



Sand Hill Elementary School
Student and District Handbook
2019-2020

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Welcome to Sand Hill Elementary School. Our mission is to develop literate and productive students in a caring environment. This can be more easily accomplished when parents, teachers, and students work together as a team. Together we can achieve extraordinary results!

Our dedicated faculty and staff are passionate about inspiring each student as they celebrate excellence and effort. This collaborative spirit is contagious, resulting in a school that is characterized by its strong sense of community and warm, nurturing family atmosphere.

SCHEDULES

School Hours

7:00 AM	Doors Open*/ Breakfast Served	7:40 AM	Tardy Bell
7:40 AM	Class Begins	2:20 PM	Regular Buses Load
2:35 PM	Car Rider Pick-up begins	3:00 PM	All car riders must be picked up

DISCIPLINE

We believe in a discipline plan that promotes a structure for each student to be responsible for his/her own learning and behavior. We will strive to create a positive school climate where all students are treated with respect and dignity at all times. It is our belief that all children will behave in a positive and appropriate manner if they are provided clear, specific expectations and are allowed the opportunity to practice the established procedures.

Teachers and administrators place a high priority on consistency and fairness in redirecting and disciplining students, while realizing each child is an individual with his/her own unique circumstances and needs. All children will be treated with the utmost respect and dignity. It is our belief that positive self-esteem is critical for academic success and should be fostered by parents, teachers, and administrators. You will need to refer to the district's handbook and Admin. Rule JCDA-R.

DRESS CODE

The intent of our dress code policy is to keep students safe and focused on academics. A safe and disciplined learning environment is the first requirement of a good school. Students must dress in clothing that covers from the shoulder to no less than six inches from the bottom of the knee, measuring front and back. The following will not be permitted: tank tops, sleeveless tops, bare midriffs, see-through or mesh clothing, low-cut/back baring/shoulder-baring tops, jeans with holes above the knee, pants hanging so low as to be at risk of revealing undergarments. Students who wear excessively long shirts may be asked to tuck their shirt in their pants or shorts. Images and messages related to alcohol, drugs, or tobacco will not be permitted at school. The administration has the authority to determine appropriate dress. You will need to refer to the district's handbook and Admin. Rule JCDA-R.

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VISITING CLASSROOMS

We welcome parents and hope you will schedule visits to Sand Hill Elementary to see the programs and activities planned for your children. In order to protect instructional time, classroom visits must be arranged with the teacher in advance. **If arrangements have not been made in advance with the teacher and it is during the instructional day, we reserve the right to respectfully deny your request to visit the classroom. We will do our best to assist you, if possible, in regards to your reason for the visit. We will also take your information and have the teacher contact you as soon as he/she is available. All visitors, including parents, are required to report to the office before going into classes or any other areas of the school.**

DELIVERIES FOR STUDENTS

No deliveries will be accepted on behalf of any student. (Ex: flowers, balloons, stuffed animals)

WITHDRAWAL PROCEDURES

Parents should notify the records clerk at least one (1) day in advance when a student is to be withdrawn. All textbooks and library books must be returned and any financial obligations cleared before the student officially withdraws, this is to include lunch fees and aftercare fees that may have been incurred.

BIRTHDAYS

As we try to protect our instructional day, we must refrain from celebrating personal birthdays during the school day. If prior arrangements have been made to celebrate your student's special day during their lunch time, please bring only store bought items.

MEDICATIONS

If your child needs to take any medications here at school, a parent or guardian must complete a drug administration form for the medication and turn it into the office. If medication is to be given for a period longer than 30 days, the same form must also be completed by a physician. Medicine prescribed by a doctor to be given at school must be brought to the nurse in the prescription bottle. **Under no circumstances should medication be transported by a student.**

CELL PHONES/TECHNOLOGY

Students should not have cell phones and/or technology at school unless a parent or guardian has signed the BYOT (Bring Your Own Technology) form. These forms may be obtained from the school or your child's teacher.

AFTER SCHOOL

Our After School program is provided Monday through Friday during the school year. The cost is \$6.00 per day per student. All students must be picked up by 6:00 PM. Registration forms must be completed before students stay in the afternoon. The Afterschool director reserves the right to remove students from the program for disciplinary reasons and/or non-payment of accounts.

ATTENDANCE PROTOCOL:

Days Absent	Action
3	Friendly Reminder about the importance of attendance.
5	Automated phone call from principal stating attendance policy/law and the importance of students being in school.
7	Letter from principal mailed to the home address.
8	Parent contact by counselor
10	Attendance Team Meeting (ATM) with Parent-, ATM Meeting includes teacher, parent, administrator, counselor, attendance clerk, and nurse. The parent will be contacted via phone and letter.
15	Possible retention meeting held

ARRIVAL

The school will open daily at 7:00 AM. **School begins promptly at 7:40 AM for all students. Students should arrive and be in class ready to begin at 7:40 AM.** Students who arrive by car and plan to eat breakfast in the cafeteria should arrive by 7:30 AM. If the student arrives by car after 7:40 AM, an adult must accompany the student to the office for check-in as the student is now tardy.

DEPARTURE

Student pick up arrangements should be made before morning drop off. All students must be picked up by 3:00 PM. Any changes to the normal mode of transportation should be written in the student agenda. There will not be any transportation changes after 1:00 PM or any checkouts after 1:45 PM. For student safety, we **CANNOT** accept transportation changes by phone.

TARDY and EARLY CHECK OUT

Students checking in late or leaving school early must do so in the office with a parent or guardian. Tardies and checkouts are monitored. Early check-outs count as tardies and therefore are unexcused unless the school receives documentation that would warrant an excuse. There will be no student check-outs in the front office after 2:00 PM without approval from an administrator. Car Rider release of students is determined by identifying parent pick-up signs in vehicles OR front office verification of identification if the person picking up the student does NOT have the identifying pick up card. Anyone checking a student out must show picture identification before a student will be released for the protection of our students. Students will not be called for check-out until the person picking them up arrives on campus and shows the proper identification through the front office. At this time, the student will be called for check-out.

LUNCH

Sand Hill Elementary has an excellent cafeteria staff that works hard to provide high quality and enjoyable meals each day. If a child has a food allergy, parents should provide a medical note for the school file. The lunchroom staff makes every effort to work with the parents in providing alternate food items where allergies are noted. If a sack lunch is brought from home, any drink must be in a thermos. **No soft drinks are allowed in the cafeteria during lunch. Food ordered from restaurants (including fast-food) should not be brought into the cafeteria during lunchtime.**

LUNCH/BREAKFAST MONEY

Some students may qualify for free or reduced priced meals based on family income and household size. If students do not qualify for free meals, they are expected to pay for their meals at the time of service. It is strongly recommended that parents prepay for their child's meals. Since every student has a computerized meal account, parents may deposit as much money as they wish into their child's account. If you do not wish for your child to eat breakfast or buy extra food items, please notify the lunchroom manager so your child's account can be noted.

The following procedure should be used for paying for breakfast and lunch. Students give their homeroom teacher all lunch and breakfast money in a sealed envelope first thing on Monday morning. (Other monies for snack, ice cream, field trips, etc., must be sent separately.) **Please send separate checks for the lunchroom. DO NOT include other school business in the lunchroom checks.** Please send your money or check in an envelope labeled with your child's name, amount sent, and the child's student number. It is helpful to put the child's name on the memo section of the check, especially if the child's last name is different from the checking account holder.

MEAL PRICES

Breakfast	Regular Price: \$1.35	Reduced Price: \$.30
Lunch	Regular Price: \$2.25	Reduced Price: \$.40
Milk	Regular Price: \$.50	

WHAT TO DO

- **Absent from School...** If possible, call the school and let us know that your child will be absent. A note or email stating the cause and date of absence should be sent to the student's homeroom teacher upon returning to school. The student will otherwise be unexcused. Absences other than those listed as excused in the agenda will be counted unexcused.
- **Late for School ...** After 7:40 AM, the student must be checked in by an adult in the main office.
- **Telephone Calls...** Students should ask to use the telephone only in case of an emergency. The classroom teacher must grant permission. Arrangements for after school activities should be made before coming to school.

- **School Closings...** Listen to radio or television stations for school closings.
- **Lost and Found...** Parents are encouraged to put their child's name on items of clothing. When found, the school will make every effort to return them to the rightful owner. Parents may look through the lost and found areas for items. Items not claimed by the end of the semester will be given to local clothes closets or sent to area children's homes.

Field Trips

Field trips are an integral part of the education of students in the Carroll County School System. Your child's teacher will send a field trip form home with details of the trip and the cost for each student. Students must have a signed form to be able to participate. No child will be excluded for the inability to pay for the trip.

School Advisory Council

School Advisory Councils play an important advisory role in the development, implementation and revisions of the SIP and BSC. The school council should meet at least four times a year and training must be offered annually to all school council members. Additionally, the principal should present the school council with the school's annual report of progress. For additional information, please refer to Carroll County Board Policy BBFA: Local School Councils or the School Council By-Laws and Guidelines as found in the Administrative and Student Services Handbook.

Student Advisement

The purpose of the student advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready. Each elementary school will set up a student advisement framework putting students into advisement groups by their three year cohorts. The school framework should meet the proficient status of the Carroll County Middle School Student Advisement Framework and should work towards the exemplary status each year.

VOLUNTEER INFORMATION

- Teachers greatly appreciate anyone who is willing to do volunteer work for their classrooms. If you would like to volunteer, please see a parenting coordinator (Mrs. West and/or Mrs. Griffin) or your PTO representative to ensure all proper documents are taken care of prior to volunteering. (Documents included below)
- We ask that you please not bring younger siblings while volunteering.

Confidentiality: All Classroom work and information is confidential. Any knowledge gained through participation is privileged communication and must not be shared.

Ethics: Abide by the rules and policies of the school and work cooperatively with the staff. They are responsible for school policies. Any criticisms of the school, staff, or procedures should be made to the Principal or Assistant Principal.

Reliability: The Sand Hill Elementary staff appreciates you sharing knowledge, talents, and time. When

You commit yourself, we depend on you. If you are unable to keep your schedule, please call the Parenting Coordinator at 770-832-8541.

Positive Approach: The staff and students strive for a positive atmosphere. Be kind and patient. Encourage, smile, and praise improvements and success. You can make a difference.

Relationships with children: Children are different in many ways: background, values, abilities, talents, manners, vocabulary, and aspirations. Every child has many great qualities. Please look for them. Be fair to all.

Relationships with faculty & staff: Teachers and other school personnel are different in terms of personalities and teaching styles. Children with variances in ability and learning styles often dictate a diversity of instructional strategies. No two teachers are alike.

Discipline: All discipline problems must be referred to the teacher for appropriate action. Volunteers can stop misconduct, but the teacher must handle the actual discipline of the students.

Dress: Appropriate dress is expected at all times.

Younger children: Inconsideration of our teachers and students please do not bring younger children with you when volunteering. Remember that you are here to assist in the education of a child who will need your undivided attention.

****Due to changes and circumstances beyond our control, all policies in this agenda are subject to change.**

Volunteer Responsibilities

- ! • **Maintain Confidentiality**
- ! • **Strive to maintain a positive outlook about OUR school in the community. Share positive information and refrain from criticism.**
- ! • **Ask for help if you need it! Accept only assignments you can handle.**
- ! • **Provide feedback. Feedback suggestions and recommendations should be given to the Parenting Coordinator.**
- ! • **Please sign in and wear a volunteer badge while working.**
- ! • **Enjoy the students and your work!**

Please read the attached volunteer awareness form. If you agree to abide by the policies for volunteers, please sign the form and give to the Parenting Coordinator.

Statistics state that students do better in school when their parents are involved with their education.

Sand Hill Elementary School Volunteer Awareness and Agreement Form

I have read and understand the school student handbook and will abide by all rules and regulations

Associated with school activities. I am aware of board policies and laws specifically regarding the following and will adhere to these as well.

Weapons: It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, school property, or on a school bus or other transportation furnished by the school. (Policy JCDAE and State Law 16-11-127-1)

Child Abuse: The state of Georgia mandates that school personnel who suspect a child of being subjected to physical, sexual, or emotional abuse or neglect must report this to the appropriate authorities. Failure to do so is a misdemeanor and punishable by law. (Policy JG! & State Law 19-7-5)

Sexual Harassment: It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of board policy for any member of the district staff to harass a student through conduct or communications of sexual nature. It shall also be a violation of board policy for students to harass other students through conduct or communications of a sexual nature. (Policy JCED & Title II of the Civil Rights Act of 1964)

Drug, Alcohol & Tobacco Use: It is the policy of Carroll County Schools to prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any school activity. **Smoking is prohibited on school premises.** Volunteers as well as employees must not use tobacco products or alcohol while on school premises or on school sponsored trips. (Policy JCDAB)

Religious Beliefs: The U.S. Supreme Court has ruled that public schools may not sponsor religious practices. School volunteers must refrain from discussing their religious beliefs at school.

Confidentiality: The Family Educational Rights and Privacy Act established procedures involving student information/records and confidentiality. For school volunteers, information involving students is confidential and cannot be discussed. (Policy JR)

I understand the seriousness of the above policies, and have been made aware of their importance to our safe school environment. I agree to abide by the above stated policies as a volunteer.

Volunteer Signature

Date

There are many ways you can help your child's teacher and school. Examples of areas where your volunteer time is needed and welcomed are as a classroom reader, helping with the book fair, proctoring during standardized testing, and/or classroom helper. If you or other members of your family would like to volunteer at Saud Hill, please fill out the information below.

Volunteer's Name _____

Volunteer's Phone# _____

Student's Name _____

Volunteer's Relationship to student, _____

Homeroom Teacher: _____

Please return this form to your child's homeroom teacher.

Thank you,

Sand Hill Elementary Parent Coordinator

MEDIA RELEASE

The following information is concerning the media/photography of students at Sand Hill Elementary School. Sand Hill Elementary School reserves the right for any student's image to be used in differing media outlets. These include, but are not limited to, photography, television coverage, newspaper articles, audio taping or videotaping. Teachers and student teachers may video students during lessons.

If you **DO NOT** give permission for your student's image to be used, with the exception of yearly school photographs by Bill Miller Photography and the yearbook, please **SIGN** and turn in this form to your student's teacher. If we do not receive this form signed and dated, it is assumed that you grant permission for your student's image to be used as stated above.

****** I DO NOT give permission for the image of my student, (name) _____ to be used for any purpose listed above, with the exception of the yearly school photographs and the yearbook.

Student Name: _____

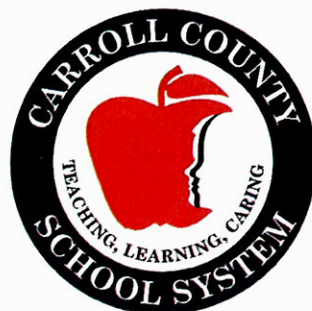
Parent Signature: _____

Date: _____

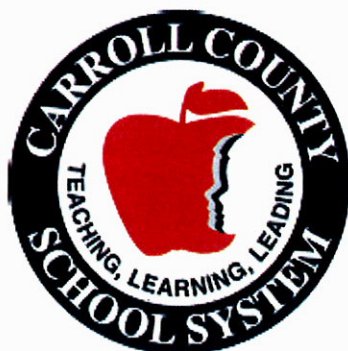
Sand Hill Elementary School Calendar for 2019-2020



August 7	First day of school for students
September 2	Labor Day Holiday
October 7-11	Fall Break for students
November 25-29	Thanksgiving Holidays
December 23-Jan 3	Christmas Break
January 20	Martin Luther King, JR Holiday
February 17-21	Winter Break
March 13	Teacher Work Day
April 6-10	Spring Break
May 25	Memorial Day Holiday
May 29	Last Day of School



Carroll County Schools



Elementary School

Student Handbook

2019 - 2020

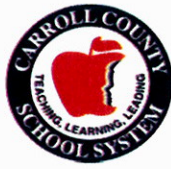
Carroll County Schools

**164 Independence Drive
Carrollton, GA 30116**

770.832.3568

carrollcountyschools.com

Carroll County Board of Education



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 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 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.

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

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.

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/principal's designee. The principal/designee 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 operated 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 question 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 at the end of postplanning following the last day of school.

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	Reduced Price \$0.40
Middle School \$2.40	Reduced Price \$0.40
High School \$2.65	Reduced Price \$0.40
Adult \$3.50	Extra Milk \$0.50

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, beginning July 15, 2016 you will be able to place funds in your student's account using our on-line payment system. The link is www.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 myschoolbuck.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 paraprofessional(s). 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> <p>a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;</p> <p>b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or</p> <p>c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:</p> <p>(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;</p> <p>(2) Has the effect of substantially interfering with a student’s education;</p> <p>(3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</p> <p>(4) Has the effect of substantially disrupting the order operation of the school.</p> <p>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 accused through a computer system, computer network,</p>	<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>or other electronic technology of a local school system.</p> <p>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:</p> <ol 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 orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. <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</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>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>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>
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>Elementary 15. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 15. Penalty may range from a warning to short-term suspension</p>
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.	<p>Elementary 16. Penalty may range from student parent conference to short-term suspension.</p> <p>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.</p>
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.	<p>Elementary 17. Penalty may range from warning to short-term suspension</p> <p>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.</p>
18. Leaving Campus without permission	<p>Elementary 18. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 18. Penalty may range from detention to short-term suspension</p>
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.)	<p>Elementary 19. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 19. Penalty may range from warning to short-term suspension.</p>
20. Public Display of Affection	<p>Elementary 20. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 20 Penalty may range from warning to short-term suspension.</p>
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.	<p>Elementary 21. Penalty may range from warning to short-term suspension.</p> <p>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.</p>
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.	<p>Elementary 22. N/A</p> <p>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.</p>
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:	<p>Elementary 23. Penalty may range from in-school suspension to short-term suspension.</p> <p>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.</p>
(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.	(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.	Elementary 24. Penalty may range from in-school suspension to short-term suspension 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.
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.	Elementary 25. Penalty may range from warning to short-term suspension. Middle School/High School 25. Penalty may range from warning to short-term suspension.
26. Property Offense – Willful or malicious damage of and/or threats to destroy or damage school, public or private property.	Elementary 26. Penalty may range from warning to short-term suspension. Arrangements for restitution of damages may be required. 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.
27. Repeated violations/Chronic misbehavior – A pattern of behavior which interferes with the learning process, the orderly works of the school or the safety of those in the school.	Elementary 27. Penalty may range from in-school suspension to short-term suspension. 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.
28. Rude and Disrespectful Behavior	Elementary 28. Penalty may range from warning to short-term suspension. Middle School/High School 28. Penalty may range from warning to short-term suspension.
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.	Elementary 29. Penalty may range from warning to short-term suspension. 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.
30. Sexual Battery – Unwanted physical touching of another in the areas including chest, buttocks, groin or inner thighs.	Elementary 30. Penalty may range from in-house suspension to short-term suspension. 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.
31. Sexual Offense - Inappropriate contact or of indecent exposure.	Elementary 31. Penalty may range from in-house suspension to short-term suspension.

	<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. Skipping class or required activities	<p>Elementary 32. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 32. Penalty may range from warning to short-term suspension.</p>
33. Student Confrontation - Verbal altercation between students.	<p>Elementary 33. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 33. Penalty may range from warning to short-term suspension.</p>
34. Tardiness	<p>Elementary 34. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 34. Penalty may range from warning to short-term suspension.</p>
35. Theft/Larceny – Unlawful taking, carrying, leading, or riding away of property of another person.	<p>Elementary 35. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 35. Penalty may range from ISS to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
36. Threatening or intimidating another student(s) Written, verbal or implied, but not involving actual physical contact.	<p>Elementary 36. Penalty may range from warning to short-term suspension.</p> <p>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.</p>
37. Tobacco – Possession, use or distribution - Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, vapes, hookahs, and other similar items is prohibited.	<p>Elementary 37. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 37. Penalty may range from warning to a short-term suspension.</p>
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.	<p>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.</p> <p>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.</p>
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.	<p>Elementary 39. Penalty may range from warning to short-term suspension. May include loss of privileges</p> <p>Middle School/High School 39. Penalty may range from warning to short-term suspension. May include loss of privileges</p>
40. Verbal Assault of an Educator - Includes threatened violence of teachers, administrators or other school personnel.	<p>Elementary 40. Penalty may range from warning to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

	<p>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>
<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.

**Elementary 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 and Student Attendance Protocol Committee.
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.

OPT-OUT SECTION:

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