

• COFFEE COUNTY SCHOOLS •  
*Douglas, Georgia*



*Student/Parent  
Handbook*

*2022 - 2023*

*We are Coffee*

## *Mission:*

**Destination Graduation  
For College, Career, and Life**

## *Vision:*

**Creating a stronger community  
through an equitable and excellent  
education for every student.**

## *Beliefs:*

### *We are Coffee...*

**C**ommunity – We foster and sustain strong community partnerships.

**O**pportunity – We provide opportunities for all students to learn, thrive, and succeed.

**F**ocus – We focus on raising student achievement and preparing our students for their future.

**F**airness – We ensure all children equitable access to the resources necessary for academic success.

**E**thics – We promote integrity and honest communication and maintain responsible stewardship of resources.

**E**xcellence – We pursue the highest standards in educational and operational performance.

**COFFEE COUNTY SCHOOL SYSTEM SIGNATURE AGREEMENT FORM  
STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY AND STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

This Parent/Student Handbook and Student Acceptable Use and Internet Safety Policy contain valuable information for you and your student to ensure success in the school environment. This success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign on the appropriate lines to indicate your wishes.

**PLEASE COMPLETE THE FORM AND RETURN IT TO SCHOOL.**

**STUDENTS - Every student, regardless of age, must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing Student Acceptable Use and Internet Safety Policy provided in this Student Handbook. Should I commit any violation or in any way misuse my access to the school system's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

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Student Name (PRINT CLEARLY)	Student ID#	Home Phone	Address
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Student Signature	Date
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User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**PARENTS - To be read and signed by parents or guardians of students who are under 18:**

- As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school system's Student Acceptable Use and Internet Safety Policy, provided in this Student Handbook, for the student's access to the school system's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school and the school system against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school system's computer network and the Internet.
- I understand that my student is responsible for all of the policies and procedures contained in the handbook.
- I have received a copy of the Attendance Policy and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absences. Parents, guardians, or other persons with control or charge of children are required to enroll and send students to school. Any student subject to compulsory attendance laws who has five or more unexcused absences shall be considered truant and subject to system discipline policies and procedures.
- I understand that certain information (name, date of birth, participation in clubs and sports, awards, photographs, etc.) is considered Directory Information and may be released to the media (local newspapers) for publication.
- I acknowledge that all clubs and extracurricular activities with related information are listed in this handbook and have been made available for review. Any new clubs or activities formed during the school year will require that information is sent home and that I must grant permission for my student to participate. I understand that if I wish for my student to "opt-out" of clubs and extracurricular activities I will contact the front office.

\_\_\_\_ I refuse permission for the release of any Directory Information

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Parent/Guardian Name (PRINT CLEARLY)	Address	Home phone	Parent/Guardian Signature	Date
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Student Signature	Date
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*Legal References:* Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)  
 Communications Act of 1934, as amended (47 U.S.C. 254[h], [i])  
 Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

**PLEASE BE SURE TO READ, COMPLETE THIS FORM, SIGN AND RETURN TO SCHOOL TOMORROW.**



## IS YOUR CHILD REGISTERED FOR TELEHEALTH SERVICES?

For more information or to register for TeleHealth services contact the school nurse.



Ambrose

School Nurse: 389-6532

Broxton

School Nurse: 389-6550

Eastside

School Nurse: 389-6673

Indian Creek

School Nurse: 389-6706

Nicholls

School Nurse: 389-6715

Satilla

School Nurse: 389-6740

West Green

School Nurse: 389-6781

Westside

School Nurse: 389-6800

Coffee Middle

School Nurse: 389-6653

GWC Freshman Campus

School Nurse: 389-6694

Coffee High

School Nurse: 389-6587

Wiregrass Regional College & Career Academy

School Nurse: 389-6968

TeleHealth Clinic: 389-6887

# Coffee County Schools

## ELEMENTARY SCHOOLS

### **Ambrose Elementary**

3753 Vickers Crossing Road  
Ambrose, Georgia 31512  
912-359-5500

### **Broxton-Mary Hayes Elementary**

410 South Alabama Street  
Broxton, Georgia 31519  
912-359-2391

### **Eastside Elementary**

603 North McDonald Avenue  
Douglas, Georgia 31533  
912-384-3187

### **Indian Creek Elementary**

2033 Highway 158 West  
Douglas, Georgia 31535  
912-393-1300

### **Nicholls Elementary** 912-389-6851

704 Van Streat Highway  
Nicholls, Georgia 31554  
912-345-2429

### **Satilla Elementary**

5325 Old Axson Road  
Douglas, Georgia 31535  
912-384-2602

### **West Green Elementary**

106 School Circle Road  
West Green, Georgia 31567  
912-384-2032

### **Westside Elementary**

1302 West Gordon Street  
Douglas, Georgia 31533  
912-384-5506

## MIDDLE SCHOOL

### **Coffee Middle School**

901 Connector 206 North  
Douglas, Georgia 31533  
912-720-1011

## SECONDARY SCHOOLS

### **GWC Freshman Campus**

1020 South Gaskin Avenue  
Douglas, Georgia 31533  
912-384-1342

### **Coffee High School**

159 Trojan Way  
Douglas, Georgia 31533  
912-384-2094

### **Wiregrass Regional College & Career Academy**

706 West Baker Highway, Suite A  
Douglas, Georgia 31533

## ALTERNATIVE EDUCATION

### **Coffee County Educational Academy**

1020 South Gaskin Ave., J-Bldg.  
Douglas, Georgia 31533  
912-383-4100

### Early Release Bell Schedule

11:15 AM - Elementary Schools  
12:20 PM - Coffee Middle School  
12:05 PM - GWC Freshman Campus  
12:00 PM - Coffee Co. Educational Academy  
12:05 PM - WR College & Career Academy  
12:30 PM - Coffee High School

### Bell Schedule for Coffee County Schools

All Elementary: 7:30 AM Start / 2:15 PM End  
\*Coffee Middle: See Bell Schedule Below  
Freshman Campus: 8:20 AM Start / 3:15 PM End  
Coffee High: 8:10 AM Start / 3:25 PM End  
Career Academy: 8:15 AM Start / 3:05 PM End  
Coffee Co. Educational Acad.: 7:45 AM Start / 2:30 PM End

### \*Coffee Middle School Bell Schedule

7:45 - School Opens  
8:20 - Tardy Bell  
3:10 Bus Release Begins  
3:20 - 6<sup>th</sup> and 7<sup>th</sup> grade pick-up release  
3:15 - 8<sup>th</sup> grade pick-up release

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## GENERAL SCHOOL SYSTEM INFORMATION

The staff of Coffee County Schools would like to take this opportunity to welcome you to each of our schools. For those of you who are entering our school system for the first time, we would like to extend a special welcome and invite you to become involved in school activities and programs throughout the year.

### **Disclaimer**

School rules published in this handbook are subject to changes as needed to insure continued compliance with federal, state, or local regulations and are subject to such review and alteration if necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, the district expects students to follow reasonable rules and not violate the rights of others. The policies, rules, and regulations shown in this handbook for Coffee County are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing educational mission of the school and of the Coffee County School System.

Grievance Coordinator-Principal  
Sexual Harassment Investigator-Assigned Administrator  
Equity Coordinator-Principal  
Sports Equity Coordinator-Athletic Director

### **Complaint Procedures**

The Coffee County School System has implemented complaint procedures that address complaints from parents, students, staff, private schools, and the general public for Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); RT3 and Lowest Achieving Schools, if applicable. The complaint procedures can be found on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

### **Equal Education Opportunities**

It is the policy of the Coffee County Board of Education not to discriminate on the basis of sex, age, race, disability, religion, or national origin in the educational programs and activities of/or admissions to facilities operated by the Board or in the employment practices of the Coffee County Board of Education Agency.

### **Nondiscrimination Notice**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Coffee County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Coffee County School System central office at 912-384-2086.

### **Cell Phones/Electronic Devices**

The district acknowledges that students have cell phones; however, students' cell phones and electronic devices should remain off and secured appropriately (in locker, purse, pocket, bookbag, etc) unless directed to be used by the teacher under his/her supervision for instructional purposes. Cell phones/devices are subject to confiscation at the discretion of administration and may be held for up to 10 days until a parent or guardian picks it up. The school system is not responsible for and will not investigate the loss, theft of, or damage to any personal electronic device.

### **Deliveries**

For students, delivery of flowers, balloons, stuffed animal toys, etc., is not permitted. Office staff members are instructed to inform the delivering party that the items are not to be left at the office. Such items create confusion in the classroom and can very well hinder the educational process. Items such as helium filled balloons can also create a dangerous situation on the bus.

### **Student Dress Code**

DRESS CODE APPLIES TO ALL STUDENTS at schools and school activities. In order to maintain an appropriate climate for learning, the following dress code has been established for Coffee County School System. The administration reserves the right to add and delete to the present dress code as deemed necessary to maintain appropriate and modest dress. Clothing should be appropriate for the occasion, in good

taste, and in good condition. While the administration recognizes the individuality of each student and does not wish to stifle individual taste, we must always remember our primary mission is to educate, not provide a forum for the latest fads. Clothing and/or adornment that attracts undue attention and detracts from the academic climate of the classroom cannot and will not be allowed. Students should remain in dress code as long as he/she is on campus. Good hygiene and grooming habits are expected. Decency is the key to proper school dress.

Appropriate dress promotes a more serious school atmosphere which emphasizes academics and promotes good behavior. Therefore, Coffee County School System is dedicated to teaching students the importance of a respectable appearance which is a lesson that can positively impact their self-respect, self-esteem, and life experiences.

#### Guidelines for Dress Code:

1. Proper undergarments should be worn at all times and should not be visible.
2. Shirts must cover midriff completely when arms are raised or when sitting down. Shirts that show cleavage, midriff (front or back), off the shoulder, see through, or tied (front or back) are prohibited. Any attire questionable is at administrative discretion. Sleeveless tops must have enough material to cover the area from neck to shoulder. The neckline must cover between top of chest and collar bone. Spaghetti straps & tank tops are not acceptable.
3. Shorts, skirts, and dresses must not be shorter than the top of the knee in the front or the back. (CMS, GWFCF, & CHS)
4. Boys' shirts must have sleeves. Boys are not allowed to wear sleeveless shirts.
5. A removable jacket, sweater, or vest, may be worn over another shirt as long as the shirt worn underneath meets dress code.
6. Pants must be worn at the natural waist and must cover midriff completely when arms are raised or when sitting down. They cannot be poorly fitted or oversized and baggy, so-as to allow sagging of the pants.
7. Pants, jeans, shorts, shirts, tights, leggings, etc. must be free from holes, frays, tears, cuts and graffiti. Anything questionable is at administrative discretion.
8. Tights and leggings can be worn under dresses, skirts, and shirts that cover the hips and buttocks area. The dresses, skirts, and shirts must be longer than fingertips with arms straight down against the body.
9. Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, spiked heels, bedroom shoes, shoes with wheels, or slippers allowed.

#### Unacceptable for ALL Students:

1. NO jerseys of any type except CHS team jerseys on game days
2. Spandex or other excessively tight or snug fitting garments
3. Unbuckled overalls
4. Coveralls
5. Headgear of any type; bandanas, headbands, sweatbands, picks, combs in the hair, etc
6. Extreme color/hairstyles, make-up, etc., that distracts from the learning environment
7. Terry cloth tops or bottoms
8. NO sweat suits or sweat pants; (nylon wind suits are acceptable)
9. See-through fabrics, unless the shirt worn underneath meets dress code
10. Students wearing colors, clothing, or other paraphernalia aligning them with a gang or unacceptable group is not tolerated.
11. NO sunglasses (this includes resting on top of head)
12. Any accessory, item, or article of clothing advertising alcohol, tobacco, sex, gangs, guns, violence, drugs, or any item creating a hostile or disruptive environment
13. Pajamas or pajama-like clothing
14. Dog or spike accessories
15. Chains hanging from pockets
16. No hood, hat, or rag of any kind may be worn in the buildings or on buses. This includes wearing a hood from a hooded jacket.
17. NO trench coats allowed on campus.
18. Any jewelry or attire that is distracting to learning environment

#### Consequences of Dress Code Violations

- Change to appropriate dress code: Warning issued and documented
- Change to appropriate dress code: 1 day ISSP
- Change to appropriate dress code: 2 days ISSP
- Progressive discipline will apply for additional offenses.

Administration discretion applies. (If shirts are available in administrator's office, student will be given a shirt instead of calling home for a new one.)

Final approval of any questionable dress and enforcement of this dress code is left to the discretion of the school administration.

#### **Enrollment/Withdrawal**

##### School Entrance Requirements:

Students must be age five (5) years of age by September 1 to enter kindergarten. It is requested that a child

entering Coffee County Schools provide an immunization certificate, Eye, Ear and Dental Screening, proof of age and proof of residence.

- Immunization Records - Immunization certificates (Form 3231) are required for all students entering the Coffee County School System from Pre-Kindergarten through 12<sup>th</sup> grade. All student certificates with a date of expiration must have a current (Form 3231) within 30 days after the date of expiration pursuant to Code# OCGA 20-2-771.
- Sixth grade students must have a current certificate before entering school.
- Eye, Ear, and Dental Certificate (Form 3300) - All students from Pre-Kindergarten through 12<sup>th</sup> grade entering the Coffee County School System are required to have an Eye, Ear, and Dental Certificate.
- Proof of Age – Certified birth certificate is required.
- Proof of Residence – A copy of a bill for a service provided at the residence or a rent or mortgage payment receipt with the address at the residence location should be provided at the time of registration.

#### Withdrawal from School and Return of Materials:

Withdrawal forms must be obtained by the parent or custodial person. It is the student's responsibility to return all books and materials to the teachers, and it is recommended that students moving/transferring to another school or dropping out take their withdrawal form around on the last full day of attendance to have the current grades recorded. All textbooks/materials assigned to the student must be returned at this time. The student must also have the bookkeeper, attendance clerk and media center specialist sign the form, "clearing the student of all outstanding books and fines. Lockers and parking spaces will be forfeited at this time.

#### **Virtual Learning Enrollment Options**

Students in grades 3-12 of the Coffee County School System have several virtual learning opportunities. Students who enroll in full-time virtual learning through the Georgia Department of Education (GaDOE) Clearinghouse will no longer be enrolled in the Coffee County School System.

Grades 3<sup>rd</sup>-8<sup>th</sup> virtual learning options can be found at this website:

<https://www.gadoe.org/Technology-Services/Pages/ClearinghouseProviders.aspx>

Grades 9<sup>th</sup>-12<sup>th</sup> virtual learning options are:

GWC Freshman Campus and Coffee High enrollment website:

<https://www.gadoe.org/Technology-Services/Pages/ClearinghouseProviders.aspx>

Wiregrass Regional College & Career Academy enrollment website:

<http://careeracademy.ga.ccc.schoolsites.com>

Click on "virtual school"; click on "apply today"

Parents and students can search the Georgia Department of Education's online clearinghouse website for availability of online courses, online course providers, and guidelines for what constitutes high quality online courses by following the steps shown on that website.

Please contact a school counselor if you or your student have questions about online learning opportunities. We look forward to assisting students in taking advantage of these new instructional options.

#### **TECHNOLOGY / INTERNET ACCEPTABLE USE AND SAFETY POLICY**

The Coffee County School System is pleased to make available to students, access to the school computer network and the Internet. In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and staff make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Student Acceptable Use and Internet Safety Policy of the school system. Students will enjoy Internet access at school when the form in the center of this handbook has been completed and returned to the school. By completing and returning the form, the student agrees to follow the policy. If a student is under 18, he or she must have his or her parents or guardians read and sign the policy. The school system cannot provide access to any student 18 or older who fails to sign and submit the policy to the school as directed. Nor can the system provide access to any student under 18 who does not return the completed form. Listed below are provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your school's designated person. Violation of any part of this agreement will result in the loss of the student's access and he or she may be subject to additional disciplinary action.

#### Personal Responsibility

By signing this policy, you are agreeing to follow the rules in this policy and to report any misuse to the person designated for such reporting. Misuse means any violations that have the effect of harming another or his or her property.

#### Terms of Permitted Use

Students will be asked to sign a new policy as needed before they are given an access account.

Acceptable Uses Educational Purposes Only. The school system is providing service for educational purposes only.

### Unacceptable Uses of the Network:

1. Uses that violate the law or encourage others to violate the law, including transmission of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school system's Student Behavior Code Policy; viewing, transmitting or downloading pornographic materials; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them,
2. Uses that cause harm to others or damage to their property, including defamation (harming another's reputation by lies); using another's password or some other user identifier that misleads message recipients into believing that someone other than yourself is communicating or otherwise using his/her access to the network or the Internet; upload a "worm," virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems,
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet, and
4. Uses that are commercial transactions. Users may not sell or buy anything over the Internet or email. You should not give others private information about you or others, including credit card and social security numbers.

### **Netiquette. All users must abide by rules of network etiquette, which include the following:**

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

### Internet Safety

A. General Warning; Individual Responsibility of Parents and Users: All users and their parents/guardians are advised that access to the network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet or through email, particularly credit card and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Georgia law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The Coffee County School System will utilize filtering hardware/software or other technologies to prevent students from accessing visual depictions that are obscene or harmful to minors. The school system will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion

2. depicts, describes, or represents, in an obviously offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Privacy

Network and Internet access is provided as a tool for your education. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the network and Internet disabled, which the school system may refuse to reinstate for the remainder of the student's enrollment in the school system. A user may violate this policy by his or her own action or by failing to report any violations by other users. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school system makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use. Users 18 or older and the parent(s) or guardian(s) of users under 18, are agreeing to and indemnify and hold the school, the school system and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

### Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

### **Chromebook Damage**

For Chromebook damage that is determined to be intentional, including theft or loss of device and associated equipment, a student will be issued a media fine:

Lost/Destroyed- Full Device Replacement: \$240

Keyboard/Mousepad Replacement: \$35

Screen Replacement: \$20

Power Brick Replacement: \$20

In addition to a fine, a discipline referral reflecting damage to school property should also be made at the school level, along with parent/guardian contact to explain the situation.

### **Parent Rights and Information**

#### Title I and Other Federal Programs:

Coffee County Schools qualify for funds based on economic need. All schools in the Coffee County School System are Schoolwide Title I program schools. There are no schools in the system identified on the state's list of comprehensive support and improvement or targeted support for improvement. Parents have the right to know the teacher of their child has met State qualification and licensing criteria for the grade level(s) and subject areas, is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived or is teaching in the field of discipline of their certification; whether the child is provided service by paraprofessionals and, if so, their qualifications; to know the school improvement status of the school; to know the level of achievement of their child in each area of the state assessment; to know if their child has been assigned or has been taught for at least four consecutive weeks, by a teacher who does not meet the

highly qualified definition; to be involved in the planning and implementation of the parent involvement program in their school. All parents are encouraged to provide feedback and suggestions to improve the schoolwide plans which are revised annually.

#### Parent Compacts

Each school jointly develops with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. All parents are encouraged to provide feedback and suggestions to improve the schoolwide plans.

#### Parent Involvement Policies

System and school level parent involvement policies are revised on an annual basis. Parents are encouraged to provide feedback and suggestions to improve the policies. Policies are available on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us), at the schools and on school websites with opportunities to submit responses.

#### Parent Conferences

Parents are welcomed and encouraged to conference with a child's teacher or administrator. In addition to these opportunities, appointments can be made to coincide with the teacher's planning schedule. Appointments can be made through the office or by written communication with the teacher. Call your child's school office to set up a conference during non-instructional time.

#### Parent Portal

Parent Portal is a web-based program which allows parental access to a child's attendance record, a list of grades along with the current averages of each class recorded in the electronic grade book. In order to use Parent Portal at home, parents must receive an access code for registration. Contact your child's school media specialist for access code.

#### Professional Qualifications of Teachers

In compliance with the requirements of the Every Student Succeeds Act, on an annual basis, parents have the right to request information about the professional qualifications of their child's teacher(s). The following information may be requested.

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications. Any information pertaining to teacher or paraprofessional certification may be addressed to the Director of Personnel at the Coffee County Board of Education

#### **Homeless Children and Youth**

The Coffee County School System has policies and procedures in place that identify and remove any barriers for homeless children and youth in accordance with the McKinney-Vento Act. Please contact the Federal Programs Director for the Coffee County Board of Education at [912-384-2086](tel:912-384-2086) for more information or visit the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

#### **Records**

Guidance clerk and counselors maintain Permanent Records. Confidentiality of student records will be maintained. Student records shall be accessible only to professional education personnel, parents or legal guardians until the student is 18 years old, or as long as the student is dependent on the parent or guardian. After age 18, the records will be accessible only to educational personnel and the student. To request a transcript please use the following link to access our online student records request system:

<https://coffeega.scriborder.com>. Transcripts will be sent when a request is received from the parent, legal guardian or student (age 18 or older).

#### **School Insurance**

Accident insurance is offered to all students at the beginning of the school term for school-day coverage or 24-hour coverage. The premium varies from school year to school year. Parents are responsible for purchasing insurance, if desired.

#### **School Nutrition Program**

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free breakfast and lunch to all students in all Coffee County schools through the Community Eligibility Provision program. Extra items are available for purchase. No charging is allowed.

If a child brings his/her lunch, the drink must be in a thermos or other sealed, unbreakable container. Food from commercial establishments is not to be delivered or served to students (exceptions can be made by administration for class or school-wide events). Coffee County School Nutrition meals adhere to the USDA

dietary guidelines and requirements. Our menus are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Coffee County schools' webpage. Weekly menu calendars are also published in the local newspaper. Each cafeteria has a computer program for tracking meals. Parents may call the school nutrition manager's office if they have any questions about your child's account.

### **Transportation**

If a student does not ride three days in a row, the bus will discontinue the stop until we are notified. The Transportation Department can be notified, early, the morning of the route, by 5:30 am (912-389-6892).

Headphones, earbuds, etc. are not to be worn when entering or exiting the school bus. Headphones, earbuds, etc. may be worn while the bus is in motion only.

Transportation Changes: Please notify the school office in advance and/or advise the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home.

### **Valuables**

1. Excessive amounts of money, jewelry, etc. are NOT to be brought to school.
2. Valuables should not be left in classroom, lockers, or at school.
3. Coffee County Schools and the Board of Education will not be responsible for your loss.
4. Students should report theft to teacher or administrator immediately. However, a student must establish with an administrator or an adult that he/she was in possession of the valuable.

## **STUDENT HEALTH**

### **Anonymous Reporting System**

An anonymous reporting system is available on our website at [coffee.k12.ga.us](http://coffee.k12.ga.us). The system allows anyone with information that could prevent or stop behavior such as bullying, harassment, threats, intimidation or acts of violence to share that information with school district administration. Information obtained will be investigated and appropriate action will be taken.

### **Head Lice and Bed Bugs**

The telltale sign of head lice and/or bedbugs is scratching in the affected areas. Lice are very difficult to see until fully grown. Head lice eggs (nits) that are attached to the hair shaft can often be seen shortly after the scratching begins. To avoid a family infestation of these pests, observe your child for scratching by checking family members once a week for signs of nits and any other affected areas of the skin. Also, encourage your children not to share anything used on or near the head such as combs, hats, helmets, pillows, etc.

Please contact your school nurse for instructions to treat your child and home safely if you suspect him/her of getting lice or showing signs of bed bugs. Never use home remedies such as kerosene or insecticides that will harm your child. If you find head lice/nits in your child's hair or evidence of bed bug bites on your child's skin, please notify the school nurse. The school nurse can advise you how to treat appropriately, how to manually remove nits, and treat your household before returning to school. Upon return to school, bring your child to the clinic first so the school nurse can help you be sure your child is free of nits and/or bedbugs before returning to class. Coffee County schools are "No Nit" and no bug schools and nits/bedbugs must be completely removed for school attendance.

### **Medication Administration**

Board Policy: Medication

Descriptor Code: JGCD

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the Coffee County Schools. All medications must be taken by the parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook. A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated

employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

Coffee County Schools

Date Adopted: 9/ 28/ 2006

Last Revised: 8/ 27/ 2015

### **Sexual Abuse or Sexual Misconduct – Student Reporting**

(a) Any student (or parent or friend 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 report as indicated in section (c) and to the Professional Standards Commission Ethics Division.

## **SAFETY**

### **Automated External Defibrillator (AED) Drills**

In case of a cardiac emergency, each school has an Automated External Defibrillator on campus for use on adults and/or students. Each campus has a medical emergency team that has been trained to react in this type of emergency.

### **Fire Drills**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There is an evacuation plan posted in each room.

### **Tornado Drills**

In case of a tornado emergency, the alarm will sound. Everyone will go to his/her assigned area in the corridor or inside wall and immediately assume the "tornado position" instructed them by their teacher.

### **Active Shooter Drills**

The staff at all schools in the system have participated in active shooter drills.

### **School Environment Levels of Operation**

**Level 1:** A normal school day. Instructional time should be MAXIMIZED. Students should NOT be out of the classroom without supervision or a hall pass. Doors should be locked at all times.

**Level 2:** "Soft Lockdown" All students and staff are to clear the hallways; doors MUST be locked. Class activities may remain as normal. Wait for all clear to be announced.

**Level 3:** "Hard Lockdown" The entire school goes on lockdown, all activities **STOP**, doors are locked, lights are turned off, and silence is maintained throughout the building. All staff and students remain on LOCKDOWN until an administrator or law officer OPENS the door.

## **Emergency Management Partners**

Local school system, government agencies, emergency management and law enforcement officials meet on a regular basis to synchronize protocol and coordinate efforts in keeping our schools and community safe.

## **Positive Behavior Interventions and Supports (PBIS)**

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. This program is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and students can learn. When a student chooses to participate in behavior that is contrary to our code of conduct, consequences will be implemented to correct the behavior. Consequences are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the expectations for behavior in our school. Depending on the severity of the behavior and the number of times the behavior has occurred, a plan of action will be taken to correct student behavior. All schools have implemented PBIS.

## **SPECIAL PROGRAMS**

### **Georgia's Special Needs Scholarship (GSNS)**

If a student meets the eligibility criteria for the GSNS Program, a parent/guardian has the right to request a transfer from the student's current public school to: - another public school within their district of residence; or - another public school district outside their district of residence; or - one of the three state schools for the blind or deaf; or - a private school authorized to participate in the GSNS Program. Funds received through the GSNS Program only can be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program. For more information, please visit <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

### **Notice of Rights of Students and Parents under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address: Special Services Director, 1311 South Peterson Avenue, Douglas, GA 31533, or you may call 912-384-2086. The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

- 1) Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
- 2) Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
- 3) Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
- 4) Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
- 5) Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
- 6) You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
- 7) You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
- 8) You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
- 9) You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
- 10) If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

- 11) You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
- 12) You have the right to examine your child's educational records. 34 CFR 104.36.
- 13) You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
- 14) You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
- 15) If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
- 16) You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

### **Section 504 Procedural Safeguards**

Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, the failure of a grievant to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days of the grievant receiving the Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures:

- 1) The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days of the grievant receiving the Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- 2) Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- 3) The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- 4) The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- 5) The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- 6) The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

- 7) The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- 8) The hearing shall be closed to the public.
- 9) The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- 10) Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- 11) Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- 12) Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- 13) Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **Child Find**

Child Find is a process of locating, identifying, and evaluating children with disabilities to ensure they receive services to which they are entitled. The Individuals with Disabilities Education Act (IDEA) requires school systems to locate and identify disabled students. Children and youth, from birth to age 21, within the Coffee County School District and are suspected of having a disability, may be referred for possible services. For more information about referring a child you may contact Special Services at 384-2086.

### **Gifted Education**

Students, grades kindergarten through twelve, in the Coffee County School System who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special educational instruction services. Eligibility criteria for placement for these services are determined by the State Board of Education Rule 160-4-2-.38. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. Automatic referrals are also made through a data collection multi-selection method. For a complete copy of eligibility criteria or for further information about Coffee County's Educational Services for Gifted Students, please contact the Gifted Education coordinator at your child's school or visit the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

## **INSTRUCTION / TESTING**

### **Headphones/Earbuds**

Headphones, earbuds, etc. should not be worn on campus or inside the school building. Headphones, earbuds, etc may be used by the student at the discretion of the teacher/administrator *for instructional use only*.

### **Grading Information and Report Cards**

Progress reports are issued at the midpoint of each 9-week grading period, so students and parents have information about student's academic progress. These progress report grades are an important communication between the teacher, student, and parent. Parents/Guardians can access grades daily through Infinite Campus, a web based program that allows access to view attendance and grades. Contact your school for more information.

Report cards are issued each 9 weeks. All grade changes must be made within 14 school days of the next grading period. Only the principal can grant a waiver beyond the 14 calendar days for make-up work.

**Examination Exemption** – A PRIVILEGE not a right!

**NOTE: Page numbers for individual grade level information may be found in the Table of Contents.**

### **Promotion and Retention**

Coffee County Schools are committed to providing quality educational opportunities for each student enrolled in this system. Our goal is to offer a variety of school programs which promote personal development, academic growth, and career preparation. Such programs are based on a broad, flexible curriculum, which addresses each student's needs, interests, and abilities. As part of this effort, the school system has adopted standard minimum promotion requirements for each grade. For more information, see the adopted Coffee County School System Board Policy IHE.

**NOTE: Page numbers for individual grade level information can be found in the Table of Contents.**

## Testing Program

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state mandated curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning education programs. Our district has specific local testing protocols in place in addition to state mandated procedures that will protect the integrity of the testing program as well as the staff supervising and administering tests. Each school is required to annually update its testing plan. All staff involved with test administration are trained in the Code of Ethics for testing and the ramifications for violations of those ethics. Documentation is maintained at each school site. More information can be found on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us) (do not use www.).

## ATTENDANCE

Attendance is very important to the academic success of all students. Students who are not in class are not getting the required material and instruction needed to meet Georgia standards and to successfully graduate. School administration and faculty will enforce all handbook rules dealing with attendance. Parents, guardians, or other persons with control or charge of children are required to enroll and send students to school. In accordance with Georgia law, students are required to attend school. Any student subject to compulsory attendance laws who has five or more unexcused absences shall be considered truant and subject to system discipline policies and procedures.

Students are expected to attend the entire school day. The Coffee County Board of Education will excuse students from school (this includes tardies and early checkouts) under the following circumstances.

1. Personal illness or attendance in school endangers a student's health or the health of others. The Coffee County Board of Education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence (State Board of Education Rule 160-5-1-.10). With proper verification a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31.
2. A serious illness or death in a student's immediate family necessitating absence from school. Immediate family includes mother, father, sibling, grandparent, or any family member residing in the student's home. (i) In the event of serious illness in a student's immediate family, the Coffee County Board of Education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that absence as an excused absence.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces for service in the armed forces.
4. Observation of religious holidays.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Coffee County Board of Education will allow a period not to exceed one day for registering to vote or voting in a public election.
7. A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parental leave.

A dated and signed note from the parent or guardian and/or physician must be given to the student's homeroom teacher or attendance clerk explaining the reason for the absence within three (3) school days of returning to school. The homeroom teacher or attendance clerk will maintain a record of student's excused absences and retain all notes until the end of the school year. Without a note, the absence will remain unexcused. After five (5) handwritten parent notes, the school may require medical documentation/outside documentation in order to excuse an absence.

Suspensions from school are unexcused absences unless the student participates in an off-campus suspension program. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

The Coffee County Board of Education shall not penalize a student who is serving as a Page in the Georgia General Assembly. These students should be counted present.

Students shall be permitted to make up work when absences are excused. In order to receive credit for makeup work, a student must complete the assignment(s) missed due to absence within five (5) school days (elementary school) and three (3) days (grades 6-12) of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence. Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

The Coffee County Board of Education does not require teachers to assign make-up work if absences are unexcused.

Elementary and Middle School students must have been present for one-half of the instructional day in order to be counted present.

Students in grades 9-12 must not have missed more than 15 minutes of any period/block in order to be counted present.

When it is necessary for a student to be excused from school for a portion of the school day, the student shall be released only to the student's parent(s), to a person identified to school authorities, or upon request by letter or telephone from the parents.

Medical conditions verified by a physician or physician designee, which necessitate chronic absenteeism shall be documented in the permanent record and referred to the hospital/homebound program, if appropriate.

Mandatory education for children between ages six and 16 is required. Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

Authorized System Student Withdrawals – Administrators in the Coffee County School System are authorized to withdraw a student who:

1. Has missed more than ten consecutive days of unexcused absences (administrators need to make an effort to determine cause of absences).

2. An un-emancipated minor who is older than the age of mandatory attendance who has not completed all requirements for a high school diploma and wishes to withdraw from school must have written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee must hold a conference with the student and parent within two days of receiving notice of the intent of the student to withdraw from school.

3. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the Individuals with Disabilities Act (IDEA).

Parental Notification of Student Withdrawal - The Principal or his/her designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The school system is authorized to withdraw a student subject to compulsory attendance if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

**NOTE: Page numbers for individual grade level information can be found in the Table of Contents.**

### **Violating the Compulsory Attendance Act Consequences**

The Compulsory Attendance Act places the responsibility for a child's attendance at school on the "parent guardian, or other person residing within this state having control or charge of any child or children between their 6<sup>th</sup> and 16<sup>th</sup> birthdays." Any such person violating the law is guilty of a misdemeanor punishable by a fine not greater than \$100, imprisonment not to exceed 30 days, community service or a combination of such penalties. Each day in violation of the Act constitutes a separate offense. Anyone operating a private school or home study program and not complying with the provisions of the Act is also guilty of a misdemeanor, but the punishment is limited to a fine not to exceed 100 dollars. The act indicates that the "duty and authority to file proceedings to enforce the Act rests with the local school superintendent, visiting teachers and attendance officers.

Public school must provide each student's parent or guardian a written summary of the penalties for violating compulsory attendance laws. Parents, guardians and students, ten years of age and older by September 1<sup>st</sup>, should sign a statement that they received this summary and schools should retain those signed statements until the end of each school year. Public school must also notify a child's parent or guardian when the child accrues five unexcused absences, the school must mail the summary or notification to the parent or guardian by First Class Mail, return receipt requested.

### **Hospital/Homebound**

Administrative Regulation

Descriptor Code: IDDC-R

Homebound Instruction Programs

If a child has a medically diagnosed physical condition that restricts the child to home or a hospital for 10 consecutive school days for elementary and middle school students and 5 consecutive days for grades 9-12, such child may be eligible for Hospital/Homebound services. Parents are responsible for notifying their child's school's Hospital/Homebound Coordinator when Hospital/Homebound services are needed or requested. To receive hospital or home instruction, the student must have a licensed doctor statement stating the need for instruction. When the parent/guardian contacts the Hospital/Homebound Coordinator, he/she will need the following contact information from the treating physician: name, phone number, and fax number. A Hospital/Homebound referral will be faxed to the doctor, from the Hospital/Homebound Coordinator, and once

the referral is faxed back, the parent/guardian will be contacted. The hospital/homebound teacher cannot provide instruction until the referral form has been completed and processed.

NOTE: The student who is absent because of a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy does not qualify for the hospital/homebound program.

Coffee County Schools

Date Issued: 12/21/2000

### **School Sponsored Non-Instructional Student Activity**

Georgia Law and State Board policy allow a student time away from classes for school sponsored non-instructional activities (SA – Student Activity) up to 10 school days per year. Student Activity (SA) is out of school for all classes as a part of an extra-curricular program of the school. These events do not count as absences. The student is responsible for contacting the teachers concerning class work missed due to the student activity. Class work that was assigned prior to the non-instructional event may be due on the first day the student returns to class. Sponsors/coaches/advisors are required to send teachers a list of students that will be attending the student activity.

## **DISCIPLINE**

### **Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school.

***Note to Parents:** With safety a priority in our schools and security measures in place at each school, parents/guardians are asked not to walk students to the classroom or down hallways after the first week of school. Parents/guardians who wish to visit their child's classroom will need to sign in at the school's front office for approval. Parents/guardians with concerns specific to their student should speak with the school principal.*

### **Bullying**

Bullying, as defined in Georgia law, means an act which occurs on school property, on school vehicles, at school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system. Bullying is further defined in this handbook glossary.

The Coffee County School System is a no-bullying school system. The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students **will not be tolerated.**

### **Code of Conduct - Discipline**

It is the purpose of the Coffee County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within that district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct. This code would require students to conduct themselves at all times in an orderly manner to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- at school, school bus stops, or on school property at any time;
- off school grounds at any school activity, function, or event and while traveling to and from such events;
- on vehicles provided for student transportation by the school system.
- Also, students may be disciplined for conduct off campus 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.

Parents and guardians are also encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Code of Conduct-Parental Involvement**

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 communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law. O.C.G.A 20-2-766.1

### Corporal Punishment

Georgia Law 20-2-730 allows for corporal punishment to be administered. It also provides that the parent/guardian will request an exemption. If parents do not want their student to be paddled, this form can be obtained from the school and must be signed in the presence of the principal or assistant principal each year. An alternate punishment will result, i.e. in-school suspension, detention, and/or suspension from school.

<b>Forbidden Items *</b> (at school or on buses)		
Cigarette/Vaping devices, lighter, matches	Hat, visor, headband, sweatband	Skates/Wheeled Shoes
Drugs	No Knives Allowed	Toy
Drug Paraphernalia	Laser Pointers	Water Gun
Explosive Device	Mirror/Reflective Object	Weapon
Firearm	Playing/Trading Cards	
*Or any other items deemed by administration to be inappropriate or disruptive to the learning environment. If confiscated, item(s) may be returned at the discretion of administration.		

### Bus Discipline Procedures

#### All School Rules Will Apply While Riding the Bus

1. Remain seated while the bus is in motion.
2. Do not extend hands, arms, head, or objects through the bus window.
3. Never throw anything on/inside the bus or out the bus window.
4. Have written permission from parent, signed by school administrator to leave the bus other than at home or school.
5. Talk in normal tones; loud or vulgar language is prohibited.
6. Be courteous to driver; never be disrespectful.
7. Remain seated until the bus comes to a complete stop.
8. No smoking or tobacco products on the bus or at bus stop.
9. Do not eat or drink on the bus.
10. Do not be destructive to bus property.
11. Observe classroom conduct on the bus.
12. Bus driver is authorized to assign seats.
13. Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations shall forfeit their ability to ride on a bus.
14. Fighting on the bus or at bus stop will be dealt with as bus violation with a 30-day bus suspension.

15. Drivers should report, in writing, all discipline referrals to the Director of Bus Discipline.
  - a. Before filing a bus referral, the driver will attempt to resolve less serious problems him/herself.
  - b. If the student continues to misbehave, the driver should file a conduct form with the Director of Bus Discipline.
16. The Director of Bus Discipline will follow the guidelines established in the Coffee County School System Student Handbook on bus discipline.
17. The Director of Bus Discipline or Principal will talk with the student and then have the student sign the referral, give the student a copy, and a copy returned.
  - a. On the first bus referral, the Director of Bus Discipline will attempt to call the parent and/or send written notification by the student.
  - b. The school administrator should refer all parent questions to the Director of Bus Discipline.
18. In an effort to improve bus safety, the Coffee County School System is implementing a clear new plan of consequences for bus misbehavior. All bus referrals and consequences are cumulative according to the following guidelines. Suspension days can roll over to the next academic school year if time has not been served. If a student is suspended from a bus and rides another bus he/she will be suspended for 180 days.

Tiered Bus Violation Consequences - All Schools	
Offense	Consequence
1st Offense	3 days bus suspension
2nd Offense	5 days bus suspension
3rd Offense	10 days bus suspension
4th Offense	Bus suspension for remainder of year

Violent Bus Incidents (supersedes the chart above)

- A. Weapons—Long term school suspension - Bus suspension for remainder of the school year.
- B. Battery—Level 4 discipline school level-1<sup>st</sup> Offense - Bus suspension for the remainder of the school year.
- C. Fighting/Throwing Objects Inside the Bus/Throwing Objects Out Bus Window/Hanging out Bus Window
- D. Vandalism; destruction of bus seats (example: cutting, writing). Restitution will be required along with consequences below.

**NOTE: Page numbers for individual grade level information can be found in the Table of Contents.**

Students with Disabilities

In the event that a student with a disability, that is provided regular transportation, is removed from that transportation, the IEP team will convene to determine alternative transportation. In most cases, removal from regular transportation will result in the student being provided special education transportation, or parental transportation.

**Progressive Discipline Procedures**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behavior is followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Corporal Punishment
- Detention
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined by a disciplinary tribunal as outlined in the Coffee County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators.

**Federal and State Law -- Progressive Definition** "Progressive discipline processes...shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed." (O.C.G.A. 20-2-735)

**NOTE: Page numbers for individual grade level information can be found in the Table of Contents.**

**LEVEL 1**

Dress Code Violation	Inappropriate gestures or any public display of affection (kissing, holding hands, etc.)	Profanity, vulgar talking
Excessive talking; talking during moment of silence and/or announcements (GA Law)	Lack of Materials	Sharing lockers
Failure to obtain readmission pass	Student Non-Compliance	Throwing paper and/or objects
Head down and/or sleeping in class	Possession of toys, games, playing cards, etc.	Writing (removable) on school property
<p>***Any other action the administration may deem reasonable to fall within this category  <b>CONSEQUENCES (administrator discretion): 1) Verbal warning by teacher; Points off work ethic grade 2) Parent Notified 3) Teacher assigned consequence 4) Referral to administrator, and 5) ISSP (1-5 days)</b></p>		

**LEVEL 2**

Being in unauthorized area (in parking lot during school day, etc.)	Failure to serve teacher assigned detention	Profanity, vulgar talking
Cell phone infraction	Failure to sign in or sign out	Providing false information
Cheating/Plagiarism (zero for grade plus ISSP)	Horse playing	Pushing or shoving
Computer file with virus	Leaving class without permission	Tobacco possession/use (includes vaping devices)
Disrupting class	Other Student Incivility 1	Unauthorized soliciting
<p>***Any other action the administration may deem reasonable to fall within this category  <b>CONSEQUENCES (administrator discretion): 1) ISSP (1-3 days); 2) Home Suspension (1-5 days) per offense</b></p>		

**LEVEL 3**

Ammunition - possession of	Failure to comply with teacher or school employee's reasonable request (includes bus driver)	Hitting, Kicking, Shoving, Slap-boxing, Horseplay	Providing false information
Computer trespassing or hacking	Failure to report to administrator's office when sent by adult	Leaving campus without permission (parking privileges may be revoked)	Student to student sexual harassment
Computer use abused	Fighting (grades 6-8) - 1st & 2 <sup>nd</sup> Offense Fighting (grades 9-12) - 1 <sup>st</sup> Offense	Other Student Incivility 2-3	Peer to peer threat
Confrontation* with student (3 days suspension) *See Glossary	Forgery	Pornography (includes internet, snapchat, Instagram, texting, self-nudes, etc.)	Tobacco possession/use (includes vaping devices)
<p>***Any other action the administration may deem reasonable to fall within this category  <b>CONSEQUENCES (administrator discretion): 1) Home Suspension (3-5 days) per offense at discretion of administrator</b></p>			

**LEVEL 4**

Alcohol (use, possession, selling, or distributing)	Defiance of any school personnel	Gang Activity (wearing colors, clothing, or other paraphernalia, etc., graffiti on books, notebooks, agenda or other materials)	Motor vehicle theft
Arson	Destructive devices	Hazing	Threat/Intimidation of teacher
Battery (assault or attempt to assault)	Disrupting school environment	Indecent exposure	Vandalism
Bomb threat (10 days suspension pending tribunal) (felony)	Drug paraphernalia	Kidnapping	
Breaking and entering; burglary	Failure to obey safety procedures	Knife possession (with blade 2 or more inches)	
Chronic discipline problems	Fighting (CMS) – 3 <sup>rd</sup> Offense Fighting (CHS – 2 <sup>nd</sup> Offense	Larceny (theft from school, another student or school employee - possible restitution)	
<p>***Any other action the administration may deem reasonable to fall within this category  <b>CONSEQUENCES (administrator discretion): 1) At Discretion of administrator - 10 days suspension pending tribunal</b></p>			

**“A student shall not possess, sell, use, distribute, 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, or any substance represented to be or reasonably appearing to be any type of drug while at school or on school property at any time, off school grounds at a school sponsored activity, function, or event and/or in route to and from school.”**

Chronically Disruptive Students

- A. Once a student receives 5 discipline referrals at CHS or 8 for CMS or GWCF (not including tardies)
- B. Chronic Discipline letter will be sent to parents.
- C. Tribunal may be requested.

Note: Students fighting on school grounds (this includes at the stadium, bus stops, etc.) may be taken by law enforcement and/or the school resource officer to the law enforcement center. Parents will pick up student at the law enforcement center. (Student and/or parents may be fined through the court system.)

Gang Related Activity

All Coffee County schools are Zero Tolerance zones for gang activity. When an administrator becomes aware or is notified about gang activity on campus, or in the community, appropriate action will be taken. Students at CMS, GWCF, and CHS who choose to “represent” a gang or affiliate themselves with a particular gang or alliance will be removed from CMS, GWCF, WRCCA and CHS. Students wearing colors, paraphernalia, or clothing, which clearly aligns them with an unacceptable group or gang, is not tolerated in Coffee County Schools.

Skipping Class

- 1<sup>st</sup> 1 day ISSP
- 2<sup>nd</sup> 2 days ISSP
- 3<sup>rd</sup> 1 day home suspension
- 4<sup>th</sup> 3 days home suspension
- 5<sup>th</sup> 5 days home suspension
- 6<sup>th</sup> + 10 days home suspension for each skipping violation

Excused Absences and COE Include: Doctor or medical appointment, illness of student, illness or death of an immediate family member. Notes must be received within 3 days. *A maximum of five notes written by parents will be accepted to excuse absences or early check outs. After five parent notes only notes from a physician or hospital will be accepted.*

Administrative discretion may be used when determining consequences for tardies. A maximum of five notes written by parents for excused absences/tardies/sign-outs will be accepted. After that, only doctor’s notes will be accepted. Notes must be received within three days.

Excused absences/tardies/sign-outs include doctor/medical; illness, death of immediate family member. Notes must be received within three days.

***NOTE: Page numbers for individual grade level information can be found in the Table of Contents.***

**Tobacco / Smokeless Tobacco / Vaping**

Smoking, use of smokeless tobacco, or vaping inside or outside the building (including parking lot and school sponsored activities); possession of tobacco; possession of tobacco products; possession of e-cigarettes or other vaping devices; possession of cigarette lighter or matches is prohibited.

## **Threats**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to/about a person/student. This includes, but is not limited to, bullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people.

The prohibited behaviors include, but are not limited to the following: (a) Oral threat/verbal assault (oral speech that creates, or is intended to create, a fear of physical harm); (b) Written threat; (c) Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults; (d) Bullying; (e) Cyberbullying. Any electronic communication, whether or not such electronic act originated on school property, with school equipment, or with non-school equipment, that: (1) is directed specifically at student(s); (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and (3) creates a reasonable fear of harm to the student(s) person or property or has a high likelihood of succeeding in that purpose.

## **Weapons**

1) Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in OCGA 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, 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 non-lethal 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.

Punishment for Weapons: A fine of not more than \$5,000; imprisonment for not more than five years. (O.C.G.A. Section 6-11-127.1)

Consequence for Weapons possession: If you are in possession or have brought a weapon on to school property, long-term suspension will be requested and the student may be recommended for expulsion from the Coffee County School System for a period of not less than one calendar year. The student will also be transported to the law enforcement center.

Weapons/Firearms- Federal Weapons Law - The bill defines weapon as a firearm as such term is defined in Section 921 of Title 18 of the United States Code. The bill requires each local board of education to establish a policy requiring the expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school.

The Gun-Free School Zones Act (18 U.S.C. Sec. 922[q]) makes it unlawful for anyone to possess a firearm in a "school zone," defined to be an area within 1,000 feet of the grounds of any school; public, private, or parochial. The local board shall have the authority to modify such expulsion requirement on a case-by-case basis.

# ELEMENTARY ONLY

The information listed in this section does not replace information found in the general section of the student handbook. This is merely an abbreviated version from sections in general information that pertains directly to elementary students.

## All Elementary Schools Begin at 7:30 AM / End Time is at 2:15 PM

### Ambrose Elementary

Dr. Mary Vickers, Principal  
3753 Vickers Crossing Road  
Ambrose, Georgia 31512  
912-359-5500

### Broxton-Mary Hayes Elementary

Mrs. Tina Sapp, Principal  
410 South Alabama Street  
Broxton, Georgia 31519  
912-359-2391

### Eastside Elementary

Mrs. Amy Vining, Principal  
603 North McDonald Avenue  
Douglas, Georgia 31533  
912-384-3187

### Indian Creek Elementary

Mrs. Anastagia Carter, Principal  
2033 Highway 158 West  
Douglas, Georgia 31535  
912-393-1300



### Nicholls Elementary

Mrs. Lori Bratcher, Principal  
704 Van Streat Highway  
Nicholls, Georgia 31554  
912-345-2429

### Satilla Elementary

Principal TBD at Printing  
5325 Old Axson Road  
Douglas, Georgia 31535  
912-384-2602

### West Green Elementary

Mr. Alan Chancey, Principal,  
106 School Circle Road  
West Green, Georgia 31567  
912-384-2032

### Westside Elementary

Mrs. Amy Hughes, Principal  
1302 West Gordon Street  
Douglas, Georgia 31533  
912-384-5506

### Early Release Bell Schedule

11:15 AM - Elementary Schools  
12:20 PM - Coffee Middle School  
12:05 PM - GWC Freshman Campus  
12:00 PM - Alternative School  
12:05 PM – WGRC & Career Academy  
12:30 PM - Coffee High School

# ELEMENTARY ONLY

## PROMOTION AND RETENTION

*(Page numbers for detailed Instruction/Testing guidelines can be found in the Table of Contents)*

### Kindergarten Promotion and Retention

To be eligible for placement in Kindergarten, students must be five years of age by September 1<sup>st</sup>. Students enrolled in a Georgia public school kindergarten shall be assessed using the State Board Adopted Readiness Assessment

Instrument Georgia Kindergarten Inventory of Developing Skills (GKIDS).

A list of curriculum objectives and essential development skills shall be used as an additional indicator of readiness. The purpose of the Coffee County Kindergarten Progress Report shall be to identify those skills indicating readiness for first grade which a student has mastered, and those which a student has not yet acquired. The progress reports will be sent home four times each school year, in conjunction with parent conference days and on the last day of school. Promotion will be determined by meeting promotion criteria as stated on the progress report.

### First Grade Promotion and Retention

A child must attain the age of six by September 1, except as otherwise provided in Georgia School Law and specified in State Board Policy. The system shall assess each student's readiness for first grade. Said readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

### Grades 1-8 Promotion and Retention

The Coffee County Board of Education recognizes its responsibility for providing a quality education for the students enrolled in this school system. A part of this responsibility includes the requirement for students to demonstrate competency in the basic academic subjects.

The Coffee County Board of Education has adopted standard minimum promotion requirements for the elementary and middle grades

(1-8). The requirements are listed below

1. Students in grades one and two must pass reading and math with a minimum yearly average of 70 or its equivalent in each subject.
2. Students in grades three through eight must pass four academic subjects with a minimum grade of 70 or its equivalent in each subject. These subjects shall include reading/language arts, mathematics, science and social studies.

## ATTENDANCE

*(Page numbers for detailed Attendance guidelines can be found in the Table of Contents)*

Elementary students must have been present for one-half of the instructional day in order to be counted present.

Students shall be permitted to make up work when absences are excused. In order to receive credit for makeup work, a student must complete the assignment(s) missed due to absence within five (5) school days (elementary school) of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence.

Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

The Coffee County Board of Education does not require teachers to assign make-up work if absences are unexcused.

## TARDIES - GRADES K-5

Student learning is important; therefore, every minute counts and it is imperative that students are in the classroom by 7:30 a.m. Administrative discretion may be used when determining consequences for tardies. A maximum of five notes written by parents for excused absences/tardies/sign-outs will be accepted. After that, only doctor's notes will be accepted. Notes must be received within three days. Excused absences/tardies/sign-outs include doctor/medical; illness, death of immediate family member. Notes must be received within three days.

## HOSPITAL/HOMEBOUND

Administrative Regulation

Descriptor Code: IDDC-R

Homebound Instruction Programs

If a child has a medically diagnosed physical condition that restricts the child to home or a hospital for 10 consecutive school days for elementary and middle school students and 5 consecutive days for grades 9-12, such child may be eligible for Hospital/Homebound services. Parents are responsible for notifying their child's school's Hospital/Homebound Coordinator when Hospital/Homebound services are needed or requested. To receive hospital or home instruction, the student must have a licensed doctor statement stating the need for

instruction. When the parent/guardian contacts the Hospital/Homebound Coordinator, he/she will need the following contact information from the treating physician: name, phone number, and fax number. A Hospital/Homebound referral will be faxed to the doctor, from the Hospital/Homebound Coordinator, and once the referral is faxed back, the parent/guardian will be contacted. The hospital/homebound teacher cannot provide instruction until the referral form has been completed and processed.

NOTE: The student who is absent because of a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy does not qualify for the hospital/homebound program.

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Coffee County Schools

### **VIOLENT BUS OFFENSES**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

#### Elementary Schools

1st offense - 30 days bus suspension

2nd offense - 90 days bus suspension

3rd offense - 180 days bus suspension

The school or district administration may use discretion when assigning bus suspension if there are mitigating circumstances for elementary students.

### **PROGRESSIVE DISCIPLINE**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

Federal and State Law -- Progressive Definition "Progressive discipline processes...shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed."

\*\*Consequences for all levels of progressive discipline at the elementary schools are at the discretion of each administrator.

### **STUDENT DRESS CODE**

*(Page numbers for detailed Student Dress Code guidelines can be found in the Table of Contents)*

Appropriate dress promotes a more serious school atmosphere which emphasizes academics and promotes good behavior. Therefore, Coffee County School System is dedicated to teaching students the importance of a respectable appearance which is a lesson that can positively impact their self-respect, self-esteem, and life experiences. Proper undergarments should be worn at all times and should not be visible.



# MIDDLE SCHOOL ONLY

The information listed in this section does not replace information found in the general section of the student handbook. This is merely an abbreviated version from sections in general information that pertains directly to middle school students.

## Coffee Middle School

Mr. Randy Drew, Principal  
910 Connector 206 North  
Douglas, Georgia 31533  
912-720-1011



### **Coffee Middle School Bell Schedule**

7:45 – School opens  
8:20 – Tardy Bell  
3:10 – Bus release begins  
3:15 – 8<sup>th</sup> grade pick-up release  
3:20 – 6<sup>th</sup> and 7<sup>th</sup> grade pick-up release

### **Early Release Bell Schedule**

11:15 AM - Elementary Schools  
12:20 PM - Coffee Middle School  
12:05 PM - GWC Freshman Campus  
12:00 PM - Alternative School  
12:05 PM – WRC & Career Academy  
12:30 PM - Coffee High School

# MIDDLE SCHOOL ONLY

## CELL PHONES / ELECTRONIC DEVICES

*(Page numbers for detailed General Information guidelines can be found in the Table of Contents)*

At Coffee Middle School, there is **NO** use of cellphones, supervised or otherwise. Using a cell phone in any capacity at Coffee Middle School during the hours of 7:45 a.m. and 3:30 p.m. is a Level 2 infraction.

## PROMOTION AND RETENTION

*(Page numbers for detailed Instructional/Testing guidelines can be found in the Table of Contents)*

### **Grades 1-8 Promotion and Retention**

The Coffee County Board of Education recognizes its responsibility for providing a quality education for the students enrolled in this school system. A part of this responsibility includes the requirement for students to demonstrate competency in the basic academic subjects.

The Coffee County Board of Education has adopted standard minimum promotion requirements for the elementary and middle grades (1-8). The requirements are listed below.

1. Students in grades one and two must pass reading and math with a minimum yearly average of 70 or its equivalent in each subject.
2. Students in grades three through eight must pass four academic subjects with a minimum grade of 70 or its equivalent in each subject. These subjects shall include reading/language arts, mathematics, science and social studies.
3. Students in grades 3, 5, and 8 must achieve grade level on the Georgia Milestones Assessment System in reading and math and meet promotion standards and criteria established in the system board policy IHE. Students shall be permitted to make up work when absences are excused. In order to receive credit for makeup work, a student must complete the assignment(s) missed due to absence within five (5) school days (elementary school) and **three (3) days (grades 6-12)** of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence.

Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

Elementary and Middle School students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be counted present.

## ATTENDANCE

*(Page numbers for detailed Attendance guidelines can be found in the Table of Contents)*

**Middle School students must have been present for one-half of the instructional day in order to be counted present. Students with nine (9) or more unexcused tardies and/or early sign-outs will not be eligible for perfect attendance.**

Students shall be permitted to make up work when absences are excused. In order to receive credit for makeup work, a student must complete the assignment(s) missed due to absence within three (3) days (**grades 6-12**) of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence.

Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

Elementary and Middle School students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be counted present. The Coffee County Board of Education does not require teachers to assign make-up work if absences are unexcused.

**Excused absences and COE include:** Doctor or medical appointment, illness of student, illness or death of an immediate family member. Notes must be received within 3 days. *A maximum of five notes written by parents will be accepted to excuse absences or early check outs. After five parent notes only notes from a physician or hospital will be accepted.*

## TARDIES AND ABSENCES - GRADES 6 – 8

**Tardy:** The student arrives later than 8:20

**Excused tardy:** A maximum of five notes written by parents will be accepted for tardies.

**Early check out:** Excused (COE) / Unexcused (COU): The student is signed out after 11:45 a.m.; NO checkouts after 3:00 PM. **Middle School students signed out before 11:45 a.m. will be considered absent for the day.**

Perfect Attendance: The student has attended class every day. Students with 9 or more unexcused tardies and/or early sign-outs **will not be eligible for perfect attendance.**

**Tardies - Grades 6-8 (per semester)**

Tardy #	Consequence:
1-7	Warning by teacher
8	1 day lunch detention
9	2 days lunch detention (Ineligible for perfect attendance)
10+	Referral to school social services

Administrative discretion may be used when determining consequences for tardies. Notes must be received within three days.

**STUDENTS RETURNING FROM EXPULSION OR ALTERNATIVE SCHOOL**

Upon returning to CMS, these students will be issued a contract that explains and specifies expectations of behavior and effort. Failure to meet the identified expectations may result in 10 days suspension pending tribunal.

**STUDENT DRESS CODE**

*(Page numbers for detailed General Information guidelines can be found in the Table of Contents)*

Appropriate dress promotes a more serious school atmosphere which emphasizes academics and promotes good behavior. Therefore, Coffee County School System is dedicated to teaching students the importance of a respectable appearance which is a lesson that can positively impact their self-respect, self-esteem, and life experiences. Proper undergarments should be worn at all times and should not be visible.

**HOSPITAL/HOMEBOUND**

Administrative Regulation

Descriptor Code: IDDC-R

Homebound Instruction Programs

If a child has a medically diagnosed physical condition that restricts the child to home or a hospital for 10 consecutive school days for elementary and middle school students and 5 consecutive days for grades 9-12, such child may be eligible for Hospital/Homebound services. Parents are responsible for notifying their child's school's Hospital/Homebound Coordinator when Hospital/Homebound services are needed or requested. To receive hospital or home instruction, the student must have a licensed doctor statement stating the need for instruction. When the parent/guardian contacts the Hospital/Homebound Coordinator, he/she will need the following contact information from the treating physician: name, phone number, and fax number. A Hospital/Homebound referral will be faxed to the doctor, from the Hospital/Homebound Coordinator, and once the referral is faxed back, the parent/guardian will be contacted. The hospital/homebound teacher cannot provide instruction until the referral form has been completed and processed.

NOTE: The student who is absent because of a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy does not qualify for the hospital/homebound program.

Coffee County Schools

Date Issued: 12/21/2000

**VIOLENT BUS OFFENSES**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

**GRADES 6-12 (Violent Bus Offenses)**

- 1<sup>st</sup> offense - 5 days suspension from school; 30 days bus suspension
- 2<sup>nd</sup> offense - 10 days suspension pending tribunal hearing; 90 day bus suspension
- 3<sup>rd</sup> offense - 10 days suspension pending tribunal hearing; 180 days bus suspension

**PROGRESSIVE DISCIPLINE**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

Federal and State Law -- Progressive Definition "Progressive discipline processes...shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed."

**Grades 6-12 Progressive Discipline**

Grades 6-12 Progressive Discipline procedure adheres strictly to state law and is divided into four levels. Individuals involved in the same offense may not receive the same consequence depending on the history of the student or the severity of the student's involvement. The administration will determine the appropriate consequence. Consequences are for the year. Discipline levels can be found in general information.

Chronically Disruptive Students

- A. Once a student receives 5 discipline referrals at CHS or 8 for CMS or GWCF (not including tardies)
- B. Chronic Discipline letter will be sent to parents.
- C. Tribunal may be requested.

Note: Students fighting on school grounds (this includes at the stadium, bus stops, etc.) may be taken by law enforcement and/or the school resource officer to the law enforcement center. Parents will pick up student at the law enforcement center. (Student and/or parents may be fined through the court system.)

Fighting - Consequences for CMS:

1<sup>st</sup> referral – 3 days suspension

2<sup>nd</sup> referral – 5 days suspension

3<sup>rd</sup> pending review; possible tribunal hearing

### **GANG RELATED ACTIVITY**

All Coffee County schools are Zero Tolerance zones for gang activity. When an administrator becomes aware or is notified about gang activity on campus, or in the community, appropriate action will be taken. Students at CMS, GWCF, and CHS who choose to “represent” a gang or affiliate themselves with a particular gang or alliance will be removed from CMS, GWCF, AND CHS. Students wearing colors, paraphernalia, or clothing, which clearly aligns them with an unacceptable group or gang, is not tolerated in Coffee County Schools.

### **ATHLETICS**

Sports Participation Requirements - Middle School and High School

The following must be met:

1. Physical exam completed and signed by a doctor and on file with the Athletic Director.
2. Proof of insurance. The athletic department will also provide insurance, but any expense that is not paid by the combination of insurance is the responsibility of the parent/guardian and NOT the Coffee County School System.
3. Georgia High School Association requirements:
  - a. Be a full time, regular student
  - b. Pass 3 of 4 block courses the semester preceding participation PLUS:
  - c. Must have accumulated:
    - i. 5 Carnegie units beginning of 2<sup>nd</sup> year
    - ii. 11 Carnegie units beginning of 3<sup>rd</sup> year
    - iii. 17 Carnegie units beginning of 4<sup>th</sup> year

Forms for physicals may be picked up at any time from the athletic director at middle or high school campuses.

# HIGH SCHOOLS ONLY

The information listed in this section does not replace information found in the general section of the student handbook. This is merely an abbreviated version from sections in general information that pertains directly to secondary school students.



## **George Washington Carver Freshman Campus**

Mr. Abe Morris, Principal  
1020 South Gaskin Avenue  
Douglas, GA 31533  
912-383-4100

*GWFC Bell Schedule: 8:20 AM Start / 3:15 PM End*

## **Coffee High School**

Mr. Van Allen, Principal  
159 Trojan Way  
Douglas, GA 31533  
912-384-2094

*Coffee High Bell Schedule: 8:10 AM Start / 3:25 PM End*

## **Wiregrass Regional College & Career Academy**

Mrs. Pam Smith, Principal  
706 West Baker Hwy., Suite A  
Douglas, GA 31533  
912-389-6851

*WRCCA Bell Schedule: 8:15 AM Start / 3:05 PM End*

## **Coffee County Educational Academy**

Mrs. Tonya LeSure, Principal  
1020 South Gaskin Avenue, J-Building  
Douglas, GA 31533  
912-383-4100

*Alt Ed Bell Schedule: 7:45 AM – School Opens  
8:15 AM – Tardy*

*8:30 AM and later – No Student Entrance to School  
2:30 PM – Students Released*

### **Early Release Bell Schedule**

11:15 AM - Elementary Schools  
12:20 PM - Coffee Middle School  
12:05 PM - GWC Freshman Campus  
12:00 PM – Coffee Co. Educational Academy  
12:05 PM – WR College & Career Academy  
12:30 PM - Coffee High School

# HIGH SCHOOLS ONLY

## GRADING INFORMATION AND REPORT CARDS

*(Page numbers for detailed Instructional/Testing guidelines can be found in the Table of Contents)*

Progress reports are issued at the midpoint of each 9-week grading period, so students and parents have information about student's academic progress. These progress report grades are an important communication between the teacher, student, and parent. Parents/Guardians can access grades daily through Infinite Campus, a web based program that allows access to view attendance and grades. Contact your school for more information.

Report cards are issued each 9 weeks. All grade changes must be made within 14 school days of the next grading period. Only the principal can grant a waiver beyond the 14 calendar days for make-up work.

Examination Exemption – A PRIVILEGE not a right!

- Students (grades 10-12) may be exempt from taking a final examination in any class, except End of Course (EOC) course (American Lit, Geometry, US History, Economics, and Biology), for which they meet the following grade and attendance criteria:
  - 85 – 89 average with no more than one (1) excused absence
  - 90 – 100 average and two (2) or fewer excused absences
- Any student enrolled in End of Course (Geometry, American Literature, Biology, U.S. History, and Economics) **MUST** take the EOC as the final in that course during the semester of enrollment. This test counts as the final examination in the course and will be reported on the student's transcript.
- Exemption criteria must all be met in all EOC courses to earn the privilege of participating in Exemption Policy during finals.
- There will be no exemptions for ninth grade
- For exemption all absences must be excused according to board policy and CHS procedure.
- Students failing the last nine weeks of the semester will not be exempt even if the first 9 weeks grade was passing.
- Students must clear all fines and fees to be exempt.
- Students who are exempt do not have to report to school at the time of exempted exam(s) IF parents have signed and returned release form.
- Students that get suspended cannot be exempt from final exams.
- If a student spends more than 3 days in ISSP, the student can't be exempt for final exams.
- Three unexcused tardies equals an absence when determining a student's exemption status/appeals.

## ATTENDANCE

*(Page numbers for detailed Attendance guidelines can be found in the Table of Contents)*

Students shall be permitted to make up work when absences are excused. In order to receive credit for makeup work, a student in grades 6-12 must complete the assignment(s) missed due to absence within three (3) days of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence.

Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

**High school students must not have missed more than 15 minutes of any period/block in order to be counted present.** When it is necessary for a student to be excused from school for a portion of the school day, the student shall be released only to the student's parent(s), to a person identified to school authorities, or upon request by letter or telephone from the parents.

The Coffee County Board of Education does not require teachers to assign make-up work if absences are unexcused.

## HIGH SCHOOL ATTENDANCE AND CREDIT PROCEDURES

All high school students have only three days to bring in a note from parents or doctor for an excused absence. **After three days the absence will be deemed unexcused.** Work may be made up from an absence within three school days and is the student's responsibility to see the teacher for the makeup work.

Students who acquire six (6) or more absences (excused and unexcused) from school and/or class per semester after **WILL NOT receive credit for those classes unless approval is granted through an appeals process.** The following procedures for the appeals process are as follows:

1. On 5th unexcused absence, the Attendance Monitor will contact parents by letter and make personal contact again with student about the attendance policy. Student will sign a form stating that he/she has been informed of their number of absences and the attendance policy.
2. The Attendance Monitor will compile a list of students with 6 or more unexcused absences at the end of each semester.
3. Students/Parents will be notified by letter of the classes in which the student has acquired six (6) or more absences. Such notification will include instructions by which the student/parent may appeal for credit. Students with 15 or more absences will not be permitted to appeal for credit.
4. Students and Parent/Guardian re required to attend the Appeals Committee meeting to present their case.

5. After students have presented their case, the Appeals Committee will approve or deny credits.
6. The decision of the Appeals Committee will be final.

## TARDIES

### Tardies - Grades 9-12 (to school or class)

Coffee County School System believes promptness to class is essential for academic success. Tardy is defined as not being in the classroom as the late bell begins to ring. Students are reminded that the Advisement period is a class. The Coffee County School System provides bus transportation for all in-district students daily. Those students who do not use this transportation are still expected to arrive to school on time, ready to participate and learn. Students are expected to plan their time effectively so that they may arrive to school and classes in a timely manner. It is the belief of Coffee County School System that each child should be entitled to the maximum instructional time each day and for each class. Discipline for being tardy becomes more progressive as the student accumulates more tardies.

#### Tardies at George Washington Carver Freshman Campus

<u>Tardy #</u>	<u>Consequence</u>
1-3	Warning from teacher
4	Parental Contact from teacher
5	3 days lunch detention
6	4 days lunch detention
7	5 days lunch detention
8-10	ISSP for that class
11	ISSP all day

#### Tardies at Coffee High School

<u>Tardy #</u>	<u>Consequence</u>
1	WARNING/Review tardy policy with student
2	The teacher will contact parent/guardian
3	SWISS form – 1 day detention
4	SWISS form – 1 day detention
5	ISS 1 day
6	ISS 2 days
7+	Each tardy will result in additional days of ISS

#### Tardies at Wiregrass Regional College and Career Academy

<u>Tardy #</u>	<u>Consequence</u>
1	WARNING/Review tardy policy with student
2	Parent contact by teacher
3	Discipline Referral – After School Detention for 1 day (3:00 p.m. – 4:00 p.m.)
4	Discipline Referral – After School Detention for 2 days (3:00-4:00 p.m.)
5	Discipline Referral - Parent Conference
6	Discipline Referral – After School Detention for 3 days (3:00 p.m. – 4:00 p.m.)
7	1-day suspension from school
8	2-day suspension from school

Administrative discretion may be used when determining consequences for tardies. A maximum of five notes written by parents for excused absences/tardies/sign-outs will be accepted. After that, only doctor's notes will be accepted. Notes must be received within three days.

Excused absences/tardies/sign-outs include doctor/medical; illness, death of immediate family member. Notes must be received within three days.

## STUDENT DRESS CODE

*(Page numbers for detailed Student Dress Code guidelines can be found in the Table of Contents)*

Appropriate dress promotes a more serious school atmosphere which emphasizes academics and promotes good behavior. Therefore, Coffee County School System is dedicated to teaching students the importance of a respectable appearance which is a lesson that can positively impact their self-respect, self-esteem, and life experiences. Proper undergarments should be worn at all times and should not be visible.

## HOSPITAL/HOMEBOUND

Administrative Regulation

Descriptor Code: IDDC-R

Homebound Instruction Programs

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If a child has a medically diagnosed physical condition that restricts the child to home or a hospital for 10 consecutive school days for elementary and middle school students and **5 consecutive days for grades 9-12**, such child may be eligible for Hospital Homebound services. Parents are responsible for notifying the Hospital/Homebound Coordinator at his/her child's school when Hospital/Homebound services are needed or requested. To receive hospital or home instruction, the student must have a licensed doctor statement stating the need for instruction. When the parent/guardian contacts the Hospital Homebound Coordinator, he/she will need the treating physician's contact information (name, phone number, and fax number) to give to the Hospital Homebound teacher. A Hospital Homebound referral will be faxed to the doctor, from the Hospital Homebound teacher, and once the referral is faxed back to the Hospital Homebound Coordinator

the parent/guardian will be contacted. The hospital/homebound teacher cannot provide instruction until the referral form has been completed and processed.

NOTE: The student who is absent because of a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy does not qualify for the hospital/homebound program.

**PROGRESSIVE DISCIPLINE**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

Federal and State Law -- Progressive Definition "Progressive discipline processes...shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed." (O.C.G.A. 20-2-735)

GWCF, AND CHS Progressive Discipline

GWCF, and CHS Progressive Discipline procedure adheres strictly to state law and is divided into four levels. Individuals involved in the same offense may not receive the same consequence depending on the history of the student or the severity of the student's involvement. The administration will determine the appropriate consequence. Consequences are for the year. Discipline levels can be found in general information.

Chronically Disruptive Students

- D. Once a student receives 5 discipline referrals at CHS or GWCF (not including tardies)
- E. Chronic Discipline letter will be sent to parents.
- F. Tribunal may be requested.

Note: Students fighting on school grounds (this includes at the stadium, bus stops, etc.) may be taken by law enforcement and/or the school resource officer to the law enforcement center. Parents will pick up student at the law enforcement center. (Student and/or parents may be fined through the court system.)

Fighting - Consequences for CHS & GWCF:

1<sup>st</sup> referral – 5 days suspension (may result in being transported to law enforcement center)

2<sup>nd</sup> referral – 10 days suspension pending review; possible tribunal (may result in being transported to law enforcement center)

The principal may find, after investigation that a reduced suspension would be appropriate for the 1<sup>st</sup> referral or that court referral is possible for fighting.

Parking Offenses and Consequences

- Parking permit not properly attached to vehicle
- Parking anywhere on CHS campus other than your assigned space
- Parking or driving on CHS campus when a vehicle is not registered with school (there may be a fine of \$25)
- Moving vehicle after school to another parking space before 3:30 p.m.
- Speeding or reckless driving
- Failure to register vehicle in administrator's office when driving a different vehicle for the day
- Parking in space incorrectly (backing in space not allowed)
- No parking at GWCF.

Consequences: ISSP and/or Loss of driving or parking privilege

Skipping Class

1 <sup>st</sup>	1 day ISSP	4 <sup>th</sup>	3 days home suspension
2 <sup>nd</sup>	2 days ISSP	5 <sup>th</sup>	5 days home suspension
3 <sup>rd</sup>	1 day home suspension	6+	10 days home suspension for each skipping violation

**VIOLENT BUS OFFENSES**

*(Page numbers for detailed Discipline guidelines can be found in the Table of Contents)*

High School (Violent Bus Offenses)

1<sup>st</sup> offense - 5 days suspension from school; 30 days bus suspension

2<sup>nd</sup> offense - 10 days suspension pending tribunal hearing; 90 days bus suspension

3<sup>rd</sup> offense - 10 days suspension pending tribunal hearing; 180 days bus suspension

**GANG RELATED ACTIVITY**

All Coffee County schools are Zero Tolerance zones for gang activity. When an administrator becomes aware or is notified about gang activity on campus, or in the community, appropriate action will be taken. Students at CMS, GWCF, and CHS who choose to "represent" a gang or affiliate themselves with a particular gang or alliance will be removed from CMS, GWCF, and CHS. Students wearing colors, paraphernalia, or clothing, which clearly aligns them with an unacceptable group or gang, is not tolerated in Coffee County Schools.

## **DRUG TESTING**

Random drug testing will take place at any time during the school year with the student athletes and student drivers chosen through a lottery/ random selection. The substances that will be tested include (BUT ARE NOT LIMITED TO) THC, amphetamines, barbiturates, cocaine, and opiates. Testing will consist of providing a urine sample to those representatives of the firm administering the test. Random selection, on site collections, and lab analysis will be done by a local health care provider. School personnel will supervise but not administer the test. Privacy of the students and the confidentiality of the test results will be protected. Specimens will be processed and secured to ensure against tampering. The facility will report test results to the Principal. In the case of a positive result, the parent or guardian will be notified.

## **LOCKERS (Coffee High)**

Lockers are available for rental at \$10 per year. The following rules apply to student lockers.

1. Only one person may use a locker - locker sharing will result in forfeit of maintenance fee and locker use.
2. Students may rent more than one locker if extra lockers are available
3. Keep lockers locked.
4. School administration is not responsible for items taken from lockers and will not search for lost items
5. Keep up with and memorize your combination. If forgotten, see locker administrator. The first time you will be given the combination. Additional occurrences will be \$.50 each. It is suggested that you put your combination in your cell phone.
6. No personal locks may be used. These will be cut off and discarded

## **CAREER, TECHNICAL AND AGRICULTURAL EDUCATION**

(G)

The CTAE Department in Coffee County currently has eight (8) Career Concentrations with 13 Career Pathways offered. Those concentrations and pathways are:

1. Agriculture (Ag Mechanics, Animal Science, Plant Science/Horticulture)
2. Architecture, Construction, Communication & Transportation (Broadcast Video Production)
3. Business and Computer Science (Administrative/Information Support)
4. Education (Teaching as a Profession, Early Childhood Education)
5. Engineering and Technology (Manufacturing)
6. Family and Consumer Sciences (Nutrition and Food Science)
7. Healthcare Science (Therapeutic Services – Medical Services, Therapeutic services – Nursing)
8. Government and Public Safety (NJROTC – Navy)

Most of the CTAE pathways offered also have a Work Based Learning component. For further information on Work Based Learning, please contact the director of that department at 384-2094. A student must decide on a concentration then take 3 courses within a pathway in a specific order to be considered a pathway completer.

## **GRADUATION PARTICIPATION**

In order to participate in the official spring high school graduation exercises in the Coffee County School System, students must have: (1) successfully completed all their required coursework for a high school Diploma or a Special Education Diploma, as those credentials are defined in the State Board of Education's graduation rule IHF (5) or (2) have been granted a variance/waiver from the State Board of Education. Exceptions to part 2 of this regulation may be granted by the high school principal for those students who have moved into Georgia during their senior year.

## **SCHOLARSHIPS**

A scholarship is an award of financial assistance given to a student to further his or her education. Scholarships are awarded based upon various criteria as established by the donor or founder of the award. Interested students should contact their counselor for specific scholarship criteria. Filing a Free Application for Federal Student Aid (FAFSA) is required.

## **DRIVER'S LICENSE/LEARNER'S PERMIT**

To be eligible for a driver's license or learner's permit from the Department of Motor Vehicles a student must pay \$5 processing fee to the bookkeeper to receive a notarized verification of good standing form. Student must not have had 10 unexcused absences in the academic year prior to request. Students are not allowed to park at GWC-Freshman Campus.

## **ATHLETIC / INTERSCHOLASTIC PROGRAM PARTICIPATION**

Each year more and more students become involved in grades 6-12 athletics across the nation and Coffee County is no different. Coffee High School fields a total of 32 teams, 17 of which compete on the varsity level. Each year the number averages 750 participating in the athletic programs. The large number of students participating, plus the rapid developmental changes in the bodies of young athletes is the reason that we take steps to ensure the health, safety, and enjoyment while an athlete is representing our school system. Even under ideal circumstances, anyone who engages in physical activity is subject to the possibility of injury. According to the National Athletic Trainers' Association, over 1.3 million student-athletes (about 1 out of every 7) are injured each year. Fortunately, the vast majority of these injuries are minor. With proper training, conditioning, instruction, diet, and rest habits many of these potential injuries can be eliminated or significantly reduced.

### **Interscholastic Eligibility – Grades 9-12**

All students participating in competitive interscholastic activities must be on track for graduation and meet eligibility requirements as set forth by Georgia High School Association. Competitive interscholastic activities are defined as any school sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

A student being on track is based on the accumulated Carnegie Units at the end of each school year.

Eligibility is based on the subjects passed in the previous semester. Summer school is considered part of second semester. A student must have passed three subjects for the semester prior to participation in interscholastic activities. If spring and summer school are being used to determine fall eligibility, then the semester average and subjects passed will involve ALL subjects taken in spring and in summer school. Students must take four (4) Carnegie units. The courses must be listed in the school course offering and credit must apply toward graduation.

Independent study course credit taken in summer school is not acceptable to gain eligibility. In determining eligibility for students, summer school credits earned in non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one or more of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects passed the previous semester, and grades made in that semester, not with grades and Carnegie Units acquired by averaging first and second semester grades. If a student has an incomplete grade, all work must be completed within the first fourteen (14) school days after the close of the semester. Students who are ineligible for extra-curricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program. 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.

### **Sports Participation Requirements – Grades 6-12**

The following must be met:

1. Physical exam completed and signed by a doctor and on file in the athletic department prior to participation.
2. Proof of insurance. The athletic department will also provide insurance, but any expense that is not paid by the combination of insurance is the responsibility of the parent/guardian and NOT the Coffee County School System.
3. Georgia High School Association requirements:
  - A. Be a full time, regular student
  - B. Pass 3 of 4 block courses the semester preceding participation PLUS:
  - C. Must have accumulated:
    - i. 5 Carnegie units beginning of 2<sup>nd</sup> year
    - ii. 11 Carnegie units beginning of 3<sup>rd</sup> year
    - iii. 17 Carnegie units beginning of 4<sup>th</sup> year

In some instances, the rigors of practice and competition can make maintaining grades difficult. Any athlete who needs tutorial help should contact his/her coach and subject matter teacher before failing a class. Coffee County School System cares about its athletes and their academic performance. (Note – The above requirements will be in addition to any other requirements set forth by the GHSA.)

### Lettering in a Sport

The athlete must finish the season and be in good standing as a team member. The athlete must meet the requirements of the head coach of each sport.

1. 1<sup>st</sup> Year – 1st Year Award
2. 2<sup>nd</sup> Year – 2<sup>nd</sup> Year Award
3. 3<sup>rd</sup> Year – 3<sup>rd</sup> year Award
4. 4<sup>th</sup> Year – Senior Plaque

### Letter Jacket Policy

An athlete must meet the above before the opportunity to purchase a letter jacket will be awarded to him/her. All athletes must also finish the season and be in good standing as a team member.

### Dropping a Sport

Quitting is an intolerable act or habit to acquire. Many of our society's problems are brought on by an attitude

that supports “the easy thing to do.” Participation in sports in the Coffee County School System is a privilege, not a requirement, a privilege that can be lost if a student athlete does not take responsibility seriously. We realize, on occasions, an athlete may find it necessary to drop a sport before the completion of that season of competition.

The following procedure will be followed or you will be denied any participation in athletics for 12 calendar months:

1. Talk with your coach before you quit.
2. The coach must agree that the decision is justified.
3. Report to the Athletic Director with your coach.
4. If you are granted permission to quit a sport, you may be allowed to start practicing another sport.
5. This policy does not involve tryouts and/or cuts.

\*\*Returning to a sport the athlete has quit before is permitted, only after the athlete successfully completes an Athletic Department running program and meets any other requirement presented in the policy manual.

#### Equipment

School equipment checked out and used by an athlete is his/her responsibility.

Loss of equipment is the financial responsibility of the athlete. Cost will be at replacement value.

#### **Code of Conduct/Athletes**

Athletes are expected to conduct themselves as exemplary representatives of Coffee County School System and the community. This representation is both in the athletic arena as well as out of the arena. Should an athlete become engaged in criminal activities, use of illegal drugs, under age use of alcohol, showing behavior detrimental to team performance or behavior unbecoming of a representative of the Coffee County School System. The athlete will be suspended from participation pending an investigation. A meeting between athlete, parent/guardian, coach and administration will also be required. After that meeting, punishment will be determined. Punishment may include but is not limited to the missing of scheduled contests, physical exercise, physical assistance with an after school work project or any other punishment deemed appropriate by the coach and athletic director. Repeat offenses will result in more severe punishment. These offenses are handled on a case-by-case basis with the best interest of the school, team, and student as the focal point.

#### Strength and Conditioning

Strength and conditioning is no longer just an advantage for athletes. A strength and conditioning program is recommended for any student athlete who is serious about participating in interscholastic athletics. The health and injury prevention benefits from strength and conditioning are a must for a student athlete. The Athletic Department will approach strength and conditioning from a preventive standpoint. Always know that the athletic staff is dedicated to the constant well-being and preparation of every student athlete in our program, regardless of the sport or sex of the athlete.

#### Athletic Accident Insurance

Coffee County Board of Education provides a supplemental accident insurance policy to all student-athletes. This policy is at no cost to the student-athlete. This insurance policy is activated once the student-athlete’s primary insurance has paid all it is going to pay. This policy may not pay the bill in full, so there is a possibility of some residual amount left to be paid by the parent/guardian of the student-athlete. Should you have any questions concerning school insurance policy, please see the Athletic Director at your convenience.

#### Physicals are GHSA Policy

Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation. (a) Physical examinations will be good for twelve (12) months from the date of the exam. EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year. (b) The physical exam must be conducted by a licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician’s assistant. (c) The exam must be signed by an M.D., D.O., or by a Physician’s Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D., or D.O. (d) The GHSA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics, et. al, found on the GHSA web site. 1.42 A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility. Physical forms may be picked up at any time from the athletic director at middle or high school campuses.

#### Team Medical Release Information

Prior to participating in athletics in Coffee County, the student-athlete must complete several forms. These forms include the pre-participation physical exam, parental consent to participate, covenant not to sue, and insurance information sheet. The forms have been condensed for your convenience. Each section requires a parental signature and must be returned to the athletic director.

It is very important that the insurance information sheet is filled out correctly. This information provides us with the names and phone numbers of who to contact in case of an emergency, any special medical information on the student-athlete, and a statement authorizing medical care in the event that a parent/guardian cannot be reached to authorize such care. These forms are copied and the head coach of each sport is given a set that goes along with the student-athletes participating in that sport.

#### In the Event of an Injury

It is inevitable that injuries are going to occur. All athletic injuries, which happen during practices, scrimmages, or games in Coffee County schools should be reported to the Athletic Trainer as soon as the student-athlete realizes they are hurt. The Athletic Trainer will then evaluate the injury and based on this evaluation make a recommendation as to what is the best

avenue of care. In the case of minor injuries, where a referral to the physician is not warranted, treatment can be done at the school in the training room on a daily basis. Times of treatment will be worked out between the Athletic Trainer and the student-athlete based on his/her academic schedule.

When a physician referral is needed, the student-athlete's parent/guardian will be contacted by the Athletic Director and informed on the nature of the injury. Following this conversation, the parent/guardian will make the decision on if they wish to carry out the recommendation by the Athletic Trainer and which physician to use for primary care. The Athletic Trainer can assist the parent/guardian in setting up these appointments in a timely manner. In order for the student-athlete to be released back into participation following a physician visit, a written release must be received by the Athletic Trainer.

We are also very fortunate in the region that we compete in, that all the schools have ATC's on staff in some capacity. This is helpful when Coffee County teams travel and the ATC is not able to travel with them. The host ATC may evaluate the injury, provide basic care for the injury and then refer the student-athlete back to the Athletic Trainer in Coffee County for follow-up care. It is very important that ALL athletic injuries be reported to the Athletic Trainer when they occur.

#### General and Follow-up Care

In order for the student-athlete to recover from their athletic injuries, it is important that they make every effort to come to the training room on a daily basis for treatment and rehabilitation. This routine will need to be followed until the Athletic Trainer has determined that they have recovered sufficiently and are ready to resume with stress placed on their injury due to specifics of their sport.

Due to the number of athletes we deal with in Coffee County, it is not always feasible for the Athletic Trainer to track down the injured student-athlete if they do not show up for treatment. Getting to treatment is the responsibility of the student athlete.

## GLOSSARY

### Definition of Terms

**Arson** - Intentionally starting or attempting to start a fire or combustion.

**Assault** - The act or threatening to strike, attack, or harm any person in school or at any school-sponsored activity. Intentional offensive/physical contact without consent.

**Battery** - Any physical force or violence applied to a person. This can include jostling, tearing clothes, or seizing or striking another person.

**Bomb/Explosive** - A device containing combustible materials and fuse, including fireworks M-80 or above.

**Bullying** - Bullying, as defined in Georgia law, means an act which occurs on

school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

In addition to the above, this school system also considers bullying to include online bullying regardless of its source if brought to the attention of the school officials, but in no event are school officials responsible in any manner for monitoring, policing, or enforcing bullying on any electronic equipment that is not under the control of the school system.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct.

However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

**Burglary** - Unauthorized entry into a school district building with the intent of committing a felony.

**Bus Misconduct** - Failure to comply with rules of bus safety or Student Conduct Behavior Code.

**Bus Suspension** - The Director of Bus Discipline suspends the student from all buses for a specified period of time. The student is expected to attend school, but the parent/guardian is responsible for providing transportation to and from school. Depending on the circumstances, student may be suspended from school for a bus offense.

**Cheating** - to act dishonestly; practice fraud; to violate rules deliberately (examples: copying another student's work, any verbal conversation during a quiz or test, writing answers on another piece of paper, using electronic device to transmit text during testing, writing answers on furniture, shifty eyes in direction of another person's paper, etc.)

**Chronic Lack of Class Materials** - Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**Confrontation** -arguing in a way that disrupts the normal flow of a school day, whether it be verbal, physical, miming, etc.

**Detention** - Student attends a work/study session outside of regular school hours. No transportation will be provided by schools.

**Disciplinary Tribunal** - Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et seq., (GA Laws 1984 VI, P. 908), the Coffee County Board of Education shall appoint by resolution an ad hoc tribunal of school officials to hold disciplinary hearings. Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a system Student Disciplinary Tribunal. The Tribunal will be made up of three (3) certified educators. The Tribunal will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and determine what appropriate punishment to impose taking into consideration the circumstances of the offense, the student's academic record, and the student's disciplinary record. The decision of the Tribunal may be appealed only to the Coffee County Board of Education. Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

**Disobedience/Insubordination** - Failure of the student to comply with a reasonable direction or instruction by staff.

**Disorderly Conduct** - Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

[Note: This category is used only when the police are called to cite a student or person for extreme disruption.]

**Disrespect** - Responding in a rude and impertinent manner.

**Disruption** - Behaving in a manner which interferes with educational activities.

**Dress Code violation** - Dressing in a manner that disrupts the teaching and learning of others and not following specific guidelines.

**Drug/Alcohol/Chemical Offense** - Possession of any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

**Expulsion** - removal from school beyond the current school semester/procedures followed in accordance with CCBOE/JDD/JDE guidelines; a tribunal will be held to determine innocence or guilt.

**Extortion** - Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

**False Fire Alarm** - Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Felony** - Any offense punishable as a felony under Georgia or federal law.

**Fighting** – Involves the exchange of physical contact (such as hitting) with or without injury.

**Gambling** - Playing any game of skill or chance for money or anything of value.

**Hazing** - as used in this section, the term:

1. "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
2. "School" means any school, college, or university in this state.
3. "School organization" means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.
4. "Student" means any person enrolled in a school in this state.
5. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code (O.C.G.A. Section 16-5-61) shall be guilty of a misdemeanor of a high and aggravated nature.

**Inappropriate Personal Property** - Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment, and that is otherwise disruptive to the teaching and learning of others.

**In-School Suspension (ISS)** - The student is removed from regular classes for a specified period of time at the local school. The teacher sends class work assignments to the student. The student is responsible for returning the class work. Students intentionally skipping ISS will receive an additional day for 1<sup>st</sup> time and suspension any time thereafter.

**Intimidation/Verbal Abuse** - Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

**Lockdowns**

- Principal will notify faculty, staff and students over the public address system that a lockdown is in progress.
- Everyone is to remain in class until notified by administration the lockdown is lifted.
- Administrators and law enforcement may enter classrooms.
- Students are to follow administrator's and law enforcement's request.

**Locker Search**– Students' lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without students' consent, and without a search warrant.

**Loitering/Trespassing** - Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

**Long Term Suspension** - The student is suspended out-of-school for more than ten (10) days.

**MIT (Maximum Instructional Time)** - Students should remain in classrooms with doors locked. Students will be escorted by an administrator or designee for any of the following reasons:

- Medical emergency
- To be checked out of school
- To be removed from a class for disciplinary reasons.

**Personal Search**- A student's person and/or personal effects (e.g., purse, book bag, cell phones, electronic devices, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action such as suspension and possible referral to the disciplinary tribunal.

**Placement Review Committee** - A panel composed of two teachers elected by the staff and one appointed by the principal can review a teacher's request for a student's removal and administrator's decisions of action. This committee will recommend the student return to class or return to the administrator for future disciplinary action.

**Plagiarism** – to copy something from another person's work: to take something that somebody else has written or thought and try to pass it off as original.

**Profanity/Vulgarity** -Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

**Reporting Information** – Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

**Robbery - Taking** property from a person by force or violence, or threat of aggression.

**Sexual Assault/Offenses** - Intentional sexual contact of a harmful or offensive manner.

**Sexual Harassment**– Coffee County School System's policy is to maintain a learning environment free from sexual harassment. Students violating this policy will be disciplined accordingly. Sexual harassment can take many forms. It MAY be:

PHYSICAL (for example): standing in someone's way, or standing too close, bumping into someone or brushing against the person on purpose, patting, hugging, or kissing, grabbing, touching, or pinching

VERBAL (for example): threats, insults, comments about a person's body, sexual jokes, suggestions or remarks, notes, letters or graffiti, pressure to go out on a date, whistles or rude noises

NONVERBAL (for example): staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures or looks--winking, licking lips or suggestive body movements

SAGGING PANTS whereby undergarments show (boxer shorts are undergarments)

Making false accusations of sexual harassment is reason for disciplinary action to be taken.

Any student who alleges harassment by another student may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job, or job assignments.

The right to confidentiality, both to the complainant and of the accused, will be respected consistent with the board of education's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when

this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated.

A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or placement in alternative school.

**Skipping Class or School** – Students absent from class without permission; and/or students who leave class for excessive lengths of time.

**Slap-Boxing (or slap-boxes)** - is a physical activity somewhat simulating boxing, where open handed slaps are used instead of fists.

**Student Transferring While Under Discipline Order**– Summary: A local board of education, which has a student who attempts to enroll or who is enrolled in any school in its school system during the time in which that student is subject to a disciplinary order (short or long-term suspension or expulsion) from any other school system, is authorized to refuse to enroll or subject that student to short or long-term suspension or expulsion of any time remaining from the previous school system. The district upon receiving a certified copy of a disciplinary order if the offense which led to such suspension or expulsion in the other school was an offense for which suspension or expulsion could be imposed in the enrolling school can impose suspension or expulsion. A local school system may request from another school system whether any disciplinary order has been imposed by the other system upon a student who is seeking to enroll or is enrolled in the requesting system. If such an order has been imposed and is still in effect for such student, the requested system shall so inform the requesting system and shall provide a certified copy of the order to the requesting system.

The school administration reserves the right to refuse admission to any student who has committed a criminal offense and/or determined to be a dangerous risk to the school population.

**Tardiness** - Failure to be in a place of instruction at the assigned time without a valid excuse.

**Theft/Larceny** - Unlawful taking and carrying away of property belonging to another person.

**Threatening/Menace** - With criminal intent, the act of threatening to strike, attack, or harm any person in school or at any school-sponsored or supervised activity.

**Tobacco** - Smoking, chewing, or the possession of tobacco products anywhere on school property will be considered a major infraction. Tobacco products are prohibited. If you violate this rule, you will be suspended. This rule applies anywhere on the campus, including the parking lots.

**Trespassing** - If you are suspended and come to school or a school sponsored event, you will be 1) asked to leave, 2) escorted off campus by School Resource Officer, and/or 3) subject to additional suspension.

Non-students will be asked to leave. Law enforcement escort may be necessary with possible legal action taken.

A Violation Can Take Place:

1. On the school grounds during and immediately before or immediately after school hours,
2. On the school grounds at any other time when the school is being used by a school group,
3. Off the school grounds at a school activity, function, or event, or
4. On another school campus unauthorized.

**Truancy** - The student stays out of school without permission or valid excuse.

**Vandalism/Graffiti** - The willful or malicious destruction or defacement of public or private property.

**Weapon** – Any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.

**Zero Tolerance** - There will be consequences for serious drug, weapon, bullying, and youth gang/hate group offenses on school property or at a school activity, function, or event. The school system will be proactive. Each individual case will be reviewed.



# GET HELP IF YOU NEED IT, WHEN YOU NEED IT!

IN THE EVENT OF AN EMERGENCY, DIAL 911

## HOTLINE NUMBERS LOCAL, STATE & NATIONAL

**National Suicide Prevention Hotline**  
1-800-SUICIDE (784-2433)

**Statewide Domestic Violence Hotline**  
1-800-33-HAVEN (1-800-334-2836)

Get Help with Substance Abuse (Drug, Alcohol, etc.) @ <http://www.recovery.org/browse/georgia/>

**Georgia Addiction and Drug Alcohol Treatment**  
1-202-543-5566 or 1-800-559-9503

**Coffee County E 911**  
224 West Bryan Street  
Douglas, GA 31533  
Non-Emergency Line 912-384-7675

**National Network to End Domestic Violence**  
2001 S. Street NW Suite 400  
Washington DC 2000

**Georgia Poison Center Education Department**  
80 Jesse Hill Drive, SE

Atlanta, Georgia, 30303  
1-800-222-1222

**American Association of Poison Control Centers**  
1-800-222-1222

**Georgia Crisis Line**  
**Department of Behavioral Health**  
Helpline Georgia  
24 HR Emergency Line  
1-800-338-6745

**Georgia Advocacy Office, Inc.**  
150 East Ponce de Leon Avenue, Suite 430  
Decatur, GA 30030  
Phone: 404-885-1234 Toll-free: 800-537-2329  
Fax: 404-378-0031  
E-mail: [info@thegao.org](mailto:info@thegao.org)  
Internet: <http://www.thegao.org>

**Mental Health America of Georgia**  
100 Edgewood Avenue, Suite 502  
Atlanta, GA 30303  
Phone: 404-527-7175 Toll-Free: 800-933-9896  
Fax: 404-527-7187  
Email: [info@mhageorgia.org](mailto:info@mhageorgia.org)  
Internet: <http://www.mhageorgia.org>

**Rape, Abuse, and Incest National Network**  
1-800-656-HOPE (4673)

**Georgia Region Poison Control Center**  
1-800-282-5846

**Drug Treatment Alternatives**  
1-800-424-2626

**Satilla Community Services**  
1003 Shirley Avenue  
Douglas, GA 31533  
912-389-4586 or 912-389-4430

**American Red Cross**  
Internet: <http://www.redcross.org>

**National Domestic Violence Hotline1**  
1-800-799-SAFE (7233)

**Georgia Parent Support Network**  
1381 Metropolitan Parkway  
Atlanta, GA 30310  
Phone: 404-758-4500 Toll-free: 800-832-8645  
Fax: 404-758-6833 E-mail: [info@gpsn.org](mailto:info@gpsn.org)  
Internet: <http://www.gpsn.org>

**Dept. of Behavioral Health & Developmental Disabilities**  
2 Peachtree Street, Northwest, 24th Floor  
Atlanta, GA 30303 Phone: 404-657-5964  
Fax: 770-408-5439  
E-mail: [HDDConstituentServices@dbhdd.ga.gov](mailto:HDDConstituentServices@dbhdd.ga.gov)  
Internet: <http://dbhdd.georgia.gov/>

**National Alliance on Mental Illness Georgia**  
3050 Presidential Drive, Suite 202  
Atlanta, GA 30340  
Phone: 770-234-0855 Toll-free: 800-728-1052  
Fax: 770-234-0237  
E-mail: [namigeorgia@namiga.org](mailto:namigeorgia@namiga.org)  
Internet: <http://www.namiga.org>

# Coffee County School System

## 2022-2023 School Calendar

August 1-5	Pre-Planning
August 8	First Day of School
September 5	Holiday - Labor Day
September 13	Parent-Teacher Conference/Early Release/Progress Reports
October 7	End 1 <sup>st</sup> Nine Weeks
October 10	Fall Break / Columbus Day Holiday
October 14	Report Cards
October 28	½ Day Professional Learning / Early Release
November 15	Progress Reports
November 18	Early Release Day
November 21-25	Thanksgiving Break
December 16	Early Release / End 2 <sup>nd</sup> Nine Weeks
December 19-January 2, 2023	Christmas Break for Staff
December 19-January 3, 2023	Christmas Break for Students
January 3	Professional Learning
January 4	Students Return / Begin 3 <sup>rd</sup> Nine Weeks
January 10	Report Cards
January 16	Holiday - MLK Day
January 20	100 <sup>th</sup> Day of school
February 7	Parent-Teacher Conference/Early Release/Progress Reports
February 17 & 20	Winter Break / Presidents' Day Holiday
March 10	End 3 <sup>rd</sup> Nine Weeks
March 15	Report Cards
March 16	½ Day Professional Learning / Early Release
March 17	Holiday for Students and Staff
April 3-7	Spring Break (Easter - April 19 <sup>th</sup> )
April 24	Progress Reports
May 24	Last Day of School / Early Release / End 4 <sup>th</sup> Nine Weeks
May 25-26	Post-Planning
May 27	Graduation Day