



**2023-2024**

**Miller County High School**

**Parent-Student Handbook**

996 Phillipsburg Road ~Colquitt, GA 39837 School phone – 758-4131 ~ School fax – 758-3244

Accredited by:  
Cognia

**Mission Statement:** The mission of the Miller County School System is to pursue excellence for all students in academic knowledge, skills, and behavior in order to equip them for their future success.

**“Alma Mater”**

Miller High, we'll e'er be faithful  
To thy colors bright,  
E'er be true and loyal lovers  
Of the red and white.

Hail, O Hail our Alma Mater,  
Dearest ever known,  
Ever hail thee, never fail thee,  
Our dear high school home.

Praise and glory, fame and honor.  
May they grace thy throne,  
In the realm of high school memories,  
We'll claim thee our own.

**Core Value Words:**

Integrity  
Character  
Respect  
Confidence  
Responsible

The purpose of this handbook is to introduce you and your parents to Miller County High School. A careful study of this handbook will answer many of your questions concerning school policies and procedures, student activities, school safety, curriculum, and guidance and counseling services. Read all items carefully and take the time to discuss them with your parents. Remember that every student is expected to be familiar with the contents of this handbook.

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**Site/District Directors:**

Federal Programs	Robert Green
Special Education, 504 and Testing	Jodi Collins
Curriculum	LaTonya Cratic

School Safety:

Cleve Roland

## **PROGRAM FOR EXCEPTIONAL CHILDREN**

The Program for Exceptional Children offers special education and related services for eligible students ages three to twenty-one. The procedures for identifying and determining eligibility for the program are governed by the Georgia Department of Education and the Individuals with Disabilities Education Act (IDEA). The state of Georgia recognizes eligibility categories which include intellectual disabilities, hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, or deaf/ blindness. Decisions regarding eligibility, least restrictive environment, and services are made by a committee of individuals including the parent. The committee collaborates to develop an **Individual Education Plan (IEP) to support students' individual needs.**

IEP annual review meetings are held annually to determine progress and necessary specialized services. Meetings include parents, teachers, local education authorities, and related service providers.

Miller County offers the full continuum of services for students with identified disabilities and strives to serve each student to the greatest extent possible in the least restrictive environment. Related services are provided for eligible students as deemed necessary by IEP teams. Related services may include special transportation, occupational therapy, physical therapy, adapted physical education, speech/language therapy, psychological, and audiology services. Special education instruction is specially designed by qualified staff and provided at no cost to parents.

## **HOSPITAL HOMEBOUND**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools, whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive (five days for student on block schedule) or intermittent school days due to a medical or **psychiatric condition. The student's inability to attend school for medical psychiatric reasons must be certified by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.**

## **SECTION 504**

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, please contact Jodi Collins.

The implementing regulations for Section 504 as set out in 34 CFR part 104 provide parents and/or students with the following rights:

- An appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled peers.
- Free and appropriate educational (FAPE) 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.
- Participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs.
- Facilities, services, and activities that are comparable to those provided for non-disabled students.
- Evaluation prior to a Section 504 determination of eligibility.
- Not consent to the school systems' request to evaluate your child.
- Ensure that evaluation procedures, which may include testing, conform to the requirements of [34 CFR 104.35](#).
- 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.
- 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.
- If eligible under Section 504, periodic reevaluations, including prior to any subsequent significant change of placement including prior notice to any actions by the school system regarding the identification, evaluation, or placement of your child.

- Examine educational records.
- 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.
- Receive a copy of this notice and a copy of the school system's impartial hearing procedures (Section 504 Procedural Safeguards) upon request. If disagreement occurs with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), have a right to a review of that decision according to the school systems' impartial hearing procedure.
- File a complaint with the United States Department of Education's Office for Civil Rights.

Staff and administrators have the responsibility of ensuring that all students with disabilities are identified, evaluated and provided with needed accommodations and services, resulting in a free appropriate public education (FAPE).

### **MEDIA CENTER PROCEDURES**

- Individual students may come to the media center with a signed pass. A teacher may send up to three students at a time to be supervised by media personnel. Students must have an assignment, which requires Media Center resources.
- To use the Internet, students must sign the Internet Acceptable Use Policy. All Internet use must be related to a school assignment; students who are not directly supervised by a teacher must have an assignment note from the teacher. "Surfing" for personal interests and chat rooms are specifically forbidden.
- Students may check out two books at a time for two-week periods; reference books may be checked out overnight. Late fines are \$.10 per day for regular checkouts and \$.50 per day for reference materials. If books are not returned by the end of a semester, the student must pay for materials before he/she can receive a grade report.
- Lamination is done for students at a cost of \$.50 per foot. There is no cost for students to print from the computer workstations, but prior approval from Media personnel is required.

- Students may come to the Media Center to use newspapers or magazines, but these periodicals may not be checked out.



## **STUDENT RESPONSIBILITIES**

- To attend all classes daily and to be on time.
- To come to class prepared with proper materials, such as textbooks, pencils, paper, etc.
- To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct himself/herself accordingly.
- To be willing to volunteer information in disciplinary cases should it be necessary.
- To develop the best school record of which the student is capable.
- To maintain a clean and pleasant atmosphere in the buildings and on the grounds.
- To respect fellow student's rights, views, and their persons. School is both a right and a responsibility.

## **CHRONIC STUDENT DISRUPTIONS**

Students who are chronically disruptive and/or identified as chronic offenders are referred for intervention and a progressive consequence process. Progressive consequences are a progression from low-level consequences for the initial disruptions to more serious consequences for continued disruptive behavior.

## **SCHOOL BUS INFORMATION**

Student behavior, while riding a school bus, is expected to be the same on the bus as in the classroom. Students who ride the bus are expected to follow the rules set forth by the Miller County Transportation System and the Board of Education. Bus students will follow the directions of the driver. Student behavior and safety on a school bus requires the cooperation of students and parents working together with the bus driver and school administrator.

## **ACCESSORY**

Students found guilty of being an accessory (such as assisting, planning, participating, inciting, or encouraging) to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.

## **PHYSICAL HARM TO SCHOOL STAFF**

State law provides that a student found to have committed an act of physical violence against a school administrator/official, teacher, school bus driver, or any other school employee resulting in physical harm shall be expelled from school for the remainder of the student's eligibility to attend public school ([OCGA 20-2-751.6](#)).

## **BULLYING**

State law prohibits bullying. State law mandates a discipline hearing after the third incident of bullying with a referral to an alternative school setting upon a finding of guilt ([OCGA 20-2751.4](#)). Bullying and other forms of harassment will not be tolerated. Note: Any form of electronic bullying using school computers/equipment, school networks, e-mail systems at school is strictly prohibited.

## **DRUGS - FELONY**

State law makes it unlawful for any person to manufacture, distribute, dispense, or possess with the intent to distribute any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private school or school board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony ([OCGA 1613-30](#)).

## **SEARCHES**

Miller County High School is dedicated to providing a weapon-free, violence-free, and drug-free school. Consequently, the school may at any time conduct searches of lockers, desks, tables, other school furniture or equipment, any vehicles students bring on campus, and, under individualized reasonable suspicion circumstances, students and their possessions. Searches may include the use of electronic devices and K-9 Units. Periodic inspections may be conducted by school personnel for any reason, at any time, without notice and without student or parent consent.

## **DISCIPLINE**

### **In-School and Out-of-School Suspensions and Expulsions**

**In-School Suspension:** Students may be assigned for up to 30 days according to the offense. Students spend the entire day in ISS. Tardiness will result in a day being added to the ISS assignment. Students cannot participate in any extracurricular activity or practice on the days they are assigned to ISS. Students are responsible for getting their class assignments prior to attending ISS; the work is supervised by the ISS teacher. Students are responsible for completing and returning all assignments to their teachers. All assigned work must be completed before the student is released from ISS. ISS rules and regulations are explained to the student when ISS is assigned. Breaking any ISS rule results in additional ISS time served or changing the ISS assignment to out of school suspension. Severe and/or chronic misbehavior

may result in out of school suspensions of up to ten days per offense.

**Out-of-School suspension:** Reserved for serious and/or repeated offenses and can be from one to ten days at the administrator's discretion. Suspensions can be longer than ten days pending proper notification and Board of Education approval.

**Isolation:** **May** be isolated in the ISS room for the balance of a class period or the balance of the school day as determined by an administrator. Students returning to class after ISS isolation must present the teacher(s) a completed ISS Isolation pass in order to be eligible to make up any work missed during the isolation.

**After School Detention:** Report to the designated area promptly at 3:10. ASD will end at 3:50. Any student not completing assigned work or that reports to ASD tardy will be assigned additional days or assigned to ISS or OSS.

**Infractions/behaviors subject to disciplinary actions at administrator's discretion:**

- **DISOBEY/INSUBORDINATE**
- **INAPPROPRIATE LANGUAGE**
- **DRESS CODE**
- **UNAUTHORIZED AREA**
- **TOBACCO or Vapes**
- **NO SHOW FOR TEACHER DETENTION**
- **DISRESPECT/PEERS**
- **DISRESPECT/ADULTS**
- **CHEATING**
- **INAPPROPRIATE USE OF CELL PHONE or Other Electronic Device**

**Fighting**

Fighting between students will not be tolerated. Students who have a problem should alert an administrator, teacher, or school resource officer of the conflict. In the event of a fight, both students will be treated in the same manner unless the administration can determine that a student tried to avoid the fight or was acting in self-defense. Name-calling is no justification for fighting.

## **Fighting**

### **Depending on degree of involvement:**

1<sup>st</sup> Offense – possible arrest and 5 days OSS followed by student contract

2<sup>nd</sup> Offense – possible arrest and 10 days OSS followed by Alt School Placement

## **Vaping**

TOBACCO/E-CIGARETTES/VAPES-Students may not possess or use any tobacco products or tobacco-substitutes or non-tobacco smoking products, including electronic cigarettes or non-tobacco nicotine-delivery products or accessories on school property.

1st offense – 5 days OSS/Parent Notification/Disciplinary Contract

2nd offense – 10 days OSS pending tribunal or immediate Alternative School enrollment with Waiver

### **Referral/disciplinary tribunal:**

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.

## **ELECTRONIC DEVICES: CELLPHONES AND ACCESSORIES**

Cell Phones continue to be a major disruption to the educational process here at Miller County High. The following policy is an effort to allow students access to the cell phones during an **emergency only situation**. If parents need to communicate with their child, we ask that the front office be contacted and the student will be called to the office for any messages or to speak with their parents.

Cell phones should be out of view.

Consequences for violating this policy are as follows:

1<sup>st</sup> Offense: Cell phone (electronic device) will be taken up and sent to the front office. A discipline referral will be completed and logged into the student information system. Students will be allowed to pick up the electronic device at the end of the day (3:10). Middle school will classify this as a minor classroom violation.

2<sup>nd</sup> Offense: Cell phone (electronic device) will be taken up and sent to the front office. A discipline referral will be completed and logged into the student's information system. **PARENTS ONLY** will be allowed to pick up the electronic device at the end of the day after 3:10.

3<sup>rd</sup> Offence: Cell phone (electronic device) will be taken up and sent to the front office. A discipline referral will be completed and logged into the student's information system. Students will be assigned **1 day of ISS**. Parents only will be allowed to pick up the electronic device after 3:00.

Further violations will be considered a major offense and may result in more severe consequences.

The school will not be responsible for the loss of electronic devices and will not conduct classroom searches for any devices misplaced.

If a student is found to be using any electronic devices to take pictures or videos of other student's and/or posting any pictures or videos of another student this will be considered a major discipline violation (possible cyber bullying). At a minimum, OSS days will be assigned to that student and law enforcement will be contacted to determine if any charges will need to be filed.

Parents, please talk with your children about the responsibility of owning a cell phone and the consequences of misuse. By making unwise choices about how they use their cell phone and the social media accounts, students can ruin their future opportunities and do permanent damage to other students.

In the event that a student refuses to submit an electronic device upon first request by a Miller County Board of Education employee, the student will receive two (2) days of ISS/OSS suspension (OSS). If the student further refuses to submit the device to school administration, the student will receive three (3) days of ISS/OSS and will be recommended for a hearing for possible placement in alternative school/expulsion.

**INTERNET**

**Student Internet ~Acceptable Use Policy~ Terms and Conditions  
Instructional Technology Usage and Guidelines**

Miller County Schools use instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in a global community. The Miller County School System utilizes MCBOE student accounts, MCBOE devices, and the MCBOE electronic network. Technology discipline offenses will be addressed as outlined in the **Discipline Procedures for Technology Infractions** and the misuse of technology may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Chromebooks are issued by MCBOE to all classrooms and utilized by students during instructional time. Students assume the risk of damage to school issued chrome books if the device is damaged or lost during student use. Depending upon the extent which the Chromebook

is damaged, the repair/replacement cost will vary between \$50.00 and \$250.00. The school will provide a billing description prior to the Chromebook being repaired/replaced.

The Miller County School System also believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Using the electronic services via the Internet is a privilege, not a right and all students and parents must sign the **Miller County School System Electronic Network Use Rules**.

The documents (in bold) mentioned above must be signed and on file. Failure to submit to the terms and conditions as prescribed by these documents may result in loss of privileges or disciplinary action.

### **Electronic Network Use Rules**

The Miller County School System believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The Miller County School System is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following.

- Using the Internet for any illegal activity, including violation of copyright or other contracts.
- Using the Internet for financial or commercial gain.
- Degrading or disrupting equipment or system performance
- Vandalizing the data of other users.

- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing of unlawful information on a system.
- Using abusive or otherwise objectionable language in either public or private messages.
- Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; or example a computer virus.
- Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
- Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous, and obscene messages and images.

The Miller County School System makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law. Use of any information obtained via the Internet is at the individual's own risk.

The Miller County School System believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

To that end, the Miller County School System supports and respects each family's right to decide whether or not to apply for Internet access.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by the system or school personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur with warning.

It is possible for all users to the Internet (including your child) to access information intended for adults. Although the Miller County School System has taken all reasonable steps to ensure the Internet connection is used only for the purposes consistent with the curriculum, the district or school cannot prevent the availability—or even begin to identify—inappropriate material

elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student can make use of computer resources for inappropriate purposes.

By signing the signature page, you are acknowledging the following: I have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from liability, the Miller County School System, the sponsoring school, its subcontractors, and employees. I understand that my child is expected to use good judgment and follow the attached Electronic Network Use Rules in making electronic contact with others. Should my child breach the Electronic Network Use Rules, I understand that my child will lose all network privileges on the Miller County School System network and may be subject to discipline up to and including suspension or expulsion.

### **Discipline Procedures for Technology Infractions**

The school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. Technology discipline offenses may result in the restricted use of MCBOE and/or personal devices while on school grounds.

#### **Infraction Level One**

- Unauthorized or inappropriate written/oral communication, use of E-mail, websites, or apps
- Unauthorized use of Internet or computer games
- Cheating
- Unauthorized non-school related activity
- Use of profane, inflammatory or abusive language
- Unauthorized participation in chat rooms/chatting/messaging services
  
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Loading/storing/creating unauthorized files, images, video, music, apps, data, or programs
- Negligent care of device
- Unauthorized transmission of personal information over the Internet
- Activities that may be disruptive to the school environment
- Activation and/or use of "Personal Hotspot"



**Level 1 Consequences may include but not limited to the following:**

- Classroom warning
- Possible loss of device access at any time
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

**Infraction Level 2**

- Sharing, using or modifying someone else's username and password
- Negligent care of device resulting in damage
- Changing Software/Hardware Configuration
- Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses
- Taking pictures, audio, video without subject's or school's permission

Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat, MSN Messenger, Yahoo Messenger

- Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district
- Spamming- sending mass or inappropriate emails
- Vandalism (minor) such as malicious attempt to harm or destroy Miller County Schools - owned device
- By-passing the Miller County Schools Web filter through a Web Proxy
- Activities that may be disruptive to the school environment
  
- Action violating existing board policy
- Activation and/or use of "Personal Hotspot"

**Level 2 Consequences may include but not limited to the following:**

- Temporary loss of device access
- Parent contact
- Referral to administrator

- In school detention
- In school suspension
- Out of school suspension
- Possible referral to law enforcement
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy

### **Infraction Level 3**

- Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Unauthorized entry to program files/hacking
- Pornography
- Cyberbullying
- Vandalism (major) such as any malicious attempt to harm or destroy Miller County Schools -owned device or Theft
- Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deleting district system applications and unauthorized changing of device settings
- Use of the school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity
- Activities that may be disruptive to the school environment
- Any use that violates local, state and/or federal laws or regulations
- Activation and/or use of "Personal Hotspot"

### **Level 3 Consequences may include but not limited to the following:**

- Loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension

- Possible referral to law enforcement
- Suspension and/or recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the included Usage and Guideline

## NETIQUETTE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (See Below). The Internet is provided for students to conduct research and communicate with others related to instructional and academic needs. Access to Internet services will be provided to students who agree to act in a considerate and responsible manner. Students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal anyone's personal address or phone number.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in such a way that you would disrupt its use by others.
- All communications and information accessible through the Internet should be assumed to be private property.

Remember, the fact that a user **CAN** perform a particular action does not imply that they **SHOULD** take that action.

## MEDICINE

In accordance with Board policy, medicine will not be administered at school except by the parent's or legal guardian's written request. All medicines must be kept in the nurse's office until needed by the student.

## PARKING PERMITS / DRIVING PRIVILEGES

Students who drive to school are required to purchase a parking permit, park in a designated location and to register their car with the office.

- Parking permits are \$10.00.
- The school is not responsible for theft or vandalism of vehicles parked on campus. The administration will use all reasonable means to prevent theft or vandalism and to apprehend anyone responsible for such but cannot guarantee that vandalism will not occasionally occur.
- Students are to lock their vehicles when they arrive on campus and promptly exit the vehicle and parking area.
- Students are not allowed to sit in cars prior to or during the school day.
- Students are not to return to cars or parking areas during the school day without approval from an administrator or SRO, unless checking out through the Attendance Office.
- Students are not allowed to ride in the bed of pickup trucks while on campus.
- To ensure safe and orderly entry and exit onto the MCHS campus, drivers should follow established traffic flow patterns.
- Students are not allowed to give his/her parking permit to another student.

Students may be denied the privilege of parking on school property if they fail to:

1. Abide by parking regulations
2. Abide by the posted speed limit
3. Observe all state and city laws

Driving/parking privileges may also be suspended as part of disciplinary consequences for other campus misbehavior or unsatisfactory attendance. Parking and driving violations are also subject to the fines listed below and/or to disciplinary consequences including ISS.

## **SEVERE WEATHER CAUSING SCHOOL TO BE CANCELLED**

In the event a school must be closed due to severe weather conditions, hazardous conditions at the school or another event requiring closure, the Superintendent will issue a statement to the school(s) to be closed. If the school is closed prior to normal school hour operation, staff should listen to local radio and television broadcasts. Notifications will be made via a phone tree to notify all staff that the school has been closed.

## **TELEPHONE**

The school's telephones are for school business. According to Board policy, students are not to be sent to the office to use the phone unless absolutely necessary. If a student must use the phone, he must have a pass from the teacher and report to the Office.

## **LOCKS AND LOCKERS**

One person per locker (DO NOT SHARE) · Do not leave lock so locker can readily be opened.  
· School is not responsible for items taken from lockers. Book lockers are available for students. It is the student's responsibility to see that the locker is kept locked at all times. Any problems regarding lockers should be reported to the Principal immediately to ensure the security of the locker. Security is sacrificed any time a combination is given to another student. The school reserves the right to open and inspect any of the school lockers at any time. Students are encouraged to use their locker. Locker fee is 10.00.

## **FUNDRAISING ACTIVITIES**

The principal and/or the Board of Education must approve all fundraising activities on campus.

## **FOOD AND DRINKS**

**\*\*NO outside food is allowed to be brought in at any time. If your child has a special dietary needs, please see Ms. Pam Mock, Nutrition Manager, at the Board office. \*\***

- No student shall have food or drinks in the classrooms without permission. Clear, plastic water bottles with a twist-on top may be allowed in classrooms if approved by the teacher.
- No food taken out of the lunchroom.
- Styrofoam cups with beverages are not allowed out of the commons area.

## **DANCES PROMS AND SCHOOL FUNCTIONS**

No student not attending MCHS will be permitted to attend high school dances, banquets, the prom or other high school social functions without the approval of the Principal. All school policies (dress and behavior code) are in effect at dances and other school sponsored functions. Students who cannot abide by the code of conduct will be asked to leave the school function without any possibility of refunds.

**ACCIDENTS**

- If a student is injured on the campus during the school day, the following procedures should be followed:
- Report all accidents to the teacher or coach if the injury occurs in the classroom or athletic program.
- Fill out an incident report and file in the Nurse and/or Assistant Principal's office the day the accident occurs. If medical attention is required, parents will be immediately notified, and the correct procedure for the injury will be followed

**MILITARY OPT OUT PERMISSION**

Under current federal law, all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U. S. military recruiters. Under current federal laws, you do not have to allow your child's information to be shared if you choose to opt out.

## ATHLETICS

Students are encouraged to participate in the MCHS athletic program with its many sports offerings. The experiences and values gained through participation in athletics will reward you for life. ***Miller County athletes are expected to exhibit good sportsmanship and to conduct themselves in a manner that brings honor to themselves, the school, and the community, whether they are on or off the field. Please refer to the school's athletic handbook.***

### ATHLETIC OFFERINGS

Football	Tennis	Bass Fishing
Softball	Golf	Cheerleading
Basketball	Track	Band
Baseball		

\*\*\*Students must have a physical and the parental consent form on file with the school before they will be allowed to tryout or practice. Students must have personal insurance coverage or purchase accidental coverage offered through the school. Please see athletic handbook.

### Eligibility for Athletics

*The Georgia High School Association (GHSA) sets the minimum eligibility requirements for participation in athletics in Georgia.* Miller County High School adheres to GHSA standards. Certification of eligibility is updated at the end of each semester. It is our belief at MCHS that academic success must accompany athletic success; therefore, we encourage each student athlete to “study hard” so that each of the athletes will be able to “play hard.”

### **Code: IDE(1) 160-5-1-18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES GRADES 9-12: NO PASS/NO PARTICIPATE**

#### (1) Purpose:

The state board supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic achievement of students.

#### (2) Requirements:

Each local board of education shall adopt a policy regulating competitive interscholastic activities. The school principal shall regulate competitive interscholastic activities in his or her school and shall ensure that all staff members adhere to requirements. A student wishing to participate in interscholastic competitive activities shall be enrolled full time in a public school.

#### (3) EXTERNAL RELATIONSHIP:

(a) The State Board of Education supports a cooperative relationship with the Georgia High School (GHSA) in establishing statewide regulations for high school interscholastic competitive

activities. A local board of education may allow schools within its jurisdiction to join GHSA;



however, nothing in this rule shall be deemed to authorize the use of state or local tax dollars for membership in GHSA.

b) The State Superintendent of Schools or designee serves as a member of the State Executive Committee of the GHSA. Reports shall be made to the State Board of any changes in the Georgia High School Association Constitution and Bylaws.

**[Authority O.C.G.A. 20-2-240](#)**

Students may also be removed from participation in athletics for disciplinary reasons as outlined in the MCHS Athletic Code of Conduct.

**CLUB OFFERINGS**

MCHS offers many opportunities for students to become involved in clubs and their various activities. Club participation promotes character and the development of skills in academics, leadership, citizenship, cooperation, and service. The specific criteria for club membership may be obtained from the club sponsors.

Future Farmers of America (FFA) MCMS & MCHS  
Senior Beta Club  
Future Business Leaders of America (FBLA)  
Student Council  
Literary

**AWARDING CREDIT**

Students will be awarded credit for work successfully completed at the end of each semester. Incomplete grades (I) will be awarded only in extenuating circumstances and must be cleared within six (6) weeks of being assigned. Students who fail a course that is a prerequisite for a succeeding course will be rescheduled. Students who are in violation of the Miller County Attendance Policy could possibly lose credit for classes.

## GRADE REPORTS

Progress Reports will be issued approximately every four (4) weeks. Parents are encouraged to schedule conferences to discuss grade reports. Final grades will be calculated at the end of each Semester (Semester 1 and Semester 2).

### GRADING SCALE

A (90-100) – Superior Achievement  
B (80-89) – Above Average Achievement  
C (70-79) – Average Achievement  
F (0-69) – Failure  
I – Incomplete

### CONDUCT SCALE

S-Satisfactory  
N-Needs Improvement  
U-Unsatisfactory

Homework can count no more than 5% of a student's grade.

**Cumulative Numeric Grade Average (NGA):** MCS calculates cumulative numeric grade averages for students by adding up all grades in all classes and dividing by the total number of classes taken. The numeric average is on a 100-point scale; i.e., 87.963 out of 100. Failing grades, online grades, and summer program grades are included in the calculation. All courses listed official transcripts are averaged together. The Cumulative Numeric Grade Average is indicated on official transcripts.

**Cumulative Grade Point Average (GPA):** MCS calculates cumulative grade point averages for students by converting the numerical grades in all classes to a 4.0 scale where A = 4.0, B = 3.0, C = 2.0, and F = 0. Converted grades are added up and then divided by the total number of grades. Failing grades, online grades, and summer program grades are included in the calculation. All courses listed on official transcripts are averaged together. Points are not added to converted grades. Cumulative Grade Point Average is not a weighted average. Cumulative Grade Point Average is indicated on all official transcripts.

**Academic Numeric Grade Average:** MCS calculates the academic numeric grade averages for students only when it is needed to determine Junior Marshals, Honor Graduates, Valedictorian, Salutatorian, or similar academic positions. The academic numeric grade average is calculated in the same method as the cumulative numeric grade average but only includes academic courses. **The Academic Numeric Grade Average is not indicated on transcripts.** The following core academic courses are included in the academic numeric grade average:

- English
- Science
- Mathematics
- Social Studies
- Foreign language courses



**\*\* All core courses taken will be included. This includes college level courses and any CTAE courses used in lieu of a core academic courses.**

To encourage and reward students who chose to take college level academic course which are by design to be more rigorous, all college level academic course will be weighted. Thus, 3 points will be added to the final grade for college level academic courses. The weighted average will be used to determine senior honors: i.e. honor graduate, valedictorian, and salutatorian. In order to be eligible for the aforementioned senior honors a student must have completed Hope Rigor Courses

The senior with the highest academic numeric grade average will be named the class valedictorian, and the senior with the second highest academic numeric grade average will be named the class salutatorian.

### **Honor Graduates**

- Honor Graduates of MCHS must have completed HOPE Rigor curriculum when offered and maintained an overall GPA of 90.00 or higher.
- Must be Hope eligible by completion of 4 rigor courses
  - a. Earn a GPA of 90.00 or higher in the following core areas:
    - English
    - Mathematics
    - Science
    - Social Studies
    - Foreign Language
  - Less than 7 unexcused absences for the year
  - No alternative school placement during senior year

**\*\* All core courses taken will be included. This includes college level courses and any CTAE courses used in lieu of a core academic courses.**

### **Junior Marshalls**

- The top ten (10) Juniors with the highest academic average (HOPE GPA) will be given the honor of Junior Marshal.

## Honor Roll

Students who achieve a grade of 95 or better in **each** subject will have their names placed on the “Principal’s List” for outstanding achievement. Students who achieve a grade of 90 or better in **each** subject will have their names placed on the “A” Honor Roll. Students who achieve a grade of 80 or better in **each** subject with at least one grade of 90 or above will have their names placed on the “A-B” Honor Roll.

## Awards Program Criteria

The cutoff date will for the Awards Program will be the mid-term of quarter 4 (4<sup>th</sup> nine weeks)

- All missed work **MUST BE** completed and turned in and graded by the cutoff date.
- Academic Achievement awards are based on a student’s performance in Academic subjects: Math, Science, Language arts, Social studies and Foreign Language.

**HOPE Scholarship GPA:** All Georgia high schools must send student transcripts with complete course history to the Georgia Student Finance Commission (GSFC) for calculation of the HOPE/Zell Miller Scholarship GPA. Graduates must have a 3.0 GPA on a 4.0 scale. The GPA is calculated in the same way as the cumulative grade point average but only includes academic courses. The academic courses used to calculate GPA are the same as those used to calculate the academic numeric grade average. The weighting of grades is uniform. GSFC adds a weight of 0.5 quality points to the student's grade (up to a maximum of 4.0 quality points) for AP and IB courses and dual enrollment coursework taken at an eligible postsecondary institution. Grades from high school courses taken in middle school are not calculated. The final GPA is not rounded up. Zell Miller eligibility consideration is 3.7. A GPA of 2.99 does not qualify for either scholarship. All GPA calculations are conducted by GSFC.

### Academic Rigor Requirements for HOPE Scholarship

- HOPE Scholars, at the time of high school graduation, must earn a minimum of four full credits from the academic rigor course categories listed below prior to graduating from high school
- Advanced math, such as advanced algebra and trigonometry, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible

Postsecondary Institution

- Advanced science, such as chemistry, physics, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution
- Foreign language courses taken at the high school, or taken for degree level credit at an Eligible Postsecondary Institution; or Advanced Placement, International Baccalaureate or Dual Credit Enrollment courses in Core subjects.

### **SEMESTER EXAM EXEMPTION POLICY**

Students in grades 9-12 will be eligible for semester exam exemption after meeting established criteria. **Established criteria must be met for each class where the semester exam is to be exempted.**

Absences will include excused, medical, parent notes, and unexcused days. Covid related absences will not be counted and will require documentation.

Students must have:

- 90 or above average and no more than 5 absences
- 85-89 average and no more than 3 absences
- 80-84 average and no more than 1 absence
- 70-79 with perfect attendance.
- NO outstanding assignments. All work must be completed before time of testing.
- NO time spent in ISS, OSS or Alternative School and NO more than 3 days of detention.

\*\* NOTE: Any student eligible for exemption may choose to take the semester exam. Exam grades can only help the exempt students average. Exemption forms will be distributed by the teachers and must be signed by a parent or guardian. Students will not be exempted from the required EOC's.

## PROMOTION AND RETENTION 2022-2023

The following criteria outline the promotion requirements:

### Number of Required Carnegie Units by Grade

- 5 units to pass to 10<sup>th</sup> grade (5/6)
- 11 units to pass to 11<sup>th</sup> grade (11/12)
- 17 units to pass to 12<sup>th</sup> grade (17/18)
- To graduate: 23 total units

## GRADUATION REQUIREMENTS

- Graduation requirements are determined by the year a student enrolls in the 9<sup>th</sup> grade. **Current students in grades 10-12 will be required to have 24 credits for graduation.** Students will be advised and parents will be notified concerning a student's individual graduation requirements.
- Graduation requirements are on file in the counselor's office. Parents and students may schedule an appointment with the counselor to discuss individual graduation requirements and progress toward graduation.
- The Miller County Board of Education's Policy requires one semester of work completed at MCHS to earn a MCHS diploma.
- A student must be in compliance with all existing requirements of the Georgia Department of Education.

## Georgia High School Graduation Requirements

Areas of Study	Units Required	Requirements
English /Language Arts	4 credits	Four units of credit are required in English/language arts and must include: <ul style="list-style-type: none"> <li>● <b>Ninth Grade Literature/Composition</b></li> <li>● <b>Tenth Grade Literature/Composition</b></li> <li>● <b>American Literature/Composition (11<sup>th</sup> grade)</b></li> </ul>
Math	4 credits	Four units of credit are required in mathematics and must include: <ul style="list-style-type: none"> <li>● <b>Algebra Concepts and Connections</b></li> <li>● <b>Geometry</b></li> <li>● <b>Advanced Algebra Concepts and Connections</b></li> </ul>
Science	4 credits	Four units of credit are required in science and must include: <ul style="list-style-type: none"> <li>● <b>Physical Science or Physics (need PS before)</b></li> <li>● <b>Biology</b></li> <li>● <b>Chemistry, Earth Systems or Environmental Science</b></li> </ul> <p>* The fourth science unit may be used to meet both the science and elective requirements.</p>
Social Studies	3 credits	Three units of credit are required in social studies and must include: <ul style="list-style-type: none"> <li>● <b>World History</b></li> <li>● <b>US History</b></li> <li>● <b>½ unit American Government/Civics</b> (1 semester in length)</li> <li>● <b>½ unit Economics</b> (1 semester in length)</li> </ul>
CTAE/ Fine Arts	3 credits	Students must earn 3 credits, in any combination, from these three curriculum areas.  <i>Student must complete 3 credits in a pathway and take end of pathway assessment to complete a CTAE pathway. This option is ideal for those students planning to continue a technical program of study at a technical college after high school. Examples of CTAE career pathways include Agriculture, Business and Computer Science, and Healthcare Science.</i>  <i>Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must successfully complete 2 units of the same modern (foreign) language.</i>
Health/Personal Fitness	1 credit	One unit of credit is required in health and physical education and must include: <ul style="list-style-type: none"> <li>● <b>½ unit Health</b> (1 semester in length)</li> <li>● <b>½ unit Personal Fitness</b> (1 semester in length)</li> </ul>
Electives	4 credits	Electives can be taken in any curriculum area.  Students planning to attend a 4-year college or university are encouraged to take at least 2 electives from academic curriculum areas.
<b>Total Units Required (Minimum)</b>	<b>23</b>	<p><b>*Must have Spanish 1 and 2 if going to college.</b></p> <p><b>*Student will take EOCT in state assigned courses.</b></p>



## **GUIDANCE AND COUNSELING SERVICES**

A full-time counselor is available to assist students with guidance and counseling needs. Such needs include (but are not limited to) scheduling for courses, providing information to help with career choices, advisement for meeting graduation requirements, assistance with personal problems, crisis counseling, assistance with application/admission/financial aid processes for college or other post-high school education, sending records and transcripts, parent conferences, and coordinating testing programs for students. Any student who has a problem should feel free to consult the counselor. All students will be seen on a walk-in basis if possible; however, an appointment will allow better use of student and counselor time as well as prevent interruptions. Appointments can be made in the guidance office. All problems discussed with the counselor are confidential and will remain between student and counselor.

## **CAREER GUIDANCE CENTER**

Information is housed in the guidance office to assist students with making career and educational choices. Examples are college catalogs from most of the state and area schools, applications, financial aid information, and forms for scholarships for most colleges and technical schools, pamphlets and brochures on specific occupations, study aids for college entrance tests, and information on decision making strategies.

Students are welcome to make an appointment with the counselor to discuss future plans and to browse through information of interest or value to them. Teachers are invited to check out information that may be useful to their classes for special projects on careers.

## **ACADEMIC / BEHAVIORAL SUPPORT**

MCHS students demonstrating academic and/or behavioral weaknesses will be provided support through the MTSS (multi-tiered systems of support) framework as described in the Miller County School System MTSS Handbook.

Credit Repair is a program that is offered to Miller County High School students. This program is designed to allow students to repair a failing grade of a course they have completed in either the fall or spring semesters. In order to qualify for this program a student must have a final grade of a 65-69 for the course grade. This program is for core classes ONLY. The student must also get the failing teachers permission to participate in the credit repair program. A student may repair up to 2 core classes that they have failed in the previous semester.

If the student qualifies for credit repair, they will be assigned course material online. Upon successful completion of the credit repair content, the student's final grade will be changed to a 70.

## OUT OF COUNTY STUDENTS

It is the policy of the Miller County Board of Education to accept out of county students if they meet the criteria. There are standards students must meet and maintain while they attend Miller County Schools both academically and behaviorally. Any out of county students who fail to pass 5 of the 7 classes in high school or qualify to be retained while attending the Miller County School System may be asked to return to the school that services their county. Students who are referred to the office more than 4 times in a year, fight or cause disruptions in the daily flow of school will also be required to return to their service area school. Due to attendance problems students who reach 14 excused or unexcused absences during the full year or accumulate 7 tardies to school in a semester will be withdrawn. Students will be placed on probation period after seven excused/unexcused absences, or five tardies in a semester and parents must attend a meeting with the principal or Principal designee. The principal has the authority to require the student to return to their service area school at any time they become a discipline problem. No out of county students will be accepted if there are problems with discipline, attendance or any academic issues.

## TESTING PROGRAMS

■ **SAT and ACT** – given several times through the year in testing centers in our geographic area. These tests must be taken for college admission. **PSAT/NMSQT** – are made available to 10<sup>th</sup> and 11<sup>th</sup> graders in the fall. College-bound students are encouraged to participate. The test provides valuable information to students, parents, and counselors as students begin to lay groundwork for college planning. The counselor can provide registration information. To make allowances for reporting requirements, the testing service fee must be paid by the student. Information can be obtained from the guidance office. The student must pay testing fees and register online.

**EOC** – given to all students enrolled in an EOC course. Courses with an EOC are:

- Algebra I
- Composition or American Literature/Composition
- Biology
- U.S. History

As mandated by Georgia law, scores received on the EOC will count as 20% of students' second semester average.

## SEMESTER EXAMS

Semester exams will be administered in all classes for each semester and will count as 20% of the student's final average. Courses with an EOC or SLO at the end of the year **are not required** to give a 2<sup>nd</sup> semester exam. Courses that **do not have** an EOC or SLO at the end of the year **are required** to give a semester exam for the 4<sup>th</sup> grading period. The 2<sup>nd</sup> semester exam will also count 20% of the student's average.

## COLLEGE SCHOLARSHIPS

There are a variety of scholarship opportunities available for seniors. Many of them require a high GPA & SAT score. Most, also want to see evidence of extra-curricular activities, leadership ability (Club officer, etc.), and many community and volunteer services as requirements for scholarship consideration. You may want to begin keeping a portfolio of your awards, achievements, honors, offices held, [etc. so](#) that as you prepare your application, you do not exclude an important item.

## SUGGESTED DEADLINES FOR THE COLLEGE APPLICATION PROCESS

**FALL of 10<sup>th</sup> GRADE YEAR** - Take PSAT and use results to begin to make plans for the future. *Take the SAT after completion of Geometry*

**FALL of 11<sup>th</sup> GRADE YEAR** – Take PSAT in order to become familiar with college entrance testing program used by most Georgia colleges.

**SPRING of 11<sup>th</sup> GRADE YEAR** – Talk to counselor about preliminary plans, collect information about schools and plan to take college entrance test in May or June, especially if you plan to go to a school where a minimum test score is required. If you do not do as well as you hoped, you still have several more tries to improve you scores.

**FALL of 12<sup>th</sup> GRADE YEAR** – Take SAT or ACT in November and/or December. Inquire in guidance office about scholarships that might be available at your chosen school or in your chosen field. Make application to the college(s) of your choice including any additional information required by the college, such as letters of recommendation, and/or immunization records, & etc.

**FEBRUARY of 12<sup>th</sup> GRADE YEAR** – Fill out financial aid forms and submit. Follow through on any additional forms needed by the college. Establish housing arrangements if needed. Talk to a financial aid officer at the college about loans and scholarships.

**MAY of 12<sup>th</sup> GRADE YEAR** – Request that a final transcript be sent after your final grade point average has been calculated and a graduation date is recorded.

***Helpful Hints:***

- Every day starting in 9<sup>th</sup> grade – Keep your grade point average as high as possible
- Work on being a good “test taker”
- Be a dependable participant in extracurricular activities so that people can honestly write many nice things about you in written recommendations
- Work on developing and practicing good study habits
- Check with the counselor regularly if you need information or help with your plans for the future

## **ACADEMIC BEHAVIORAL REPORTS**

MCHS students demonstrating academic and/or behavioral weaknesses will be provided support through the MTSS (multi-tiered systems of support) framework as described in the Miller County School System MTSS Handbook.

Credit Repair is a program that is offered to Miller County High School students. This program is designed to allow students to repair a failing grade of a course they have completed in either the fall or spring semesters. In order to qualify for this program a student must have a final grade of a 65-69 for the course grade. This program is for core classes ONLY. The student must also get the failing teachers permission to participate in the credit repair program. A student may repair up to 2 core classes that they have failed in the previous semester.

If the student qualifies for credit repair, they will be assigned course material online. Upon successful completion of the credit repair content, the student's final grade will be changed to a 70.

## **ATTENDANCE PROTOCOL**

The Miller County Board of Education recognizes the value of regular attendance in enabling pupils to profit from the school program. Not only is each day's lesson important to the individual student, but his/her presence as class participant contributes to the education of others.

In accordance with state law, all children between the ages of 6 and 16 are expected to be in regular attendance in some bona fide school unless their mental and physical condition justifies their being excused. Children enrolled in the public schools prior to their sixth birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance, even though they have not attained six years of age. The Truancy Officer shall verify the enrollment of students attending private schools and be informed by principals, using methods designated by the Superintendent, of those enrolled in the system's schools. The Truancy Officer shall also investigate all cases of failure to enroll or habitual absence by children of school age who are residents of Miller County, and shall recommend appropriate action in accordance with state laws and State Board policies governing attendance.

### [GEORGIA COMPULSORY ATTENDANCE LAW: OCGA: 20-2-690..](#)

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

(b)Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with

this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this

Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for [OCGA 20-2-154.1](#) , regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to 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, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or

other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

(e) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with the Department of Education no later than January 1, 2007. The Department of Education shall provide annually to all local school superintendents model forms for the parent or guardian signature requirement contained in this subsection and updated information from reliable sources relating to the consequences of withdrawing from school without completing all requirements for a high school diploma. Such form shall include information relating to the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Each local school superintendent shall provide such forms and information to all of its principals of schools serving grades six through twelve for the principals to use during the required conference with the child and parent or legal guardian

### **SKIPPING CLASS**

Any unexcused tardy to class of more than 15 minutes or any unexcused absence from class of more than 15 minutes.

1st offense – 1 day ISS, parent notification

2nd offense – 3 days ISS/OSS, parent conference

3rd offense – 5 days ISS/OSS, parent conference

### **LEAVING WITHOUT PERMISSION**

1st offense – Parent notification and 1-3 days ISS

2nd offense – Parent notification and 3-5 days ISS/OSS

3rd offense – 5-10 days OSS

### **DISRUPTIVE**

No student will engage in behavior that disrupts the learning environment for others. In addition, students are expected to comply with teacher requests; uncooperative, defiant behavior will not be tolerated.

(Administrator has the discretion to advance consequences depending upon severity)

### **TARDIES to Class 2<sup>nd</sup> period – 7<sup>th</sup> period**

1st offense – Warning

2nd offense: Teacher detention

3rd offense: Administrative detention

4th offense: 1 day ISS

5th offense: 3 days ISS/OSS

**Tardy to School:** First 3 tardies to school is a warning. After the 3<sup>rd</sup> tardy, students will receive a referral for being tardy to school. Parent notes will not be accepted in lieu of punishment.

4<sup>th</sup> offense: 1 day ISS

5 or more offenses: 3 days ISS and possible removal of parking privileges for the remainder of the 9 weeks or semester depending on date of offense.

**Tardy to School:** Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

**Tardy to Class:** A student is “tardy to class” when he/she arrives to class following the ringing bell, chime or other audible signal indicating the beginning of instructional time.

**Early Checkout:** Leaving school prior to the end of instructional time and/or the end of the official school day.

**Excused:** Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkout may result in disciplinary action or referral as the Principal deems necessary.



**Unexcused:** Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral as the Principal deems necessary.

**Excused Absences:** Local board of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness (Excessive or extended absences may require an excuse from medical doctor)
- Circumstances where attendance in school endangers a student's health or the health of others
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
  - Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly

**Grades and Absences:**

- Final student course grades shall not be penalized because of absences if the following conditions are met.
- Absences are justified and validated for excusable reasons.
- Make up work for excused absences were completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.
- There will be a **5-day** limit allowed for any make-up work.

**Consequences and Penalties for Violation of Compulsory Attendance**

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Including students not receiving credits for courses.

## **Absences and Consequence: Ages under 16**

### **1-7 Unexcused absences**

**School Level Intervention-** The school will make a minimum of three reasonable attempts to talk with the student, parent, guardian or other person having control of the student to inquire about the absence in inform the parent/guardian about the attendance protocol. A parent conference may be held when a student reaches 5-6 unexcused absences to develop interventions to deter further unexcused absences. Attempts may include nut are not limited to; Remind app, Band app phone calls, emails, meetings and attendance letters that are mailed or sent home by the student.

Teacher will make 1<sup>st</sup> attempt to reach parents after 3 unexcused absences.

Administration will follow up with formal letter at 5<sup>th</sup> unexcused absence.

### **9 Unexcused absences**

**School Social Worker Interventions-**The school will submit an attendance referral and supporting documentation to the School Social Worker. The School Social Worker will visit the home and offer assistance to prevent further absences. School Social Worker will collaborate with the school faculty and/or Judicial System to develop and implement strategies to work with students and/or parents/guardians to prevent further unexcused absences.

### **11 Unexcused Absences**

**Referral to State/Juvenile Court-**A warrant and/or juvenile complaint will be issued for violation of the Georgia Compulsory Attendance Law if the student continues to increase unexcused absences.

## **Absences and Consequence: Ages 16 and Over**

### **Five (5) absences**

A student could lose his/her on campus parking permit.

1<sup>st</sup> Offense: Parking Pass Suspended for 2 weeks

2<sup>nd</sup> Offense: Parking Pass Suspended for 1 month

3<sup>rd</sup> Offense: Parking Pass Suspended for the year

A letter will be mailed to the parent(s)/guardian (s) of all students who have 5 absences, requesting a meeting with the school level attendance committee or principal

**A reinstatement fee of \$20.00 will be required for the parking permit to be reissued once the permit has been revoked.**

Continuing to park on the Miller County School Property once the permit is pulled or after notice to purchase a permit has been given will result in the following consequences or failure to have a valid HS Parking permit will result in the following:

- 1st Offense: \$25.00 Ticket
- 2nd Offense: \$35.00 Ticket
- 3rd Offense: Tire Boot Placement on Vehicle Parked Illegally
  - Meeting with Student
  - Parent called by School Administration
  - \$50.00 to remove Tire Boot

Miller County School Resource Officer will only tire boot a vehicle two times during a school year. After the second time, the car will be towed at the owner's expense and parking privileges will be suspended for the remainder of that school year.

- When **10 days** of being absent has accumulated, the student will be deemed truant. The **truancy officer** will take action at this time.

### **Documentation for Absences**

A student, on returning to school after an absence, must present a written and signed excuse to their homeroom from the parent or guardian / doctor stating the reason for the student's absence. No more than 5 parent excuses will be accepted for excused absences. **Failure to furnish this excuse within three (3) days after returning to school will constitute an unexcused absence.** These excuses will be field as documentation for absences should an appeal meeting become necessary. This policy will be strictly adhered to by the Attendance Appeals Committee.

## DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of instilling dignity and pride. We want students at MCHS to dress for success. Modesty and cleanliness are our goals. Due to the fact that some types of clothing do not encourage students to be aware of these goals, the following limitations are in effect. A student who does not comply with this dress code is required to be referred by school employees to the school administration.

The following consequences will be enforced:

- 1<sup>st</sup> Offense-Warning and change of clothing (if change of clothing is unavailable, student will go to ISS for the day)
- 2<sup>nd</sup> Offense-1 day ISS
- 3<sup>rd</sup> Offense-2 days ISS

**\*\*\*\*Students who continue to be habitual violators will be subject to a more severe disciplinary action\*\*\*\***

**STUDENT APPEARANCE:** Any student appearance that causes disruptions in daily school activities will not be permitted. There will be **NO** nasal septum, nose hoops (studs are allowed) lip, tongue, eyebrow rings, or ear gauges, etc. Any other jewelry deemed inappropriate by the administration will not be allowed. Violations of this policy will adhere to the Code of Conduct.

### **THE FOLLOWING WILL NOT BE PERMITTED:**

- No low riding shorts or pants. All pants should be worn at the waistline.
- NO sweatpants/joggers (used only in PE)
- No gym shorts (used only in PE)
- Nylon wind pants ONLY are allowed (NO NYLON SHORTS)
- Absolutely no showing of cleavage, midribs, and/or underwear (male or female).
- The proper undergarments must be worn at all times (bra, underwear, etc.).
- No hats, caps, visors, bandanas, hair nets, or any other types of head covering allowed during school hours from 7:00 – 3:30. (this also includes no shower caps or bonnets)
- Do not wear garments with holes above the knee. Holes must be covered by an under layer that is not see-through.
- Garments which display emblems relating to alcoholic beverages, drugs, sex, violence, death, inappropriate language, and/or graphics. Any type of racial or gang statements or promotion of illegal activities will not be tolerated.
- Any article of clothing with vulgar or offending remarks or emblems.
- Clothing that advertises or implies the use of alcohol, drugs or drug paraphernalia

- Cut-off garments, clothing that is too tight, too bare, or so extreme as to be immodest. This includes P.E. classes!
- Shirts that show bare midriffs, tank tops, muscle shirts or mini-garments. **RULE OF THUMB:** If you can see your midriff when you raise your arms, the clothing is inappropriate.
- Shorts, skirts, and dresses must be mid-thigh. No-slits in skirts.
- If leggings are worn, they must be worn under a dress or with a shirt that is mid-thigh that covers the front and back mid areas.
- Girls: No off-the-shoulder shirts (cold-shoulder blouses) UNLESS it has 2-3" straps across the shoulders. No showing of personal under garments.
- Students are required to wear shoes at all times. No bedroom shoes, flip-flops, slides or shoes that have wheels on them will be permitted.
- Articles worn as jewelry, which can be used as weapons including chains, rings and or belts with sharp points.
- No sunglasses, combs and/or picks in student's hair.
- Blankets will not be permitted.
- Any attire that is deemed inappropriate by the administration will not be permitted.

**PHYSICAL EDUCATION CLASSES** Students in Physical Education classes are expected to follow the Physical Education Dress Code while attending physical education class. Students in P. E. are expected to dress out during assigned classes. Their attire should be as follows: shorts or sweat pants with T-shirt. The shorts must be mid-thigh. Shirt styles should conform to the standard dress code. When students come into the main building, they must be dressed appropriately!

*THE ADMINISTRATION WILL MAKE THE FINAL DETERMINATION OF WHAT IS APPROPRIATE FOR SCHOOL WEAR*

## **STUDENT COMPLAINTS AND GRIEVANCES**

This procedure is established in order to provide a formal method for the resolution of any grievances, concerning the treatment of students by district personnel, which is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant.

Any student may bring a grievance, or the parents of such students, whose rights under any district policy or applicable law have allegedly been violated. However, when a minor student brings a grievance, the student's parents must be a party to the proceedings.

Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. If a grievant chooses to be represented by counsel, he/she must give sufficient advance notice to enable the school district to be likewise represented.

All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasons upon which they are based. If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except when said hearing is brought before the Board of Education. In this case, it shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

The district Title IX coordinator shall be consulted whenever sex discrimination is alleged in a formal grievance.

### **Level One**

A grievant that cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose. All grievances must be submitted within ten school days after the date of which the action in question occurred, and must clearly state the district policies and/or student legal rights alleged to have been violated.

A hearing may not be necessary at this level because the principal may have become aware of all pertinent information through previous informal conferences.

However, a hearing will be held at the request of either the principal or the grievant. A hearing shall be held within five days after the grievance has been submitted unless a later date is mutually agreeable.

The principal shall render a decision within three school days after submission of the grievance or holding of a hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level two provided that notice of appeal is made within five school days.



## Level Two

Grievances may be initiated at this level by the filing of a timely notice of appeal with the superintendent within five school days. A notice must be in writing and accompanied by copies of the original grievance and the decision, if any, made at level one. If the notice of appeal contains a request for a hearing or the superintendent believes one to be necessary, a hearing shall be held within ten school days of such notice unless a later date is agreeable to both parties.

The superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level three provided that notice of appeal is made within ten school days.

## Level Three

The grievant may request a hearing before the Board by submitting a timely notice of appeal with the superintendent within ten school days. *A copy of the original grievance and the decisions, if any, made at levels one and two, shall accompany such notice.* In addition, such notice shall contain a statement of reasons why such decisions are unacceptable.

If the *Board refuses* to hear the appeal, the grievant will be so notified.

If the Board chooses to hear the appeal the grievant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within a reasonable time after such hearing. [\(OCGA 20-2-1160\)](#)

## ANTI-DISCRIMINATION NOTICE

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Miller County Board of Education does not discriminate in any educational programs, activities or employment policies.

## CORPORAL PUNISHMENT

The Miller County Board of Education has adopted a policy, which outlines the requirements of administering corporal punishment. A copy of this policy is given to all students at the beginning of every school year. If a parent/guardian **DOES NOT** wish for his/her child to be administered corporal punishment as a means of discipline, they must come by the school office and sign a form prohibiting corporal punishment. All forms are kept on file in the principal's office for one school year.

Reasonable discipline may include the administration of corporal punishment to a student, subject to the following requirements.

The corporal punishment shall not be excessive or unduly severe.

- Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misbehavior which are as antisocial or disruptive in nature as to shock the conscience.
- Corporal punishment must be administered in the presence of a principal, assistant principal, or teacher who must be informed beforehand in the presence of the pupil of the reason for the punishment.
- The principal or teacher who administered the corporal punishment must provide the child's parent, upon request, a written explanation of the reasons for the punishment and the name of the witness who was present.
- Corporal punishment shall not be administered to a child whose parents or legal guardian have upon the day of enrollment of the pupil filed with the principal of the school a statement from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.
- Corporal punishment shall not be administered to a child whose parent or legal guardian have signed a form stating that the child shall not receive corporal punishment.
- All certified personnel administering corporal punishment must be insured under professional liability insurance. Certified personnel enrolled as members of PAGE or GAE educational organizations will have this coverage.

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## MEDICATION

### BOARD POLICY Description Code: JGCD

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office (nurse's office) immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employee and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. 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 an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

## SAFE STUDENT RIDING INSTRUCTIONS

Statistics shows children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Miller County Board of Education believes the school bus is an extension of the class room; therefore the same rules of "Respect to Self" "Respect for Others" and "Respect for other's Property" will apply in route to the bus stop, departing from the bus stop and while on the bus.

Safe riding begins before your child ever leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop five minutes before the scheduled pick up time, not before. These few minutes allow your child to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and out in a variety of weather conditions for any longer than necessary.

**SPECIAL NOTE:** Students are subject to being recorded on video cameras at any time they are riding a school bus.

### **Rules for Riding the Bus:**

Students shall take seats promptly after boarding the bus. No seats can be reserved.

Should the driver assign a student a seat, the student must comply.

- Students will remain in their seats while the bus is in motion.
- Students must keep arms and head inside the bus.
- Students shall not use alcohol, drugs, or tobacco in any form.
- Students shall not throw objects on the bus or out the windows.
- Students shall not distract the driver.
- Students shall not eat food or drink beverages.
- Students shall not transport live animals.
- Students shall not litter.
- Students shall not transport items, which may endanger the health or safety of any other passengers.
- Students shall not transport weapons or fireworks.
- Students shall not use inappropriate language as follows: It is unacceptable to use language or gestures that are lewd, obscene, profane or in general offensive and objectionable as measured by the prudent and prevailing standard of the community and the Board of Education.
- Students shall not be disobedient as follows: It is unacceptable to be defiant or refuse to obey and follow a legitimate request, rule, regulation, directive or order. Students shall not be disrespectful as follows: It is unacceptable to be discourteous, impolite, rude, or insubordinate.

- Students shall not be disruptive as follows: It is unacceptable to interrupt in any of its settings, the orderly course of transportation affairs by any means, way, form or fashion.

- Students shall not be abusive or aggressive as follows: It is unacceptable to fight, mistreat, misuse, demean, insult, intimidate, extort, mock, ridicule, threaten or use excessive force.
- Students shall follow school dress codes.

(1st Offense) - The driver will talk with a student, may reassign him/her to a new seat on the bus and talk with the student's parents or guardians. The driver will document the action and give copy to Principal or other designee.

(2nd Offense) - Disciplinary Action will be at the principal's discretion.

(3rd Offense) - Student will be suspended from riding the bus for three (3)

days. (4th Offense) - Student will be suspended from riding the bus for five (5)

days. (5th Offense) - Student will be suspended from riding the bus for ten (10)

days.

(6th Offense) - Student will be suspended from riding the bus for the remainder of the school year.

**NOTE:** Principals have the option to suspend students out of school and from riding the bus for more than (10) days and up to the remainder of the year, when deemed appropriate. When altercations occur between students of different schools, Principal and/or designee of each school will collaborate in order to be consistent with disciplinary action.

## STUDENT REPORT 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 the student handbooks and in employee handbooks or policies.

- 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 school system employee is urged to 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 principal's designee receiving a report of sexual abuse as defined in [OCGA 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 designed by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by [OCGA 19-7-5](#) or [20-2-1184](#) shall be investigate 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.

#### **DEFINITIONS for sexual abuse and sexual misconduct**


Sexual Abuse means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in [OCGA 197-5](#)

Sexual Misconduct includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

- Made sexual comments, jokes or gestures.
- Showed or displayed sexual pictures, photographs, illustrations, or messages.
- Wrote sexual messages/graffiti on notes or the Internet.
- Spread sexual rumors (i.e. said a student was a gay or lesbian)
- Spied on students as they dressed, showered or used the restroom at school.
- Flashed or "mooned" student.
- Touched, excessively hugged or grabbed students in a sexual manner.
- Forced a student to kiss him/her or do something else of a sexual nature.

- Talked or asked about a student's developing body, sexuality, dating habits, etc.



-  Talked repeatedly about sexual activities or sexual fantasies.
- Made fun of your body parts.
- Called students sexual names.

### **GIFTED EDUCATION PROGRAM**

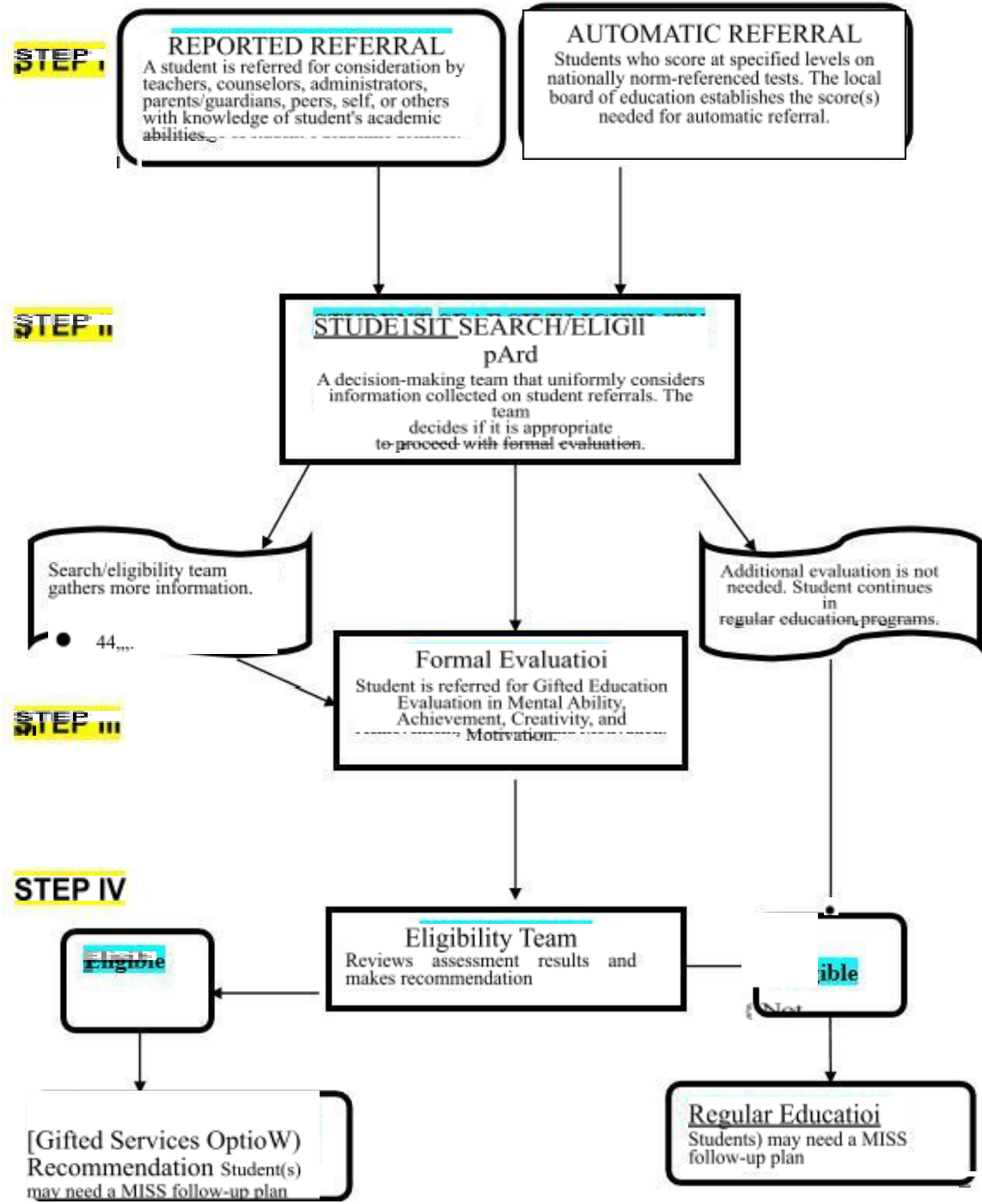
A student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in three of the four areas listed below. Students must be screened in all four areas even if they have already met requirements in three of the areas.

**SECTION III GIFTED EDUCATION ELIGIBILITY CHART**

- In option A and B, information shall be gathered in each of the four categories.
- At least one of the criteria must be met by a score on a GaDOE approved nationally normed-referenced test.
- Any data used to establish eligibility in one category shall not be used to establish eligibility in another category.
- If a rating scale is used to evaluate creativity, a rating scale shall not be used to evaluate motivation. If a rating scale is used to evaluate motivation, a rating scale shall not be used to evaluate creativity.
- Any piece of information used to establish eligibility shall be current within two years.
- Local school systems must establish policies regarding the use of data gathered and analyzed by private entities.

Category	Option A	Option B
	<b>Student must have a qualifying score in the mental ability AND achievement categories.</b>	<b>Student must qualify in <u>three of the four</u> categories.</b>
<b>Mental Ability</b>	<ul style="list-style-type: none"> <li>&gt; Grades K-2 ≥99<sup>th</sup> percentile composite score on a nationally age normed mental ability test</li> <li>&gt; Grades 3-12 ≥96<sup>th</sup> percentile composite score on a nationally age normed mental ability test</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Grades K-12 ≥ 96<sup>th</sup> percentile composite OR appropriate component score on a nationally age normed mental ability tests</li> </ul>
<b>Achievement</b>	<ul style="list-style-type: none"> <li>&gt; Grades K-12 ≥ 90<sup>th</sup> percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Grades K-12 ≥ 90<sup>th</sup> percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test</li> <li>&gt; Grades K – 12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>&gt; Evaluation data required</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Grades K-12 ≥ 90<sup>th</sup> percentile on composite score on a nationally normed creativity test</li> <li>&gt; Grades K-12 Rating scales used to qualify student creativity must equate to the 90<sup>th</sup> percentile</li> <li>&gt; Grades K-12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>&gt; Evaluation data required</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Grades 6-12 Two-year average of a 3.5 GPA on a 4.0 scale in regular core subject of mathematics, English/language arts, social studies, science, and full year world languages. (See pg. 34-36 for additional information)</li> <li>&gt; Grades K-12 Rating scales used to qualify student motivation must equate to the 90<sup>th</sup> percentile</li> <li>&gt; Grades K – 12 Superior product/performance/structured observation with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</li> </ul>

**SECTION IV REFERRAL and ELIGIBILITY PROCESS CHART**





**GIFTED EDUCATION PROGRAM REFERRAL PROCESS**

Category	Option A	Option B
	Student must have a qualifying score in the mental ability AND achievement categories.	Student must qualify in three of the four categories.
<b>Mental Ability</b>	<p><b>Grades K-2:</b> 99<sup>th</sup> percentile composite score on a nationally age normed mental ability test</p> <p><b>Grades 3-12:</b> Greater than or equal to the 96<sup>th</sup> percentile composite score on a nationally age normed mental ability test</p>	<p><b>Grades K-12:</b> Greater than 96<sup>th</sup> percentile composite on a nationally age normed mental ability tests OR 96<sup>th</sup> percentile on a component score on a nationally age normed mental ability test</p>
<b>Achievement</b>	<p><b>Grades K-12:</b> Greater than or equal to 90<sup>th</sup> percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test</p>	<p><b>Grades K-12:</b> Greater than 90<sup>th</sup> percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test</p> <p><b>Grades K-12:</b> Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</p>
<b>Creativity</b>	Evaluation Data Required	<p><b>Grades K-12:</b> Greater than 90<sup>th</sup> percentile on composite score on nationally normed creativity test</p> <p><b>Grades K-12:</b> Rating scales used to qualify student creativity must equate to the 90<sup>th</sup> percentile</p> <p><b>Grades K-12:</b> Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators.</p>
<b>Motivation</b>	Evaluation Data Required	<p>Grades 6-12: Two – year average of a 3.5 GPA on a 4.0 scale in regular core subject of Mathematics, English/Language Arts, SS, Science, Full year of World Languages.</p> <p>Grades K-12: Rating scales used to qualify student motivation must equate to the 90<sup>th</sup> percentile</p> <p>Grades K-12: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators</p>

**PARENT'S RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATION-  
ESSA (Every Student Succeeds Act) Sec. 1112:**

In compliance with the requirements of **Every Student Succeeds Act**, parents may request the following information:

Whether the student's teacher or paraprofessional:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher
- notifications must occur within 30 calendar days from the start of school or upon enrollment
- notification applies to children participating in any and all programs
- responses to requests must be provided in a timely manner
- records will be maintained that meet ESSA requirements

