATEMENT

The mission of Bowdon High School is to prepare students to excel in a global world.

VISION STATEMENT

Assisting students to go beyond expectations.

BOWDON HIGH SCHOOL COMMITMENTS

Bowdon High School will be recognized as a premier school by sustaining the following commitments:

- Focusing on Learning
- Providing Premier Experiences
 - Maximizing Our Talents
 - Serving Our Communities
 - Ensuring Good Stewardship

WELCOME TO BOWDON HIGH SCHOOL

Achieving Excellence Through Proud Traditions

It is with great pride and excitement that I welcome you to Bowdon High School for the 2019-2020 school year. I am honored to have the opportunity to lead a school with such a rich tradition of excellence. Bowdon is known for having an exceptionally talented student body that is recognized for its academic abilities, energy and creativity; and I am proud to be a part of this family.

This Student Handbook will acquaint all students – new and returning – about many aspects of Bowdon High School. In these pages, you will see descriptions of the services and activities available to students, as well as our governing policies and procedures. I ask that you review these rules and policies and abide by them.

At BHS, we embrace the challenges of the future while continuing to cherish and celebrate the traditions of the past. Our remarkable staff, involved parents and committed students make Bowdon High School a wonderful and unique place. I look forward to working with you all this school year.

Zoe Evans, Principal



Faculty and Staff

Email Contact: firstname.lastname@carrollcountyschools.com

*Department Chair

Zoe Evans: Principal

Bret Hart: Assistant Principal

Mark Huggins: Athletic Director

Elissa Huggins: Special Education Coordinator

Melissa Wilkinson: Counselor

Heather North: Graduation Facilitator

Scott Cowart: Superintendent

<u>English</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
* Kim Whitman	* Dana Ray	* Melanie Burns	* Mark Huggins
Staci McAdams	Brantley Grooms	Tyson Burke	David Bramble
Allison Messenger	Brian Vance	Jeremiah Yates	Jarrett Thomas
<u>CTAE</u>	<u>Fine Arts</u>	<u>Foreign Language</u>	<u>Physical Education</u>
*Laura Edwards	Stephanie Norton	*Carrie Gay	*Rich Fendley
Richard Farrow	Matthew Bass	Claudia Lopez Lancheros	D'Lonzo Harris
			Jake Yates
<u>Special Education</u>	<u>Paraprofessionals</u>	<u>Office Personnel</u>	<u>Cafeteria Staff</u>
*Elissa Huggins	Eve Bradley	Gina Grooms	*Angie Ethridge
Marcie Brown	Dylan Yates	Cathy Williams	Sue Richardson
Alex Lakes			Angelia Poole
Kasey Swafford			
<u>Community in Schools</u>	<u>Support Staff</u>	<u>Media Specialist</u>	
Hannah Yates	Beverly Kirk	Lisa Eidson	
	Tammy Eidson		

Extracurricular Activities and Sponsors		Athletic Staff	
Activities	Sponsors	Sport	Head Coach
Art Club	Stephanie Norton	Football	Rich Fendley
Band	Matthew Bass	Baseball	Brian Vance
FBLA	Laura Edwards	Boys Basketball	David Bramble
FFA	Richard Farrow	Girls Basketball	Jan Fendley
National Honor Society	Dana Ray	Competition Cheer	Hannah Runels
National Tech Honor Society	Laura Edwards	Basketball Cheer	Gina Grooms
Student Council	Melanie Burns	Football Cheer	Hannah Runels
Sociedad Honoraria Hispanica	Carrie Gay	Golf	Jake Yates
Yearbook	Kim Whitman	Gymnastics	Carrie Gay
Outdoor Club	Jeremiah Yates	Softball	Kasey Swafford
Key Club	Laura Edwards	Soccer	David Bramble/Brantley Grooms
		Tennis	Dana Ray
		Track	
		Wrestling	Jarrett Thomas

Bowdon High School
2019-2020 Bell Schedule

8:15	Dismissal from cafeteria
8:20	Tardy Bell
8:20 - 8:25	Announcements
8:25 - 9:20	1 st Period
9:24 - 10:19	2 nd Period
10:23 - 11:18	3 rd Period
11:22 - 12:33	4 th Period
11:22 – 11:43	Lunch 1
11:46 – 12:08	Lunch 2
12:11 – 12:33	Lunch 3
12:37- 1:32	5 th Period
1:36 – 2:31	6 th Period
2:35 – 3:30	7 th Period
3:30	Student Dismissal
3:35	All students out of the building

2019-2020 Advisement/Club

8:15	Proceed to first period
8:20	Tardy Bell
8:20 - 8:25	Announcements
8:25 – 9:15	1 st Period
9:19 – 10:09	2 nd Period
10:13 - 11:03	3 rd Period
11:03 – 11:33	Club/Advisement
11:37 - 12:49	4 th Period
11:37 – 11:59	Lunch 1
12:02 – 12:24	Lunch 2
12:27 – 12:48	Lunch 3
12:52- 1:42	5 th Period
1:46 – 2:36	6 th Period
2:40 – 3:30	7 th Period
3:30	Student Dismissal
3:35	Students out of hallways

ACADEMICS

The faculty and staff of Bowdon 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 develop globally competitive college and career graduates and 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 Bowdon 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.

ACADEMIC AWARDS AND LETTERMAN

An academic letter is awarded to students in grades nine through eleven who maintain a 3.8 cumulative GPA or who rank in the top 10% of their class. The senior honor graduates or top 10% of the class also receive an academic letter.

Each spring teachers name students to receive recognition for the highest average in each course. These certificates are presented at the Honors Night Ceremony.

The students with the highest cumulative GPA in each grade nine through eleven, along with the Valedictorian and Salutatorian, are recognized at the Honors Night Ceremony. In the event of a tie, we use the tiebreaker procedures dictated in the Carroll County Board of Education policy [IDCG](#) to determine one recipient per grade level.

ACADEMIC ALL-STARS

All-Star members are selected each year based on the following criteria:

1. Minimally a 4.0 GPA for each semester of the 2019-2020 school year.
2. No more than 5 absences (excused and unexcused) for the previous two semesters.
3. No ISS/OSS during the last school year.

ACCREDITATION

Bowdon High School is fully accredited through AdvancEd.

ADAP

ADAP is an acronym that stands for Alcohol and Drug Awareness Program. In Georgia, teens under the age of 18 are required by law to show proof that they have completed ADAP in order to obtain their Class D driver's license. ADAP is taught in health classes at Bowdon High School and requests for ADAP letters must be made to Gina Grooms in the front office.

ADVISEMENT

Students will be placed in advisement groups led by teachers. Advisement will meet at least six times during the year.

COLLEGE AND CAREER ACADEMY PROGRAM

The College and Career Academy (CCA) Program is designed to help students make a smooth transition between high school and technical school and reduce duplication of courses or loss of credit. CCA is a cooperative effort between the high school and West Georgia Technical College that is designed to meet the needs of high school students who want to prepare for technical careers. It consists of two years in high school (11th and 12th grade) plus up to two years in the technical institute. Specific high school academic and technical courses are blended with the two-year technical occupation program to provide the background and training for rewarding careers in technologies. The programs are based on a strong academic core and upgraded technical courses, many of which integrate math, principles of science, and computer applications. The Associate Degree in Applied Technology

(AAT) is available at West Georgia Technical through the CCA Program. CCA Articulated Program includes business, marketing, and health occupations.

DUAL ENROLLMENT, MOVE ON WHEN READY, AND ADVANCED PLACEMENT CLASSES

The Carroll County School System will work cooperatively with the University of West Georgia and West Georgia Technical College to provide students who are at least 16 years of age or who are classified as juniors or seniors the opportunity to take approved courses, full or part-time at the postsecondary level. Eligible students who meet all requirements may participate in dual enrollment. The Carroll County School system will work with the Georgia Department of Education to facilitate the payment of fees for advanced placement exams for students who successfully complete advanced placement courses. Students may receive both high school and postsecondary credit for work completed. Students must contact their counselor for procedures for enrollment in these programs. More information is available in the guidance department.

EXAM EXEMPTION POLICY

Students may exempt their semester tests (pending teacher approval) if they meet the following requirements:

- 0 - 1 days absent with a 70 average or above
- 2 days absent with an 80 average or above
- 3 days absent with a 90 average or above
 - All based upon semester absences and averages.
 - 3 tardies = 1 absence
 - 3 days ISS = 1 absence

ATTENDANCE

Attendance has a vital bearing on a student's education 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 when students cannot attend school or might need to leave early or arrive late. However, Bowdon High School takes a firm stance on student attendance; students are expected to regularly attend school. The Board policy governing attendance is found on page D3 of the district section.

ATTENDANCE MEETINGS

In order for Bowdon 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. Bowdon 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 1st 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 Bowdon 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 TEAM. More interventions are put in place and the student is monitored closely.
- ∞ If the problem continues, the result will be an ATM, TEAM, 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 TEAM or Juvenile Court. These students are automatically subject to the Carroll County Board and Bowdon High School attendance protocol and consequences for non-compliance.

Possible consequences for Students with Serious 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

ARRIVAL TO SCHOOL

The school will be opened at 7:30 a.m. each day. Students should not arrive before that time. Students who arrive before 8:15 a.m. should report directly to the cafeteria. Students may not stay outside the building or in cars in the parking lot. The tardy bell for 1st period rings at 8:20 a.m. After this time, students are to report to the main office to sign in late.

AUTOMATED ATTENDANT

Bowdon High School uses the automated attendant through Infinite Campus; student households will receive a phone call every day that the student misses one or more classes. Questions concerning attendance should be directed to Dylan Yates, our student attendance clerk. Please call the school at 770-258-5408. The automated attendant uses the information listed in Infinite Campus; therefore, it is IMPERATIVE that parents ensure that all information in Infinite Campus is correct. All changes in information should be directed to Mrs. Cathy Williams.

CHECK IN AND CHECK OUT

Any student who checks in after 8:20 a.m. will be considered tardy to school. All check ins and check outs must be done in the front office.

Once students arrive on campus they are not permitted to leave campus at any time prior to dismissal without permission from the office. Students who need to check out early:

1. May be signed out by a parent/guardian or person designated in student records.
2. May bring to the office a note from the parent/guardian stating the reason, departure time, and a phone number for verification. Students are to bring parent/guardian notes requesting checkout to the office before 8:20 a.m.
3. All Work Based Learning (WBL) and Move On When Ready (MOWR) students must sign in and out through the front office before leaving school and upon their return to school.
4. All seniors taking only six (6) classes must sign out through the front office each day before leaving campus.

DEPARTURE FROM SCHOOL

Students are dismissed from classes at 3:30 p.m. each day. All students should be out of the hallways by 3:35 p.m. each day.

TARDIES TO CLASS

A student will be allowed one tardy to class without penalty. Students have 4 minutes between classes to do

everything they need to do. The teacher will assign the appropriate discipline, and if tardies continue to be an issue, the student will be referred to the office by a discipline referral. On the fourth tardy and above, teachers will do a discipline referral to the office with the consequences increasing with each referral. Going to the snack machine does not constitute an excused tardy. Tardies will accumulate per semester.

1st – Warning

2nd – Parent Notification by Teacher

3rd – Teacher assigned consequence

4th (and above) – Office Referral

ANNOUNCEMENTS

The principal must approve any public announcement. Only announcements relating to school sponsored activities will be allowed.

BRING YOUR OWN TECHNOLOGY (BYOT)

Please refer to the Carroll County School System's District Handbook for Students (page D26) for information regarding **Technology-Acceptable Use by Students**.

CAMPUS

Our school has a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissed. Once students exit the bus or another mode of transportation, they should enter the building and report to the designated places (i.e. cafeteria). Students are not allowed in the hallways, gyms, or band/agriculture building until 8:15 a.m. When a student leaves campus, he/she should not return to the campus unless checking in properly through the office.

CELL PHONES AND ELECTRONIC DEVICES AT BOWDON HIGH SCHOOL

- ∞ GREEN/RED signs: Teachers will post these signs to inform students if technological devices will be used during the lesson. If the GREEN sign is posted, students will use their devices during the course of instruction. If the RED sign is posted, students will not use their devices for instruction and should not attempt to use them at all during class.
 - o This is an area of concern at Bowdon High School as many students attempt to use their devices when the RED sign is posted in the classroom. RED means NO; there is no room for student judgment, it is non-negotiable.
- ∞ Students are not allowed to make phone calls on their devices during the school day.
- ∞ Students are allowed to text during non-instructional time.
- ∞ Students are allowed to listen to music during non-instructional time. For safety purposes, students should use only one earbud. No one other than the student should hear the music; in other words, it should not be too loud.
- ∞ Headphones are not allowed; earbuds only.

When a student violates classroom or school BYOT policies, the electronic device will be confiscated by the teacher and given to an administrator. Carroll County Board policy JCDA grants administrators the authority to look through the contents of the device. Administrative discretion will be used to determine disciplinary action.

CELL PHONE USAGE VIOLATIONS

1st offense- Student surrenders phone/device. Student may pick up the phone between 3:30 P.M. and 4:30 P.M. in the front office.

2nd offense- Student surrenders phone/device and may choose to pay a \$5 administrative fee or have a parent pick up the phone between 3:30 P.M. and 4:30 P.M.

Additional offenses- Student surrenders phone/device, pays a \$10 administrative fee and the student or parent may pick up the phone between 3:30 P.M. and 4:30 P.M. in the front office. *Disciplinary consequences may be administered for repeated cell phone offenses.

*Students who refuse to hand over their cell phones will be subject to disciplinary action.

***BHS Administration reserves the right to revoke BYOT privileges due to technology misuse.**

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 Ms. Grooms. 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.

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. Contact Mrs. Cathy Williams, bookkeeper/registrar.

CLASS RINGS

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.

COUNSELING DEPARTMENT AND SUPPORT SERVICES

The Counseling Department at Bowdon High offers a variety of services for personal as well as academic concerns. A policy of strict confidentiality is maintained. Services include group testing, career counseling, university and technical college counseling, individual counseling, scholarship application assistance, course selection, test score interpretation, transcript analysis, group guidance, classroom guidance, and parent consultation.

The PSAT is administered by the guidance counselor in October, and the ASVAB is administered to all students to assist in career development. Bowdon High is also a national test site for the ACT. AP exams are available for students enrolled in Advanced Placement classes. A technical college entrance exam, ACCUPLACER, will be administered at BHS each spring.

A resource library is maintained in the guidance office including books, pamphlets, and software related to universities, technical colleges, the military, financial aid, careers, study skills, and personal development. In addition, there is a computer lab in the guidance office for career exploration. GAFutures.org is available in the guidance office and via the internet as an aid to students seeking college enrollment information. All students are urged to take advantage of the career exploration opportunities available in the guidance office.

Students should check with their classroom teacher to obtain permission to come to the counselor's office during instructional time.

The **Partners Advancing Student Success** coordinator works with at-risk students to assign mentors that provide positive social and emotional support by acting as role models for the students.

The **School Social Worker** will work with school personnel in locating and helping children whose social, economic, or emotional problems inhibit school success.

The **School Psychologist** will work with parents and school personnel in assessing and addressing the cognitive, social, emotional, and behavioral needs of students

DELIVERY OF ARTICLES TO STUDENTS

When it is necessary for parents/guardians to bring articles to school, such articles must be delivered to the front office. Students will not be called from class during instructional time and will receive these articles between classes or after school.

DISCIPLINE & CODE OF CONDUCT

Please refer to the Carroll County School System's District Handbook for Students (page D15) for information regarding the **Student Code of Conduct**.

In-School Suspension

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 disrupt the learning process and need to be referred to school administrators. The in-school suspension program is a form of suspension and is, therefore, reserved for serious behavior problems. It is designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services.

GOAL Program

The GOAL Program serves students who have committed offenses that would otherwise require them to be expelled from all school settings. Students in grades 5-12 may be brought before a disciplinary hearing and placed at the GOAL Program. A due process special education meeting may also place a student at this school. *****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Bowdon High School graduation.*****

DISPLAY OF SIGNS

All posters, signs, announcements, and so forth must be approved by the administration before posting.

DRESS CODE

Please refer to the Carroll County School System's District Handbook for Students (page D24) for information regarding Student Code of Conduct/Dress Code (Admin.Rule [JCDA-R](#)).

DRESS CODE VIOLATIONS

Students who disregard their responsibilities in personal dress and good grooming will have to report to the office for a parent/guardian to be contacted to bring appropriate dress for the student. **Students will be allowed to sit in the office for 30 minutes for appropriate clothing. If it takes longer than 30 minutes to obtain appropriate clothing, the student will be sent to ISS until appropriate clothing is attained or will remain in ISS if no appropriate clothing is attained.** Instances in which students continuously defy the dress code shall be dealt with

by an administrator.

DRUG TESTING

Please refer to the Carroll County School System's District Handbook for Students (page D7) for information regarding **Drug Testing of Students**.

ELECTRONIC CIGARETTES - VAPES

E-cigarettes, vapes, hookahs, and other similar items is prohibited (Student Code of Conduct #37) may receive the following consequences.

- 1st Offense- OSS (up to 5 days)
- 2nd Offense- OSS (up to 10 days)
- 3rd Offense- Referral for Tribunal

EXTRACURRICULAR ACTIVITIES (See also D8)

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.

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. It is up to the coach/sponsor to monitor grades.

Students should be aware that when they attend a school-sponsored event before, during, or after school hours, they represent Bowdon 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.

ATHLETICS

The athletic programs at Bowdon 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	Cross Country	Soccer	Track
Basketball	Football	Softball	Wrestling
Cheerleading	Golf	Tennis	Gymnastics

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.

- a. Enrollment is defined as follows:
 1. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
 2. Spring Semester: when the student attends classes.
 3. A student may be enrolled in only one (1) high school at a time.
- b. The student must be in regular attendance.
- c. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

In addition to Bowdon 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 on file at the school prior to participating in any athletic try-outs, 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.

Physicals

All students participating in sports must have a physical on file before tryouts or practice begins. Students must check with the coach or sponsor to schedule a physical. Students may get a physical in the spring. Students who miss this opportunity will be financially responsible for their physicals.

BAND PROGRAM

Bowdon 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 BHS football games, presents concerts during concert season, and takes part in district and state musical competitions.

CLUBS (See Also D7)

Student participation in school clubs and organizations is voluntary. A list that includes the name, mission or purpose, faculty advisor, and planned activities of clubs or organizations in which students may participate is published below. If you wish to decline permission for your student to participate in a particular club or organization, please inform the school in writing. Written parental permission will be required prior to a student's participation in any new club begun after the start of the school year.

Participation in a club encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Each of these organizations is expected to complete at least one school and one community project each school year.

ART NATIONAL HONOR SOCIETY

Sponsor: Ms. Stephanie Norton

The Art Honor Society is a selective organization based upon the completion of Art Levels I and II. Once a student begins Art III, the student has the opportunity to become a member by maintaining an 85 or above average. Scholarship opportunity is available for seniors through the National Art Honor Society Chapter. Dues will be \$15.00, which includes a certificate from the National Chapter.

FUTURE BUSINESS LEADERS OF AMERICA

Sponsor: Mrs. Laura Edwards

Leadership experiences are provided through Future Business Leaders of America organization for all students interested in a business career. This club meets during the regularly planned periods allotted during the school day. Local FBLA chapters make up the membership of the state FBLA chapter and the national FBLA organization. Activities at these three levels provide leadership and citizenship experiences, social growth, civic consciousness, and a respect for business enterprise and the American way of life. *ALL BUSINESS STUDENTS ARE ENCOURAGED TO JOIN!*

FUTURE FARMERS OF AMERICA

Sponsor: Mr. Richie Farrow

The FFA organization provides opportunities for self-development, preparation for family and community living and for employment. Members strive to strengthen the function of the family as a basic unit of society and become aware of the multiple roles of men and women in today's society.

THE NATIONAL HONOR SOCIETY

Sponsor: Ms. Dana Ray

The National Honor Society is a selective organization based upon outstanding scholarship, character, leadership, and service. All sophomores, juniors, and seniors who have completed at least one full semester at Bowdon High School and have a 3.75 or better scholastic average are invited to become members. Membership is granted with a majority vote of the Faculty Council. A student who falls below the 3.75 average is placed on probation for the following semester. There will be a one time membership fee of \$15.

SOCIEDAD HONORARIA HISPANICA (THE SPANISH NATIONAL HONOR SOCIETY)

Sponsor: Mrs. Carrie Gay

In order to be a member of Spanish Honor Society, a student must earn at least 3 semesters of an A in Spanish. In addition, he or she must remain enrolled in a Spanish class until graduation, maintaining an A average each semester, and completing at least five community service hours per semester. Receiving a B on the report card will put the student on probation and a second B will terminate membership. If a student participates in the dual enrollment program, he or she must complete at least Spanish 2010 at the college level to meet the requirement of remaining in a Spanish class throughout high school.

THE NATIONAL TECHNICAL HONOR SOCIETY

Sponsor: Mrs. Laura Edwards

The National Technical Honor Society honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

KEY CLUB

Sponsor: Hannah Yates/Laura Edwards

Key Club members around the world are learning how to lead and stand for what's right through service and

volunteerism. In partnership with their local Kiwanis club, high school students are making a positive impact as they serve others in their schools and communities.

ENROLLMENT AND RESIDENCY REQUIREMENTS

To enroll a student, the parent or guardian will be required to submit proof of custody, picture ID, Social Security Card, proof of residence, immunization record, eye/ear/dental records, a copy of a birth certificate, and withdrawal papers from the previous school, if applicable. A transcript of credits earned is necessary to adequately plan a course of study for the student. Any student who enrolls under suspension or expulsion or other disciplinary action from his/her previous school will be subject to the same discipline in Carroll County. A behavior management contract may be required of such students. In order to enroll in or continue attending Bowdon High School, a student must live with a parent, legal guardian, or legal custodian who resides within the Bowdon High School attendance zone. Students wishing to enroll at Bowdon High School should contact Central Office at (770) 832-3568 to make an appointment to enroll.

FEES

The following items and services are offered to Bowdon High School students:

- Locker Rental--\$10.00 yearly
- Parking Spaces--\$40.00 yearly or \$25 per semester
- Senior Fees--\$115
- Junior Fees--\$100.00 (will increase by after January 1, 2020 if not paid)
- Certificate of Attendance--\$1.00 per copy after first issuance; ADAP Letter - \$2.00 per copy after first issuance

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 parent(s) have 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.

FOOD AND DRINKS

Drinks and snacks from the concession machines may be purchased throughout the day. At no time may they interfere with instructional time. They may be consumed inside the building and in individual classrooms with the permission of the teacher. **Students are not allowed to bring food or drinks from outside establishments into the building or cafeteria for lunch.** No food or drink items may be sold on campus without the approval of the principal. Absolutely No FOOD in any of the computer labs. Students are responsible for disposing trash from concessions; otherwise, this privilege can be taken away.

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 Bowdon High School.

GRADUATION

Graduates are required to attend all practice sessions, must have paid any outstanding fees, and adhere to the dress code established by Mrs. Evans for graduation in order to participate in graduation. Also, all seniors must adhere to the dress code established by Mrs. Evans for baccalaureate and graduation practice. Failure to comply with these requirements may result in the student not being allowed to participate in graduation ceremonies. Any student at Bowdon High School who intends to graduate at the end of the academic year must complete an **INTENT TO GRADUATE** form and return it to Mrs. Burns by the end of October. This documentation is required in order to

receive a diploma. . ****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Bowdon High School graduation.****

HONOR GRADUATES

The term “Honor Graduate” signifies academic excellence based on the total high school record. Students in all diploma programs are eligible for this honor. Students are designated the title of honor graduates as determined by Carroll County Board Policy **IDCG**.

The class valedictorian is the senior honor graduate with the highest-class ranking as determined by the Carroll County Board of Education policy **IDCG**, and the class salutatorian is the senior honor graduate with the second highest class ranking as determined by the Carroll County Board of Education policy **IDCG**.

The criteria established in Carroll County Board of Education policy **IDCG** will be used to break any ties.

Seating for seniors is determined after the end of 3rd nine weeks. Valedictorian, Salutatorian, and Honor Graduates are named pursuant to the rules set forth in Carroll County Board policy **IDCG**. If any student attains a class ranking of one or two, but is prohibited from being named valedictorian or salutatorian by Carroll County Board Policy, that student shall be seated in the third chair at graduation.

HALL PASSES

During class time, any student out of his/her regular scheduled class must have a school issued **RED** hall pass. Only official hall passes will be accepted. Hall passes should not be issued for the use of the telephone during instructional time unless a student is ill.

HONORS and AP CLASSES

Bowdon High School offers a variety of AP and Honors courses. Students are encouraged to register and complete academically demanding classes in order to build knowledge and work ethic and to prepare for the rigor of college level classes. For more information regarding AP and Honors courses, students should speak to their teacher and/or Mrs. Wilkinson. Enrollment will be based on a variety of factors including teaching recommendation.

HONOR ROLL & ACADEMIC AWARDS NIGHT

Bowdon High School recognizes superior academic achievement by students with a publicized honor roll at the end of each nine weeks. Students can qualify for the high honor roll by having a 4.0 GPA and the regular honor roll with a 3.5 GPA on their report cards for the grading period.

Students who demonstrate consistently high academic standards as well as perfect attendance will be recognized at the annual Academic Awards Night at the end of each year. Students are invited to this based on performance during the first three nine weeks of school as well as their cumulative grade point average (GPA). All students are encouraged to strive for these honors.

HOMECOMING

Bowdon High School will celebrate homecoming during the week of September 30th. Students will be allowed to participate in homecoming activities all week and homecoming queen will be named at the football game.

HOMECOMING COURT

For females to be eligible, to be on the homecoming court they must be on track to graduate and have no discipline resulting in OSS within the past school year. No girl is allowed to be a homecoming court representative more than one time during grades nine through eleven. However, all senior girls are eligible to be elected. Escorts must be male students enrolled at Bowdon High School who do not participate in varsity football or marching band.

LOCKERS

All student lockers are the property of Bowdon High School and are subject to search by school authorities at anytime. Students may rent lockers during the year for a total of \$10.00. Students are reminded to:

1. Use the locker assigned - no trading.
2. Do not share your locker with others not assigned to it. You are responsible for its contents!
3. Do not bring valuables to school! The school is not responsible for personal property.
4. Keep your combination a secret. Make sure your locker is closed and locked.
5. Keep your locker clean inside and out. Do not place stickers or mark on lockers.
6. Jamming locker mechanisms with paper wads, trading lockers, locker vandalism, etc. may result in loss of locker use.

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. It shall be a moment of silent reflection on the anticipated activities of the day. Additionally following the moment of silence each morning, students will recite the Pledge of Allegiance before returning to their seats. These observances will be led by a student over the school's intercom, and morning announcements will follow.

MAKE UP WORK

If a student is absent for 2 or more days, please call the school office prior to 10:00 a.m. to get assignments. These can be picked up in the front office after 3:30 p.m. Arrangements for make-up work, assignments, tests, reports, etc. must be made upon the student's return to school. The responsibility for making these arrangements rests with the student. Make-up work must be completed within the time approved by the teacher.

MEDIA CENTER

The media center opens at 8:00 a.m. and remains open until 3:45. Teachers issue passes for students so that they may visit the media center during class periods and lunch. Students are expected to show their pass upon entering the Media Center and to sign in on the attendance sheet at the circulation desk. Computers are to be used for research, word processing, and school-related topics only. Carroll County policy does not allow student email, games, chat rooms, blogs, or personal laptops. Students should use only the student computers in the media center, classrooms or labs, and they are to use them under adult supervision only.

Student Checkout

Students may check out materials for two weeks. Overdue notices will be sent to the teachers to be distributed to the students on a regular basis.

- a. If the material is not returned, the student will be charged the replacement cost of the book. Fines of \$.10/per day (with a maximum of \$3) may accrue on the account per book. Students will be given a 1-day reprieve for fees but on the 2nd day, the charge will start at \$.10.
- b. Students will lose checkout privileges until their accounts are cleared from prior years.

We are actively involved with the Regional Library, through the Bookmobile and interlibrary loans. Please let us know if we need to order special materials from WGRL for you.

We welcome your suggestions for new materials for the Media Center. Your input is a necessary and vital part of our ordering procedure. These suggestions are the basis for our purchase orders.

Please notify the media staff at least one day AHEAD of time if you need assistance or equipment for projects and presentations. We are more than happy to assist you but often find it difficult to accommodate last-minute requests.

MEDICATIONS

Please refer to the Carroll County School System's District Handbook for Students (page D8) for information regarding **Medication Guidelines**.

ONLINE CLASSES

Students taking online classes are expected to be on time and keep up with their assignments. Students who are in these labs must sign in and take the hall pass if they leave the labs.

MONETARY RESPONSIBILITIES

Any debt incurred during student's enrollment at BHS 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.**

PARENT/STUDENT PORTAL

Parents/guardians and students have the opportunity to view attendance, grades, class assignments, and other pertinent school information through Carroll County's Infinite Campus. Only a student's parent/guardian may obtain the Parent Portal Activation Key for their student(s) from Ms. Grooms in the front office.

PARENT ORGANIZATIONS

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

Athletic Booster Club: The Bowdon High School Athletic Booster Club promotes the overall athletic and cheerleading programs at BHS. Meetings will be advertised in through social media and announced at school. Melissa Jones will serve as the president of the Athletic Booster Club for the 2019-2020 school year.

Band Booster Club: The Bowdon High School Band Booster Club provides support to the overall band program. Meetings will be the second Monday of each month at 6:00 pm and will be advertised through social media and announced at school. Meredith Stone will serve as the president of the Band Booster Club for the 2019-2020 school year.

PARKING RULES AND REGULATIONS (On Campus)

On campus student parking is a privilege provided to students by the Carroll County School System and as such is subject to certain rules and regulations. On campus parking is \$25 per semester and \$40 per year.

1. Students must have a valid Driver's License.
2. Vehicle must have a valid license plate and registered to an immediate family member.
3. Student must show proof of valid insurance coverage.
4. Students must purchase a permit before driving on campus.
5. Parking permits must be hung on the rear view mirror so that it is clearly visible.
6. Students must park in their numbered space at all times.
7. Designated parking area may not be changed without permission.
8. **If a student's assigned space is occupied, students will need to park in the designated parking area and notify the parking attendant and/or front office personnel.**
9. Parking permits may not be given, shared, copied or sold to other students.

10. Vehicles must be operated in a safe and proper manner at all times.
11. Speed limit is 10 mph on campus.
12. Students may not sit in their vehicles or loiter in the parking lot.
13. Students are responsible for making sure no items are brought to campus in their vehicles which are prohibited on school property.
14. Students consistently absent to first period or tardy to school may result in loss of parking privileges and/or administrative consequences.
15. No fast food from commercial establishments will be permitted on campus.
16. All students who drive to school are subject to random drug testing. Parking privileges will be suspended and/or revoked in the case of a positive drug test.
17. Any violation of these, or any other safety rules, could result in disciplinary action such as, but not limited to: warning, fine, towing of vehicle, suspension of permit, revocation of permit, or a combination of these actions.
18. Student may have parking privileges suspended or revoked for disciplinary reasons at the discretion of the school principal or his designee in keeping with the Student Code of Conduct.

PARKING VIOLATIONS

All parking violations will result in a \$5.00 fee. Repeat violators may be towed.

PARENT PORTAL/INFINITE CAMPUS

Parents, guardians, and students have the opportunity to view attendance, grades, class assignments, and other pertinent school information through Carroll County's Infinite Campus. Only a student's parent/guardian may obtain the Parent Portal Activation Key for their student(s) from Cathy Williams in the front office.

PARENT-TEACHER CONFERENCES

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. We encourage you to schedule a time to visit with your student's teachers.

PLEDGE OF ALLEGIANCE

In accordance with Board Policy **JIB** 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.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Federal law regulates access to and release of student records. The school must provide parents of students access (within a reasonable length of time) to official records directly related to students and an opportunity to challenge the accuracy of appropriateness of such records. Except in certain circumstances, the release of student records requires signature of a parent or legal guardian. For further information, contact the Guidance Office.

Federal law requires school systems to release student names, addresses, and telephone numbers to military recruiters and recruiters from institutions of higher education unless parents specifically object. If you do not want this information released, you must notify the school in writing.

PROM - JUNIOR/SENIOR PROM

Any student of Bowdon High who has paid his/her Junior dues 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. Guest names and approval form 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 OSS through the date of the prom will not be able to attend and their dues will not be refunded. BHS administration also has the right to deny access to anyone they believe could pose a threat to the safety and security of the event.

PUBLICATIONS

Any printed material, programs, letters, etc. that are related directly or indirectly to Bowdon High School must have prior approval by the principal or her designee before being printed, disseminated, or advertised.

SCHEDULE CHANGES

Schedules were made based on student course selections and mandatory courses during pre-registration. Schedules will not be changed unless a student is registered for a course that he/she has already passed. Any schedule changes must be approved by the administration.

SCHOOL ADVISORY COUNCIL

Parents, students and community support is an important component of successful reform. Local school councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement.

SCHOOL NUTRITION

The Bowdon High School lunchroom offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 7:40 – 8:17 a.m.

Meal Prices School Year 2018-19

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

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 whereby parents may deposit money for school meals. Money may be deposited on a weekly, monthly, or yearly basis. Daily purchases will be subtracted from this balance, and monthly statements will be sent home informing parents of the balance.

Students will be able to purchase extra food items such as bottled water, fruit juice drinks, or additional entrees when they purchase lunch. Students may charge lunches up to \$5.00 until a month from the end of school. Students do not need to move from seat to seat or table to table in the cafeteria and should only be leaving the cafeteria once to get snacks or use the restroom. Students are only allowed to use the restroom and vending machines on the front hall during lunch.

We are privileged to have a nice outside lunch area for students to enjoy. If trash is left outside then this privilege may be revoked for that particular lunch period.

TARDIES TO CLASS

A student will be allowed one tardy to class without penalty. Students have 4 minutes between classes to do everything they need to do. The teacher will assign the appropriate discipline, and if tardies continue to be an issue, the student will be referred to the office by a discipline referral. On the fourth tardy and above, teachers will do a

discipline referral to the office with the consequences increasing with each referral. Going to the snack machine does not constitute an excused tardy. Tardies will accumulate per semester.

- 1st – Warning
- 2nd – Parent Notification by Teacher
- 3rd – Teacher assigned consequence
- 4th (and above) – Office Referral

TRANSCRIPTS

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, transcripts are issued only by the written request of the parent or student. Telephone requests cannot be accepted. A minimum of 24 hours notice is required, and students should request transcripts well in advance of their need for them. Official transcripts bear the seal of the school and are sent only to other schools, colleges, universities, or prospective employers. Any transcript handed to a student for his or her own purpose is an unofficial copy. The first transcript is issued free, but a \$2.00 fee is charged for each copy thereafter.

SCHOOL PICTURES

School pictures will be made on August 21, 2019 for yearbook picture and September 23, 2019 for yearbook and senior retakes. Seniors must have their pictures made by Bill Miller Photographers to be in the school yearbook. All retakes for fall pictures will be for absentees and unacceptable pictures (i.e. closed eyes, etc.). Students will be notified of the make-up date and must sign up with Mrs. Whitman. Club, activities and sports team pictures will be made during the most convenient time available for each group. Students must be in good standing with their group and no make-ups will be made. In addition, there will be special packages offered during the year for special events. Students will be notified of these opportunities and payment is on a prepaid basis only. If there are any problems or concerns, please notify the yearbook sponsor.

STUDENT FINES, FEES, OR ITEMS OWED FOR RETURN

Students are asked to take care of school property (items loaned to students to provide for their education or facilities used in the education process, or items loaned to students while participating in an extracurricular activity or facilities used during the extracurricular activity or any transportation mode)

TELEPHONE USE

Student use of the office phones is limited to calls for emergency or sickness. The student must have a hall pass from the teacher before permission will be granted.

Students will not be called to the office to answer phone calls. Messages will be given to students prior to 3:30 p.m. each day. Please make necessary arrangements with students before school.

VISITORS

Please refer to the Carroll County School System's District Handbook for Students (page D29) for information regarding **Visitors to School**.

All visitors, including parents, are required to report to the front office before going into the building or any part of campus. A photo ID will be required to receive a visitor's permit. Students from other schools may not visit BHS without prior approval from the principal. Any person who is not a current BHS student or an employee of Carroll County Board of Education found on school property without a visitor's pass is subject to criminal trespassing charges.

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 (See Driver Responsibility Act).

WORK PERMITS

Work permits are available in the Main Office with 24 hour advance notice. See Gina Grooms for work permits.

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



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

FOREWORD

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)

(REF: BOARD POLICY: JB, BOARD POLICY EXHIBIT: JB-E)

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 SB 100 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 bus driver. 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 Infinite 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***

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

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

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:

Breakfast: All students \$1.35 Reduced Price \$0.30 Adult \$1.75	Lunch: Elementary School \$2.25 Middle School \$2.40 High School \$2.65 Adult \$3.50	Reduced Price \$0.40 Reduced Price \$0.40 Reduced Price \$0.40 Extra Milk \$0.50
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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. 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.

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
<p>1. Absences and/or truancy – unexcused - Students are expected to attend school per the Carroll Student Attendance Protocol.</p>	<p>Elementary 1. Penalty may range from parent conference to referral to Department of Family and Children (DFACS).</p> <p>Middle School/High School 1. Penalty may range from parent conference to referral to Department of Family and Children Services (DFACS).</p>
<p>2. Academic dishonesty</p>	<p>Elementary 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>Middle School/High School 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. Alcohol possession, use and/ or under the influence of - 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>Elementary 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>Middle School/High School 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>
<p>4. Bullying An act, that is:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the 	<p>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.</p> <p>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..</p> <p>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>

<p>orderly operation of the school, and</p> <p>(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.</p> <p>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>5. Bus Misbehavior - 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"> 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. 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. 	<p>Elementary 5. Penalty may range from warning to suspension from riding the bus up to a year.</p> <p>Middle School/High School 5. Penalty may range from warning to suspension from riding the bus up to a year.</p>
<p>6. Classroom disturbance - Conduct or behavior that interferes with or disrupts the teaching/learning process.</p>	<p>Elementary 6. Penalty may range from warning to a short-term suspension.</p> <p>Middle School/High School 6. Penalty may range from warning to a short-term suspension.</p>
<p>7. Computer Trespass – 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>Elementary 7. Penalty may range from warning and/or conference with student to short-term suspension.</p> <p>Middle School/High School 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. Disorderly Conduct - 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>Elementary 8. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 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. Dress Code Violation</p>	<p>Elementary 9. Penalty may range from a warning to short-term suspension.</p> <p>Middle School/High School 9. Penalty may range from a warning to short-term suspension.</p>
<p>10a. Drug Sell/Transmission/Solicitation – 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 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>	<p>Elementary 10a. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 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>10b. Drug Possession/Use/Under the Influence – 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 rule 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>Elementary 10b. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 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>
<p>10c. Drug Violation of the Medication Policy</p>	<p>Elementary 10c. Penalty may range from student warning to short-term suspension.</p> <p>Middle School/High School 10c. Penalty may range from detention to short-term suspension.</p>
<p>10d. Drug-related paraphernalia possession or use- 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, bongs, and chillums; roach clips, miniature spoons that hold less than one-tenth of a cubic centimeter, or freebase cocaine kits.</p>	<p>Elementary 10d. Penalty may range from student conference to short-term suspension</p> <p>Middle School/High School 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. Electronic communication devices – 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>Elementary 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p> <p>Middle School/High School 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p>
<p>12. Failure to comply with teacher, administrator or other school personnel directive</p>	<p>Elementary 12. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 12. Penalty may range from warning to short-term suspension.</p>
<p>13. False Reporting and Statements - 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>Elementary 13. Penalty may range from a warning to short-term suspension.</p> <p>Middle School/High School 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. Fighting – A physical conflict between students</p>	<p>Elementary 14. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 14. Penalty may range from ISS to short-term suspension.</p>
<p>15. Gambling - 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>Elementary 15. Penalty may range from warning to short-term suspension.</p>

	Middle School/High School 15. Penalty may range from a warning to short-term suspension
16. Gang-related activity 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.	Elementary 16. Penalty may range from student parent conference to short-term suspension. Middle School/High School 16. Penalty may range from student/parent conference to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
17. Harassment – 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.	Elementary 17. Penalty may range from warning to short-term suspension Middle School/High School 17. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
18. Leaving Campus without permission	Elementary 18. Penalty may range from warning to short-term suspension. Middle School/High School 18. Penalty may range from detention to short-term suspension
19. Possession of prohibited or hazardous object- 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.)	Elementary 19. Penalty may range from warning to short-term suspension. Middle School/High School 19. Penalty may range from warning to short-term suspension.
20. Public Display of Affection	Elementary 20. Penalty may range from warning to short-term suspension. Middle School/High School 20. Penalty may range from warning to short-term suspension.
21. Off Campus Misconduct - 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.	Elementary 21. Penalty may range from warning to short-term suspension. Middle School/High School 21. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
22. Parking and traffic violations on campus – 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.	Elementary 22. N/A Middle School/High School 22. Penalty may range from warning to short-term suspension or revocation of parking permit, and/or towing of violator's vehicle from campus.
23. Physical Acts of Violence against an educator – A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by: (1) Intentionally making physical contact of an insulting or provoking nature with the person of another. (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.	Elementary 23. Penalty may range from in-school suspension to short-term suspension. Middle School/High School 23. (1) Short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion. (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.

24. Physical Acts of Violence against a student 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>Elementary 24. Penalty may range from in-school suspension to short-term suspension</p> <p>Middle School/High School 24. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
25. Profanity – 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>Elementary 25. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 25. Penalty may range from warning to short-term suspension.</p>
26. Property Offense – Willful or malicious damage of and/or threats to destroy or damage school, public or private property.	<p>Elementary 26. Penalty may range from warning to short-term suspension. Arrangements for restitution of damages may be required.</p> <p>Middle School/High School 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>
27. Repeated violations/Chronic misbehavior – 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>Elementary 27. Penalty may range from in-school suspension to short-term suspension.</p> <p>Middle School/High School 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>
28. Rude and Disrespectful Behavior	<p>Elementary 28. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 28. Penalty may range from warning to short-term suspension.</p>
29. School disturbances - 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>Elementary 29. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 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>
30. Sexual Battery – Unwanted physical touching of another in the areas including chest, buttocks, groin or inner thighs.	<p>Elementary 30. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 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>
31. Sexual Offense - Inappropriate contact or of indecent exposure.	<p>Elementary 31. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 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>
32. Skiping class or required activities	<p>Elementary 32. Penalty may range from warning to short-term suspension.</p>

	Middle School/High School 32. Penalty may range from warning to short-term suspension
33. Student Confrontation - Verbal altercation between students.	Elementary 33. Penalty may range from warning to short-term suspension. Middle School/High School 33. Penalty may range from warning to short-term suspension.
34. Tardiness	Elementary 34. Penalty may range from warning to short-term suspension. Middle School/High School 34. Penalty may range from warning to short-term suspension.
35. Theft/Larceny – Unlawful taking, carrying, leading, or riding away of property of another person.	Elementary 35. Penalty may range from warning to short-term suspension. Middle School/High School 35. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
36. Threatening or intimidating another student(s) Written, verbal or implied, but not involving actual physical contact.	Elementary 36. Penalty may range from warning to short-term suspension. Middle School/High School 36. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
37. Tobacco – Possession, use or distribution - Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, vapes, hookahs, and other similar items is prohibited.	Elementary 37. Penalty may range from warning to short-term suspension. Middle School/High School 37. Penalty may range from warning to a short-term suspension.
38. Vandalism – 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.	Elementary 38. Penalty may range from in-school suspension to short-term suspension. Arrangements for restitution of damages may be a part of the consequences. Middle School/High School 38. Penalty may range from short-term suspension to expulsion. Arrangements for restitution of damages may be a part of the consequences.
39. Violation Acceptable Use Policy Violation - 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.	Elementary 39. Penalty may range from warning to short-term suspension. May include loss of privileges Middle School/High School 39. Penalty may range from warning to short-term suspension. May include loss of privileges
40. Verbal Assault of an Educator - Includes threatened violence of teachers, administrators or other school personnel.	Elementary 40. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion. Middle School/High School 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>41. Violation of School Rules - Failure to follow school rules or procedures.</p>	<p>Elementary 41. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 41. Penalty may range from warning to short-term suspension.</p>
<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:</p> <ol style="list-style-type: none"> 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. 	<p>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.</p> <p>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.</p>

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 Page 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.

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.
- ☐ I do not want my child's photograph or videos containing images of my child used as outlined in item #4.

STUDENT NAME (PLEASE PRINT) _____ **SCHOOL** _____

STUDENT SIGNATURE _____ **DATE** _____

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

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