

CLAY COUNTY ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

2023-2024



VISION

LEARNING TODAY - LEADING TOMORROW!

MISSION

**WORKING TOGETHER TO EMPOWER, CHALLENGE, AND
INSPIRE STUDENTS.**

CLAY COUNTY ELEMENTARY SCHOOL
200 HOBBS LANE
FORT GAINES, GEORGIA 39851

CONTACT US:

(229) 768-2234 (PHONE)

(229) 768-2363 (FAX)

FACEBOOK: WWW.FACEBOOK.COM/CLAYHAWKS2)

SCHOOL WEBSITE: WWW.CLAY.K12.GA.US

HOURS OF OPERATIONS

7:30 A.M.STUDENT ARRIVAL
7:35 A.M. - 7:55 A.M.BREAKFAST/MORNING ACTIVITIES
3:15 P.M. CAR RIDERS
3:15 P.M.STUDENT DEPARTURE

SCHOOL HOURS

- **CLAY COUNTY ELEMENTARY SCHOOL OPENS AT 7:30 AM AND CLOSSES AT 3:20 PM FOR STUDENTS. THE OFFICE IS OPEN UNTIL 4:00 PM.**
- **ALL STUDENTS WHO ARRIVE BEFORE 7:30 AM MUST REPORT DIRECTLY TO THE FRONT OF THE SCHOOL.**
- **THE INSTRUCTIONAL DAY BEGINS PROMPTLY AT 8:00 AM AND DOES NOT END UNTIL 3:15 PM FOR STUDENTS. ALL STUDENTS SHOULD BE ON TIME FOR SCHOOL AND SHOULD REMAIN FOR THE ENTIRE DAY.**
- **PLEASE AVOID PICKING YOUR CHILD UP EARLY IF AT ALL POSSIBLE. STUDENTS WHO LEAVE BEFORE THE SCHOOL DAY ENDS OFTEN MISS VALUABLE INSTRUCTION. A PARENT OR GUARDIAN MUST SIGN OUT STUDENTS WHO LEAVE EARLY.**
- **STUDENTS SHOULD BE PICKED UP BY THE TIME THE BUSES LEAVE UNLESS SPECIFIC ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.**

CLAY COUNTY BOARD OF EDUCATION

Dr. Karen Kinsell
Mr. Dwylan Glover – Vice Chair
Mrs. Andrea McCray
Mr. Samuel Thornton
Ms. Genetta Moore – Board Chair

SYSTEM ADMINISTRATION

Mr. John Hamilton, Superintendent
Mrs. Terri Marcus, Associate Superintendent
Mrs. Michelle Oliver, Special Programs

SYSTEM OFFICE SUPPORT PERSONNEL

Mrs. Latonia Forte – Financial Manager
Ms. April Spann – Administrative Assistant
Mrs. Carolyn Davenport – Federal Programs Administrative Assistant
Mrs. Andrea Henderson – Finance Assistant



ELEMENTARY SCHOOL ADMINISTRATION

Mrs. Kimberly Johnson, Principal
Ms. Jacqueline Holloway, Assistant Principal

ELEMENTARY SCHOOL OFFICE SUPPORT PERSONNEL

Ms. Natasha James, Administrative Assistant

FRONT OFFICE PERSONNEL

Ms. Alexandra Shepard, Counselor
Mrs. Bevelyn Laseter, Elementary Secretary
Mrs. Susan Walker, Receptionist/Bookkeeper
Mrs. Patricia Buck, School Nurse

BOE Meetings: The Clay County Board of Education meets monthly, the second Monday of each month, at 6:00 p.m. Meetings are scheduled to be held at the CCBOE. Any change in the scheduled meeting date and/or time is posted as early as possible.

Request to appear before the Board: Any request to appear before the Board of Education should be filed, in writing to the Superintendent, no later than five business days prior to the Monday meeting. Forms are available at the Board of Education office, located at 111 W. Commerce Street in Fort Gaines, GA.

All schools in Clay County School District are closed campuses. All visitors must report to the main office. Unauthorized person(s) found on school property will be prosecuted. (16-7-21 O.C.G.A.)

This Document will be translated for you if needed. Please contact the Clay County Board of Education at 111 E. Commerce Street (229) 768-2232.

Este documento será traducido para usted si está necesitado. Entre en contacto con por favor el tablero del condado de la arcilla de la educación en 111 E. Calle del comercio (229) 768-2232.

Clay County Schools System Calendar 2023-2024

JULY 2023			FEBRUARY 2024
19-20	New Teacher/Staff Orientation	7	Progress Reports (3 rd 9wks)
24-31	Preplanning	16-19	Mid-Winter Break (Schools Closed) **
27	Open House		
			MARCH 2024
	AUGUST 2023	8	End of 3 rd 9 Wks. (44Days)
1	Students First Day	20	Report Cards/3 rd 9 Weeks
24	½ PL Day (Early Release) *	20	½ Day for Students & Parent/Teacher Conf.
30	Progress Reports (1 st 9wks)	29	½ PL Day (Early Release) *
	SEPTEMBER 2023		APRIL 2024
4	Labor Day (Schools Closed)	1-5	Spring Break
14	½ Day PL (Early Release) *	17	Progress Reports
	OCTOBER 2023		MAY 2024
3	End of 1 st 9 Wks. (45 Days)	16	PK Program @ 9:00 am
9-13	Fall Break (Schools Closed)	16	Awards Day CCES & CCMS @10:00 am
18	½ Day for Students & Parent/Teacher Conf.	17	Kindergarten Graduation @ 10:00 am
18	Report Cards (1 st 9 Weeks)	17	Graduation for Quitman Co. HS
		20	8 th Grade Celebration @12:30 pm
	NOVEMBER 2023	21	Field Day/Intramural Games
8	Progress Reports (2 nd 9wks)	22	Students Last Day (Early Release) *
17	½ Day PL (Early Release) *	22	End of 4 th 9 Wks. (48 Days)/End of 2 nd Sem. (180 days)
20-24	Thanksgiving Break (Schools Closed)	23-28	Post Planning
		25	Graduation for Randolph-Clay HS
	DECEMBER 2023	29	Report Cards
15	End of 2 nd 9 Wks. (43 Days)/End of 1 st Sem. (88 Days)		
15	½ PL Day (Early Release) *		<i>Student Days = 180</i>
18-29	Winter Break (Schools Closed)		<i>Teacher Days = 190</i>
	JANUARY 2024		
1-2	Winter Break (Schools Closed)		
3	Teachers PL Day		<i>*Denotes ½ Day Early Release</i> <i>**Potential Make-up Day(s)</i>
4	Students Return from Winter Break		
10	½ Day for Students & Parent/Teacher Conf.		
10	Report Cards (2 nd 9 Weeks)		
15	MLK Holiday (Schools Closed)		

Message from the Principal

Welcome Back!

I feel confident that the 2023-2024 school year will be one of many new changes, challenges and experiences. As your principal, I am committed to working with parents, community members and staff to help our students be safe, achieve at higher levels and become well rounded people.

The key to a successful school year will be communication. As parents and guardians, I encourage you to have an open dialogue and two-way communication with classroom teachers. Stay updated with PowerSchool. We will continue to reach out to you via phone calls, emails our website and our Facebook page.

I look forward to working with you as a team to help each student at Clay County Elementary meet their goals and have a successful school year!

Best Regards,

Kimberly Johnson

Kimberly Johnson
Principal

Beliefs

We believe that...

- All children can learn in a safe and orderly environment.
- In order to be successful in school, our children need support from both the home and school.
- Risk-taking and innovation are the foundations of student and staff engagement.
- Students and teachers are more than test scores and each person has something to contribute to the school.
- Learning is a shared responsibility among all students, teachers, staff, parents, and community members.

SCHOOL MOTTO

Who Am I?

Our deepest fear is not that we are inadequate.
Our deepest fear is that we are powerful beyond measure.
It is our light, not our darkness, that most frightens us.
We ask ourselves, who am I to be brilliant, gorgeous, talented, and fabulous?
Actually, who are you not to be?
You are a child with immeasurable opportunities.
Your playing small doesn't serve the world.
There's nothing enlightening about shrinking so that other people won't feel insecure around you.
We were born to make use of the strength that is within us.
It's not just in some of us; it's in everyone.
And as we let our light shine,
We unconsciously give other people permission to do the same.
As we are liberated from our own fear,
Our presence automatically liberates others.

Nelson Mandela's 1994 Inaugural Speech (altered)

SCHOOL SONG (*Tune "God Bless America"*) (words by J. Daniels)

As our education started,
based on loyalty and truth.
As we lift our voices,
to a school we love best.
Let us all be worthy,
of CCEMS
As we lift our voices
to cooperate
Chorus
CCEMS school that we love
stand beside her, and guide her.
from the walls to the ceiling above.
To our parents we give reverence.
To our teachers kind and true.
CCEMS School we love best.
CCEMS School we love best.

REGISTRATION

ADMISSION REQUIREMENTS:

All children enrolling in Pre-Kindergarten must be four years of age by September 1st and kindergarten must be five years of age by September 1st. Children must be six years old on or before September 1st to participate in the first grade program. The following documents are required for registration:

- **A certified birth certificate**
- **Certificate of Immunization**
- **A Vision, Hearing, Dental Evaluation Certificate**
- **Proof of Residency**
- **Social Security Card**

The certificates may be secured from your physician or the Clay County Health Department. At the time of initial enrollment, a Social Security number will be requested for each student. Social Security numbers are not required for enrollment. No student will be denied enrollment for declining to provide his or her Social Security number.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school immediately if your address or phone number changes. Our office must be able to contact you in the event your child has an accident, becomes ill at school, school is dismissed early, or for other reasons.

EMERGENCY CONTACT INFORMATION

It is critical for the school to be able to contact a parent at any time his/her child is at school. The school must have the parent's current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents' address, telephone, or emergency contact information.

WITHDRAWAL/MOVING OUT OF CLAY COUNTY SCHOOL DISTRICT

If a student is withdrawn from school during the school year, a parent/guardian must complete a withdrawal form through the school office. At the time of withdrawal, students must return all devices, textbooks, library books, other school-owned items and all charges paid. Those items not returned must be paid for in accordance with the school system rules. **Failure to complete this process may delay the sending of necessary transcripts to another school.** The office will prepare the withdrawal sheet and student records for transfer to your child's next school.

WEATHER/EMERGENCY CLOSINGS

Occasionally, unexpected circumstances arise that require Clay County Schools to delay opening, dismiss early, or close due to weather or other emergencies.

- In the event of an early school dismissal due to inclement weather or other problems, parents should have on file an alternative place for the student to be sent. Be sure your child is aware of what he/she should do in this situation.
- If it is necessary to close school due to severe weather or other emergency conditions, an announcement will be made over the calling post, school website, Facebook, and WALB, WTVY and WRBL.

ATTENDANCE

ARRIVAL AND DISMISSAL TIME

Students should not be brought to school before 7:35 a.m. The school day begins at 8:00 a.m. each day and all students are dismissed by 3:15 p.m. Please have your children at school on time and pick them up promptly by 3:30 p.m. The student is tardy if he or she arrives at school after 8:05 a.m. If a student is tardy, the parent must go to the front office to sign the student in so the student can receive a tardy slip before going to the classroom. The student will not be permitted to enter the classroom without a tardy slip from the front office. When students are tardy to school or leave early, they miss important parts of the classes. If a student is tardy to school often or leaves early, he or she will be reported to the home/school facilitator or counselor, who will contact or notify the parent/guardian.

ATTENDANCE POLICY

Regular school attendance is required by Georgia law (20-2-690-1) for all children between the ages of 6 and 16.

- Regular attendance means actual attendance of a pupil during the entire day of school.
- Schools are required to report high frequency of absences (excused and unexcused) to authorities.
- All attendance issues without written documentation are considered unverified and unexcused.

Clay County System's schools will monitor student attendance daily. Codes of attendance used in the student records database (PowerSchool) will be consistent among schools to indicate excused absences, unexcused absences, excused tardiness, and early check-outs, in-school suspensions, and out-of-school suspensions. Excused absences shall be delineated by the reason of excuse. Parent(s) or guardian(s) will be limited to five written excused during the academic school year. After the fifth absence, parent(s) or guardian(s) will be given written notification stating a medical or legal documented excuse will be required in order for future absence to be excused by the Attendance Committee. The following will occur:

- **Step I.** Daily telephone contact will be made to parent(s)/guardian(s) on all absent student by PowerSchool attendance clerk or other designated clerical staff.
- **Step II.** After three (3) (excused and unexcused) absences a postcard will be mailed to parent(s)/guardian(s) by designated clerical staff.
- **Step III.** After five (5) (excused and unexcused) absences a postcard will be mailed to parent(s)/guardian(s) by designated clerical staff.
- **Step IV.** After eight (8) (excused and unexcused) total absences:
 1. A certified letter with a return receipt will be mailed.
 2. A referral will be made to the Home School Facilitator and/or Counselor.
 3. Upon further investigation by Home School Facilitator, Counselor and Attendance Committee, a need for an immediate referral to:
 - Juvenile Court for Truancy students ages ten (10) to sixteen (16).
 - Magistrate Court for parent(s)/guardian(s) of students ages six (6) to sixteen (16). A warrant for their arrest for failure to comply with

compulsory attendance will be issued.

- Legal action can result at six (6) unexcused absences.
- (In most cases, Court referrals will occur at this point or at the next unexcused absence.)
- **Step V. Tardiness and Early Check-outs**
- Students will only be allowed a total of 20 unexcused tardiness and/or checkouts within the academic school year. A student may only accumulate a total of (10) unexcused tardies and/or early check-outs per semester. A letter will be mailed to parent(s) or guardian(s) which will include the consequences for student(s) if pattern of unexcused tardies and/or early check-outs continue.

ABSENCES:

1. Daily calls to homes of students not present.
 - Home School Facilitator will check with the secretary by 8:30 a.m. on attendance and go to the home of any students with chronic absences to see if they will be able to come to school.
 2. At 3 absences, the counselor or his or her designee will make phone contact with the parent(s) for a meeting, a postcard will be mailed.
 3. Upon the 4th absence, the home school facilitator or his or her designee will make a home visit, send a letter along with a copy of the previously signed Compulsory School Attendance Law to the parent(s) and refer the name of the child and parent(s) to the school's counselor.
 4. At 5 unexcused or 7 total absences, the parent(s) and student may be summoned by registered mail to meet with the school's Attendance Support Team to develop and sign a contract.
 5. If they do not attend or refuse to sign the contract, their name is forwarded to the Superintendent by the Attendance Support Team. The counselor will convene a meeting of the Attendance Support Team and will summon by registered mail the parent and the student.
- OR-
6. If the contract is broken, the name is forwarded to the Superintendent by the Attendance Support Team. The counselor will convene a meeting of the Clay County level (School District) and will summon, by registered mail, the parent and the student.
 7. If they do not attend the meeting, the school principal will report to DFACS, file a petition in Juvenile Court, and/or State Court requesting court intervention.

Meeting with the Attendance Support Team may result in an "Attendance Contract" if the AST deems it necessary. The contract is reviewed with parent and student. All parties sign the contract. This meeting is followed with the ongoing monitoring of the student's attendance. A broken contract may result in a court referral. Failure to sign the contract results in a court referral. Your child can be charged as "unruly". A student with a past history of excessive absences or a previous attendance contract on the first unexcused absence or unexcused tardy of the new school year will be issued an attendance contract after which protocol as previously written will be followed.

Tardiness to School:

Students should be at school and in their classrooms by 8:05 am. The following procedures will take effect if a student is tardy:

1. The first tardy will result in a warning.
2. The second tardy will result in a warning and parent call.
3. The third tardy will result in parent meeting and count as one absence.
4. The fourth and all other tardy constitute a referral to DFACs.

****PERFECT ATTENDANCE****

To receive an award for perfect attendance, a student may not be absent from school or tardy to school, nor may he/she be dismissed before the end of the instructional day no more than 3 times per nine weeks.

HOMEWORK WHEN ABSENT

- When your child is absent from school, please call the school office in the morning for his/her homework assignments. The homeroom teacher will be notified and a packet will be provided for your child. The packet may be picked up at the office or sent home with a sibling if requested.

SUPERVISION OF STUDENTS AT SCHOOL

Students are under the supervision of school staff during the school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school day. Schools are not responsible for supervising students prior to the arrival of the first bus each morning.

SCHOOL CLOSURES

CALLING POST

Phone calls containing important information specific to Clay County Elementary School will be sent to the primary phone number on file for your student.

- Phone calls from the school district will be sent to every phone number on file for your student.

EARLY RELEASE FROM SCHOOL

During scheduled early release days, students will be dismissed at the following times:

- Elementary schools will dismiss at 12:00 p.m.

CANCELLATION OF SCHOOL / MODIFICATION OF SCHOOL DAY

In the event of severe weather or other emergencies, official information about school closings or modifications to the start or end times of school will be broadcast via FACEBOOK, calling post, and will be posted on the Clay County Schools website. Parents should be aware that severe weather or other emergencies could cause school to be canceled after the school day has already begun. Parents should plan accordingly. In the event it becomes necessary to modify the start or end of the school day, a communication will be shared regarding the adjusted start or end time.

EMERGENCY PREPAREDNESS PLAN/SAFETY PLAN

Clay County Elementary has an Emergency Operation Plan and Safety Plan. You may review these plans by requesting it from the school office.

- In the event of an emergency, parents/guardians will be contacted through the calling post phone system.
- Depending on the type of emergency, parents/guardians will be given specific instructions on how and where to pick up their child.

FIRE AND TORNADO DRILLS

- Clay County Elementary students regularly participate in fire and tornado drills to ensure their preparedness in the event of an actual emergency situation.
- Students are expected to listen and obey their teacher's directions during the drill.
- It is essential that all students proceed in a quiet, orderly manner to the designated exit/area when the signal is given.
- All classrooms have an emergency evacuation plan posted.

SCHOOL SAFETY ZONES

School safety zones are defined as in, on, or within 1000 feet of any real school property. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a bus furnished by the school. Violation is a felony punishable by a fine up to \$10,000, imprisonment for not less than two (2) years and no more than 10 years, or both. Furthermore, it is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of a high and aggravated nature.

SCHOOL – HOME COMMUNICATION

SCHOOL WEBSITE

The Clay County School District website and the Clay County Elementary School website can give you invaluable information about the school district and the school, such as:

- Principal's Corner
- School Staff
- School Calendar
- School Newsletter
- Student Handbook
- School Improvement Plan
- Parent Involvement Plan
- Parent Compact
- Web Links
- Student Resources
- Forms
- Library
- Nutrition

SOCIAL MEDIA

We have a Facebook Page (www.facebook.com/clayhawks2) to keep parents and members of the community abreast of school happenings.

HEALTH & MEDICAL

SCHOOL NURSE

Clay County Elementary is very fortunate to have the services of a fulltime School Nurse. A school nurse serves as a care provider and advocates for the promotion and protection of the health status of students in Clay County Elementary School. The school nurse collaborates with parents, educators, and existing community health resources to provide appropriate information and/or services to address students' needs. **A health form MUST be completed for each child by a parent/guardian at the beginning of the year and will be kept on file in the school clinic.**

ILLNESS or ACCIDENT AT SCHOOL

If a child becomes seriously ill at school, parents will be contacted. If the parent is unavailable, the emergency contact information will be used. We cannot allow seriously ill children to remain at school. **The school cannot administer medicine, including aspirin, unless the medication and a signed note are sent to the office. All medicine will be kept in the clinic.**

MEDICATIONS

Medicine brought to school to take during the day must be brought to the school nurse by a parent. It must be in its prescription container or original non-prescription container and must be clearly labeled with student's name and dosage. All medications are kept in the school clinic, and are dispensed only by the Nurse or designated school staff. **Transporting medication on the school bus is NOT permitted.**

Special medication forms must be completed by the parent/guardian and the child's physician before any medicine (prescription or non-prescription) may be given at school. These forms are available in the nurse's office. Parents should contact the school nurse for information about how medications are given on long-term and short-term basis.

FOOD ALLERGIES

If your child suffers from food allergies, please contact the School Nurse. A physician's notice of food allergies will need to be a part of the student's health form records in the School Nurse's office.

PROCEDURE FOR MANAGING HEAD LICE IN SCHOOLS

Student Health Services

Clay County Schools and its school health program are committed to maximizing student's academic performance and physical well-being in a healthy and safe environment.

1. Managing cases of head lice in schools should be based on scientific and medical best practice to help reduce unnecessary school absences, limit embarrassment of students and decrease unnecessary exposure to potentially toxic chemicals to treat head lice.
2. Clay County Schools recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents and school staff.

3. CCS defines a healthy and safe environment as one in which adults work together to provide the following environmental factors established by current research as necessary for the health and wellbeing of students with head lice:
 - Educating staff, students, and parents/guardians about head lice and treatment regimens
 - Establishing evidence-based management for students with head lice
4. The goals of providing a healthy and safe environment for students with head lice are to:
 - Maximize academic performance
 - Minimize absence due to unnecessary exclusion of students with head lice and/or nits

HOSPITALIZATIONS

If your child has had a medical/surgical procedure and/or hospitalization, a note from a licensed healthcare provider must be provided that states the student may return to school and whether or they may participate in physical activities such as athletics or physical education or if there are special considerations for dietary needs.

HOSPITAL HOMEBOUND INSTRUCTION PROGRAM GUIDELINES

The purpose of hospital/homebound instruction is to provide an educational program for students who are unable to attend school due to a serious health or orthopedic impairment where the student will be absent for a minimum of ten (10) consecutive school days.

In cases of prolonged absences (10 or more days) due to illness, the parent or guardian should seek assistance from the principal or designee for homebound instruction. The school will provide the parent with a Hospital/Homebound Referral Form to be completed and signed by a physician indicating that the student is unable to attend school. The form is returned to the central office for consideration and approval.

ILLNESS

If a child becomes too ill to remain in class, his/her parent will be contacted so the student can be picked up. For the safety of all students and staff, please do not send your child to school if he/she is sick. If a student arrives at school sick, his/her parent/guardian will be contacted to pick up the child. Children should not return to school until they are free from vomiting, diarrhea, and/or fever, without the use of medication, for at least 24 hours. Regarding fever, a child with a fever (oral temperature of 99.5 degrees or higher with other symptoms of illness present OR temperature of 100.4 degrees or higher, regardless of whether other symptoms are present) should stay home until there are 24 hours without having a fever (without the use of fever-reducing medicine in that 24 hours).

- **All medicine (both prescription and over-the-counter) must be kept in the school office and dispensed by the school nurse or his/her designee.** Parents are urged to keep the school's front office staff updated with current phone numbers so parents may be reached.
- **Contagious Illness:** If a school receives a written report from a doctor/licensed

healthcare provider which states a student has a “notifiable disease/condition”, the school system will follow the infectious disease reporting protocol including recommendations from the Henry County Health Department. The parent/guardian must provide a release to school signed by a licensed healthcare provider indicating the date the student can return to school.

SCHOOL NUTRITION

WELLNESS POLICY

The Board of Education recognizes that student wellness and proper nutrition are related to students’ well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To the extent practicable, all schools in the district participate in available federal school meal programs. All foods and beverages made available on campus during the school day shall be consistent with the requirements of federal and state law. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary pursuant to the Child Nutrition Act and the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools. School food service staff at the school or district level shall monitor compliance with nutrition guidelines within school food service areas.

It is the intent of the Board that the district shall teach, encourage and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at improving student health.

All students in grades K-5 shall have opportunities, support and encouragement to be physically active on a regular basis. The district will provide physical education consistent with federal and state requirements and engage in promotion of physical activities aimed at improving student health.

CAFETERIA

Cafeteria Behavior

All students are to be aware of the fact that appropriate behavior is expected while in the cafeteria. Good manners and proper behavior are expected of all students at all times. This includes conduct during lunch.

Expectations:

- Students will proceed to lunch in a single file line.
- There will be no loud talking at any time.
- Students will line up immediately upon entering the serving area. No students will be allowed to lag behind or stand around and hold private conversations during lunch.
- Students are expected to clean up their areas after finishing lunch.

- Students will wait for instructions before getting up to put trays and trash in their proper places.
- Students are not to take any food into the halls before, during or after lunch.
- Students will return to their classes from lunch in a single file line accompanied by teacher or paraprofessional.

LEARNING-TEACHING-ASSESSMENT

CURRICULUM

The curriculum outlines the things the students will be studying at school. All students are required to study all of the subjects listed below during the school year.

- Language Arts/Spelling/Writing
- Mathematics
- Science/Health
- Social Studies
- Technology
- Music
- Physical Education

If you have any questions about the curriculum of the school, please contact Mrs. Terri Marcus at the board of education office.

INSTRUCTIONAL MATERIALS

Textbooks, student learning devices (e.g., Chromebooks, iPads, and laptops), and other instructional materials are the property of Clay County School District and is loaned to students for use during the school year by their schools. Students are expected to handle these materials carefully and to keep them in good condition. Replacement textbooks will not be provided until the school receives payment for any textbooks lost or damaged by students. Replacement devices will not be provided until the school receives payment for any device lost or damaged by students.

GRADING SYSTEM

Grades on the report card are reported as letter grades or as numeric grades, and are defined as follows:

A= 90-100 Excellent
B= 80-89 Good
C= 70-79 Average
F- 69-Below Failing

If schoolwork has been changed or modified from the regular class assignments, an asterisk (*) will appear on the progress report or report card.

GRADE PERCENTAGE

- Benchmarks, Performance Task, Posttest, Special Projects, Formal Assessments (Common Assessments, Unit Test, Posttest, Special Projects) - 40%
- Class Participation/ Daily Assignments/Homework (Practice Task)- 30%
- Informal assessments (Quizzes, Task, Ticket out Door, Writing Assignment) - 30%

POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal, an online information service for parents/guardians, is available at ccsd.powerschool.com/parent. Parent Portal allows registered parents/guardians to view their child's grades on line after the grades are entered into the electronic grade book by the child's teacher. Other information concerning the child is also available at this site.

WEEKLY COURIERS PROCEDURES

Student couriers are a way to better help teachers and parents/guardians communicate. Clay County Elementary teachers send home courier folders **every Wednesday**. Inside the folders you will find your child's grades for the week in each subject along with comments relating to his/her behavior and academic performance. Information about school events will be sent home inside these folders as well. **Folders should be signed by a parent or guardian and returned the following day.** **Two unsigned/non-returned folders will result in a request for a conference by the child's teacher with the parents.**

PROGRESS REPORTS

Progress reports will be issued every 4 ½ weeks.

REPORT CARDS

The report card is a record of the student progress in each subject area. Students are graded based on their performance on the following: (1) class participation, (2) daily assignments, (3) homework assignments, (4) tests and quizzes, and (5) special projects/performance tasks. **Report cards will be picked up at the end of each nine weeks grading period by parent or legal guardian.** Report cards contain both academic and conduct grades. In addition, attendance is reported.

HONOR ROLL

Honor roll will be announced at the end of each nine weeks. Requirements for honor roll are as follows:

- Principal's Honor Roll- All A's (90 and above), S and P in every subject
- A/B Honor Roll- All A's and B's or All B's (80 and above), S and P in every subject.
- Conduct shall be a S.

STANDARDIZED TESTING

- Kindergarten: The **Georgia Kindergarten Assessment Program (GKIDS)** is administered throughout the school year to all Kindergarten students. The GKIDS assesses a student individually in five areas: communicative skills, logical-mathematical skills, physical skills, personal skills, and social skills. This assessment aids in determining readiness for first grade.
- Grades 3-5: Georgia Milestones measure how well a student has learned the knowledge and skills outlined in the state adopted content standards in

- 3rd and 4th grade: language arts and math
- 5th grade: language arts, math, and science

BOOKS

Students are responsible for the care of books assigned to them. Students are responsible for replacing media center and textbooks that are lost or have been damaged. **Students who do not pay for a lost or damaged book will not receive a textbook the following school year until the lost or damaged book has been paid for. Price of books may be obtained from the front office.**

MAKE UP WORK

Students who have an excused absence have the privilege to make up missed class work. It is the student's responsibility to get the assignments from the teachers. Students will be allowed three (3) days as soon as they return to get with the teacher to setup an opportunity to make-up missed assignments. Students who are absent from school for an excused extended period of time may be given special consideration.

PROMOTION/RETENTION

Promotion or retention of students can sometimes be a difficult decision.

- Teachers and administrators will work with parents in the decision-making process to determine what is best for each individual student in grades K-5.
- In addition, Clay County has adopted a Promotion/Retention Policy as required by State of Georgia legislation.

In addition to the requirements previously established by the Clay County Board of Education, students must pass the Georgia Milestones as listed below in order to be promoted to the next grade. Students in grades 1 -5 must pass reading and/or math in order to be promoted to the next grade.

1. Students in grades 3 and 4 will take the Georgia Milestones in Language Arts and Math. Students in grade 5 will take the Milestones in all subject areas (Language, Math, Science).

Students who do not pass the main administration of the test may be offered remediation prior to the end of the school year and an opportunity to re-take the failed areas. The re-test will be developed locally with the exceptions of 3rd grade Reading/ELA Writing and 5th grade Reading/ELA/Writing and Math.

2. If funds are available, students in grades 3-5 who do not pass Reading/Language/Writing and or Math or those who failed reading and/or math class will be offered summer remediation and given another opportunity to retest.
3. Students who do not achieve a passing score on the retests or who fail two or more classes for the year must come to an appeal meeting with a parent/guardian, administrator, and/or other school officials. After reviewing the child's performance on the standardized tests, his/her classroom grades, attendance, behavior and other considerations a decision will be made by the administrators and school personnel on the committee. The decision of the appeals committee may be appealed to the Superintendent by the parent or guardian.

ACADEMIC PLACEMENT

PROMOTION, PLACEMENT, AND RETENTION

Effective the 2003-2004 school year, state law O.C.G.A. 20-2-282, the Promotion, Placement, and Retention Rule, was implemented in Clay County Elementary School. This law requires that it will be “the policy of the State of Georgia that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next level of academic achievement.”

The placement committee will review the overall academic achievement of the student, and the standards for promotion adopted by the Clay County Board of Education. A decision to promote the student must be unanimous and must determine that, if promoted and provided accelerated, differentiated, or additional instruction, the student will be likely to perform at grade level expectations. Once the placement committee reports its decision, that decision will be upheld by the Clay County Board of Education.

MEDIA CENTER

THE MEDIA CENTER IS OPEN FROM 7:30 – 3:15 EACH DAY.

Students should use the media center for the purpose of research, pleasure reading, and/or other class-related activities. Socializing and loitering in the center are inappropriate behaviors for Clay County Elementary School students. Students who seem to have no defined purpose for being in the center, who are not busy, or who are disruptive will be asked to leave the center and will be subject to disciplinary action. Students are asked not to check out books for other students. Students should return all books and other materials promptly so that others may use them.

LIBRARY BOOKS

Library books are furnished to your child by the school system on a loan basis, and should be treated as borrowed property. Students must pay for the loss or abuse of library books. Kindergarten students may check out one book at a time. Students in grades 2-5 may check out two books at a time.

ACCELERATED READER (AR) PROGRAM

- The Accelerated Reader program combines technology and research to increase independent reading. The child first reads (or has read to him/her) a book from the Accelerated Reader book list. The child then takes a computerized test on the book, answering simple multiple-choice questions that check the child’s recall of basic facts and events in the book.
- After finishing the test, the child receives a point score based on the difficulty level of the book and the number of questions he/she answered correctly.
- The computer keeps track of each student’s points/percent of goal, reading level, and test percentages. This is valuable information for teachers.
- A student’s points/goals also serve as the basis for various rewards.

myON READER PROGRAM

- A personalized library for every student
- Enhanced digital books, enhanced reading growth
- Simply increasing students' access to reading materials can increase reading engagement and, in turn, reading growth. With myON Reader, students get access to thousands of digital books—and so much more. From robust scaffolds that help students build reading and writing skills to customizable assignments and reports to help teachers nurture and monitor their progress, myON Reader helps you supercharge reading growth for every learner.

25 BOOKS CAMPAIGN

The 25-book campaign equips students through the power of reading for success in academics, careers, and life. Students are required to read a minimum of 25 books or equivalency during the school year. Equivalency is teacher selected materials; such as, short stories, magazines articles, and newspaper accounts. The books read are a balance between literary (fiction) and informational (nonfiction). Documentation of books read is provided Renaissance Learning using the Accelerated Reading Program and student book logs. Three times a year, a student is given the STAR test through Renaissance Learning. The purpose of this test is to assess the student's reading level. The results are reported to the English-Language Arts (ELA) teachers. ELA teachers will communicate to students and parents the required reading level for books. Testing without reading books, taking tests for others and purposely reading below the assigned reading level can result in lunch detention, no participation in sports, loss of privileges, or office referral. Students must make seventy percent on each test in order to receive credit.

PROGRAMS AND SERVICES

“PARENT RIGHT TO KNOW”

Under the Elementary and Secondary Education Act (ESEA) of 1965 the Clay County School District informs parents that you may request information about the professional qualifications of your student's teacher (s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instructions;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher qualification, please contact the principal at (229) 768-2234.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The PBIS framework utilizes a problem-solving approach that improves the entire school climate by using data to identify the reasons negative behaviors are occurring and implementing changes and interventions that address those reasons. PBIS is a preventative and proactive framework of addressing inappropriate behavior through fair and consistent discipline practices.

The foundation of PBIS at Clay County Elementary School is "HAWKS S.O.A.R" by following the building-wide expectations:

- Safe
- On-Time
- Accountable
- Respectful

In addition to our behavior expectations, PBIS has three other components: 1) a behavior matrix which explains behavior expectations in each school setting; 2) direct teaching of the expectations; and 3) PBIS recognition.

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At CCES, each student will earn points for meeting behavior expectations. When goals are met, students will enjoy the PBIS cart and/or participate in periodic school-wide celebrations.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

MTSS is a tiered system of supports that integrates assessment and intervention within a school-wide, multi-level prevention system to maximize student achievement and reduce behavior problems. MTSS promotes system alignment to increase efficiency and effectiveness of resources.

MTSS is a data-driven prevention framework that uses Assessment (Screening and Progress Monitoring) to identify and predict students who may be at risk for poor learning outcomes or who experience social/emotional needs, and/or behavioral concerns that impact learning.

SPECIAL EDUCATION

Special education services are available for eligible students. The Board of Education will provide a free and appropriate education for students with disabilities whose parents or guardians reside within the school system boundaries. Disabled students will be placed in the least restrictive environment which will meet their needs through the school system's special education placement process.

GIFTED EDUCATION

The Georgia Department of Education's Gifted Program is funded by the State of Georgia. In Georgia, a gifted education student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her ability(ies).

SCHOOL COUNSELOR

The Clay Schools counseling program is committed to providing a comprehensive,

developmental guidance program that will enable each student to become a lifelong learner enter the workforce with the necessary skills to achieve academic and personal potential.

School personnel and parents/guardians may request the services of the counselor to assist students dealing with academic, social/emotional, behavioral and/or attendance issues.

Appointments or conferences with the counselor should be prearranged whenever possible.

All teacher counseling referrals are to be referred using a school counseling referral form.

Students must have a pass to see the counselor.

TITLE I

CCES Elementary is a Title I school operating a School-wide program. Federal funds received by our school are spent to help close the achievement gap and help students meet challenging state standards. Research shows that parental involvement is a key factor in the academic success of students. Parents are encouraged to learn about our school's educational program, as well as our educational goals and objectives. As a Title I school, CCES provides access to educational materials and resources to help parents learn more and be involved in the educational process. Clay County Elementary School's Title I Parent Involvement and School-wide plans are on file in the school office, the school media center, the school system's website, and at the Clay County Board of Education office, if you would like to review them. Please contact the office if you have any questions.

GENERAL INFORMATION

ASBESTOS STATEMENT

This is to certify that the Clay County School System has fully complied with Federal Regulation HOCFR763 – Asbestos Hazard Emergency Response Act (AHERA). All school buildings have been inspected for asbestos by an EPA certified inspector. A Management Plan for each school is on file in the Principal's office. The Management Plan is available to the public during regular business hours. Copies may be obtained for a fee of \$.25 per page.

CELL PHONE

Students are **NOT** allowed to bring cell phones to school. If a student has a cell phone on campus, it will be confiscated until a parent comes to pick it up (see student code of conduct).

DRESS CODE

Bottoms - Shorts/Pants/Slacks (Navy, Black, or Khaki)

- Solid khaki, navy, or black bottoms must be worn Monday - Thursday
- Tailored shorts (no shorter than mid-thigh) may be worn
- Shorts, pants, and slacks must be worn at the natural waistline and be the appropriate size
- Capri pants/pedal pushers may be worn, provided they are not made of spandex or skin-tight material
- No cutoffs, athletic style or spandex shorts are allowed
- No oversized bottoms, sweatpants, athletic pants, or denim. ****ABSOLUTELY NO SAGGING**
- Jeans (*no ripped, shredded, bleached, or jeggings*) may be worn on Fridays
- Belts must be worn and must be black, brown, or khaki

Tops - Shirts/Blouses (Navy, Royal Blue, or Gold)

- Solid navy, royal blue, or gold shirts with collar, or spirit shirts may be worn Monday - Thursday
- All shirts and blouses (long and/or short sleeves) must have collars except for spirit shirts

- Types of shirts include – polo, button down, and spirit t-shirts
- No large logos on any uniform shirts
- All shirts and blouses must be worn tucked in at all times
- No oversized, see-through, low-cut, sleeveless, or midriff tops

Jumpers/Dresses/Skirts (Navy, Black or Khaki)

- Khaki, black or navy only must be worn with uniform shirt
- Must be no shorter than mid-thigh and no longer than the top of the shoe
- Open pleat, vent, slit, or buttoned opening skirts may not be worn open more than four (4) inches above the knee

Shoes/Socks

- All shoes must be closed in (front and back) ...no flip-flops, jellies, crocs or mixed matched shoes
- Socks and tights must be solid colors only (black, navy, or white)

Jewelry

- Watches are allowed for girls and boys
- Necklaces, bracelets, or rings must be small (quarter) size. Large jewelry is NOT allowed.

Jackets

- Sweatshirts and jackets must zip up (zipper must go from bottom of jacket/sweatshirt to top of jacket/sweatshirt)
- All color jackets may be worn
- **Pullovers are NOT allowed**

**Students may dress down every Friday if they have not received any dress code violations. Students receiving any dress code violations will wear their uniform on Fridays of that week. T-shirts featuring material pertaining to alcohol, drugs, cigarettes, sexually explicit acts, violence, weapons, cults, gang activity, or inappropriate messages are not permitted as well as t-shirts intended to be worn as undershirts. Shirts cannot be altered from their original form. Students in ISS cannot dress down on Friday.*

Students are expected to dress in a manner that is supportive of a positive learning environment. It is expected that they will dress to provide themselves and others with absolutely no distraction. The following articles of clothing are not to be worn at Clay County Elementary School:

--Tank tops, off the shoulder tops, halters, tops that reveal any midriff, fishnet clothing, or visible underclothing.

--Clothing that displays words, symbols or designs that advocate or depict violence, drugs, alcohol, sex, hate groups, gang affiliation, or other illegal or inappropriate activity (including negative social behavior expressed or implied; ex. Snowman, Don't Snitch shirts, etc.)

--Skirts, shorts, or pants that are immodest, too short, sagging, or reflect gang activity.

--Hats, bandanas, sweatbands, visors, or sunglasses.

--Chains, dog collars, or gang-related jewelry, body piercing.

--Grills

--Other appearance that is deemed distracting or disruptive is unacceptable. This may include unnatural hairstyles, hair color, make up or dress.

* All shoes must be closed in. --**Not allowed:** flip-flops, crocs, jellies, etc.

* Students will not be allowed to wear body-piercing paraphernalia.

* Shirts must be tucked in and pants must be pulled up. Pants with belt loops should have a belt as expected.

Clay County Elementary School reserves the right to amend and change the dress code whenever additional items disrupt the learning environment.

LOST-AND-FOUND

For easy identification, please write your child's name on all personal items.

- Students may come to the lost and found area located at the main office to look for lost items. Small items such as jewelry, eye glasses, watches, keys, etc. are returned to the office.
- We are not responsible for lost or stolen items.
- Items turned into the office will be discarded if they are not claimed by the end of the school year.

PARENTAL INVOLVEMENT

The Parental Involvement Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable; therefore, 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 regularly 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 attends 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 a suspension or expulsion, the school shall request by telephone call or 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 programs or such treatment as the court deems appropriate to improve the student's behavior. 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.

PARENT-TEACHER CONFERENCES

A conference with your child's teacher is your best means of learning how your child is performing in school.

- During the school year, two conference days will be scheduled (Oct. and Mar.) for all Clay County schools. On these days, students will be dismissed early so that parents may conference with teachers.
- Parents, however, may schedule a conference at other times simply by contacting the teacher through the front office. The teacher will set up a time convenient for both parties.
- "Drop-in" (unscheduled) conferences should be avoided, since this interferes with instructional time and other teacher duties.

PARTIES

Since parties take away from class or instructional time; only two parties are permitted during the school year, one before winter holidays and one on the last day of school. There can be no surprise or planned parties for teachers or students.

PETS/ANIMALS

Animals are not permitted on school property with the exception of specially-trained service animals (e.g. Seeing-Eye Dogs). The Principal must be notified of the presence of service animals on campus.

PERSONAL ITEMS

In an effort to reduce the opportunity for property to be stolen, we recommend certain items not be brought on school campus. These items *include but are not limited to* cell phones, CD players, radios/tape players, headphones, iPod, MP3 players, laser pointers, musical instruments, electronic hand-held games, card games, etc. School personnel will not be held responsible for items reported stolen. Personal items may be confiscated by school personnel and will be returned to the parent/guardian. Repeated violations may result in more serious disciplinary action.

PERSONNEL REQUIREMENTS

In compliance with the requirements of the *Elementary and Secondary Education Act* the Clay County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualification or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Terri Marcus, Assoc. Supt., at 229-768- 2232 tmarcus@clay.k12.ga.us, or 105 Washington Street North, Suite 1, Fort Gaines, GA 39851.

PHYSICAL ABUSE OF SCHOOL PERSONNEL

Georgia law prohibits students from committing physical acts of violence against school personnel (teachers, bus drivers, or other school officials or employees). The law defines physical violence and establishes consequences for such acts, as follows:

- Intentionally making physical contact of an insulting or provoking nature with school personnel.

A student who is alleged to have committed such an act will be suspended pending a hearing by a tribunal. A student found by a tribunal to have committed such an act will be expelled from school for the remainder of his/her eligibility to attend public school and will be referred to juvenile court. The Clay County Board of Education has the discretion to follow the recommendation of the tribunal or to impose penalties not recommended by the tribunal.

MOMENT OF SILENCE

Georgia state law mandates a moment of silence be observed each morning.

NONDISCRIMINATION STATEMENT

The Clay County School System does not discriminate on the basis of race, color, national origin, sex, age, religion, creed, or disability in admission to its programs, services, and 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 system superintendent's office at 111 East Commerce St. P.O. Box 219, Fort Gaines, GA 39851 or 229-768-2232.

SALES

Students are not allowed to sell food items or other items at school except through school-sponsored activities as set by the organization and/or club. Unauthorized goods will be confiscated.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Incidents should be reported immediately to school administration or other appropriate adults.

STUDENT REPORTING OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies. Student consent is no defense.

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.

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.

Any school principal or their designee receiving a report of sexual abuse or misconduct 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 in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

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

SURVEILLANCE CAMERAS

Surveillance cameras are installed for security.

TELEPHONE USE

In our effort to teach children responsibility, we limit the student use of school telephones during the school day to emergencies only. Forgotten homework, lunches, special required items are not considered emergencies. If the student is sick, the school nurse will contact the student's parent/guardian. Students will not be allowed to receive phone calls.

TOYS/ELECTRONIC GAMES

Toy guns, knives, trinkets, electronic games and other toys are to be left at home. Banned toys or other items will be taken up by the teacher and held at his/her discretion.

VISITORS

Visits from parents are conducive to a beneficial working relationship between school and home. However, **all visitors are required to report to the front office upon arrival on campus.** If it is necessary to speak with a student or a teacher directly, the office personnel will make the proper arrangements. Students are **NOT** allowed to bring visitors to school.

Parents should not block the driveway while waiting for children. Park far enough away from the driveway so that traffic will not be impeded. Children will be expected to return home the same way unless the front office receives a written note from the parent. Clay County Elementary School has only one (1) telephone line; therefore, it is necessary to limit calls for business, injuries, or illness of a student. Students being picked up by parents must be in the front of the building and not in the bus parking lot. **All car riders are to be picked up and dropped off in the front of the building.**

VISITS

Visits from parents are conducive to a beneficial working relationship between school and home. However, all visitors are required to report to the front office upon arrival on campus. If it is necessary to speak with a student or a teacher directly, the office personnel will make the proper

arrangements. Students are NOT allowed to bring visitors to school. Please make an appointment for a teacher conference during the teacher's planning period by calling the school counselor at 229-768-2234. We will limit interruptions to the teaching process.

Parents and guardians may schedule a visit to the school to observe their child(ren) learning as approved by the principal. When such visits are approved, the parent/guardian will not interfere with the learning process in any manner. Upon approval, the parent/guardian may sit in the back of the classroom and observe the class but will not be involved with his/her child(ren). At no time will the visitor interface with children other than his/her own. Attempts made by parent/guardian that interrupt the instructional day will not be tolerated and if such actions occur the parent/guardian will be required to leave the school.

VISITORS OR CAMPUS INTRUDER: SCHOOL SAFETY

ALL school visitors should register at the front desk, provide name, reason for presence, and other requested information and wait to be announced and/or escorted. Unannounced or non-registered visitors are not allowed in any part of a school building. Emergency personnel who are responding to an emergency call, and preapproved authorized delivery staff are exempt. All visitors asked to leave school property must do so immediately, peacefully, and directly. Failure to do so will result in report to law enforcement.

Definition: Intruders are individuals who do not receive permission, register & obtain an appropriate pass from the school office to be on the school premises, or refuse to leave when asked to do so. This includes, but is not limited to, individuals who present false information, are in non-authorized areas or otherwise do not follow guidelines for the visit.

GENERAL PROCEDURES:

1. Unannounced or non-registered visitors are not allowed in any part of a school building.
2. Visitors are not allowed to go to the classroom during instructional time without administrative approval and escort. Parent conferences should be scheduled during teacher planning period or other non-instructional time.
3. Visitors must sign out, turn in visitor's pass and exit through the front of building.
4. All staff are authorized and responsible to stop intruders (any visitors without visitor's pass/badge) & inquire as to their business in the building. Visitors will be directed or escorted (when appropriate and possible) to the front of the building by staff. If visitor is unescorted, uncooperative, or otherwise suspicious, appropriate staff and/or law enforcement will be called for assistance.
5. Students will not be allowed to leave the building with anyone except parent/legal guardian unless specific written permission is received from parent/legal guardian who enrolled student in school or legal authorities.
6. Whenever any individual comes to the school requesting to talk with or question a student, an administrator or his/her de-signee will be required to review the reason for the request, approve the visit and be present for the meeting. If visitor is not the parent or guardian of the child, permission must be obtained by the administrator or his/her designee before the individual is allowed to meet with the child. **Administration has the authority to refuse the request, regardless of consent for the visit.**

WEAPONS NOTICE

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind. A bowie knife, switchblade, ballistic knife, or any other knife, especially those knives having a blade of three or more inches, straight-edged razor or razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which maybe known as a nun chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind, and stun gun or taser. Violation will result in expulsion from school for one year and/or criminal prosecution.

UNSAFE SCHOOLS

Major offenses including, but not limited to drug and weapon offenses can lead to school being named as an unsafe school according to the provisions of state board of education rule 160-4-8-.16 unsafe school choice option.

TRANSPORTATION

TRANSPORTATION CHANGES

Transportation changes will NOT be made by telephone. Parent or other authorized parental authority should send/provide, in advance, a signed WRITTEN request to the school regarding any change in emergency contact, student’s route, and pick up or drop off point for bus transportation. All requests should be in writing, include: 1) parent/guardian signature and include a 2) telephone number where parent/guardian can be reached must be provided. Written request should include clear details, street address for drop off, names and grades of all children involved, an emergency phone number and emergency contact person’s name. Note must be signed by parent. The Principal, Assistant Principal, Administrative Assistant or designee must approve the note. The office staff will issue a bus pass. The pass must be with the student when he or she gets on the bus. **Request for a bus change must be in writing prior to 1:45 p.m.; changes will not be made after 1:45 p.m.**

It is illegal for persons to knowingly, intentionally or recklessly disrupt or interfere with the operation of a school, school bus or BOE designated school bus stop and may result in criminal charges, per Georgia law. It is very important for the safety and well being of students, the bus driver and other pedestrians, drivers and passengers ...that students follow all school and bus rules while on the bus. Bus Suspension does not relieve the parent and student of mandatory school attendance requirements.

SCHOOL BOARD BUS POLICY (BUS CONDUCT) O.C. G.A. 20-2-705

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus – and only at that time – does he/she become the responsibility of the school district. In

view of the fact that a bus is an extension of the classroom, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

When a student does not conduct himself/herself properly on a bus, the bus driver of that school will bring the incident to the attention of the building principal. The building principal will inform the parents immediately of the misconduct and request their cooperation in correcting the student's behavior.

BUS CONDUCT

Riding a Clay County School System bus "is a privilege and not a right". The bus is considered an extension of the classroom. Students are expected to follow the same rules of student conduct on the bus as in the classroom. Students are expected to immediately and respectfully comply with directions of the driver. Inappropriate student bus conduct distracts the driver and is a threat to the safety of others on the bus and on the road. Such conduct may result in denial of the privilege for a student to ride the bus, either temporarily or long term. Rules regarding student behavior apply at the bus stop, also.

School bus drivers are responsible for safety and must be obeyed at all times. They have the authority to assign seats.

- Students riding the bus should return on the same bus unless they have a note from parents signed by the principal.

On the bus, students must cooperate with the driver and serve the following rules:

- Observe the same code of conduct as in the classroom.
- Be courteous.
- Keep the bus clean by not eating, drinking, chewing gum, or smoking.
- Refrain from profanity.
- Remain in the seat at all times, especially while the bus is in motion.
- Always keep hands, head, and feet inside the bus.
- Be at the bus stop on time; buses cannot wait for you.
- Students suspended from a bus will not be allowed to ride another bus during the suspension.
- Pupil shall only cross the road or street in front of the bus.
- Pupils shall wait in an orderly line, board and exit the bus in an orderly manner and avoid horseplay.
- Pupil shall go directly to an available or assigned seat when entering the bus.
- Pupil is permitted to carry only appropriate objects that can be held on his/her lap. Pencils/ pens must be in the book bag. Pupil shall refrain from any form of verbal or physical violence, bullying, harassing, assault and battery, changing seats or other disrespectful or unruly behavior toward students, drivers or any other persons who are on, near or passing a bus.
- Pupil shall keep hands, feet and belongings to self, refrain from holding, dropping or throwing anything out the window.
- Pupil shall follow CCS rules of conduct at all times, even on bus and at bus stop.

Student Device Loan Agreement and Expectations for Responsible Device Use

Student Device Loan Agreement

The Clay County School System (“CCSS”) provides devices to students to enhance their education. It is imperative that parents/guardians stress to their children how important it is to take good care of their issued device and to behave appropriately when interacting with others digitally. Certain rules are necessary to protect the device and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a CCSS device, students and his/her parents/guardians agree to the following responsibilities for the use and care of this device.

1. The student agrees to follow all CCSS policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Device Use printed on the back of this form, as well as the Acceptable Use Policy and the Student Code of Conduct.
2. The computer is the property of CCSS. If a student withdraws from the school prior to the end of the loan period, the device must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any CCSS identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secured and safe. The parent/guardian will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, CCSS may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel promptly and no later than 24 hours of the incident.
6. Upon request, the student agrees to deliver the computer to CCSS staff for technical inspection, to verify inventory or other information or for random screening.
7. The device cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of CCSS.

I have read and agree to comply with these rules and all CCSS policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy, and the Student Conduct Code. I understand that the device is the School Division’s property and it may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, student and his/her parent/guardian is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt Out of the device program must contact the school and an Opt Out form will be provided for signature.

CCSS grants permission to the student to have limited use of the device described in this continuing agreement. The school system insurance AND the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by CCSS) and failure to return the device and charger on or before that date to the building principal or his/her designee could result in billing for the unreturned item(s) and/or other legal proceedings against the student and/or the person who has the device. Device bags will be issued to each student with issuance of the first device and will remain with the student for the duration of program participation. CCSS reserves the right to demand return of the device at any time.

School	Grade	Homeroom Teacher

Student’s Full Name and Address (please print)	Date
Signature of Parent or Guardian	Date

Student Device Loan Agreement and Expectations for Responsible Device Use

Expectations for Responsible Device Use

Initial after each statement below, agreeing to the CCSS Expectations of Responsible Device Use.

1. I understand that as CCSS property, the device is subject to inspection and search at any time and without cause. _____
2. I understand that I am not to remove or alter any part of the computer. _____
3. I understand that only authorized educational programs installed by CCSS staff may be used on the device, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction. _____
4. I understand that I am accountable for knowing where my device is at all times. _____
5. I understand that I am responsible for the proper care of my device, that the device must be in the case provided by CCSS when not in use, and that damage to the device when it is not in the protective case may be considered intentional. _____
6. I understand that I am not to add or remove labels to the device, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the device. _____
7. I understand I am responsible for keeping food and beverages away from my device and that I am not to leave my device outside, unattended in a vehicle, in an unsecure location, or near water. _____
8. I understand that I am to avoid using objects that may scratch or damage any part of the device. _____
9. I understand that I am to turn my device off when finished using it, especially before traveling to or from school. _____
10. I understand that I am not to loan my device or charger to other individuals. _____
11. I understand my device's serial number and manufacturer/district labels are not to be defaced. _____
12. I understand I am not to delete any school-installed software. _____
13. I am understanding that I am only to use my device in ways that are educational and appropriate and in accordance with all policies and procedures, including the Acceptable Use Policy and the Student Code of Conduct. _____
14. I understand that I represent the school division in all my online activities while using the device. I understand that what I do online on the CCSS device should not reflect negatively on my fellow students, teachers, or Clay County School System.
15. I understand that I am to interact with all others in a respectful, courteous, and school-appropriate manner while using the device. _____
16. I understand that my personal username and password must not be shared with any individual. _____
17. I understand that I am to follow the CCSS Acceptable Use Policy at all times. _____
18. I agree to return the device, case and power cord in good working order at the end of the school year, upon leaving CCSS, or when my user privilege is revoked. _____
19. I understand that I am to bring my device to class each day fully charged. _____
20. I understand that the condition of my device is **NEW or Good** and when I return the device to the school it should be still in good condition. _____

BEHAVIOR/DISCIPLINE

STUDENT CODE OF CONDUCT

Each student may expect that Clay County Schools will:

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
5. Address all complaints and concerns brought to the attention of school personnel and school staff.
6. Inform students of the Code of Conduct and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this Code of Conduct.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school related functions on or off campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes, regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Follow all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

Each parent/guardian may expect that Clay County Schools will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Clay County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Clay County School District's policies and procedures.

Each parent/guardian is expected to:

1. Read and become familiar with this Code of Conduct.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school officials about any concerns/complaints in a respectful and timely manner.

5. Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their student.
6. Talk with their student about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to staff, other parents, guardians, and students.
9. Respect other students' privacy rights.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

The Clay County Elementary School staff recognizes that self-discipline promotes learning and that a safe, orderly and secure learning environment is an essential component of an effective schooling. Our goal is to educate. However, when the behavior of an individual student conflicts with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. In this regard, a school-wide discipline program has been established which is applicable in school, on school grounds, on property used by the school, on the school bus, on school-sponsored field trips, and on the way to and from school.

Various forms of corrective actions will be used depending upon the nature and the severity of the infraction. Some of these may include:

- **Counseling by administration and/or counselor**
- **Parent/teacher conference**
- **Lunch detention**
- **Denial of participation in school activities**
- **In-school suspension**
- **Alternative school**
- **Out of school suspension**
- **Expulsion with possible criminal prosecution**

STATE DISCIPLINARY POLICIES

- The Georgia General Assembly has amended Code section 20-2-735 to require language be placed in the student code of conduct to “encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, or underage sexual conduct and crimes for which a minor can be tried as an adult.”

HALLWAYS, GYMNASIUM, CAFETERIA

In order that everyone can enjoy a pleasant learning and working environment, students are to maintain a low level of noise as they move through the halls. Shouting, congregating, and “carrying on” disturb others. Students should talk in a normal tone of voice and move to their destination as quickly and efficiently as possible. When students move through the halls during lunch or connection classes, they are expected to conduct themselves properly, be courteous and well behaved. In assemblies, students are expected to be on their best behavior for any guest, speakers, or presenters. Students should be silent as they enter the assembly area and should show appreciation in the proper manner and at the proper time. Appropriate and courteous behavior at school is the expectation for all students.

HALL PASSES

Students are not to be out of class unless they have a hall pass. Each student must have a hall pass in his/her possession specifying their destination when they are in the halls without adult supervision, the signature of the teacher giving permission, and the time the student left class. Students without passes will be escorted back to class. Students should be out of class only in cases of emergency or to participate in an approved educational activity outside of the classroom.

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 the account the student's discipline history.

The Code of Conduct provides a systematic process of behavior correction in which inappropriate behaviors are 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 are imposed for violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Clean up the lunchroom
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention (lunch)
- Short-term Suspension
- Referral to Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School or Bus

CORPORAL PUNISHMENT MAY BE ADMINISTERED AT THE DISCRETION OF THE ADMINISTRATOR WITH SIGNED PERMISSION FROM A PARENT ON THE APPROPRIATE FORM.

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.

LEVELS OF DISCIPLINE

The Code of Conduct is generally organized into four (4) levels of prohibited behaviors: Level 1 Violations, Level 2 Violations, Level 3 Violations, and Level 4 Violations. However, it is important for students and parents to note that the circumstances of particular violations may

warrant more severe consequences, even on the first violation. The School District reserves the right, in the administration's sole and exclusive discretion, to take any and all action necessary to protect its students, provide a safe and secure learning environment, and to ensure the orderly operation of all educational facilities, including without limitation treating a violation as a higher-level violation and/or providing for more severe consequences. Additional information regarding prohibited behaviors and disciplinary actions follows these sections.

Level 1 Discipline: Level 1 Discipline is generally used for minor acts of misconduct which interfere with the good order of school. Level 1 violations are generally minor violations and may represent a failure to demonstrate universally accepted expectations or social skills. It is the responsibility of all staff to address minor violations as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher alternative resolutions, the student may be referred to an administrator. The accumulation of multiple Level 1 violations could result in more severe consequences.

Level 2 Discipline: Level 2 Discipline violations are generally mid-level acts of misconduct. Mid-level infractions are addressed by administrators. Repeated (two or more) violations of any Level 2 violation can result in that violation being considered a Level 3 violation and referral to a disciplinary hearing.

Level 3 Discipline: Level 3 Discipline violations are generally serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Level 3 violations are generally major infractions and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from school. Level 3 violations may result in a referral to a Disciplinary Hearing with consequences ranging from long-term suspension to expulsion. Administrators will notify the appropriate district personnel, school resource officers, and law enforcement or state agencies deemed appropriate and required by law.

PHYSICAL ABUSE OF SCHOOL PERSONNEL

Georgia law prohibits students from committing physical acts of violence against school personnel (teachers, bus drivers, or other school officials or employees). The law defines physical violence and establishes consequences for such acts, as follows:

- Intentionally making physical contact of an insulting or provoking nature with school personnel.

An elementary school student who is alleged to have committed such an act will be suspended pending a hearing by a tribunal. A student found by a tribunal to have committed such an act will be expelled from school for the remainder of his/her eligibility to attend public school and will be referred to juvenile court. The Clay County Board of Education has the discretion to follow the recommendation of the tribunal or to impose penalties not recommended by the tribunal.

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 provided any such action does not violate school board policy or procedures.

AUTHORITY OF THE TEACHER

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of O.C.G.A. § 20-20-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student Code of Conduct. Such report shall be filed with the principal or designee on the school day or the following school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within a reasonable amount of time, notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report. This written notification shall include information as to how the parents or guardian may contact the principal or designee.

ALTERNATIVE PLACEMENT - IN SCHOOL SUSPENSION (ISS)

The Alternative Placement (ISS) is designed to isolate students assigned to this program from the regular classroom and from participation in activities of the school. It is designed to help them continue progress relative to classroom assignments and to provide individually oriented instruction in essential skills and knowledge areas in which low achievement levels may be contributing to the student's adjustment problems. Students are assigned to Alternative Placement for various discipline-related matters for a specified amount of time. Unacceptable behavior in the Alternative Placement setting will not be tolerated and may result in additional disciplinary action. Students assigned to the Alternative Placement (ISS) program or who are suspended from school **may not** attend any school function, including field trips and other activities, and may not practice or represent the school in any extracurricular activity. **Students will not be allowed to return to class after an OSS assignment unless a parent/guardian conference is held with an administrator. Placement in ISS or Suspensions from school or a bus can only be done by the Principal, Assistant Principal or designee.**

ISS EXPECTATIONS

1. Students report to the ISS room upon arrival to school or period assigned.
2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closing will make up the time missed on the next day of attendance.
3. Restroom breaks are provided periodically.
4. Students eat breakfast and lunch in the ISS room.
5. Students must bring pencils, pens and paper to ISS.
6. All school rules apply in ISS.
7. Students will remain seated in assigned seats and complete assignments, behavioral packets, or read appropriate material.
8. Talking or interfacing with other students, sleeping, lounging, placing head on desk, and eating or drinking at any time other than lunch is not allowed.

9. Participation in or attendance at any extracurricular activity from the time the ISS is assigned until the next school day after completion will not be permitted.
10. Students violating the ISS rules could result in additional days in ISS, OSS and/or loss of ISS as an option for disciplinary actions.

SPECIFIC CODES OF STUDENT CONDUCT

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY ACTIONS

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. Based on the progressive discipline process, students who violate the following are subject to disciplinary action ranging from a simple reprimand to more severe disciplinary action such as long-term suspension or expulsion.

RULE 1: DISRUPTION & INTERFERENCE WITH SCHOOL

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

No Student Shall:

- Occupy any school building, gymnasium, school grounds, properties, or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- Block the entrance or exit of any building or property or corridor or room thereof so as to deprive others of access thereto;
- Set fire to or otherwise damage any school building or property;
- Discharge, display or otherwise threateningly use any firearms, explosives, knives, or other weapons, or any object that can be reasonably construed to be a weapon, on school premises;
- Prevent or attempt to prevent the convening or continued functioning of any school, class activity, or lawful meeting or assembly on the school campus;
- Prevent students from attending a class or school activity;
- Except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus
- Continually and intentionally make noise or act in any other manner so as to interfere with teacher's ability to conduct class;
- In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any such lawful mission, process, or function;
- Refuse to identify oneself upon request of any teacher, principal, Superintendent, bus driver, or other authorized person;

- Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.
- Possession, display or utilization of any function (without authorization of principal or designee) of radios, cd players, laser devices, games, tape players, water guns, toys or other objects which may disrupt or interfere with any function of school.

RULE 2: DISRESPECTFUL CONDUCT TOWARD TEACHERS, OTHER SCHOOL PERSONNEL, ADMINISTRATORS, OTHER STUDENTS, OR PERSONS ATTENDING SCHOOL RELATED FUNCTIONS

This includes, but is not limited to:

- a. Any form of harassment directed at another because of his/her race, national origin, sex or disability that is unwelcome, unwanted, and/or uninvited by the recipient.
- b. Any form of activity or behavior which is defiant, disrespectful, of a disrespectful nature, or deemed by administration to be disrespectful. Includes, but not limited to verbal, nonverbal, suggested or implied, gestures, physical, printed, media, online, etc.
- c. Sexual Misconduct.
- d. Bullying, teasing, taunting, making fun, or encouraging others to do so.
- e. Use of profane, vulgar, or obscene words, slander, actions, symbols, illustrations, advertisement, gestures.

RULE 3: DISREGARD OF DIRECTIONS OR COMMANDS - A student shall comply with all school rules and reasonable directions or commands of any Clay County School System employee, such as, but not limited to teacher, substitute teacher, student teachers, bus drivers, paraprofessionals, administrators, or any other authorized school personnel. This code includes rules related to expected classroom, school and bus behavior. Classroom teacher will make and document appropriate efforts with student and parent to correct inappropriate student behavior before referring student to principal. Staff will take positive action to reinforce appropriate behavior. In cases of inappropriate behavior, teacher/bus driver will warn/conference with student/parent, move or restrict child as appropriate and take any other appropriate action. If student's behavior is of a serious disciplinary violation or repeated disruption, staff may request administrative or other emergency, as appropriate. If a student has a legitimate personal problem with a direction given, he/she shall make a sincere effort to comply and respectfully make a request to discuss the situation, at an appropriate time, with the/a staff member in private.

RULE 4: CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER - A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to: violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are/appear to be: ethically and racially inflammatory, loitering or trespassing, cheating, sexual activity or sexually related behavior, gang related behavior, gambling, any other act or threat which is/may be reasonably considered suggestive of being threatening or terroristic or disruptive in any way, or community misconduct that would be so serious as to pose a threat.

RULE 5: BULLYING (O.C.G.A. 20-2-751.4) Students are prohibited from bullying, threatening or intimidating another student.

Bullying - act which occurs on school property, on school vehicles, at designated 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 a local school system, that is:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - Causes another person substantial physical harm;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school;
 - It is required that, upon finding a student (grades 6-8) has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative education program.
- d. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity.
- e. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student.
- f. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

RULE 6: KEEP HANDS TO YOURSELF

Any other aggressive or inappropriate behavior toward persons will not be tolerated. Students are to keep their hands, feet, etc. to themselves at all times. This includes public displays of affection, kicking, hitting, pushing, fighting, and any other form of inappropriate touch or physical aggression.

If two or more students are participating in the violation, both/all will be charged. Example: Affray/public fight in which 2 or more students both participate. Students who are threatened,

provoked, antagonized, harassed, intimidated, bullied, etc. by other students are to seek staff assistance immediately and allow staff to resolve/assist with resolving the conflict before it escalates.

RULE 7: THREAT, INTIMIDATION, HARASSMENT, ASSAULT, BATTERY ON ANY SCHOOL EMPLOYEE

A student shall not threaten, intimidate, harass, cause or attempt to cause physical injury, or behave in such a way as could reasonably cause physical injury to a school employee. This includes, but is not limited to: actual or intentional touches, behavior/action which threatens safety of school employee, disrespectful & intimidating remarks, gestures or posturing, insults, use of profanity, ethnic, racial, sexual or religious slurs or harassment, or any means of subjecting a person to fear of bodily harm. These rules apply anytime whether on school property, at a school related event or off school campus when the misconduct by the alleged perpetrator is on account of/or has the potential to hinder the school employee's performance or his/her official duties. Students who violate, or are alleged to violate, this code are subject to criminal complaint re: delinquent behavior, suspension pending tribunal, tribunal, long term suspension/expulsion and/or any other disciplinary action deemed appropriate by administration.

RULE 8: THREAT, INTIMIDATION, HARASSMENT, ABUSE, ASSAULT AND/OR BATTERY BY A STUDENT TO ANOTHER STUDENT OR TO ANY PERSON NOT EMPLOYED BY THE SCHOOL.

A student shall not cause or attempt to cause bodily injury, or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any student which threatens the safety or well-being of that person, causes the person to fear bodily harm, has the likelihood of provoking a fight or other inappropriate response. This includes, but is not limited to, fighting, use of profanity, or ethnic, racial, sexual or religious slurs or harassment for any reason. Students who violate this code are subject to parent meeting, behavior contract, tribunal, placement in an alternative education setting, long term suspension/expulsion, and/or any other disciplinary action deemed appropriate by administration.

RULE 9: WEAPONS, DANGEROUS INSTRUMENTS & DESTRUCTIVE DEVICES (O.C.G.A. 16-11-127.1)

A student shall not possess, handle, or transmit a razor, razor blade, box cutter, knife, ice pick, explosive device/paraphernalia (including fireworks), loaded cane, sword cane, machete, pistol, rifle, revolver, shotgun, pellet gun, fire arms of any kind (loaded or unloaded, operable or inoperable), bat, club, or other bludgeon-type weapon, any weapon related paraphernalia or any other object that reasonably could be considered a weapon, dangerous instrument or destructive device. A student shall not possess, handle, transport, transmit, use or threaten to use any other object as a weapon. Students who violate this code are subject to criminal charges, CCMS student disciplinary tribunal hearing, long term suspension/expulsion for one year and/or any other disciplinary action deemed appropriate by administration. Indirectly involved students may be considered accessories.

RULE 10: ALCOHOL, TOBACCO & OTHER DRUGS

-Alcohol: A student shall not manufacture, sell, purchase, transport/transmit, possess, use or be under the influence of any intoxicating beverage, substances represented as alcohol or any related paraphernalia.

-Tobacco: A student shall not possess, use, distribute, transmit/transport, buy, trade or sell tobacco, tobacco products or tobacco related paraphernalia.

-Other Drugs: A student shall not manufacture, possess, sell, use, purchase, transport/transmit, trade, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, inhalant, barbiturate, marijuana, intoxicant of any kind, drug related paraphernalia.

Indirectly involved students may be considered accessories in Rule 10. This includes student noncompliance with system or school policy/procedures re: unauthorized prescription or over the counter medication or paraphernalia.

A student shall not wear attire, carry a book bag, tote, etc. which symbolizes, advertises, represents or refers to any drug or the use or possession of alcohol, tobacco or other drug or related paraphernalia. A student shall not possess, sell, transmit or attempt to sell or transmit any substance under the pretense that it is a prohibited substance as described by this rule.

RULE 11: DAMAGE OR DESTRUCTION, BURGLARY, ROBBERY, THEFT, OR UNLAWFUL ENTRY OF SCHOOL OR PRIVATE PROPERTY:

A student shall not cause or attempt to cause damage to school or private property, attempt to steal school or private property and shall not possess, sell use or transmit stolen property. A student shall not unlawfully seek to enter any school or private property. This code includes the belongings or property of other students or any other person at school, on school property or at a school related function.

RULE 12: DAMAGE OR DESTRUCTION, INCLUDING ARSON, GRAFFITI, AND/OR VANDALISM:

A student shall not damage, attempt to damage or promote in any way damage of school or private property. Arson is the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Vandalism is the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it. Examples of vandalism: graffiti, carving initials or words in desk tops, spray painting, lighting fireworks, etc.

- **BREAKING & ENTERING:** A student shall not make an unlawful entry into a building or other structure with intent of committing a crime. This applies to school buildings or activities related to school function.
- **ROBBERY:** A student shall not take, or attempt to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. Example: Extortion of lunch from another student.
- **LARCENY/THEFT:** A student shall not unlawfully take, carry, lead or ride away with property of another, even though without threat, violence, or bodily harm.
 - *Example:* theft from a building, coin-operated machine, theft from motor vehicle, unattended purse, book bag, etc.

Students who violate (or are directly involved in) any part of this code or are suspected of violating this code will be subject to search of his/her person, belongings, and/or property.

Students will also be required to make restitution, be subject to placement in an alternative setting, long term suspension/expulsion, tribunal hearing and/or any other CCMS disciplinary consequence which is deemed appropriate based on the circumstances of the incident and other progressive discipline factors.

RULE 13: ELECTRONIC COMMUNICATION DEVICES

Students are not permitted to display or utilize any function of an electronic communication device, during the school day/hours (this includes evening school, after school tutoring, summer school or Saturday school), at school events (includes, but not limited to field trips, meetings, competitions, practices, etc.), on school provided transportation and/or any time of which employees are responsible for supervising students. Any exceptions must be pre-approved by the Superintendent, Principal or other designee. Clay County Schools will not be responsible for lost, stolen or damaged devices.

Student violations will result in disciplinary actions, turning the device over to the administrator. (This rule should not be interpreted to imply that student electronic device is permitted by school administration.)

RULE 14: COMPUTER TRESPASS, COMPUTER OR TECHNOLOGY MISUSE

There shall be no unauthorized/unsupervised/inappropriate use of school or personal (or belonging to another) technology, electronic device, computer, computer network, e-mail, internet or any use with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data at school, a school function or activity.

RULE 15: UNEXCUSED ABSENCES & TARDIES (O.C.G.A 20-2-690)

Education is mandated for all children ages 6-16. A student shall not be absent from or tardy to school, any class or other required school function during required school hours, except for illness or other providential causes. Written excuse must be provided to administrator, in advance or within 3 days of student's return to school, if parent wishes to request absence be excused. A student must have the written permission of the teacher, principal or other duly authorized school official for any school related excused tardy or absence. After his or her arrival on campus, no student may leave school grounds/school related function prior to the end of school day without written consent of parent/guardian and duly authorized school official.

RULE 16: REPEATED VIOLATIONS/MISBEHAVIOR OR CHRONIC DISCIPLINARY PROBLEMS

A student shall not exhibit a pattern of behavioral characteristics which interfere with the learning process of students around him/her and which are likely to recur. Students who chronically disrupt the teaching and/or learning process or repeatedly violate other school rules will be subject to RTI and may be charged with repeated violations and/or may be subject to the chronic disciplinary problem student process. In addition to other disciplinary action, parent(s) or guardian of chronic disciplinary problem student will be notified, will be invited to observe their child in school, will be invited to participate in the development of a behavior contract/behavior correction plan.

STUDENT BEHAVIOR CODE

The school system reserves the right to discipline students whose behavior is subversive to good order and control in the schools. The administration has the responsibility to interpret and enforce this behavior. Students who refuse to comply with assigned consequences for behavior code violation(s) will not be allowed to continue to attend school until such consequences can be satisfied.

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, frictions, and disturbances which interfere with the effective functioning of the student, class, teacher, and school. It is also the presence of a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

**Note: Consequences listed are considered minimum punishment. The Georgia General Assembly requires that this Student Behavior Code include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be charged as an adult.*

DEFINITION OF TERMS:

Alternative Education Program: Student will not be allowed to continue in the regular academic program CCMS, but may be allowed to attend ISS or extended ISS.

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person (Example: fighting)

Behavior Correction Plan: Student may be required to participate in the development and implementation of a student behavior plan which will focus on corrective behavior, appropriate actions and/or expectations regarding all parties involved. Student must agree to contract guidelines. If student is classified as a chronic discipline problem student, parent must agree to and follow guidelines of contract.

Bullying: *(see board policy located in the appendices)*

Bus Suspension: Restriction from bus transportation for a designated time, because of bus, school, or community behavior which reflects a threat/potential threat of disruption or to the safety of the student or others. Student must attend school, but parent will be responsible for student transportation.

Character Education: In an effort to foster the development of critical thinking, ethical and lawful behavior, and responsible citizenship, students shall be instructed in development of state approved character traits. This program will address methods of discouraging bullying and violent acts against fellow students.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Chronic Lack of Supplies: Repeatedly reporting to class without necessary materials.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's notice so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Due Process: Before a student is suspended, the principal or designee will attempt to inform 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, administration will attempt to notify the child's parent(s)/guardian(s) by phone and/or in writing.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finders and judge with respect to student disciplinary matters.

Disciplinary Tribunal Hearing: Unacceptable behavior that warrants tribunal or suspension beyond 10 days will be handled by suspension for up to 10 days, pending student disciplinary tribunal hearing. The case will then be processed in accordance with regulations governing long term suspension and tribunal hearing. The tribunal is composed of 3 school officials who have been officially appointed to serve as student disciplinary tribunal hearing officers, whose purpose is that of fact finder and judge. The tribunal serves as the direct representative of the Clay County Board of Education (CCBOE) in determining guilt or innocence and appropriate disciplinary action for student cases involving recommendations for long term suspension, Alternative Ed placement, or expulsion. Disciplinary tribunals were established to ensure fair due process for students, in accordance with Georgia Code 20-2-750 and by policies and regulations of the CCBOE. Any party aggrieved by the tribunal decision has the right to appeal the decision to the local Board of Ed by filing a letter of appeal to the Superintendent within 20 days of the tribunal's decision. The appeal must be in writing and distinctly set forth the question in dispute, the decision of the tribunal and a concise statement of reasons the decision is appealed. The CCBOE will review the decision based solely on the evidence submitted to the tribunal, and no new evidence or testimony will be considered. Parent(s) or student (if student is age 18 or older) has the right to waive a tribunal hearing and accept disciplinary recommendations of the school administrator. At the time of written notification of the tribunal hearing, student/parent will receive formal notice of the charges, administrative disciplinary recommendations, summary of tribunal procedures and related rights. When applicable, administrator will request manifestation determination and other appropriate procedures through Special Ed Director.

Disobedience/Insubordination: Failure of student to comply with reasonable direction, instruction, or school rules.

Disorderly Conduct and Disruption of School: Behaving in a violent, serious, inappropriate or continuous manner in which disrupts the orderly conduct of school or a school function (including school transportation & BOE designated bus stops), the learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medication and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Fighting: Mutual participation in a fight involving physical force where there is no main offender and no major injury.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Gang Activity: Any activity in which persons behave in such a way that their behavioral purpose appears to intimidate, threaten or inflict bodily harm on any living being/creature, to be destructive of property, or to be disruptive. Gang activity includes, but is not limited to gang identified or related behavior, promotion, dress, accessories, literature, media or other related paraphernalia.

In-School Suspension: Removal of a student from class or regular school program and assignment to an alternative education program/setting, isolated from peers. Refusal to accept ISS results in unexcused absence.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another, unless such physical contact or physical harm were in defense of oneself.

Progressive Discipline Process: Degree of discipline imposed will be in proportion to severity of the behavior of a particular student, his/her age & discipline record and other relevant factors.

Repeat Offenders: A student, with a record of repeated violations of school rules, who has been afforded due process may be referred to the appropriate agency or program, based on CSS unsuccessful attempts to intervene positively with the student. Student may be processed as chronic disciplinary problem student. Repeated disciplinary offenses are sufficient grounds for OSS, student disciplinary hearing, juvenile complaint and/or expulsion.

School Safety Zone: Refers to boundaries of 1000 feet, or as determined by law, beyond any school property.

Suspension: In school (ISS) or out of school suspension (OSS). Before a student is suspended, the administrator will make every attempt to inform 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, administration will attempt to notify the child’s parent(s)/guardian(s) by phone, visit or in writing.

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Weapon: The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; or any dirk, bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star, or oriental dart, or any weapon of like kind.

CHRONIC DISCIPLINARY PROBLEM STUDENT

Georgia law mandates that any time a teacher or principal (or designee) identifies a student as a chronic disciplinary problem student, the principal/designee shall make serious effort to notify by telephone call and by mail the student's parent or guardian of the disciplinary problems, 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 behaviour correction plan. Georgia law mandates that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request (and document) by telephone and mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioural correction plan.

DISCIPLINE PLAN

Disciplinary Actions the classroom teacher will be responsible for handling

NOT FOLLOWING INSTRUCTIONS/DIRECTIONS FROM AN ADULT - Coming to class without materials, talking, gum chewing/eating, horseplay, dress code violations, not completing work, disruption of class (minor) and failure to follow directions immediately.

- **1st Offense** warning
- **2nd Offense** conference with student/informal administration referral
- **3rd Offense** parent contact (phone or letter)
- **4th Offense** out of class isolation/loss of privileges/silent lunch
- **5th Offense** formal office discipline referral

FORGERY ON PARENT NOTES AND/OR PROVIDING FALSE INFORMATION –

Student provides knowingly false information to a teacher or staff member or forges his or her parent's signature on a document, report card, graded assignment, etc.,

- **1st Offense** Warning
- **2nd Offense** Written assignment, parent contact
- **3rd Offense** Administrative or counselor conference with the student
- **4th Offense** Parent Conference requested

CHEATING – Student caught cheating on a test or any school assignment

- **1st Offense** Conference with the student
- **2nd Offense** Referral to counselor and conference with parent,
- **3rd Offense** Referral to counselor, conference with parent, receives a zero
- **4th Offense** Formal office discipline referral (1 day ISS)/receives a zero
- **5th Offense** 2 days ISS/ receives a zero

TARDINESS TO SCHOOL/CLASS – Tardiness is defined as (1) being late to school or (2) being late to class without permission. Tardiness occurs when a student is not in the classroom by 8:05 a.m.

- **1st Offense** Warning
- **2nd Offense** Notify parents
- **3rd Offense** Unexcused absence/notify parents
- **4th Offense** Parent Conference requested
- **5th Offense** Notify parents/DFACS

CAFETERIA DISTURBANCES - Willful violation of procedures set up for proper cafeteria operation:

- **1st Offense** warning
- **2nd Offense** 1 day silent lunch
- **3rd Offense** 2 day silent lunch
- **4th Offense** 3 day silent lunch
- **5th Offense** formal office discipline referral

COMPUTER TRESPASSING – Students who enter chat rooms, view or bring pornography to school, provide personal information or sending messages over the web, or attempt to authorize inappropriate websites will receive the following:

- **1st Offense** warning
- **2nd Offense** 10 day loss of computer privilege
- **3rd Offense** 20 day loss of computer privilege
- **4th Offense** 30 day loss of computer privilege
- **5th Offense** loss of computer privilege for year

DRESS CODE VIOLATION

- **1st Offense** warning
- **2nd Offense** ISS until appropriate clothing are received
- **3rd Offense** ISS until appropriate clothing are received
- **4th Offense** ISS until appropriate clothing are received
- **5th Offense** ISS until appropriate clothing are received

LEVEL I OFFENSES

Skipping or leaving class without permission – Student does not report to his/her assigned class or the location specified by the teacher. Skipping is also defined as being in an area of the school without permission. Student may not leave class without permission.

- **1st Offense** Warning
- **2nd Offense** Refer to counselor and parent meeting
- **3rd Offense** 1 day ISS, parent contact
- **4th Offense** 2 days ISS parent contact
- **5th Offense** 3 days ISS parent contact

Petty Theft/Stealing – administrative decision depending on the severity of the theft

- **1st Offense** Refer to counselor, parent contact
- **2nd Offense** 1 day ISS, parent contact
- **3rd Offense** 2 days ISS parent contact
- **4th Offense** 3 days ISS parent contact

Conduct at Extra-Curricular Activities -Students that violate accepted rules of conduct on field trips, at games and events

- **1st Offense** warning/parent contacted
- **2nd Offense** Loss of activity privileges
- **3rd Offense** Loss of activity privileges

Electronic Devices/Toys-Devices such as, but not limited to: cell phones, beepers, CD or MP3 players, iPods, laser light devices, radios, tape players, water guns and other types of toys and electronic devices

- **1st Offense** **Warning, parent contact and item confiscated (parent may pick-up)**
- **2nd Offense** **1 day ISS, parent contact, item confiscated (parent may pick-up)**
- **3rd Offense** **2 days ISS and Parent Contact**
- **4th Offense** **3 days ISS and Parent Contact**

LEVEL II OFFENSES

Profanity/Abusive or Explicit Language/Horseplay/Scuffling - Language or gestures that are profane, obscene, or suggestive is unacceptable/physical contact to include pushing, hitting, spitting, or shoving will result in the following consequences.

- **1st Offense** **Warning and Refer to counselor**
- **2nd Offense** **1 day ISS, parent contact**
- **3rd Offense** **2 days ISS and Parent Contact**
- **4th Offense** **3 days ISS and Parent Contact**

Open Defiance/Disrespect of School Authority – Repeated failure to follow instructions of a faculty member, threats, intimidation of a physical/verbal nature, or comments or gestures of an obscene nature directed at a faculty member

- **1st Offense** **Refer to counselor, 1day ISS, parent contact,**
- **2nd Offense** **Refer to counselor, 2 day ISS, parent contact,**
- **3rd Offense** **Refer to counselor, 3 days ISS, parent contact**

- **4th Offense** **3 day OSS**

Public Display of Affection – Kissing, hugging, touching, etc., will not be allowed at CCES.

- **1st Offense** **Warning, parent contact**
- **2nd Offense** **Refer to counselor, 1 day ISS, parent contact**
- **3rd Offense** **2 days ISS**
- **4th Offense** **3 days ISS**

LEVEL III OFFENSES

Fighting/Physical Aggression - Mutual combat in which both parties have been involved regardless of who threw the first punch.

- **1st Offense** **Refer to counselor, 1 day ISS, parent contact**
- **2nd Offense** **Refer to counselor, 2 day ISS, parent contact**
- **3rd Offense** **3 days ISS**
- **4th Offense** **1 day OSS/Refer to tribunal**

Tobacco Use/ Damaging School or Personal Property/ Theft - Using, or in possession of tobacco products/ damage due to carelessness or inadvertent actions/ stealing or attempting to steal personal or school property

- **1st Offense** **3 days ISS, parent contact,**
- **2nd Offense** **Refer to counselor, 5 day ISS, parent contact**
- **3rd Offense** **1 day OSS**
- **4th Offense** **2 days OSS/Refer to tribunal**

Bullying/ Threatening an employee(adult) – refers to an act which occurs on school property, on school vehicles, at designated 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 at school/ Threatening another student or intimidating any student.

- **1st Offense** **3 days OSS parent contact**
- **2nd Offense** **5 days OSS, parent contact**
- **3rd/Repeated Offense** **10 day OSS/Refer to Tribunal**

Assault of Staff/ Gambling/ Active Sexual Activity - Any physical action taken toward a staff member/student engages in an activity such as card playing, rolling dice, or other games of chance in which a wager (either monetary or another form of exchange)/students participating in sexual activity of any type on school premises or at school-sponsored activities.

- **All Offenses** **Suspended until Tribunal (Criminal charges may be made)**

Drug Possession - Possession of, or under the influence of controlled substances, chemicals/substances not intended for internal use, prescription medicine issued to another person, other substances that are represented to be illegal drugs, or alcoholic beverages while on school grounds or at any activity where students are representing CCES.

- **All Offenses** **Suspended until Tribunal (Criminal charges may be made)**

Weapons- (See definition) Possession of any item that can be used to cause distinct harm to people such as pistols, rifles, shotguns, bows, crossbows, spring loaded knives, knives and other harmful items as determined by the Principal as illegal to have on/in school grounds/facilities

- **All Offenses** Suspended until Tribunal (**Criminal charges may be made**)

LEVEL I BUS OFFENSES

Failure to stay in your seat

Refusal to sit in assigned seat

Eating, drinking on the bus, littering, or possessing electronic devices

Failure to keep hands and head inside the bus

Throwing items on the bus or out of the bus window

Refusing to following safety measures for COVID-19

- **1st offense** **Warning**
- **2nd offense** **3 days bus suspension, refer to counselor**
- **3rd offense** **4 days bus suspension**
- **4th offense** **5 days bus suspension**

LEVEL II BUS OFFENSES

Using profanity or vulgar language or inappropriate gestures

Horseplay, shoving, pushing, spitting on other students, threatening/harassing other students, teasing other students

Fighting on the School Bus

Destroying school property or vandalizing the bus

- **1st offense** **3 days bus suspension, refer to counselor**
- **2nd offense** **5 days bus suspension**
- **3rd offense** **7 days bus suspension**
- **4th offense** **10 days bus suspension**
- **5th offense** **Suspension from bus for remainder of year**

LEGAL NOTIFICATIONS CCBOE POLICIES

Title I

CCMS Middle is a Title I school operating a School-wide program. Federal funds received by our school are spent to help close the achievement gap and help students meet challenging state standards. Research shows that parental involvement is a key factor in the academic success of students. Parents are encouraged to learn about our school's educational program, as well as our educational goals and objectives. As a Title I school, CCMS provides access to educational materials and resources to help parents learn more and be involved in the educational process. Clay County Middle School's Title I Parent Involvement and School-wide plans are on file in the school office, the school media center, the school system's website, and at the Clay County Board of Education office, if you would like to review them. Please contact the office if you have any questions.

Family Education Rights and Privacy Act Directory Information Notice

A. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or his or her designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the appropriate school to amend their child's or their education record should write the school principal or his or her designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Clay County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

B. Please note that the Clay County Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name;
- b. Student's participation in official school clubs or sports;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the school district;
- e. Honors and awards received during the time enrolled in the district's schools;
- f. Video, audio or film images or recordings of athletic or school sponsored events, such as awards programs;
- g. Photographs of athletic or school sponsored events, such as awards and programs; and,
- h. Grade level.

C. As well, see the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32

of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Protection of Pupil Rights Amendment (PPRA)

Governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student’s parent;
 2. mental or psychological problems of the student or the student’s family;
 3. sex behavior or attitudes;
 4. illegal, anti-social, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or student’s parent;
- or,
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

PERSONNEL REQUIREMENTS

In compliance with the requirements of the *No Child Left Behind/Elementary and Secondary Education Act* the Clay County School District informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualification or certification criteria have been waived;

- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Terri Marcus, Assoc. Supt., at 229-768- 2232 tmarcus@clay.k12.ga.us, or 105 N. Washington St., Ste. 1; Fort Gaines, GA 39851.

BOARD POLICY
Internet Acceptable Use

Descriptor Code: IFBG

The Clay County Board of Education believes that the use of the Internet is an educational resource which facilitates communication, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

The Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The Clay County School System will not be responsible for any damages the user may suffer. Use of any information obtained via Internet is at the user's own risk. The school system denies any responsibility for accuracy or quality of the information or software obtained through its Internet services.

In order for a student to gain access to the Internet, the student and student's parent(s) or guardian(s) must sign an Internet Access Agreement.

INTERNET SAFETY

It is the belief of the Clay County School district that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Clay County Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 and:
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those

terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-call "hacking," and other unauthorized activities by minors online; and
- d. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Protection Act of 2000.
- e. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- f. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

ADOPTED: 7/14/1997

LAST REVISED: 11/09/20

CLAY COUNTY BOARD OF EDUCATION

BOARD POLICY
Weapons

Descriptor Code: JCDAE

It is the policy of the Clay County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

Weapons include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk; bowie knife; switchblade knife; ballistic knife; any other knife having a blade of two or more inches; straight-edge razor; razor blade; spring stick; knuckles, whether made from metal, thermoplastic, wood, or other similar material; blackjack; any bat; club, or other bludgeon-type weapon; or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or other fighting chain; or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind; any nonlethal air gun; and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may also reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct or student handbook. However, the tribunal shall have the authority to modify such discipline as provided in the student code of conduct or student handbook, on a case-by-case basis, in determining appropriate punishment.

Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraphs 1 and 2, is involved in an assault using a weapon as defined in paragraphs 1 and 2, or is involved in an offense with a weapon on campus, must immediately report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent, the appropriate law enforcement authority and district attorney's office.

The student's parents or guardians will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct or student's handbook, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

ADOPTED: 3/13/95
LAST REVISED: 7/27/15

**BOARD POLICY
BULLYING**

DESCRIPTOR CODE: JCDAG

The Clay County 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. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the student handbook within the school system.

Bullying is defined as follows: An act 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 to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which is a reasonable person would perceive as being intended to threaten, harass, or intimidate, that;
 - a. Causes another person substantial harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term 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;

The term applies to acts which occur on school property, in school vehicles, at designated school bus stops, at school related functions or activities, or by use of data or software that is assessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified in subsection (1) or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or change of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration in a timely manner based on the nature of the complaint to determine whether bullying has occurred, whether there are other procedures related to illegal

harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with the school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the student handbook. 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, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbook.

ADOPTED: 7/18/11
LAST REVISED: 7/27/15

CLAY COUNTY BOARD OF EDUCATION

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 principal of each school. All medications must be taken by the student, parent or guardian to the school's administrative 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 may be considered in violation of the School District's drug policy and may 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 or asthma, auto-injectable epinephrine (i.e., epi pens) 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 will be dealt with in accordance with the student code of conduct and/or the student/parent handbook.

In order for the student to carry and self-administer such medication, 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 all 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 having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons are also 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 to administer such medication to a student in such circumstances shall be immune from all civil liability.

ADOPTED: 6/27/11
LAST REVISED: 7/27/15

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:

Name: Mrs. Terri Marcus

Address: 105 N. Washington St., Ste. 1; Fort Gaines, GA 39851

Phone: 229-768-2232

Email: tmarcus@clay.k12.ga.us

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides 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

1. 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, a grievant’s failure 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.

2. 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 from receiving the grievant's 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.

3. 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.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. 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.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. 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.

- e. 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.
- f. 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.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. 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.
- k. 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.
- l. 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.
- m. 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.

5. 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.

6. 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.

Clay County Middle School Parental Involvement Policy

2023 – 2024

Revised: July 29, 2015

This document will be translated for you if needed. Please contact the Clay County Board of Education at P.O. Box 219, Fort Gaines, GA 39851. (229) 768-2232

The goal of the Clay County Middle School parental involvement program is to increase student achievement. Our faculty and staff will foster a parent-friendly environment and provide parents with strategies to use at home that support academic achievement.

Clay County Middle school will host an annual Title 1 meeting which will be held at the beginning of the school year for all parents.

- Inform parents about the guidelines, purpose, goals, and expectations of the Title 1 program.
- Inform parents of their important role in the child's success
- Inform parents of school, grade level and individual teacher policies and procedures.
- Present an introduction to the grade level curriculum.

Clay County Middle School will survey its parental population twice year to evaluate the effectiveness of our parental involvement program. As part of the evaluation, the Home School Facilitator and administrators will review and/or revise the school parent involvement policy, the school parental involvement plan, and the school Parent-Teacher-Student Compact.

Our school will communicate regularly with parents through a variety of media methods including but not limited to: parent meetings, parent-teacher conferences, parent workshops, parent resource center, newsletters, flyers sent home via students, and the school's websites.

Parent-Teacher-Student compacts will be signed by parents, teachers and students at the beginning of each academic school year. The compact will include ways in which each parent will be responsible for supporting their child's learning such as monitoring attendance, homework completion, volunteering in their child's classroom and school. The compact will also address the importance of communication between teachers and parents on an ongoing basis throughout the academic school year.

The coordinator provides the faculty/staff with assistance in how to reach out to, communicate with, and work with parents as equal partners. The Home School Facilitator implements and coordinates parent programs and builds ties between home and school. These are accomplished by:

- Scheduling workshops to accommodate student's needs and improve academic achievement.
- Scheduling parent/teacher meetings and conferences
- Coordinating student academic achievement programs
- Communicating strategies and related information through the student handbook, newsletters, flyers, and school's website.

The Home School Facilitator and faculty/staff will provide parents ways to improve the child's achievement by providing material and bi-monthly workshop throughout the academic year. The school will provide or encourage the following:

- Provide relevant workshops and information of the local and State's academic content standards, student's achievement, local and State's academic assessments, monitoring the child's progress, homework and ways to improve in academic subjects.
- Provide materials housed in the parent resource center.
- Encourage parents to attend workshops, parent meetings, and parent/teacher conferences.
- Inform parents of the availability of community resources and literacy programs.
- The Home School Facilitator works with community-based organizations and businesses. The facilitator provides information about opportunities for organizations and businesses to work with parents and schools an
- Attending to physical and medical needs of the child.

Our school shall ensure that information related to school reports, student and parent programs, meetings and other activities is sent home to encourage parent participation of all parents including parents with limited English proficiency, parents with disabilities, families that are homeless, parents of migrate children in a format and in a language such parents can understand.

Throughout the year, middle school parents will receive written and/or verbal information concerning:

- School Programs. The teachers and Parent Involvement Coordinator remind parents of the various school programs.
- Results of the annual school review. School administrators are responsible for reporting this information to parents of the school. This may be done through the newspaper or through others means of correspondence.
- Opportunities to volunteer in the school.
- Individual student assessment results and interpretation of those results. The school is responsible for disseminating test information to parents.

The Home School Facilitator assists the school staff in transition activities for students and parents and makes home visits to inform parents of their children's progress.

Truancy Reduction Protocol
Clay County (2005)
Truancy Reduction Protocol

This document includes a protocol for addressing and decreasing the incidence of truancy in Clay County. This protocol reflects commitments that various local agencies, offices, and individuals have made to promote the educational progress of children and families in Clay County.

This protocol was created by a local Truancy Reduction Protocol Committee, which included representatives of the following entities:

Clay County Superior Court
Clay County Juvenile Court
Clay County District Attorney's Office
Georgia Department of Juvenile Justice
Clay County Board of Education
Clay County Sheriff Department
Ft. Gaines Police Department
Clay County Department of Family and Children Services
Clay County Health Department
Clay County Community Partnership, Inc. (Family Connections)
Clay County Elementary/Middle School
New Horizons Community Service Board

The purpose of the Committee is to make recommendations to the local Board of Education regarding attendance policy and procedures, as well as to create guidelines for collaboration between local and state agencies having an interest or function related to educational achievement and school attendance in Clay County.

The Truancy Reduction Protocol Committee has agreed upon procedures, which are intended to allow the reduction of truancy at the individual, family, and community levels. It is understood, however, that these procedures are general guidelines, and extenuating circumstances may be considered, as allowable by law, for each student and family. In addition, it is understood that each state and local agency involved must first adhere to its own policies, which were considered in the development of this protocol.

Truancy Reduction Protocol

I. School System Procedures

Clay County Board of Education will monitor student attendance daily. Codes for attendance used in the student records database (Power School) will be consistent between schools to indicate excused absences, unexcused absences, excused tardies, unexcused tardies, early withdrawals, in-school suspensions and out-of-school suspensions.

Students are not to be considered as being truant if the excuse can be verified as an excused absence. The local Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address student attendance. Each school will create a building level procedure in accordance with this policy,

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy JBD. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the Middle School, students will also receive his notice and provide a signature. At the Elementary School, this notice will be received by all students who have reached age ten ""(1 0) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

Clay County Elementary School will establish an Attendance Support Team, (hereinafter, AST) which will be chaired by each school's, Principal or his designee and include as its members the Home/School Facilitator, School Counselor and faculty having direct contact with the parents/guardians of or providing direct service to the specific student(s) to be discussed. The Clay County Sheriff's Department or Fort Gaines Police Department will also be invited to participate, as appropriate. Each school's AST will meet weekly and be responsible for implementing and monitoring policy to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Daily attempts will be made to call the parents/guardians of absent students. *In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps mentioned hereinafter.*

After three (3) absences, the Home School Facilitator or administrative designee will call parents. Attendance postcards will be sent at three (3) absences. After three (3) unexcused absences:

A referral will be made to the Attendance Support Team (AST), which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Counselor. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in AST meetings, as deemed appropriate by the AST.

In addition to notice of the AST meeting, two (2) reasonable attempts will be made by the school to notify parents/guardians, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for Failure to comply. A signature of receipt of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.

First attempts to meet this requirement shall be made in conjunction with the notice of an AST meeting and/or during an AST meeting when the parent(s)/guardian(s) are in attendance.

After two (2) unsuccessful reasonable attempts to provide notice to parent guardian(s) and obtain signatures, notice shall be sent via certified mail with return receipt requested. The school shall keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

At seven (7) unexcused absences and/or ten (10) absences total, the Principal or other designated Administrator will call the parent(s)/guardian(s).

At ten (10) unexcused absences, the AST will review the case again and make a referral to the School

Counselor, if a referral has not been made previously.

The School Counselor will:

Review available information from the AST and parent contacts from school staff.

1. Meet with the student(s) and attempt a home visit within no more than 2 business days from the date of receipt of the referral to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but is not limited to:
 - Brief individual or group therapeutic intervention with students at school
 - Referral to public or private mental health or counseling services
 - Referral to public or private medical or dental services
 - Referral to public assistance programs
 - Referral to the school's Student Support Team
 - In-home support facilitated by the School Counselor
 - • Referral to outside social service or counseling providers for intensive in home support
3. Upon further investigation, determine the need for immediate referral of:
 - Students ages ten (10) to sixteen (16) to Juvenile Court for Truancy
 - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the Magistrate Court for Deprivation, or to Superior Court for Failure to Comply with Compulsory Attendance
 - *In most cases, Court referrals will be made at this point or at the next unexcused absence.*
 - The family to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. *If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.*
 - Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a court or to the Department of family and Children Services.
 - Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

In general, students known to be on probation for truancy and students with excess of ten (10) unexcused absences, twenty (20) total absences or any combination of tardies and early checkouts totaling twenty-five (25) will be referred to the School counselor or monitored for attendance concerns on a monthly basis the next school year.

II. Criminal Prosecution for Violation of School Attendance Law

O.C.G.A 20-2-690. I require any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and home schooling.

A child is responsible to attend school and is subject to adjudication in Clay County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense.

For purposes of this Protocol, the term “parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Clay County against a child who is habitually and without justification truant from school. Such a child is “unruly.”

For purposes of this Protocol, habitual truancy or absence is defined as five (5) or more days of unexcused absence from school. At this point the child’s circumstances will be reviewed by the AST, to which the parent will be invited to attend. At this review the following options will be discussed:

- Refer the child and/or parent to the appropriate social services
- Request further medical documentation if appropriate
- File an “unruly child” complaint with the Juvenile Court of Clay County
- Seek a protective order for the parent from the Juvenile court
- Seek a criminal warrant for the parent from the Magistrate court of Clay County for Deprivation
- The School counselor will be responsible for obtaining and monitoring compliance with the recommendation of the AST.

**B. Juvenile Justice procedures
Intake Process for Juvenile Complaints**

- a. The Clerk of Juvenile Court in Clay County will immediately forward a copy of all truancy complaints, to the Intake Officer of the Department of Juvenile Justice for Clay County. The Intake Officer will process complaints.
- b. Complaints will be entered into the Juvenile tracking system and any past history will be assessed.
- c. The Intake Office may contact the school counselor for any further pertinent information.
- d. The complaint will be immediately forwarded to the district Attorney’s Office, accompanied by any legal history and brief summary of involvement with the Department of Juvenile Justice. This may include offense history, placement history, a summary of any past or current interventions, as well as current worker information.
- e. Truancy complaints will receive immediate attention and be placed on the most current Juvenile court calendar for arraignment.

2.. Adjudication and Disposition

A youth may be placed on Probation for Truancy by the Juvenile Court Judge upon adjudication of a Truancy charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth's compliance with Conditions of Probation and the youth's attendance at school.

The Probation Officer will monitor the youth's attendance, at a minimum, on a weekly basis. Further unexcused

absences from school by youth will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.

Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for Truancy-related Probation cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress have reached a level satisfactory to all parties involved.

A. Prosecution in Superior Court

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of OCGA § 20-2-690.1 should be sought against the parent. In other circumstances, the AST may, but is not required to, take into account the following considerations when recommending a criminal warrant is sought for the parent of a child:

- The child is under the age of 13 years.
- The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
- The parent has not actively sought assistance from community social services and resources to assist in getting the child to school.
- The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
- The child is a deprived child.

The child and parent must comply with the AST's recommendations. Failure of the child or parent to comply with the recommendations, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates ten (10) or more unexcused absences in any school year, the School Social Worker will file a juvenile complaint and/or apply, via the School Resource Officer, for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

B. Notification to Parent(s)

Notification to the parent of a truant child shall include notice of an AST review and information about attendance law and the penalties that may occur as a result of the child's continued absence. Notification shall be sent via certified mail, with return receipt requested, to the parent and shall contain the following language:

"Decisions as to appropriate action recommendations will be made at an AST review that could include

recommendations for criminal prosecution of you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child's absence from school. The penalty can be up to \$100.00 fine and up to 30 days in jail for each day the child has an unexcused absence from school."

III. Community Support

A. Law Enforcement

Each school in Clay County has access to, either on-site or within minimal driving distance, an employee of the Clay County Sheriff Department and Fort Gaines Police Department. These individuals are certified peace officers designated as "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

- Attend AST meetings, as appropriate.
- Forward complaints against parents directly to the Sheriff's Department regarding compliance with mandatory attendance law.
- Honor any applicable school-related transportation orders issued by a court
- With parental permission and on an intermittent basis, transport truant students to school.

B. Public Health

Each school in Clay County has a licensed school nurse to serve students via on-site school "clinics". The School nurse is employed by the Board of Education, and reports to Dr. Petersen and the Clay County Health Department as needed. The School Nurse shall:

- Determination at each school regarding when a child should be sent home early for the day, due to health related concerns, and excusing any resulting absences.
- Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician's Offices for timely appointments, as appropriate.
- Follow any orders written by students' physicians regarding medication or other medical treatment to be provided during school hours.
- Coordinate immunization evaluations for Kindergarten registration and Scoliosis screens for students provided through Public Health.
- Work in conjunction with Teachers, School Administrators, Public Health, School Counselor, and Home School Facilitator to promote general health and safety for students, school staff, and the community.

The Clay County Health Department is an integral partner in community health related to school readiness, attendance, and success. Clay County Health Department shall:

- Continue to support and promote Clay County School Nurse and Health Services
- Provide immunization evaluations, immunizations, and immunization records required for school enrollment
- Provide Scoliosis screens for students
- Provide various medical, dental, and prescription services, referrals, and education to students and families in Clay County to promote personal and community health.

C. Mental Health

New Horizons provides crucial support for the mental, physical, and emotional well being of students and their families, including individual and group sessions on-site at the schools for student clients of New Horizons. In support of this Protocol: New Horizons shall:

- Notify and/or refer student clients to the School Counselor or Home School Facilitator when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.
- Coordinate and host regular Interagency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, New Horizons and Clay County Elementary School shall, as appropriate, obtain releases of information to allow communication as outlined above.

D. Department of Family and Children Services

The Clay County Department of Family and Children Services often provide social services to the families of truant students. In support of this Protocol, the Clay County Department of Family and Children Services shall:

- Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care.
- Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.
- Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. *Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.*

IV. Monitoring the Protocol

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The protocol Committee will then meet bi-annually, as required by law. The Committee's goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the Protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy.

V. Steps to Prevent Truancy

Various measures are currently being explored to address truancy from a prevention perspective.

A. the Department of Juvenile Justice in conjunction with Clay County Juvenile Court, New Horizons, and Clay County Elementary School is examining the usefulness and feasibility of instituting the Family Solutions

Program in Clay County, possibly as a pre-adjudicatory measure. This program would offer a strong family level component of intervention against truancy.

- B. Local businesses, clubs, and civic organizations will be asked to consider developing incentive or even scholarship programs for those students whose grades and attendance exhibit significant improvement.

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:

Name: Mrs. Terri Marcus
Address: P.O. Box 219, Fort Gaines, GA 39851
Phone: 229-768-2232
Email: tmarcus@clay.k12.ga.us

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.

Revised: July 16, 2019; July 18, 2016; July 23, 2015; July 24, 2014; July 24, 2013; July 26, 2012;
July 11, 2011; July 01, 2010; July 28, 2009

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

1. 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, a grievant's failure 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.

2. 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 from receiving the grievant's 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.

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3. 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.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. 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.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. 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.
- e. 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.
- f. 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.
 - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
 - h. The hearing shall be closed to the public.
 - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
 - j. 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.
 - k. 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.
 - l. 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.
 - m. 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.
- 5. 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.
- 6. 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.

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July 11, 2011; July 01, 2010; July 28, 2009

Notification of Provisions of Georgia’s “Compulsory Student Attendance Law”
(O.C.G.A. 20-2-690.1)

The Clay County Board of Education and the State of Georgia believe that regular attendance at school is important to a child’s academic success. The law requires that all children between their sixth and sixteenth birthdays be enrolled in and regularly attend an approved educational program.

According to State Board of Education Rule 160-5-1-.10, Student Attendance, a student is considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five unexcused absences during the school year. The responsibility for assuring compliance with the compulsory attendance law resides with parents, guardians, and other persons having control or charge of school age children.

Failure to comply with the law is a misdemeanor punishable by a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties. Each unexcused absence after five for the year is a separate criminal offense, and the penalties described above will apply independently to each such offense.

In accordance with O.C.G.A. 40-5-22, a student between the ages of 14 and 17 who has more than 10 school days of unexcused absences in any semester or combination of two consecutive quarters will be subject to denial or suspension of his/her instruction permit or driver’s license.

By signing below, you are acknowledging receipt of the information contained in this document.

_____ Date _____
Parent’s Signature

(In accordance with 20-2-690.1, any student age 10 or older as of September 1 must sign acknowledging receipt of information related to student attendance).

_____ Date _____
Student’s Signature

MEDIA RELEASE FORM (for non-CCSS Media Resources)

CCES would like to promote the positive accomplishments of our students, staff and schools through public recognition of achievements, activities, work, awards and programs. **As noted in the FERPA notice of your child’s handbook, unless parental written objection (for individual children) is provided annually and within 5 days of issuance of the student handbook, school system websites, programs and publications and the release of information by the school or school system to the media are utilized for that purpose.**

However, this notice is in regard to the other, non-CCSS, media resources such as, but not limited to: local and other newspapers, area television and other media resources that may request or be invited to participate in media coverage of school activities.

At times during the year, there are opportunities for media to be present to interview, photograph, video or otherwise record and identify students for public recognition. However, we understand that some parents may prefer that their child not be identified in such interviews, photos, videos or other public recognition. If you consent for your child to be interviewed, photographed, otherwise recorded and/or publicly identified, by invited or requested media please fill out the information below and return it to your child’s school.

I, the parent/legal guardian of, _____,
whose date of birth is _____, and grade is _____, grant my
expressed permission for non-CCSS media resources to interview, photograph, record and publish media
images or other otherwise publicly identify my child.

By signing this release, I acknowledge that I hereby release and forever discharge CCES and CCSS from
and against any and all claims, damages or suits which may arise from the allowance of this release.

Parent Signature _____ Date _____

Student Full Name _____

Teacher’s Name _____

Please sign and return this page within the first 5 days of school.

Acknowledgment of Receipt of Student Handbook O.C.G.A §20-2-736

Please read and discuss the handbook with your child. Then tear out, sign this page and return to your child’s teacher immediately.

The undersigned hereby acknowledge receipt of a copy of the Clay County School District Code of conduct and all Appendices and notifications thereto (the “Code”). We have received, read and discussed the Code with our child, and we agree to fully abide by the same.

I have read and discussed the policies set forth in this handbook with my child. Our signature below indicates that we understand that we will be held accountable for these policies.

We understand that if any student makes intentional physical contact with a teacher or other school district employee there will be serious disciplinary consequences, including possible permanent expulsion from school.

We understand that school bus transportation is a privilege and not a right. We understand that students who are involved in serious or repeated acts of unacceptable behavior on the school bus will have their riding privileges suspended or revoked. We also understand that suspension or revocation of this privilege does not excuse a student from school. During the period of suspension or revocation, it will be the responsibility of the parent/guardian to provide transportation to and from school.

We have been provided with information regarding possible consequences and penalties for failure to comply with compulsory attendance law.

Signature of Parent Date

Signature of Student Date

School: _____

Grade: _____

Teacher’s Initials _____

***Please sign and return this page within the first 5 days of school.**