

**Central Middle School
Parent/Student Handbook
2021 - 2022**



**Kelly Edwards
Principal**

**Maggie Bonner / Jeremiah Yates
Assistant Principals**

**Central Middle School
155 Whooping Creek Road
Carrollton, GA 30116**

WELCOME TO CENTRAL MIDDLE SCHOOL



Welcome back! We are very excited about the start of the 2021-2022 school year. There are many opportunities for success for all students at Central Middle School. We encourage you to give your best efforts in the classroom and to participate in the many school activities available to you.

Vision:

Central Middle School will be recognized as a premier school.

Mission:

Central Middle School will prepare ALL students to be successful in high school and beyond.

Guiding Principles:

- Students come first.
- Students learn in different ways and at different rates.
- Effective teachers have the greatest impact on learning.
- Learning is a shared responsibility-school, home, and community-for which we are all accountable.
- A safe, healthy, and positive environment for students, teachers, and staff affects achievement.
- All students and employees are valuable and treated with dignity and respect.
- Continuous improvement efforts must be flexible, responsive, and aligned to meet the needs of our students, teachers, and community.
- Community-based schools foster stakeholder engagement and loyalty.
- Student success is necessary for economic growth and world readiness.

It is important that all students and parents thoroughly read the parent/student handbook. It is a guide to all the policies and procedures that govern our school. School days run much more smoothly when there is no confusion about procedures or the expectation of students' behavior. All the information in this handbook serves to help our students achieve academic success. While it is not all-inclusive, this handbook does reflect Carroll County School Board Policy. More detailed information regarding school board policies may be found online at

www.carrollcountyschools.com

Please take time to visit our school web-site at <http://cms.carrollcountyschools.com>

It is our sincere hope that this school year at Central Middle School will be a great one.

Title I:

Central Middle School has been identified as a Title I School for the 2021-22 school year. Title I Parent Resource Center is located in the office of the school across from the reception desk.

“If there is any one secret to success, it lies in the ability to get the other person’s point of view and see things from that angle as well as your own.”

-Henry Ford, inventor and automaker-

**Premier Staff - Premier Students – Premier School
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Athletics

All students participating in extracurricular activities must pass a minimum of five classes per semester; connections (exploratory) classes are averaged as one semester grade. Guidelines for participation in clubs and non-competitive activities are in accordance with State Board of Education policies and West Georgia Middle School Athletic Conference bylaws. Academically ineligible students cannot try out for a team or program even though the team or program will not be in operation until the next school year or semester.

The athletic programs at Central Middle School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must meet the eligibility requirements set forth under board and WGMSAC policy, have a current physical on file at the school, and have all necessary forms signed by the parents. Parents and students are responsible for getting his/her own physical. As with all school activities, permission to participate depends on overall good citizenship on the part of the student. The following interscholastic athletic programs are offered:

- | | | | | |
|----------|------------|--------------|---------------|----------|
| Baseball | Basketball | Cheerleading | Cross Country | Football |
| Golf | Soccer | Softball | Swimming | Tennis |
| Track | Volleyball | Wrestling | | |

Admission to home athletic events will be \$5 per person school age and older.

Athletic Physical Examination:

All athletes must have a current physical examination on file with the Athletic Director, Mr. Nathan Horsley, to participate in sports at Central Middle School. Physicals are current for one year after the date of the examination. Physical Examination Forms may be obtained in the front office, from the athletic director or on the Central Middle School website.

Band Program:

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

BEHAVIOR PLAN: Creating Model Students (C.M.S.) SCHOOL-WIDE

CMS will continue with a **Creating Model Students Behavior Plan**, which is a framework for providing a broad range of systemic and individualized strategies for achieving important academic and behavior outcomes while preventing problem behavior. PBIS focuses on **teaching children positive behaviors and changing children's environment so that using the positive behaviors becomes more effective for them than using negative behaviors**. CMS's discipline plan will provide clear and specific expectations for students that will be consistent throughout our building instead of having a variety of expectations throughout the school building. Students will have an opportunity to earn scans/points in their classrooms, hallways, and lunchroom for doing the right thing! These points will add up to a variety of awards from the opportunity to purchase something off the weekly prize cart all the way up to purchasing entrance into quarterly parties!!

Our School-wide Behavior Plan also includes consequences for negative behaviors that will inevitably occur. CMS will follow a new citation system that allows students three opportunities for intervention, through what are known as citations, before they are sent to in-school suspension upon the fourth citation. The citations will carry over from class to class, setting a higher standard for behavior throughout the building. The plan also allows for early parent contacts and/or parent conferences so that communication can take place BEFORE the most severe consequence. Please see below:

Citation Steps:

***Initial verbal warning is expected before beginning the citation process.*

1st Citation: Warning, citation sent home for parent signature

2nd Citation: Detention (lunch or afterschool), phone call home

3rd Citation: Parent conference/Goal sheet filled out

4th Citation: Office Referral

****All subsequent citations will result in further disciplinary action.**



Central Middle School

2021-2022 Bell Schedule

7:45 am	Car Riders can begin being dropped off (buses will start arriving)
8:05 am	Students will be released from the gym and cafeteria to Homeroom
8:25 am	Morning announcements
8:30 am	Tardy Bell
	8:05-8:30 Homeroom
	8:30-9:20 1st Period
	9:20-10:10 2nd Period
	10:10-11:00 3rd Period
	11:00-11:50 4th Period (7th Grade)
	11:00-12:20 4th Period and Lunch (6th and 8th Grade)
	11:50-1:10 5th Period and Lunch (7th Grade)
	12:20-1:10 5th Period (6th and 8th Grade)
	1:10-2:00 6th Period
	2:00-2:50 7th Period
	2:50-3:40 8th Period
	11:02-11:50 6th Grade Lunch
	11:28-12:16 8th Grade Lunch
	11:54-12:44 7th Grade Lunch
3:40 pm	Dismissal to buses and car rider line

Bell Schedule Morning Procedures:

- Any male student that reports to the school between 7:45-8:05 will report to the gym. Female students will report to the cafeteria.
- Students arriving after 8:05 will enter through the front office.
- Students are released from the gym at 8:05 to get breakfast and report to their 1st period classroom at 8:05
- Students are considered Tardy at 8:30 and will be required to sign in at the front desk before going to class.
- Morning announcements begin at 8:25.

Bell Schedule Afternoon Procedures:

- At the end of the school day car riders will be dismissed by grade level to report directly to the front of the school.
- Any student participating in after-school events will be dismissed with car riders.
- Early buses will be called at the same time as car riders.
- Bus riding students may not leave their classroom until their bus number has been called.
- Bus riders must report directly to the bus loading area when their bus is called. Due to the limited number of buses and drivers, students may not ride home with friends on a different bus than they normally ride. Only a Central Middle School administrator may approve requests due to extenuating circumstances.
- All car riders must be picked up by 4:15. Any student that has not been picked up will call their parents to confirm pickup time. Students that are picked up late habitually, will have to take the bus home in the afternoons.
- At 4:05 pm, all remaining bus riders will be called to the bus loading area if possible.
- Students wanting to walk home must have parents fill out a form for administrative approval to be placed on file in the front office. Please note that requests may be denied for safety reasons.
- Students may not walk off campus to meet their ride. All car riders must be picked up in the circle drive.
- Students may not be picked up in the teacher parking lot.

Bring Your Own Technology (BYOT)

Central Middle School currently has over 1000 Chromebooks. We will no longer allow students to bring their own technology for use during school. We understand that parents want their children to have their cellphones for after-school activities, but they will be required to be powered 'off' during the school day.

Responsibility to keep the device secure rests with the individual owner. **Carroll County School System staff or employees are not liable for any device stolen or damaged on any campus.**

Failure to adhere to the BYOT regulations outlined by the Carroll County Student Agreement will result in disciplinary consequences.

1st Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school (7:45-4:15).

2nd Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school (7:45-4:15).

3rd Offense or more~Item is confiscated and a legal guardian will be notified that the student will serve In-School Suspension (ISS) and the guardian will be required to pick up the device from the school (7:45-4:15).

Bullying:

Bullying is engaging in verbal expression or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Sexual Harassment is a serious offense and will be handled as such.

Central Middle School Honor Code

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

Change of Student Information:

Any time there is a change in a student's address, phone number, emergency contact, custody, or other information, it is the responsibility of the parent to make changes through the parent portal of Infinite Campus. In the event that you are unable to access the portal, please notify the school of the needed change by contacting Ms. Jeannie Redmond in the front office to make necessary changes.

Closed Campus:

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

Delivery of Items to Students:

When it is necessary for parents/guardians to bring items to school for students, such items must be delivered to the front office. ***These items will be given to the student during non-instructional time or at the end of the school day.*** Central Middle School will not accept delivery of flowers, balloons, gifts, or non-academic items for students for Valentine's Day.

Detention:

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

Administrators may assign school detention to students. Administrative detention will be held after school from 3:45 p.m. to 4:15 p.m. on Tuesday and Thursday in the CMS Media Center. Student will complete an Action Plan during their detention time.

Display of Signs:

All posters, signs, announcements, etc., must be approved by the administration before posting. Only painter's tape may be used to post signs on walls.

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.

Drug-Free School Zone:

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

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

Enrollment of a Student & Residency Requirements:

To enroll a student, the parent or guardian will be required to submit proof of custody, picture ID, Social Security Card, proof of residence, immunization record, eye/ear/dental records, a copy of a birth certificate, and withdrawal papers from the previous school, if applicable. Any student who enrolls under suspension or expulsion or other disciplinary action from his/her previous school will be subject to the same discipline in Carroll County. A behavior management contract may be required of such students.

In order to enroll in or continue attending Central Middle School, a student must live with a parent, legal guardian, or legal custodian who resides within the Central Middle School attendance zone. Students wishing to enroll at Central Middle School should contact the Carroll County Schools District Office (770) 832-3568 to make an appointment to enroll.

Faculty & Staff**Email contact:** firstname.lastname@carrollcountyschools.com

6th Grade	7th Grade	8th Grade
April Benefield-Math	Michelle Barnette-Math	Adriana Cole - ELA
Michael Butler-ELA	Cody Campbell - Science	Michelle Dyer-Math**
Ali Duncan - ELA	Caroline Crow - ELA	Scarlett Gilland-ELA
Cole Glommen-Science/Social Studies	Timothy Duffey - Social Studies	Tonya Haines - Math
Maria Jones-Science	Kathryn Elton - Math	Clay Kelley - Social Studies
Shaie Kerr-Math	Nicole Fountain - Math	Lindsey Minton-Science
Brittany Luke-Social Studies	Megan Foughty - Math	Morgan Puckett- Math/Science
Susan Newsom-ELA	Ali Hembree-ELA	Justin Rondash-Science
Deann Robison-Math**	Elizabeth Lewis-ELA**	Kim Spears- Social Studies
Catherine Warren-Math/Science	Riley Presnell-Science	Amy Smith -ELA
Shannon Waters - ELA	Tina Short-ELA	Jessica Smith - ELA
Larissa Wilkinson-Math	Dena Siek-ELA/Science/SS	Pam Whitlock-Math
Blake Wilson - Social Studies	Teresa Taylor- Social Studies	Heather Underwood-Math

** Grade Level Leader

Connections	Special Education	Support Staff
Cali Barron - Physical Education	Callie Cowart	Jennifer Leatherman - ILSS
Lucas Brock - Agricultural Education	Tim Duffey	Demarzio Strickland -ISS
Lanae Dickstein-Band Director	Donovan Edwards	Rick Dyer - Intervention Specialist
Nathan Horsley-Physical Education	Hillary Hamrick	Tim Thomas - Intervention Specialist
Dana Knott-Business Ed.	Courtney Olds	Paraprofessionals
Tuesdee Lambert-Art	AnDrell Roberts	Melinda Arrington
Brittany Maddox- STEM	Sherry Roberts	Cam Brewer
Scot Ray - Physical Education	Dana Sharp	Deborah Collins
Scott Smith-Music/Chorus	Amber Shiver	Claudia Frostl
Hugh Strickland - Physical Education	Kayla White	Jacilyn Harrison
Blane Swift - Physical Education	Katie Goolsby	Kenyata Hendrix
Will Walton-Weight Training	Amy Glover-Speech Pathologist	Amanda Lovvorn
	Cadian Harrod - ESOL Teacher	Debbie Preston
		Shane Rivers

Field Trips:

Instructional field trips are arranged to enhance and complement the instructional program. Students may be asked to contribute to the additional cost of the trip. No student will be denied the opportunity to participate in a field trip by not contributing to the cost of the trip. Students with excessive absences in any class may be denied field trip participation.

Fundraising:

The Principal and Board of Education must approve all fundraising projects, on or off campus. Payment of money to the sponsor of a fundraiser may be made by check, cash, or money order to Central Middle School.

Gifted Services:

The Carroll County School system offers gifted education services for students in grades K-12. The services are provided by direct instruction, resource, or other service models. Students involved in the gifted program must qualify by meeting the criteria outlined in the Gifted Administration Plan. A teacher, administrator, parent, or counselor may refer students for consideration for eligibility. Students may also refer themselves.

GOAL Program:

The GOAL Program serves students who have committed offenses that would otherwise require them to be expelled from all school settings. Students in grades 5-12 may be brought before a disciplinary hearing and placed at the GOAL Program. A due process special education meeting may also place a student at this school.

Guidance Department

Counselors are available for individual, group, classroom, and career counseling. The counseling department will assist in providing students with the help necessary for a successful educational experience. Students and parents may schedule a time to see a counselor. Students may use the Student Referral Form. Teachers and administrators can refer a student using the Teacher Referral Form. It is important that teachers and administrators use the Teacher Referral Form to refer students to a counselor and then place the form in the counselor's box on the counselor's door. Students are not to be referred through email or by phone message.

Hall Passes:

During class time, any students out of his/her regular scheduled class must possess a pass signed appropriately by a teacher. **Students will not be allowed to leave class during the instructional period except in cases of emergency, instructional purposes, or when called by the office.**

Infinite Campus and Parent Teacher Communication

Because the support of the family is so critical to a student's success, the parent-teacher conference is perhaps the best way for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance. Regular communication between parents and teachers is encouraged through phone calls, email, letters, and conferences. Additional information can be found by accessing our school website, <http://cms.carrollcountyschools.com>

IMPORTANT: Be sure the school has the correct home and work phone numbers so that teachers can reach you when necessary. We encourage you to visit the school and meet with all staff members who are involved with your student. Join a parent booster club, volunteer to chaperone a school function, call to schedule a time to visit in your student's classroom, and most of all, be involved in your student's education.

Infinite Campus Parent Portal:

Parents/Guardians that have internet accessibility can view their child's grades, attendance, discipline and final report card through the parent portal of Infinite Campus.

To set up your Infinite Campus **for the first time:**

1. Visit:
https://campus.carrollcountyschools.com/campus//K12_Custom/cParent/index.jsp?appName=carrollcount
[Y](#)
2. Enter your Student ID Number (also known as the student's lunch number), the last 4 digits of the student's social security number and the student data of birth.
3. click submit

If your account has not been previously activated, you will be provided with your GUID number on the next screen.

1. Highlight and copy of take note of this number
2. Click "Manually Enter Activation Key"
3. Click on "Campus Parent" to go to the parent portal
4. Click on "New User?" to go to the account creation screen
5. Paste or type the GUID and click submit
6. Create a username and password and click submit
7. Once your account is created, you can access your account by:
 - a. Online <https://campus.carrollcountyschools.com/campus/portal/parents/carrollcounty.jsp>
 - b. Download the parent portal APP

Infinite Campus Student Portal:

CMS students can also access their information through the **Student Portal** on Infinite Campus:

To log on, students must use their student ID (lunch number) as the "User Name." The password is the student's 6-digit birth date (example: A student who was born on August 18, 2000 would enter 081800).

1. www.carrollcountyschools.com
2. For Students
3. Portal Login
4. User- Student ID (lunch number)
5. Password- Birth date (6 digits)

In-School Suspension:

Carroll County Schools takes the fundamental position that students are responsible for their own behavior and that learning to behave is a necessary and vital element in their education. Some behaviors so seriously disrupt the learning process that students need to be immediately referred to school administrators. The in-school suspension program is a form of suspension and is, therefore, reserved for serious behavior problems. It is designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services.

Lockers:

All student lockers are the property of Central Middle School and are subject to search by school authorities at any time. **Students may be prohibited from purchasing a locker if they owe any fines.** For the use of a locker, students may pay a non-refundable locker maintenance and usage fee of \$15.00 for the year. Students are reminded to:

1. Use the locker assigned. No trading or sharing. You are responsible for the locker contents.

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

Lost or Damaged Books and Technology:

Students are responsible for all books and equipment assigned throughout the school year. If something is misplaced or stolen, it should be reported to the issuing teacher or coach immediately. If it is not found or returned then the student must pay the cost of replacing the item. CMS is not required to issue any textbooks until past lost/stolen/damaged items are paid for or returned. Students may be prohibited from purchasing lockers if fines have not been paid in full for textbooks and/or library books.

Media Center

The Central Middle School Media Center provides instructional support for the entire school curriculum. With this objective in mind the media center is open to students, faculty, and parents from 8:30 a.m. until 4:00 p.m.

Medication Policy:

Prior to a student taking prescription or non-prescription medication at Central Middle School, the student's parents or legal guardian must complete a "Request For Administration of Medication" form with Mrs Kim Wakefield in the front office. **All prescription and non-prescription medication must be brought to the nurse's clinic. Students are not allowed to carry prescription or non-prescription medication on school grounds. All prescription and non-prescription medication must be in its original container. Students having consumed or caught carrying, giving away, selling, or exchanging prescription or non-prescription medication will be brought before a disciplinary tribunal.**

Messages to Students from Parents/Guardians ~ Emergencies:

The office will call parents in case of emergencies, such as illness or injury. Those calls will only be made if the student presents a signed pass from his/her teacher. The office will deliver important messages from parents to students during the school day. However, parent calls should be held to a minimum to avoid class disruptions. **Cell phones are not allowed to be used on campus during school hours, it is inappropriate for parent-student phone calls and text messages to take place on a student's cell phone during the school day. This could possibly result in disciplinary action.**

Moment of Silence & Pledge of Allegiance:

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise. In accordance with Board Policy JIB each student in Carroll County shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. Students are not required to stand, but they are required to remain silent and be respectful of others during the moment of silence and the Pledge of Allegiance.

Monetary Responsibilities:

Any debt incurred during a student's enrollment at CMS must be satisfied in full before promotion to the 9th grade or withdrawal from CMS. Students may not be allowed to purchase lockers if they have outstanding debt, overdue library book(s), or owe a charge to the cafeteria.

Phone Use:

The office phones are to be used by office personnel only. In an emergency situation, office personnel will make calls to contact parents. Those calls will only be made if the student presents a signed pass from his/her teacher.

Prohibited Items:

Possession of items that are illegal for students to possess, including drugs, weapons, and alcohol is prohibited and will result in a request for a disciplinary tribunal hearing. In addition, clothing or other personal effects that refer in any way to prohibited items may not be displayed. Students may not display any item which relates to gangs, inappropriate or obscene subjects, or which may be of an inflammatory nature. These restrictions apply to all students on school property. Other prohibited items include playing cards, large or heavy chains, spiked jewelry, and any other items that are deemed by CMS administration as having the effect of interfering with the orderly academic environment.

Public Display of Affection (PDA):

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

Report Cards:

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

90-100 = A

80-89 = B

70-79 = C

69 and below = F

Final report cards are available in the Parent Portal of Infinite Campus.

Request for Homework:

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

Schedule Changes:

Schedules are to be followed as printed. *Federal Title II Equity Rules prohibit accepting parent requests for a particular teacher.* Requests cannot be accepted verbally or in writing from parents because of Federal Title II Equity guidelines regarding equity in assigning students to particular teachers. This violation could result in the loss of all federal funds.

School Calendar

The school calendar which includes academic and extra-curricular events can be found on the school website at <https://cms.carrollcountyschools.com>

School Day Procedures:

Morning Procedures: The building will be open for students no earlier than 7:30 a.m. each school day. Parents who wish to drive their child to school should drop-off and pick-up through the front car rider's circle. These students will enter the building through the front doors to the gym. Any student who arrives earlier than 8:10 a.m. will report to the gym where they will be supervised until the release to class at 8:10 a.m. **SINCE THERE IS NO ADULT SUPERVISION OF STUDENTS PRIOR TO 7:45 A.M., DROP-OFF OF YOUR CHILD PRIOR TO THAT TIME IS CONSIDERED A SERIOUS SAFETY CONCERN AND WILL BE HANDLED ACCORDINGLY.**

The 8:05 a.m. bell signifies the beginning of student release to their grade level hall. We will continue Grab & Go Breakfast for the 2021-22 school year. Students who wish to eat breakfast will make their purchases from a breakfast cart that will be available on their way to their first class. Students will eat their breakfast in their first class.

Afternoon Procedures: At the end of the school day students will be dismissed by grade level. **Students must remain at their desks until they are dismissed by the announcements.** Car riders must report directly to the front of the building and stand in the area reserved for their grade level. Bus riders must report directly to the bus loading area when dismissed. Second load bus riders must remain in their **last** period classroom until dismissed. *Due to the limited number of buses and drivers, students may not ride home with friends on a different bus than they normally ride.* Only a Central Middle School administrator may approve requests due to extenuating circumstances.

Students that walk home must have an approved form on file in the front office, signed by their parents. These requests may be denied for safety reasons.

Car riders must be picked up in the circle drive. Students will not be allowed to walk off campus to meet their ride. Students will not be allowed to be picked up in other areas of the school.

While waiting in the car rider line for students to be released, all children must remain in their cars and may not play in the school yard.

On occasion students involved in athletics or extracurricular activities will be called to leave early; then and only then should these students be outside of their last period class before dismissal.

Students not participating in after-school tutoring, extracurricular activities or an athletic event must leave campus by 4:15 p.m. Any car rider still on campus at 4:15 will have to call home to confirm pickup time. Students that are habitually late may have to ride the bus home from school.

School Fees:

The following items and services are offered to Central Middle School students:

Locker- Non-refundable Locker Maintenance & Usage Fee- \$15 for the year (No sharing of lockers).

Sexual Harassment:

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

Special Education Services:

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

Student Activities:

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

Student Support Team & RTI (Response to Intervention):

The Student Support Team (MTSS) is designed to offer students and parents support when a student is having academic difficulty. This group plans strategies to help make the student successful.

Transportation:

Riding the bus is a privilege. Students may lose the privilege at any time for disruptive or unsatisfactory behavior. All students being transported are under the authority of the bus driver and must obey his or her requests. Bus drivers will make disciplinary referrals to a school administrator. School rules also apply to bus riding. Bus transportation is provided to students within each school attendance zone. Students may not be transported across attendance zones. For information about specific routes and times you may call (770) 834-3346. The transportation department also offers information on late buses via text message or email. Sign up for [Notify Me](#). ***Any change of transportation must be made prior to 3:00 to ensure your child is notified of the change.***

Students who are transported by car may not arrive earlier than 7:30 a.m. and must be picked up no later than 4:15 p.m.

Useful Websites:

www.carrollcountyschools.com

(main webpage for Carroll County)

<http://cms.carrollcountyschools.com>

(Central Middle School)

www.gadoe.org

(Georgia Department of Education website)

www.georgiaoas.org

(Georgia's Online Assessment System)

www.gacollege411.org

(Useful website for students planning on attending college)

www.gacareercounselor.org

(Career Webpage)

www.georgiaoas.org

Login and Password will be given the first nine weeks of school

USA Test Prep:

This site enables students in Georgia's public schools to access tests that consist of the same kinds of questions as appear on the state's assessments in English Language Arts, Mathematics, Science, and Social Studies in the Georgia Milestones Assessment System (GMAS). After taking an assessment, students can view reports aligned to the state curriculum that show instructional strengths and needs. Parents can access reports from tests their children have taken by logging in as the student and viewing reports. Also, parents are informed when teachers share reports on their child's success on assessments. Reports are all aligned to the state standards so success on these assessments shows ability on the state curriculum.

Work Permit:

Work permits are available in the Front Office with 24 hour advanced notice- see Mrs. Kristine Smith.

Weapons on School Property:

It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, or on school property, or on a bus, or other transportation furnished by the school. The term 'weapon' includes any pistol, revolver, or knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star, or oriental art, or any weapon of like kind. Punishment: A fine of not more than \$5,000; imprisonment for not more than 5 years. (OCGA 16-11-127-1).

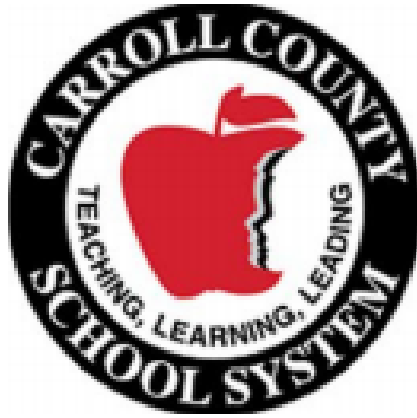
Possession of a weapon on school property is an offense that could result in immediate referral for a tribunal hearing and expulsion. *If a student inadvertently brings a weapon on school property and reports this action to an administrator as soon as the student discovers the weapon and before the weapon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



LIONSTRONG

“LIONSTRONG...is more than a cliché or motto, it’s a pulse, a living breathing, heart beating effort which represents far more than anyone truly knows. It captures the pride, hard-working and loyal dedication of the Central Family with fantastic people and rich history.”

Carroll County



Schools

Middle School/High School

Student Handbook

2021 - 2022

Carroll County Schools

164 Independence Drive

Carrollton, GA 30116

770.832.3568

Carrollcountyschools.com

Carroll County Schools 2021 - 22 Calendar

Approved February 13, 2020

July 28 -30	Preplanning/Professional Learning for Staff
August 2	Preplanning/Professional Learning for Staff
August 3	First Day of School
September 6	Labor Day Holiday
September 8	Mid-Term Reports for First Nine Weeks Go Home
October	7 End First Nine Weeks Grading Period
October 8	Professional Learning Day
October 11 - 15	Fall Holiday
October 19	Report Cards for First Nine Weeks Go Home
November 12	Mid-Term Reports for Second Nine Weeks Go Home
November 22 - 26	Thanksgiving Holiday
December 17	End Second Nine Weeks Grading Period/End of Semester
December 20–31	Christmas Holiday
January 3	Teacher Work Day
January 4	First Day of Second Semester
January 6	Report Cards for First Semester Go Home
January 17	Martin Luther King Holiday
February 3	Mid-Term Reports for Third Nine Weeks Go Home
February 14 - 18	Winter Break (Possible Inclement Weather Day)
March 10	End Third Nine Weeks Grading Period
March 11	Professional Learning Day (Possible Inclement Weather Day)
March 16	Report Cards for Third Nine Weeks Go Home
April 4 - 8	Spring Break
April 20	Mid-Terms Reports for Fourth Nine Weeks Go Home
May 27	Last Day of School - End Fourth Nine Weeks Period/End of Semester
May 30	Memorial Day Holiday
May 31 – June 1	Post planning
June 2 - 3	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 Cognia and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

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

[\(REF: BOARD POLICY: JB, BOARD REGULATION: JB-R\(1\)\)](#)

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. The school year is defined by the Carroll County Schools Instructional Calendar.

Each student and parent is required to sign-off that they 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 school 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.

Carroll County Schools will implement a common sense approach to make in-person and on-campus instruction as safe as possible for everyone. All students will be randomly screened for illness and any student having COVID-19 symptoms or a temperature of 100.4 and above will be isolated immediately and sent home.

Students are not expected to attend school if they are experiencing symptoms of COVID-19 or have been recently diagnosed with COVID-19. Students are expected to return to school in accordance with their healthcare provider's instructions or when they are symptom-free for three days. If a student tests positive for COVID-19 but has no symptoms, he/she can return to school 10 days after a positive test.

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 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 the 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 eight (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 the 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 the letter parents/ guardians of students ages 6-16 who have accumulated five (5) unexcused tardies per semester.

Teenage & Adult Driver Responsibility Act (TAADRA) - Schools will certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Schools will use a new Certificate of School Enrollment form to certify that a student is eligible for a driver's license or learner's permit. A student who intends to get their learner's permit or driver's license over the summer months must request a Certificate of School Enrollment from their school administration prior to the end of May. An administrative charge for notarizing this certificate may be charged by the school.

BUS RULES

The School Bus is an extension of the school and classroom. The bus driver is in charge of safety and student behavior. All students must comply with the bus driver, as well as 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. No adults or students are permitted to board the bus without prior authorization from the school system. This is a crime and can lead to legal charges.
2. Students must be respectful to the bus drivers/monitors at all times.
3. 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.
4. Students will go directly to an assigned seat when entering the bus. Keep the aisles and exits clear.
5. 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,
 - 3) The student has looked in both directions for traffic; left, right, left.
6. 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.
 - 6) Students must refrain from retrieving items from their mailbox until the bus leaves.
7. Students will be silent at railroad crossings until the bus crosses the tracks completely.
8. The bus driver has the authority to assign seats at his or her discretion. Students must remain seated (back-to-back, bottom-to-bottom) unless otherwise instructed by the bus driver. Talk quietly; unnecessary noise is prohibited.
9. 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.
10. 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.
11. 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.)
12. 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.
13. 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.
14. Students in grades 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. The Carroll County School System may activate the school closure distance learning plan.

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/guardians 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 website. On the parent/guardian signature page, the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

DRUG TESTING OF STUDENTS

([Board Policy: JCABB](#); [Board Regulation: JCABB-R\(1\)](#))

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

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

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

EQUAL OPPORTUNITY

The Carroll County School System does not discriminate on the basis of age, race, sex, color, national origin, 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. The principal or appropriate coordinator 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.

Assistant Superintendent of Human Resources and Student Services

- Section 504 and ADA (employees)

Assistant Superintendent of School Performance

- Section 504 (students)

Assistant Superintendent of Administrative and Support Services

- Gender Equity in Sports
- Title I Civil Rights • Title I Gender Equity

EXTRACURRICULAR AND ATHLETIC PARTICIPATION

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

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

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

FEDERAL TITLE II EQUITY GUIDELINES

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

GRADUATION PARTICIPATION

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

HOSPITAL HOMEBOUND

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or health care facility for students in Carroll County Schools whose medical needs, either physical or psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used

to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition, which must be certified by the licensed physician who is currently treating the student for the diagnosis presented. **For additional information and/or to request services, contact the student's school.**

MEDICATION GUIDELINES GRADES PK-12

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

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

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

Prescription Drugs

1. All prescription drugs to be administered at school must have the following:
 - a. Written instructions, signed by the parent or legal guardian, which includes:
 - Name of child;
 - Address;
 - Name of physician;
 - Name of medication;
 - Dosage to be given; and
 - Date and time to be given.
 - b. Medication contained in a prescription bottle, properly labeled by the pharmacist.
 - c. For children on long-term prescription drugs (to be administered for more than 30 days), the parent or legal guardian will be required to meet with the principal/designee. The principal and parent or legal guardian will determine specific procedures for administration of the drug (time, method, staff,

storage, delivery of refills to school, etc.), and an authorization form (contract) will be signed by both parties.

d. For long-term prescription drugs a completed drug administration form that is kept on file in the school office is required. Each authorization form shall be effective for no longer than one (1) school year, and/or each time the drug or dosage is changed, whichever occurs first. This form must include:

- The information set forth in (a) above;
- The signature of the child's physician;
- 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;
- While in before school or after school care on school property.

In order for the student to carry and self-administer asthma, auto-injectable epinephrine (epipens), or diabetes medication, the parent must provide the following:

- A written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable.

- Written parent permission for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication.

4. The principal or designated staff member has the authority to ask a student to account for, explain and show any medications the student takes while on school property.

Non-Prescription Drugs

1. All non-prescription drugs to be administered at school must have the following:

a. Written instructions, signed by the parent or legal guardian, which includes:

- Name of child;
- Address;
- Name of medication;
- Dosage to be given and
- Date and time to be given

b. Medication in a container labeled by the parent with the above information.

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

Misuse of any medications, whether authorized or unauthorized, will not be tolerated. Any K12 student in possession of unauthorized medications or misuse of authorized medication is subject to

disciplinary consequences found in Board Policy JCDA: Student Code of Conduct.

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

NAVIGATOR

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

www.carrollcountyschools.com/resources/curriculum

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

NOTICE OF FEDERAL 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 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 may not have scheduled any such activities as are described in paragraph(1).
- a. You will be notified if any such activities are initiate during the school year and will be afforded all the rights as described herein.

NUTRITION SERVICES

Research suggests a hungry child cannot learn and Carroll County School Nutrition Services welcomes the opportunity to provide your student with nutritious, appetizing meals at school. We offer a variety of choices at each school to appeal to children's needs and appetites. Each school meal meets 1/3 of the daily nutritional requirements and complies with the USDA's guidelines for 9 different nutrients.

Meal Prices:

The School Nutrition Program will return to normal meal service this school year and will again provide meals at no charge to students 18 years old and under. We encourage families to take advantage of this opportunity and to also complete a Free and Reduced meal application.

Students may purchase items a la carte. Parents can place funds in a student account through the MySchoolBucks.com web site. With the exception of milk to accompany meals brought from home, a la carte items cannot be charged.

Extra Milk \$0.50

Adult Breakfast \$1.75 Adult Lunch \$3.75

Free and Reduced Application

Although we are not charging for meals this school year, we encourage completing a Free and Reduced application as our schools benefit in many ways to include:

1. Increased funding to support student education
2. Additional funding for technology and internet access
3. Discounts for fees associated with college application processes
4. Discounted fees for SAT, ACT, AP TESTS, Scholarship Opportunities
5. Free or Reduced prices for healthy nutritious student meals

A family application for free and reduced meals is provided to every student at the beginning of school. **We ask that you submit only one application per family.** List all your children and household members on

one family application and return it to school promptly. Applications are now available online! We highly encourage you to use the online application. It is easy and fast!!

Go to the www.carrollcountyschools.com and look under the Parents then Food and Nutrition tabs to find the link to the application. For assistance call the Janet Smith, Free & Reduced Specialist in the SN office at 770-832-3568.

Payment on Accounts

You may place money for school meals in a student account at www.myschoolbucks.com using a debit or credit card. Please note there is a \$2 transaction fee for this service. You may also send funds to school in an envelope with your child's name, amount sent and their student ID number. Please put your child's name in the memo field if sending a check or money order.

Meal Charges

It is extremely important that parents stay abreast of their student's balances through the free e-mail alert service offered through MySchoolBucks. Withdrawing students should request a refund of their MySchoolBucks balance or pay a balance owed on the day they're withdrawn from the Carroll County School System. This request must be completed within 45 days of withdrawing from CCSS.

Adults are not permitted to charge meals. We ask that staff place funds into their accounts at the first of every month to cover meals. Federal regulations state adults are not allowed to charge meals purchased through the School Nutrition Program.

Wellness and Nutrition Standards

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:

- It is recommended all foods sent/brought to school for classroom celebrations be commercially made and provided in originally sealed packages with ingredient labels. Snacks cannot be served before lunch period has ended.
- Low fat ice cream, yogurt, or real fruit juice Popsicles may be sold at the end of the lunch period at the elementary and middle schools after all lunch periods have ended.
- 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 Kids Act produced by USDA.

PARENT PORTAL

All parent and/or guardians may access their child's grades and schedule through the Infinite Campus

Parent Portal on the Internet. Please visit www.carrollcountyschools.com, click on the "Parents" tab and then the "Resources" tab for instructions on setting up an Infinite Campus Parent Portal.

PARENT RIGHT TO KNOW

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

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

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

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

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

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

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

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

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

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of

sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

STUDENT CODE OF CONDUCT (ref. [Board Policy JCDA](#) and [Board Regulation: JCDA-R](#)) The School is a community, and the rules and regulations of a school are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community.

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

Statements of Administrative Procedures

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

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

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

Due Process: Due process will include appropriate hearings and reviews, and in all cases, the right of individuals will be ensured and protected. A hearing for a long-term suspension and/or expulsion will be formally conducted following the procedures mandated by the Carroll County Board of Education. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of Americans with Disabilities Act (ADA).

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

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

Searches: School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, or their automobiles when on school property. The administrator is required to have 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. 2-738).

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- 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.

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
1. Absences and/or truancy – unexcused - Students are expected to attend school per the Carroll Student Attendance Protocol.	Elementary 1. Penalty may range from parent conference to referral to Department of Family and Children (DFACS). Middle School/High School 1. Penalty may range from parent conference to referral to Department of Family and Children Services (DFACS).

<p>2. Academic dishonesty</p>	<p>Elementary 2. Students found guilty may receive a zero in academic assignment. Additional penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 2. Students found guilty may receive a zero in the academic assignment and possible loss of course credit. Additional penalty may range from warning to short-term suspension.</p>
<p>3. Alcohol possession, use and/ or under the influence of - No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess or be under the influence of any alcoholic beverage.</p>	<p>Elementary 3. Penalty may range from ISS to a possible recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p> <p>Middle School/High School 3. Penalty will include short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>4. Bullying An act, that is:</p> <ul style="list-style-type: none"> a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: <ul style="list-style-type: none"> (1) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1; or visible bodily harm as such term is defined in Code Section 16-5-23-1; (2) Has the effect of substantially interfering with a student's education; (3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (4) Has the effect of substantially disrupting the order operation of the school. d. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by the use of data or software that is accused through a computer system, computer network, or other electronic technology of a local school system. e. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication: <ul style="list-style-type: none"> (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the 	<p>Elementary 4. Penalty for any act of bullying shall be at the discretion of the principal and may range from warning to short-term suspension.</p> <p>Middle School/High School 4. Penalty for any act of bullying shall be at the discretion of the principal and may range from warning to a possible recommendation to a disciplinary tribunal hearing that may result in expulsion..</p> <p>Third offense in a school year will result in a ten-day out-of-school suspension and recommendation for a disciplinary tribunal hearing that could result in long-term suspension or expulsion.</p>

<p>orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system.</p>	
<p>5. Bus Misbehavior - Any and all bus conduct violations are subject to bus and/or school consequences. While on a bus students are:</p> <ul style="list-style-type: none"> ● Prohibited from acts of physical violence as defined in Code Section 20--2--751.6, bullying as defined in Code Section 20-2-75- 1.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior. ● Prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. 	<p>Elementary 5. Penalty may range from warning to suspension from riding the bus up to a year.</p> <p>Middle School/High School 5. Penalty may range from warning to suspension from riding the bus up to a year.</p>
<p>6. Classroom disturbance - Conduct or behavior that interferes with or disrupts the teaching/learning process.</p>	<p>Elementary 6. Penalty may range from warning to a short-term suspension.</p> <p>Middle School/High School 6. Penalty may range from warning to a short-term suspension.</p>
<p>7. Computer Trespass – Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer network, program(s), or data as well as visiting inappropriate web sites.</p>	<p>Elementary 7. Penalty may range from warning and/or conference with student to short-term suspension.</p> <p>Middle School/High School 7. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>8. Disorderly Conduct - No student shall substantially disrupt the orderly conduct of a school function, the orderly learning environment, or pose a threat to the health, safety, and/or welfare of students, staff or others.</p>	<p>Elementary 8. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 8. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>9. Dress Code Violation</p>	<p>Elementary 9. Penalty may range from a warning to short-term suspension.</p> <p>Middle School/High School 9. Penalty may range from a warning to short-term suspension.</p>

<p>10a. Drug Sell/Transmission/Solicitation – No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off the school grounds at a school-sponsored activity, function, or event, and en route to and from school.</p>	<p>Elementary 10a. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 10a. Penalty will include short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
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<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>
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<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>
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<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>
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<p>11. Electronic communication devices – Students are permitted to bring electronic devices onto school board property. Students are permitted to use any electronic communication devices during the school day with the permission and knowledge of a staff member or administrator and in compliance with district's Acceptable Use Policy. The school day begins when the student enters the property and ends when school is dismissed.</p>	<p>Elementary 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p> <p>Middle School/High School 11. Penalty may range from warning to short-term suspension. Devices may be confiscated when in violation of the guidelines.</p>
<p>12. Failure to comply with teacher, administrator or other school personnel directive</p>	<p>Elementary 12. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 12. Penalty may range from warning to short-term suspension.</p>
<p>13. False Reporting and Statements - Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.</p>	<p>Elementary 13. Penalty may range from a warning to short-term suspension.</p> <p>Middle School/High School 13. Penalty may range from warning to recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>14. Fighting – A physical conflict between students</p>	<p>Elementary 14. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 14. Penalty may range from ISS to short-term suspension.</p>
<p>15. Gambling - Playing any game of skill or chance for money or anything of value on school property, at a school function or on property used by the school with permission of the owner.</p>	<p>Elementary 15. Penalty may range from warning to short-term suspension.</p>

	<p>Middle School/High School 15. Penalty may range from a warning to short-term suspension</p>
<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>	<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>

<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>	<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>
<p>18. Leaving Campus without permission</p>	<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>
<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>	<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>
<p>20. Public Display of Affection</p>	<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>
<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>	<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>
<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>	<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>
<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: (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.</p>	<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. (2) Short-term suspension with a mandatory recommendation to a disciplinary tribunal hearing that may result in long-term suspension or expulsion. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.</p>

<p>24. Physical Acts of Violence against a student A student shall not commit an act of physical violence against another student. Offenses involving physical violence may include assault, battery, hazing, and/or attacking another student.</p>	<p>Elementary 24. Penalty may range from in-school suspension to short-term suspension</p> <p>Middle School/High School 24. Penalty may range from ISS to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>25. Profanity – Use of vulgar, or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours or show disrespectful conduct toward persons attending school-related functions.</p>	<p>Elementary 25. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 25. Penalty may range from warning to short-term suspension.</p>
<p>26. Property Offense – Willful or malicious damage of and/or threats to destroy or damage school, public or private property.</p>	<p>Elementary 26. Penalty may range from warning to short-term suspension. Arrangements for restitution of damages may be required.</p> <p>Middle School/High School 26. Penalty may range from ISS to possible recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion. Arrangements for restitution of damages may be required.</p>
<p>27. Repeated violations/Chronic misbehavior – A pattern of behavior with interferes with the learning process, the orderly works of the school or the safety of those in the school.</p>	<p>Elementary 27. Penalty may range from in-school suspension to short-term suspension.</p> <p>Middle School/High School 27. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>28. Rude and Disrespectful Behavior</p>	<p>Elementary 28. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 28. Penalty may range from warning to short-term suspension.</p>
<p>29. School disturbances - Acts which cause substantial disruption of learning opportunities and/or threat to the safety or wellbeing of other students which may include pulling fire alarms, bomb threat, sit-downs, walk-outs, riots, picketing, trespassing, inciting disturbances, threats, or actual violence during period of disruption.</p>	<p>Elementary 29. Penalty may range from warning to short-term suspension.</p> <p>Middle School/High School 29. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>30. Sexual Battery – Unwanted physical touching of another in the areas including chest, buttocks, groin or inner thighs.</p>	<p>Elementary 30. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 30. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

<p>31. Sexual Offense - Inappropriate contact or of indecent exposure.</p>	<p>Elementary 31. Penalty may range from in-house suspension to short-term suspension.</p> <p>Middle School/High School 31. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>32. Skipping class or required activities</p>	<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>
<p>33. Student Confrontation - Verbal altercation between students.</p>	<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>
<p>34. Tardiness</p>	<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>
<p>35. Theft/Larceny – Unlawful taking, carrying, leading, or riding away of property of another person.</p>	<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>
<p>36. Threatening or intimidating another student(s) Written, verbal or implied, but not involving actual physical contact.</p>	<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>
<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>	<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>

<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>	<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>
<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>	<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>
<p>40. Verbal Assault of an Educator - Includes threatened violence of teachers, administrators or other school personnel.</p>	<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>
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Vaping Devices

Too often in our schools, student vaping has led to medical emergencies where, in some cases, students had to be transported to local hospitals. In addition to the potential health risks, it is illegal for students under the age of 21 to use vaping devices or to purchase vaping materials. It is also against school district policy for students to vape or to bring the devices or materials to school.

The Carroll County School System will apply the following consequences to our students for possession of a vaping device:

A vaping device with THC or any other type of illegal drug will result in a 1st offense **minimum consequence of 10 days out-of-school suspension which could also include a recommendation for long-term suspension/ expulsion.**

Student possession of any vaping device will result in the following consequences: 1st offense - Up to 5 days out of school suspension (Elementary students up to 3 days OSS) 2nd offense - Up to 10 days out of school suspension (Elementary students up to 5 days OSS) 3rd offense - 10 days of out-of-school suspension and recommendation for long-term suspension or expulsion (3rd offense - Elementary students up to 10 days OSS)

Parents, please talk with your children at home about the potential health-related dangers of vaping and these consequences for bringing vaping devices to school. Should you have any additional questions or concerns please contact the principal of your child's school.

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 heellies 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 the 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. D24

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 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](#))

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 secrets.
 - 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.

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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:

- a. Be polite, and do not become abrasive in messages to others. General School District rules and policies for behavior and communication apply.
- b. Use appropriate language at all times. Do not swear, use vulgarities, or any other inappropriate language.
- c. Do not reveal your personal address or phone numbers or those of other students.
- d. Recognize that email is not private or confidential.
- e. Do not use the network in such a way that would disrupt the use of the network by other users.
- f. Consider all communicators and information accessible via the Internet to be the property of the School District.
- g. 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

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(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.D28

Middle/High School Parent/Guardian Handbook Signature Page 2021-2022

Please review the following statements concerning handbook information before signing: 1.

The signature of a parent/guardian on this page signifies that you have read the Student Code of Conduct, as well as have knowledge and an understanding of the Carroll County School System policies and guidelines contained within the student handbook.

2. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education, Student Attendance Protocol Committee, the Teenage and Adult Driver Responsibility Act (TAADRA) and Drug Testing of Students (for more information see pages D5 and D7)
3. The signature of a parent/guardian on this page signifies that your child has permission to access school-based Internet-capable technology. It also signifies you have read the Acceptable Use of Technology by Students in this handbook and are familiar with and in agreement with the terms of usage and the consequences of misuse of technology owned and operated by Carroll County Schools. Your signature also indicates that you are aware and in agreement with the guidelines regarding BYOT.
4. Throughout the school year there are numerous activities that provide opportunities for students to be photographed and/or videotaped. Student publications, school websites, school Facebook pages, Instagram and school yearbooks use photographs to document student life and various events. These events include, but are not limited to band performances, drama performances, extracurricular and athletic activities, class presentations, competitions, and club sponsored projects. If any parent/guardian does **NOT** wish for his or her student's school to use their child's photograph or video for any purpose including honors and awards during the school year, please signify those wishes in the opt-out section provided below.
5. Within the provisions of O.C.G.A. 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does **NOT** wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the opt-out section below.
6. Under current Federal law, all schools must, if requested, provide student directory information (names, addresses and telephone numbers) of high school students to U.S. military recruiters. If any parent/guardian or eligible student does **NOT** wish for student directory information to be released to the United States military recruiters, please signify in the opt-out section that this information not be released.

OPT-OUT SECTION:

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

- _____

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

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

STUDENT NAME (PLEASE PRINT): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

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