

Clinch County Elementary School



575 Woodlake Drive
Homerville, GA 31634
912-487-5385

Amanda James
Principal

Jarred Morris
Assistant Principal

2015-2016 Student Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

Accredited by
Southern Association of Colleges and Schools
Georgia Accrediting Commission, Inc.

It is the policy of the Clinch County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or handicap in educational programs and activities, admission to facilities or employment practices.



Caroline Lankford
Instructional Coach



Marie White
Counselor

Lori Register
Parent Involvement Coordinator

2015-2016 Faculty and Staff

Faculty

Bell, Heather – 1st
Brown, Melonie – 1st
Brown, Wanda – 4th
Bruce, Janin - Speech
Bruorton, Beverly – 3rd
Carmichael, Ansley – 4th
Coleman, Elizabeth – 2nd
Conner, Bambi – 3rd
Daniel, Chase - PE
Deloach, Jennifer – 2nd
Dickerson, Kristi - K
Dupree, Cindy – 4th
Ellis, Nikki - PreK
Ganas, Stephanie - K
Gillis, Natasha - K
Griffis, Betsy – 2nd
Griffis, Dottie – 4th
Guess, Whitney – 3rd
Hendrix, Ginger – K and 1
Herlocker, Stephanie – K
Johnson, Ann – 3rd & Speech

Johnson, Karen – Special Ed.
Johnson Rita – K
Jones, Donna – 4th
Jones, Mary – Intervention
Kight, Holly – 1st
Kight, Erika – Art
Morgan, Amy – 2nd
O’Berry, Tanya – Gifted
Paige, Mary Francis – 1st
Palmer, Maria – 4th
Rice, Dawn – 2nd
Railey, Ashley – PreK
Smith, Kayla – PreK
Stalvey, Elgin – Special Ed.
Steedley, Brandi – 3rd
Thomas, Cassandra – PreK
Tison, Don – Health
Trevelyan, Tammy – Special Ed.
Williams, Amy – 1st
Windham, Kebra - Media

Staff

Barclay, Marie – Literacy Partner
Blanton, Christina – PreK
Burch, Sabrina – 1st & 3rd
Cason, Faye – K
Corbitt, Linda – Receptionist
Gonzalez, Rose – Migrant
Hayes, Debbie – K
Helmick, Ali – K
Henderson, Vicki – Special Ed.
Hendrix, Janessa – Nurse
Howling, Tina – Special Ed.

Jeffords, Felecia – K
Johnson, Darlene – PreK
Meriweather, Connie – Special Ed.
Morehead, Kenyun – Maintenance
Munoz, Daniel - Technology
Register, Liane – Records Clerk
Sirmans, Cindy – K
Smith, Phyllis – Technology
Strickland, Debbie – bookkeeper
Thomas, Rose – PreK
Wilson, Cathy – Media

SCHOOL PLEDGE

I pledge to be in charge of my own behavior, to attend school regularly,
and to be on time for all my classes.

I will respect myself, others, and my environment.

I will be responsible for my own learning.

By doing these things, I will help make my school and community
a better place to work and live.

BELIEF STATEMENTS OF THE CLINCH COUNTY SCHOOL SYSTEM

1. We believe all children can learn.
2. We believe all students are unique and valued individuals and learn in different ways.
3. We believe in creating high expectations for all and in helping students become responsible for their learning.
4. We believe students learn best in a safe, caring and well-maintained environment; no individual has the right to disrupt the learning environment.
5. We believe in equipping students for the future workforce through technology enhanced learning.
6. We believe students engaged in school activities enjoy a more successful educational experience.
7. We believe continuous and balanced formative assessment and analysis of performance data provides for increased learning.
8. We believe prompt and regular attendance by students and teachers leads to improved performance.
9. We believe life-long professional learning for all staff and team-based collaboration efforts lead to higher organizational performance.
10. We believe in effective communications internally and externally.
11. We believe in the personal accountability of all stakeholders in learning- students, teachers, parents, community.
12. We believe successful school experiences are predictors of successful life experiences.

CLINCH COUNTY SCHOOL SYSTEM MISSION AND VISION

Mission: To engage students in the pursuit of a quality education, in a safe and clean environment, with available resources.

Vision: Our vision for the Clinch County schools is to reach and maintain a high school graduation rate of at least 90 percent and to rank in the top 10 percent of school systems in Georgia. We will accomplish this vision by setting high expectations for students, staff, and parents; by improving perceptions of the value of education, and by improving parent involvement. We will provide multiple safety nets and support, remediation and enrichment, strong accountability systems, and alignment from the board room to the classroom- Pre-K to 12.

The policies and procedures contained in this handbook are the result of a cooperative effort between the faculty and the administration. We ask that you and your child go over this handbook together and become familiar so that his/her experience at Clinch County Elementary School will be safe and successful.

THE SCHOOL DAY

Our building is open for students from 7:30 a.m. until 3:30 p.m. **If your student is on campus before or after that time, there is no adult supervision. Regular breakfast hours are 7:30-7:50 a.m. every morning.** The first bell will ring at 7:55 a.m. and instruction begins; the tardy bell will ring at 8:00 a.m. Any student who is not in his/her classroom by 8:00 a.m. is tardy. It is most important that students arrive at school on time. When students arrive after teachers begin the day, it causes an interruption of classroom instruction; instructional time at Clinch County Elementary is valued. Dismissal is at 2:55 p.m. for all students. The building will be closed to students at 3:30 p.m. At **NO** time after 3:30 p.m. should a student remain in the building or on campus unless they are under a teacher's supervision in after-school tutoring.

CHANGING THE WAY STUDENTS GO HOME

Students feel safe and confident when they go home the same way every day. It becomes **NECESSARY** to change the way your child goes home or for your child to ride a different bus, you must send a written note or call the school before 2:00 p.m. It is very difficult, often impossible, to deliver messages received after 2:00 p.m.

EARLY CHECK OUT

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. When possible, medical and dental appointments should be made outside school hours. Students are responsible for classes they miss. A student will be released only to the parent unless the parent notifies the receptionist that he/she has granted permission for someone else to pick up his/her child. All students will be checked out at the front desk. Your child will be called over the intercom to come to the front desk. Parents will sign the student out at the front desk and will wait for the student in the front lobby. It is not acceptable for a parent to wait outside the classroom door for his/her student. Teachers will not dismiss a student unless they are notified by the front office. **At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal's designee for disciplinary or other appropriate action.**

NO STUDENT MAY BE CHECKED OUT AFTER 2:30

VISITORS

Visitors are welcome at Clinch County Elementary School. **All visitors are required to come by the office upon entering the school building.** House Bill 161 requires that immediately upon entering the campus, "any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check-in at the designated location as stated on posted signs and provide a reason for his or her presence at the school immediately upon entering the campus." There is a sign-in log on the counter. Once the visitor has signed in, the office staff issues him/her a badge. For the safety of our students, we request that visitors wear the badge while they are in the building. This assures us that visitors have been to the office and checked in with our office staff. We respectfully request appropriate supervision of small children visiting the building to prevent disruption in the instruction of our students. Parents are urged to visit the school for conferences and planned activities.

*****Note*****

Visitors entering the school complex should be dressed for an environment conducive to learning. Visitors will not be allowed to enter the building if wearing inappropriate clothing (this includes bedroom clothing, clothing with inappropriate pictures and or words, or clothing that reveals private body parts).

Student Code of Conduct

The parents are requested to sign an acknowledgement of the receipt of the code of conduct and return the acknowledgement promptly to the school. The student code of conduct is available in the school office and each classroom.

All student behaviors shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school.

Students have the responsibility to know and respect the rules and regulations of Clinch County Elementary School and the Clinch County Board of Education. Students have further responsibility to behave in a manner appropriate to good citizenship everywhere. When students do not respond to teacher initiated interventions and continue to fail to meet basic school-wide expectations teachers will follow a set discipline policy for minor and major behaviors.

In the event of immediate office discipline referral (ODR) or a culmination of classroom disruptions resulting in an ODR, the school administration will decide on the most appropriate consequence for the offending action. According to Georgia Law, "progressive discipline processes, shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed" (O.C.G.A. § 20-2-735).

Level I Behavior Definitions (Minor Offenses)

1. **Not prepared for class:** coming to class without books, notebooks, or planner.
2. **Out of seat:** Failure to remain in assigned area.
Example: leaving the work area without permission, any instance in which the student left a designated area without teacher permission
3. **Physical Disruption:** Bodily actions to disrupt the classroom or school environment.
Example: running, pounding, noise with materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices
4. **Verbal Disruption:** Any verbal behaviors to disrupt the classroom or school environment.
Example: talking out, tantrums, crying, yelling, making noise, speaking loudly
5. **Minor Verbal Aggression:** Verbal behaviors to cause emotional harm.
Example: taunting, teasing, profanity, making fun of another student, name calling, screaming at peers, talking back to teachers, disrespect toward adult
6. **Non-compliance:** Failure to engage in requisite activities after specifically prompted by teacher or other adult.
7. **Dress Code:** violation of board approved dress code.
8. **Tardy:** Failure to be in the classroom without a pass after class has begun.

Level I Discipline Procedures (Teachers)

1. **First Offense**
 - a. Verbal warning
 - b. Restatement of expectation
2. **Second Offense**
 - a. Verbal warning
 - b. Restatement of expectation
3. **Third Offense**
 - a. Verbal warning
 - b. Restatement of expectation
 - c. Enter Minor Incident Report (MIR) and give consequence based on classroom management plan.

Level I Discipline Procedures (Repeat Offences) (Administrative Response)

Repeated MIR can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, PE)
3. Corporal Punishment
4. In-school suspension (1 to 3 days) (ISS can only be assigned or extended by the administrative team)
5. Out-of-school suspension (1 to 3 days)

Level II Behavior Definitions (Major Offenses)

1. **Repeated and Excessive Level I Behaviors:** See above descriptions.
2. **Continuous Non-Compliance and/or Overt Insubordination:** Failure to engage in requisite activities after specifically prompted by teacher or other adult and level one consequence are deemed ineffective.
Examples: refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.
3. **Dishonesty:** Deliberate misrepresentation of facts either verbally or through actions (including misrepresenting someone else's work as one's own).
Examples: cheating, lying, omitting facts or details
4. **Verbal Aggression to Peers:** Verbal behaviors to cause emotional harm.
Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means
5. **Physical Aggression:** Bodily actions to cause physical or emotional harm to another.
Examples: hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm, tearing or destroying materials
6. **Use of or Possession of Tobacco Products:** Smoke or smokeless products.
7. **Out of area:** Failure to remain in assigned area including school elopement.

Level II Discipline Procedures (Administrative Response)

Immediate Referral: Referrals to the office for Level II behaviors can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, PE)
3. Corporal Punishment
4. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
5. Out-of-school suspension (1 to 10 days)

Level III Behavior Definitions (Severe Offenses)

1. **Physical Aggression:** Willfully inflicting pain and injury or attempting to cause physical harm.
2. **Verbal Aggression to School Staff:** Verbal behaviors to cause emotional harm.
Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means
3. **Possession of Banned Paraphernalia:** Carrying, possessing, or concealing paraphernalia on your person, personal carrying case, book bag, locker, desk, or any other container under the control, ownership, or in possession of the student.
Examples: weapons (manufactured or homemade), fireworks or any other explosive device, material or liquid, use or possession of alcoholic beverages, unprescribed legal drugs (including any and all counterfeit or look alike substances), illegal drugs as defined by law enforcement (including any and all counterfeit or look alike substances).

4. **Illegal or Unauthorized Entry to School Facilities:** *Trespassing on school board property during unauthorized periods of time.*
Examples: after-hour entry of school board property, returning to school during a designated suspension/expulsion period.
5. **Theft:** Any taking or attempting to take items, possessions, physical objects other otherwise belonging to another person without expressed consent.
Examples: personal items, school property, identities (figuratively or explicitly)
6. **Inappropriate Technology Use:** As outlined in the general guidelines for technology use in the student handbook.
7. **Inducing General Panic:**
Example: The use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.
8. **Violation of State or Federal Laws:** Any act considered illegal under State or Federal Law.
Example: Public Intoxication, Physical Assault, Sexual Assault, Arson, Burglary, Indecent Exposure, Possession of illegal Drugs (This list is not meant to be inclusive of all possible violations of the law but examples for the purpose of this description).

Level III Discipline Procedures (Administrative Response)

Immediate Referral: Referrals to the office for Level III behaviors can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Notification of authorities
3. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
4. Out-of-school suspension (1 to 10 days)
5. Expulsion
6. Referred to local law enforcement

Bullying Policy

Bullying Definition

The term “bullying” is defined as:

1. a form of written, verbal, or physical aggression intended to offend, harm, or embarrass another person,
2. that occurs **repeatedly** overtime,
3. has a perceived or realized imbalance of power or status,
4. and interferes with the education or educational environment of another.

Bullying can take the form of:

1. **Physical Bullying:** The act of one person or a group of people using overt bodily acts to gain power over another.
Example: hitting, punching, kicking, slapping, pinching, or any other physical act intended to inflict harm on another.
2. **Verbal Bullying:** The act of one person or a group of people using language (explicit, obscene, or insinuating) to gain power over another.
Examples: name-calling, threats, teasing, taunting
3. **Indirect Bullying:** The act of one person or a group of people purposefully engaging in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publically or privately embarrassing, harassing, or degrading that person.
Examples: spreading rumors, gossiping,

4. **Cyber Bullying:** The act of one person or group of people using the internet, computers, cell phones, or other electronic devices to purposefully engage in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publically or privately embarrassing, harassing, or degrading that person.

Examples: verbal or indirect bullying via electronic device

Bullying Procedures

1. Immediate Referral

- a. Bullying referrals will be addressed according to district and state policy. Please refer to The State of Georgia Bullying Law ([O.C.G.A. 20-2-751.4](#)) when addressing instances of bullying in the school.
- b. Refer to district bullying policy when addressing bullying.

School-wide Discipline Procedures and Special Education

All students should be disciplined in accordance to school-wide discipline procedures unless an alternative discipline plan or consequences are detailed in an Individualized Education Plan (IEP) or Behavior Intervention Plan (BIP).

Procedures for Handling Fights in Schools

Physical abuse, assault, or battery by a student on another student or to any other person NOT Employed by the School.

A student shall not engage in (1A) verbal abuse or intimidations, threats of violence, and/or use of "fighting words" (1B) making physical contact or fighting, or (1C) intentionally causing bodily harm.

Disciplinary Action to be Taken

Disciplinary options for 1A will be at the discretion of the administration and determined by the severity of the offense.

Disciplinary Options for 1B Include:

First Offense – 3 days out-of-school suspension

Second Offense – 5 days out-of-school suspension

Third and All Subsequent Offenses – 10 days out-of-school suspension and possible Tribunal Hearing with recommendation for 90 days in alternative school or long term suspension for the remainder of the semester with a loss of credit; restitution for damage, if applicable, with possible arrest and prosecution.

Disciplinary Options for 1C Include:

First Offense – 5-10 days out-of-school suspension

Second Offense - 10 days out-of-school suspension and mandatory Tribunal Hearing with recommendation for 90 days in alternative school or long term suspension for the remainder of the semester with a loss of credit; restitution for damage, if applicable, with possible arrest and prosecution.

NOTE: When clearly evident, as witnessed by a faculty member, that one party acted only in self-defense, action taken will be left to the discretion of a school administrator. Offenses involving extreme violence or threat to do bodily harm will be subject to more severe punishment and a Tribunal referral. Notification of law enforcement officials will be at the discretion of the administrator.

General Information

Parent involvement through conferences is the most desirable avenue for correcting behavior problems. The parent or guardian should be contacted by phone whenever possible. In all cases involving a Level II-IV infraction the parents will be given written notification stating the student's offense and the administrative disposition. The student's failure to complete the punishment as designated will result in escalation to the next step on the ladder.

***** Students who are placed in ISS and/or OSS are not to be on any Clinch County School Campus after normal school hours. Once the student has served his/her time in ISS/OSS, then he/she can resume attending extra-curricular activities. Students should not attend high school or middle school athletic events while serving time in ISS or OSS. Students should not be attending recreational league practices or games if those practices or games take place on any Clinch County Schools campus.**

Procedures for Handling Gang Related Activities

Clinch Elementary/Middle School maintains zero tolerance for gang activities on the school campus or school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate suspension or expulsion. Student may also be disciplined for gang-like activity. Gang-like activity is any association, or group of three or more persons associated in fact, whether formal or informal, which engages in a pattern of gang activity. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. Gangs, as defined in state statute, are forbidden to gather or co-mingle at Clinch County school sites or school-related events. Individuals who engage in gang-related behavior at school or school sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur.

Examples of gang-related behavior may include, but are not limited to:

1. The presence of apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
2. Initiation, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff.
3. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a Clinch County school facility or school bus, causing disruption to the orderly operation at Clinch County school, or acting in reckless disregard of the risk of causing such terror or disruption.
4. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.
5. The use of certain hand signals or gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
6. Graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
7. Identifying oneself as a member of gang.
8. Recruiting or soliciting membership in a gang of gang-related organization.

Students who engage in gang-related behaviors are subject to consequences in accordance with Clinch County Elementary/Middle School discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.

Quick Reference for Discipline Procedures

<p>Level I: Minor Behaviors</p> <p>DEFINITION: Behaviors that...</p> <ul style="list-style-type: none"> • Do not require administrator involvement • Do not appear chronic <p>EXAMPLES:</p> <ul style="list-style-type: none"> • Not prepared for class: <i>coming to class without books, notebooks, or planner.</i> • Out of Seat: <i>leaving the work area without permission.</i> • Physical disruption: <i>excessive noise, destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices.</i> • Verbal Disruption: <i>talking out, tantrums, crying, yelling, making noise, speaking loudly.</i> • Minor Verbal Aggression: <i>taunting, teasing, making fun of another student, name calling, screaming at peers or staff, minor disrespect toward adult.</i> • Non-compliance: <i>doing opposite of what was asked, refusal to follow an adult's spoken direction.</i> • Tardy: <i>entering the classroom after class has begun without a pass.</i> • Dress Code: <i>violation of board approved dress code.</i> <p>PROCEDURE:</p> <ul style="list-style-type: none"> • Inform student of rule violated • Implement classroom strategies/consequences • Contact parent if necessary • Enter minor discipline report (MIR) 	<p>Level II: Major Behaviors</p> <p>DEFINITION: Behaviors that...</p> <ul style="list-style-type: none"> • Require administrator involvement • Are chronic Level I behaviors <p>EXAMPLES:</p> <ul style="list-style-type: none"> • Repeated and Excessive Level I Behaviors • Continuous Non-Compliance and/or Overt Insubordination: <i>refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.</i> • Dishonesty: <i>cheating, lying, omitting facts or details, altering records</i> • Verbal Aggression to Peers: <i>profanity, obscene gestures or pictures, threats.</i> • Physical Aggression: <i>hitting, biting, kicking, grabbing, head butting, hair pulling, throwing objects that do or do not result in physical harm.</i> • Out of area: <i>running away from school, skipping/cutting class.</i> <p>PROCEDURE:</p> <ul style="list-style-type: none"> • Inform student of rule violated • Describe expected behavior • Contact parent • Enter discipline referral • Send student to administrator
<p>Level III: Severe Behaviors</p> <p>DEFINITION: Behaviors that...</p> <ul style="list-style-type: none"> • Require administrator involvement • Violate school district policies or state policies or laws • Are chronic Level II behaviors <p>EXAMPLES:</p> <ul style="list-style-type: none"> • Physical Aggression: <i>destroying school property, fighting,</i> • Verbal Aggression to School Staff: <i>profanity, obscene gestures or pictures, threats, etc.</i> • Possession of Banned Paraphernalia: <i>weapon, fireworks, alcoholic beverages, unprescribed drugs, illegal drugs.</i> • Illegal or Unauthorized Entry to School Facilities: <i>after-hour entry of school board property, returning to school during a designated suspension/expulsion period.</i> • Theft: <i>personal items, school property, identities.</i> • Use of or Possession of Tobacco Products • Inappropriate Technology Use. • Inducing General Panic: <i>the willful making of any threat of false information in order to induce panic.</i> • Sexual Misconduct: <i>lewd and lascivious conduct.</i> <p>PROCEDURE:</p> <ul style="list-style-type: none"> • Inform student of rule violated • Send for an administrator to remove student from area • Contact Parent • Enter discipline referral 	<p>Bullying Policy</p> <p>DEFINITION: Behaviors that</p> <ul style="list-style-type: none"> • Are aggressive or passive aggressive in nature and intended to offend, harm, or embarrass the victim, • Occur repeatedly overtime, • Have a realized or perceived imbalance of power or status, • Interfere with the education or educational environment of another. <p>EXAMPLES:</p> <ul style="list-style-type: none"> • Verbal Bullying: <i>name-calling, threatening, harassing.</i> • Physical Bullying: <i>hitting, kicking, punching, spitting, or any other physical contact intended to cause harm.</i> • Indirect Bullying: <i>Intimidating someone with physical gestures, spreading false rumors.</i> • Cyber-Bullying: <i>name-calling, spreading rumors, harassing via electronic device.</i> <p>PROCEDURE:</p> <ul style="list-style-type: none"> • Inform student of the bullying • Send for an administrator to remove student from area • Enter discipline referral • Implement district policy • Contact Parent

BUS PROCEDURES, SAFETY, AND DISCIPLINE

Students are expected to be at their designated bus stop when the bus arrives. Drivers will not wait on students. Students should be prepared to be at the bus stop at the correct time in all types of weather. Buses will not unload students at Clinch County Elementary School before 7:30 a.m., and students will load the bus at 2:55 p.m. Students are expected to learn and follow all bus rules. Students should always cooperate with and listen to the bus driver or the substitute bus driver. Parents and students are reminded that being transported to and from school is a privilege. Improper conduct on the bus can result in suspension of bus riding privileges. Questions regarding the school bus program may be addressed to the Director of Transportation at 487-5321.

BUS RULES

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not damage bus or equipment.
7. Stay in your seat.
8. Keep head, hands, and feet inside bus.
9. Do not fight, push, or shove.
10. Do not tamper with bus equipment.
11. Do not bring pets on the bus.
12. Do not bring flammable material on the bus.
13. Sit in assigned seat.

In order to protect the safety of all students that ride a bus, the following procedures will be followed in administering bus discipline.

1st offense – 1 day bus suspension or corporal punishment

2nd offense – 3 days bus suspension

3rd offense – 5 days bus suspension

4th offense – 10 days bus suspension

Each additional offense – Bus suspensions increase by 5 days for each additional offence.

Students guilty of major violations such as fighting, harassment, threats to a bus driver or to other students, will be placed on the school disciplinary ladder and assigned a minimum of five days off the bus.

Bus conduct

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; I-pods; MP3 players; game devices or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section. A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

STUDENT HEARING PROCEDURE--BOARD POLICY JCEB

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
 - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
 - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation, the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

PROCEDURES FOR REFERRAL TO JUVENILE AUTHORITIES

Clinch County Elementary School through the Clinch County School Resource Officer may make referrals to juvenile authorities or request a school system tribunal for the following offenses:

1. Possession of a weapon
2. Possession of drugs or alcohol
3. Sexual misconduct
4. Theft of valuables
5. Physical assault upon a student or school employee or other acts of physical violence and/or bullying
6. Constant interruption of school
7. Criminal misdemeanors or felonies
8. Truancy
9. Gang related activity
10. Any other good and sufficient cause as so deemed by school administration

Each individual case is reviewed for the severity of the act and the harm that has been done to other students or employees.

DRUG FREE SCHOOLS

It shall be the policy of the Board to take positive action through education, counseling, parental involvement, intervention, medical referral and police referral in handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include, but not be limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, anabolic steroids and controlled substances as defined by Georgia Law. The possession or use of alcohol and illicit drugs is wrong and harmful. It shall further be the policy of the Board of Education to provide age-appropriate, developmentally-based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drugs and alcohol use and to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students in the system. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

DRUG/ALCOHOL ABUSE

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in school or on school premises at any time or as part of the school's activities including bus en route to or from school or during school sponsored activity, function, or event shall be brought before the Tribunal. Compliance with the standards of conduct is mandatory, and disciplinary sanctions will be imposed if the standards of conduct are violated. The Tribunal is a disciplinary body that determines the disciplinary consequences of the offense such as possible long-term suspension or expulsion. The Tribunal may, at the discretion of its members, report the offense to the appropriate law enforcement agency for prosecution. The Tribunal is composed of the following personnel:

1. Administrators from schools not involved.
2. Central office personnel.
3. Appointed teachers.

Information concerning any available drug and alcohol counseling, rehabilitation, or re-entry program is available through the guidance and counseling program.

TOBACCO FREE SCHOOLS

It is the policy of the Board of Education to prohibit any form of tobacco use in all school district buildings, buses, and enclosed work areas that are used for provision of routine or regular kindergarten, elementary, or secondary education or library services to children. This policy shall be in force at all hours, and shall apply to all forms of tobacco use, and to any person on school district property, including, but not limited to employees, students, and visitors. Students shall not have in their possession on school buses or on any school property, enclosed or open, during the school day any form of tobacco.

PROCEDURE FOR HANDLING INCIDENTS OF ABUSE

Procedure for handling incidents in the schools involving the possession, sale, and/or use of drugs, alcohol, or any other behavior-affecting substances shall be as follows:

1. Definite assignments shall be given to the personnel within the individual school.
 - a. The principal will be responsible for carrying out the policy and the supporting procedures within his/ her school.
 - b. The principal will serve as the clearing point for records, reports, and inquiries relating to his/her school.
 - c. Staff members shall report any violation of this policy to any of the school's administrative staff. Administrative staff members are the principals and assistant principals.
2. The parent or custodian of any involved student shall be contacted immediately.
3. Disciplinary action shall be specific.
 - a. A student known to be in violation of this policy shall be suspended from school by the administration. The principal may make a referral to the Board or Disciplinary Tribunal for further action.

- b. A student known to be under the influence of such substances at school shall be suspended from school for a minimum of five (5) days.
- c. A student suspension may be reduced at the discretion of the administration if a student seeks and obtains treatment from an approved intervention or treatment program. The principal or designee will furnish information to the student or the student's parent or custodian regarding approved intervention and treatment Programs.
4. The schools will cooperate with the police department by reporting the source of supply, if known, to the school, and by developing an in-service instruction program for staff members.
5. The school will assist students who use drugs or abuse alcohol by counseling, drug abuse education cooperation with city or county health department and individual physicians in appropriate health education and health care, and by other appropriate means.
6. A copy of this policy shall be provided to all students and parents.
 - a. There shall be a biannual review of this program to:
 - b. Determine its effectiveness and implement changes to the program if needed; and
 - c. Ensure the disciplinary sanctions imposed by this policy are consistently enforced.

STUDENT SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.
- Sexual harassment, as defined above, may include but is not limited to the following:
 - Verbal harassment, or abuse;
 - Pressure for sexual activity;
 - Repeated remarks to a person with sexual or demeaning implications;
 - Unwelcome touching;
 - Suggestions or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to the principal, the assistant principal, or the counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary actions shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject the student to disciplinary action including suspension or expulsion.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

1. 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.
2. Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
3. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
4. Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

STUDENT DRESS CODE

Clinch County Elementary students are expected to dress appropriately as we strive to create a safe environment while promoting an atmosphere of learning. We appreciate the support of parents who insist that their child follow this dress code.

Students are expected to be clean, neat and appropriately dressed each day. Hairstyles and fashions that cause a distraction are unacceptable. Appropriate undergarments are expected. In general, students are expected to dress such that the body is covered from the neck to 3" above the knee, with the exception of the arms.

1. Appropriate footwear includes boots, casual or dress shoes, flats, tennis shoes, and sandals. Students must wear tennis shoes to participate in Physical Education (PE).
2. All pants must fit neatly at the inseam and at the waistline (Sagging pants are not allowed). Loose fitting pants that tend to sag should be belted and worn at the waistline.
3. Shorts, skirts, and dresses may not be worn higher than three inches above the kneecap. Any open pleats, vents, slits, or holes must, also, be no more than three inches above the kneecap.
4. Leggings, yoga pants, jeggings, stretch pants, and tights must be worn as an undergarment under shorts, skirts, dresses, or large shirts which shall be no higher than three inches above the knee cap. Under no circumstances should leggings, yoga pants, jeggings, stretch pants, or tights be worn as regular clothing; they must be covered with some other garment (shorts, skirt, dress, or long shirt) that covers the legs to at least three inches above the knee cap.
5. Bare midriff should not be exposed, even when arms are raised above the head, and low cut, strapless, or see through shirts, spaghetti straps, or excessively tight clothing are inappropriate. Sleeveless shirts must be at least two inches wide on the shoulders. Any garment that does not cover undergarments or which is immodest or revealing is inappropriate.
6. Suggestive jewelry and clothing with drawings, patches, and/or writing relating to drugs, sex, alcohol, Satanism, tobacco, gangs, illegal activities, weapons, violence, or a violent lifestyle, may not be worn.
7. Visible body piercing is limited to ears only. Jewelry/accessories that could be deemed a safety hazard, including, but not limited to wallet chains or spiked jewelry, or jewelry which is disruptively excessive in size, style, or number are not allowed.
8. Caps, hats, or other headgear, including hoods, may not be worn in the building. Combs, picks, brushes, rollers, and bandanas may not be worn at school. Sunglasses or visors may not be worn inside the building.
9. Bedroom clothing and bedroom shoes are inappropriate.

Any other questionable or distracting attire will be handled on an individual basis at the discretion of the administration. As styles change, the school reserves the right to provide further clarification of inappropriate dress.

*****Note*****

Visitors entering the school complex should be dressed for an environment conducive to learning. Visitors will not be allowed to enter the building if wearing inappropriate clothing (this includes bedroom clothing and clothing with inappropriate pictures and or words).

Punishment for violations of the dress code is a parent contact and the student must change clothes. If arrangements cannot be made for the student to change into the appropriate clothes, the student will be placed in In-School-Suspension (ISS) for the remainder of the day

ATTENDANCE

Regular and punctual attendance on the part of all students is necessary for success in school. Repeated tardies and absences may cause one to become discouraged and bring about failure in school. The Clinch County Board of Education has an approved school calendar for the school year. This official calendar contains holidays and teacher in-service days on which students do not report to school. The calendar does not contain nor does the Clinch County Board of Education recognize vacation trips out of town with family members. Absence from school is defined as the non-attendance of a pupil on any day school is in session.

Georgia Compulsory Attendance Law

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program that meets the requirements for a public school, private school, or home study program.

Any parent, guardian, or other person residing within this state having control or charge of any child or children who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine

not to exceed \$100.00 or imprisonment not to exceed 30 days, or both. Absence from school in violation of this part will constitute a separate offense.

All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-702, and the rules and regulations to the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. (Code 1981, §20-2-150, enacted by Ga. L. 1985, p. 1657, §1; Ga. L. 1987, p. 1169, §1.)

Attendance Policy

1. **3 Absences** - (excused or unexcused) school will send the first letter home and a copy will be sent to the principal and the social worker.
2. **5 Absences** - (excused or unexcused) school will send the second letter home, and a referral will be sent to the social worker. A meeting of the Attendance Support Team will be held at the school. A letter with the school principal's signature will be mailed to the parent inviting them to the meeting. During the conference, student attendance and academics will be addressed in detail. If the parent/guardian does not attend the meeting, the school social worker may file proceedings in the Clinch County Juvenile Court, or Clinch County Magistrate Court for violation of the State's compulsory attendance law for students six to sixteen years of age.
3. **7 Unexcused Absences** – will result in mandatory referral to the District Attorney for violation of Georgia Compulsory Student Attendance Law.
 - a) **TRUANCY:** A truant student is one who, while subject to compulsory school attendance, has more than seven (7) days of unexcused absences during the school calendar year. The superintendent shall establish rules to enforce the State of Georgia Compulsory School Attendance Law on any child absent from school in violation of the compulsory attendance law. O.C.G.A. 20-2-0698, 20-2-0701.
4. **12 Absences** - (excused or unexcused) letter of notification will be delivered/sent to the parent by the social worker. A meeting with Attendance Support team is required.
 - a) The Attendance Support Team may consist of the principal, counselor, nurse, teacher(s), social worker, parent liaison, or designee. At the panel meeting, the social worker will present the case and review previous interventions and history. A contract will be developed and signed to assist the student and parent with attendance. A copy of the contract will be distributed to the student's cumulative folder, central file in the social worker's office, and to the parent. If the terms of the contract are not met, the parent will be referred to the Clinch County District Attorney. If the parent does not attend the school meeting, there will be an automatic referral to the Clinch County District Attorney's office.
5. **15 Absences** – (excused or unexcused) letter of notification delivered by the school social worker, possible referral to District Attorney for violation of contract, parent meeting with Attendance Support team, possible student retention.

Absences and Excuses

Absence from school may be excused for the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student's health or safety.

For personal illness, a maximum of five (5) parent notes will be accepted per year. After five (5) parent notes, a doctor's excuse will be required in order to receive an excused absence for the personal illness.

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.
3. Excuse due within 3 days of returning to school. (Max of 5 parent notes)

Students who are going to be out of school for a minimum of ten (10) consecutive school days or more due to medical reasons, should contact the office to request services through the Hospital/Homebound Program. Parents or legal guardians of students, who feel extenuating circumstances are present to the extent that credit should be given, may communicate such circumstances to the child's principal.

*****Out of school suspension is considered an unexcused absence and will result in zeros, unless extra make up work is completed.***

Make-up Work

Students shall have opportunity to make up work missed because of an absence. It shall be the student's responsibility to initiate the make-up process at the convenience of the teacher. All make-up work shall be scheduled with the teacher no later than the end of the third day back at school.

Class Attendance

A student shall not be absent from any class or other required school function during school hours, except with written permission of the teacher, principal, or other duly authorized school official. Students who arrive late or check out early and miss classes will be referred to the attendance committee for possible retention due to excessive class absences. Missing 15 minutes of class due to tardy or early checkout will result in an absence that day for that class. Any student who misses 10 or more days in any class will be referred to the attendance committee and to the placement/retention committee.

Leaving Campus

Students are not permitted to leave the school grounds at any time during the school day without authorization from the school office.

Tardiness and Attendance

A LITTLE LATE IS TOO LATE. Continual tardiness is poor planning and frequently indicates a negative attitude toward the situation in which one comes late. We will try to help all pupils look forward to coming to school. The planning is up to the students and the parents. Repeated tardiness will result in a conference with the pupil, parents, and the school to develop a corrective action plan. Student arriving late must report to the office for a tardy pass and should be accompanied by the parent.

Attendance Appeals

If a student meets all Board approved promotion criteria and exceeds the maximum allowed absences from school due to hardship and/or extenuating circumstances, the following appeals process is established:

1. A parent shall request, in writing, an appeal that contains all reasons for requesting the appeal. This appeal shall be made to the principal within five (5) school days after notification of the maximum allowed absences (14). A school day is defined as a day when students are present at the school and excludes holidays, weekends, and in-service days.
2. The principal shall appoint an appeals committee comprised of three people.
3. The committee shall hear the appeal and rule within five (5) days and notify the parent in writing of the decision and reasons. Accurate minutes of the meetings shall be maintained.
4. The parent/guardian can appeal the decision by the committee to the superintendent within five (5) days of the ruling. The superintendent will rule in five (5) days. *
5. If the parent/guardian or principal is dissatisfied with the superintendent's decision, an appeal can be made to the Board of Education. The Board will hear the appeal at a regular work session, regular meeting, or called meeting at their discretion.
6. The ruling by the local Board shall be final.

For any appeal, the school shall provide the following documentation to the superintendent:

- Student's name, address, age, grade, and parent's name.
- Student's numerical grades in all subjects, number of credits earned, and number of credits lost due to attendance.
- Student's disciplinary information, notice of suspensions, and/or related information.
- Date of all absences (to include notation of "unexcused" or "excused").

- Copies of all written excuses on file at school.
- Copies of all attendance letters.
- Copies of all School Social Worker's referrals and reports.
- Chronological order of all activities by the school that attempted to correct the student's truancy (phone logs, parent conferences, and related information).
- Written minutes summarizing the School Appeals Committee finding and the reasons supporting this finding.
- Any other information the principal feels relevant to the appeal.

A complete copy of the Clinch County Student Attendance Protocol is located in the office of the Principal and in the media center.

TARDINESS

The bell to begin the school day, and the first instructional period of the day, rings at 7:55. Any student arriving at school after 8:00 a.m. is tardy and should report to the office before going to the classroom. The child who is tardy for school loses valuable instructional time, begins the day trying to "catch-up" with the class and the teacher, and causes an undesirable disruption in the classroom.

WITHDRAWAL FROM SCHOOL

A note should be sent to the office **several days before withdrawal**. The note should state the child's last day in school, new address, and new school the child will be attending. This note will allow the office time to prepare all forms so your child's records can be sent to the proper place. Please make sure all textbooks and library books are returned to school before your child withdraws as this process cannot be completed until all books and charges are cleared. Your child will take a copy of withdrawal papers to his/her new school. All records will be forwarded at upon notification of enrollment from the new school.

DISMISSAL/TRAFFIC CONTROL

In an effort to make dismissal a smooth, quick-flowing process, students will be dismissed to specified areas according to the way they go home.

Students who are picked up or walk home will be dismissed to the front of the building.

1. To keep the car pick-up line moving, we request that you stay in your car.

Students who ride the bus home will be dismissed to the side of the building.

2. No cars will be allowed in the bus zone or the adjacent parking area. This area is reserved for buses while loading and unloading.

MEDIA CENTER

The media center will be open for the use of students each school day from 7:35 a.m. to 3:30 p.m.

Students may come to the media center at any time with a pass/note form their teacher. Students will be charged a fine of \$.05 for each school day a book is overdue.

SCHOOL FOOD SERVICE

We welcome your child to the School Nutrition Program in the Clinch County School System. ALL STUDENTS AT CCES/CCMS WILL RECEIVE FREE BREAKFAST and LUNCH MEALS beginning the 2015-2016 school year. The food service program is a self-sufficient program that will operate from CEP, (Community Eligibility Provision) monies, beginning the 2015-2016 school year. Funds are received through payments for meals and reimbursements from this federal program. Thus, CCES/CCMS students will not complete Free and Reduced lunch forms.

CCES/CCMS will offer nutritious breakfast and lunches. Menus are planned to offer foods that are attractive and appetizing to children while meeting the nutritional requirements set by strict state and federal regulations.

All students are required to pick up a breakfast and lunch whether bringing or receiving one from home.

GRAB AND GO BREAKFAST will be offered beginning the 2015-2016 school year. As your child arrives at school our Nutrition Staff will greet them with a Grab and Go Breakfast Bag. Students will be required to adhere to set school or classroom procedures regarding the time and place for consuming the Grab and Go Breakfast.

Outside Vendors

Food may NOT be brought into the school from an outside vendor, except for incentives. Students may bring their lunches from home but will still be required to pick up a breakfast when arriving to school and going through the serving line at lunch time. Delivery of food to students during lunch time is discouraged. A parent, however, may bring a meal to their child, but it must be delivered to the front office by that parent. Teachers may not leave school to purchase meals for students.

Students may purchase extra milk at \$0.35 per carton.

- * No food or drink may be taken from the lunchroom.
- * Glass containers for food or drink are not allowed.
- * Breakfast is served each day from 7:30 a.m. to 7:50 a.m. or at time of arrival
- * Lunch is served from 10:35 a.m. to 12:45 p.m.

COUNSELING SERVICES

The purpose of the guidance program at Clinch County Elementary School is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. The counselor welcomes the opportunity to meet with students to help resolve their problems and concerns. Students may be referred to the counselor in any of the following ways

- Self-referral – any student who wishes to meet with the counselor to discuss a social, academic, or other concern may do so by placing a request in the counselor’s box or by having a teacher/staff member send an email on the student’s behalf to request a meeting. The student may write a note to the counselor, or the student may come by the counselor’s office to make an appointment.
- Teacher referral- a teacher may refer a student for counseling by placing a “Referral for Counseling/ Evaluation” in the counselor’s box, or the teacher may meet with the counselor to discuss a problem which he/she has encountered with the student in order to make a referral.
- Parent referral- a parent may request that the counselor meet with his/her child to help with a particular concern.

The counselor works with students on an individual basis, in small groups with students who have a common concern or need, and in classroom guidance activities which have been developed to meet assessed needs. The counselor aids students, parents, and staff in the interpretation of test results.

CLINIC SERVICE AND MEDICATIONS

Children who become ill at school will be cared for by the school nurse or in the designated clinic area. Simple first aid procedures will be administered when warranted. Emergencies will be handled appropriately and parents will be promptly notified. If your child requires the administration of medicine during school hours, ***the parent and/or guardian of the student must hand deliver the medication, in its original prescription container, to the school nurse.*** No internal medicines such as Pepto-Bismol or Tylenol shall be given without prior parent approval. Authorization to administer Pepto-Bismol or Tylenol shall be given to school personnel by signing the appropriate authorization notice sent home at the beginning of the year. Children with a temperature of 100 degrees or higher will need to be picked up immediately. Children with contagious conditions may not return to school without medical certification from a doctor or the health department. A student who has asthma may possess and use his/her asthma medication as prescribed while in school, at a school-sponsored activity, while under the supervision of school personnel, or while attending before-school or after-school care operated on school property. All other medications should be given to the nurse and should be in the original container.

HEAD LICE PROCEDURE

In an effort to keep students free of lice infestation, and to prevent outbreaks of head lice, all Clinch County Schools maintain a No Nit Policy. At any time during the school year, the school nurse or other school staff designee can screen students for head lice. If any student is found to have head lice or lice nits (eggs) his/her parents/guardians will be contacted to pick him/her up immediately. Parents/guardians will be informed of lice infestation by a letter that explains the problem, how to detect lice and nits, and steps to take in treatment. The parents/guardians are to treat the head lice in a timely manner, including manual removal of ALL nits. Treatment of head lice usually takes no more than two days. The parents/guardians must bring the student to the school nurse or designee to be checked and cleared for re-entry to school. Students who have been dismissed home due to head lice will not be allowed to ride the school bus. A parent/guardian or family member must bring the student in to the nurse to be checked, and must wait until the school nurse or designee has cleared the student to return to school. If ten or more nits are still found in the student’s head, the student will be sent home again for manual removal of nits. The school nurse may excuse up to three days of absence in a fourteen day cycle period of the infestation. After the third absence following each episode of infestation, the school counselor or social worker will contact the parents/guardians. After the third infestation of lice in one calendar school year, the parents/guardians must take the student to the Health Department or to a physician for a letter of release back to school.

IMMUNIZATION

The Clinch County School System, in accordance with the Georgia Department of Human Resources and Georgia law, requires all students entering a Georgia public school to have a Certificate of Immunization. This form may be secured from the Clinch County Health Department or from your private physician's office. The school must have this form on file in order for your child to be officially enrolled in school. Please help comply with Georgia law and protect your child by having this certificate completed before your child enters school. Questions regarding immunization may be directed to the record's clerk. According to an amended Georgia State Law (290-5-4.02), all entering sixth (6th) grade students will be required to show proof of a second **MMR** (measles, mumps, rubella) vaccination. This immunization is being required in order to protect children, as they get older, against the possibility of contracting measles. In the future, as a student enrolls in the sixth (6th) grade, he or she must present a certificate showing proof of two **MMR** vaccinations. The shot may be secured from the Health Department or your private physician. For additional information, contact the school records clerk 487-5385.

SCHOOL SUPPLY MACHINES

Students may purchase school supplies before school. Available supplies include paper, pencils, erasers, etc.

ELECTRONIC COMMUNICATION DEVICES

The Clinch County Board of Education shall not allow students enrolled in the Clinch Schools to carry with them at school a cell phone or other electronic communication device unless this device is for health or other unusual reasons (must be approved by the Board). Students who violate this rule will receive a Minor Discipline Report (MIR) and must surrender the device. It will be placed at the front desk and may be retrieved by a parent.

GENDER EQUITY IN SPORTS

"No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by a local school system, and no local system shall provide any such athletics separately on such basis." (O.C.G.A. 20-2-315(a)) Sports Equity Coordinator for the Clinch County School System is the Director of Administrative Services, located at Clinch County Board of Education, 46 S. College Street, Homerville, GA 31634. (912-487-5321)

GIFTED EDUCATION PROGRAM

Clinch County Elementary School provides Gifted Education for all qualified students. Students are referred automatically, based on test scores, and through teachers, parents, administrators, or self-referral. Students are reviewed for testing yearly and must meet state and local mandated requirements for participation in the program. For more information contact the Gifted Education teacher at CCES.

PROGRAMS FOR HOSPITAL/HOMEBOUND STUDENTS

A student who has a medical diagnosis, non-communicable condition that restricts him/her to home or hospital for ten or more school days may be eligible for hospital/homebound instruction. Please contact the Principal or the Board of Education office (487-5321)

TOYS AT SCHOOL

In order to prevent distractions during the instructional day, it is necessary for students to leave all objects that interfere with instruction (i.e. toys, games, baseball cards, magazines, etc.) at home unless a teacher requests that a student bring a specific item for a specific occasion. Parents will be notified when these special occasions may occur.

GRADING PRACTICES

The following chart outlines the grading practices of Clinch County Elementary School. Report cards will be sent home each nine weeks to notify you of your child's current academic and social growth depends upon grading system is as follows:

90-100 A 80-89 B 70-79 C Below 70 F

REPORT CARDS

Students will receive a report card every nine weeks. Cards should be signed by parents and returned to school the next school day. In addition to report cards, progress reports will be sent home at midterm and should be signed by parents and returned to school the next school day. Parents with computer access may view their child's grades and attendance at any time.

DEFICIENCY REPORTS

At the end of four and one-half weeks of each nine (9) week grading period, any child who is failing one or more subjects must be issued a deficiency report.

TESTING

Students in the Clinch County School system experience various forms of standardized and teacher-made tests. Discuss with your child's teacher the types of tests your child will encounter during the school year. The State of Georgia has a mandatory testing program for students in grade 3 and above. Parents/guardians will be notified prior to administration of state mandated testing and will receive student scores when the school receives test results. Parents/guardians are encouraged to contact the school counselor with questions regarding interpretation of test scores.

PROMOTION AND RETENTION

In order for a student to be promoted to the next grade, a student must satisfactorily complete, at a minimum, the following requirements:

1. All students must meet all attendance requirements (absent less than 15 days).
2. A student must pass Reading, Language Arts, and Mathematics and either Science or Social Studies.
3. Third grade students must meet a set proficiency level on the State of Georgia mandated assessment. Students who do not meet the proficiency level will be given the opportunity for additional instruction and retesting. Failure to retake the state mandated assessment will result in the student being retained.

PHONE CALLS

Parents are asked to make after-school arrangements with children **before** they leave home. It is not desirable to interrupt class time to deliver messages. The teacher will be responsible for determining the need for phone use. The teacher must send a written notice giving permission for the student to use the phone. Students receiving telephone calls will be notified of messages before school ends for the day. Students are permitted to receive messages from parents only. All student messages must be called in to the front desk **no later than 2:00 p.m.**

FIELD TRIPS

1. Students receiving 1 to 2 days of ISS/OSS during the 2nd semester may attend school related field trips, but must be accompanied by a parent/legal guardian at all times of the field trip.
2. Students receiving 3 or more days of ISS/OSS during the 2nd semester shall be prohibited from attending school related field trips.
3. Students receiving 5 or more office referrals resulting in disciplinary action other than ISS/OSS during the 2nd semester shall be prohibited from attending school related field trips.

RIGHT TO SEARCH

The administration has the right to search your property, locker, or person if there is reasonable cause to suspect that a rule has been violated which indicates a need for such a search.

DELIVERY OF GIFTS TO STUDENTS

No flowers, balloons, or other gifts may be delivered to students at school.

CLASS CHANGE PROCEDURES

During every change of classes there will be numbers of students going from one room to another. In order to keep the noise and confusion at a minimum, students are expected to be especially quiet and courteous. Show respect for your fellow students and make the change as quickly and quietly as possible. Students should walk on the right side of the hall and follow hall rules.

BOOK REGULATIONS

All textbooks are furnished. Textbooks are to be kept clean and handled carefully. Before a student withdraws or leaves school at the end of the school year, all textbooks and library books must be returned. The Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property. Students shall be notified in writing of any charges being assigned to them and that failure to pay those charges will result in withholding report cards, diplomas, or certificates of progress until restitution is made.

HOMEWORK

Homework is an integral part of learning and academic achievement for the elementary student. Assignments will reinforce daily classroom activities. Anticipated completion time will vary according to the capabilities of each student. When your child is absent and needs homework assignments, please contact the school office in the morning. The make-up work will be assigned and ready to pick up at the end of the school day.

CURRICULUM

The instructional program at Clinch County Elementary School is based on the Common Core Georgia Performance Standards (CCGPS). If you would like a more in-depth look at the curriculum, please visit the CCGPS website. If you still have questions, please ask your child's teacher or the principal at our school.

- Georgiastandards.org
- "Click" on the Georgia Performance tab near the top of the page
- Look down the left hand column and "click" on GPS by grade level
- Then choose the grade and subject of your choice.

HEALTH STUDIES

Instruction units on human growth and development are taught in 2nd – 4th grade classes as a part of the state of Georgia's required health curriculum. It is the right of parents to opt their child out of human growth and development units of study. A letter will be sent home to parents prior to this instruction. If you have concerns or questions, we encourage you to contact the school principal or teacher.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held during the year. Teachers will instruct their students on the procedures to be followed during fire and tornado drills. Students are carefully evacuated from the building during a fire drill. Tornado drills will be scheduled during the school year. When the alarm sounds (slow whoop), students will move into the halls and be seated on the floor facing the wall with the head between the legs as a precaution against flying glass and debris. Students do not leave the building.

SCHOOL PARTIES

Parties will be held at Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. These parties will be held on the last school day before the holiday if the holiday falls on a weekend. All students are allowed to participate in the parties unless assigned ISS or OSS.

CONFERENCES

Your child's success in school greatly depends upon your involvement and concern. Parents and teachers need to establish a cooperative relationship that is favorable to a child's progress. At school conferences, teachers and parents may review the child's learning experiences, and explore ways to improve them. Conferences may be initiated by teachers and/or parents. If you desire a conference, please call our office at 487-5385 and the secretaries will assist you. Conferences are best arranged before or after school hours.

BEFORE CONFERENCES

- Decide what you want to ask the teacher. Discuss the upcoming conferences with your child to see if there were anything he/she would like you to talk about with the teacher. Discuss the concerns with your spouse. Ideally, both parents should attend the conference. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference. Try to get the facts about a school situation before reaching an opinion regarding the situation.
- Determine what you can tell the teacher about your child. The teacher sees only one side of your child. There may be things you know about the child that could help the teacher better understand him/her.
- Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours.

THE INDIVIDUAL CONFERENCE

The following questions can serve as a guide to areas that you may wish to discuss:

1. What is my child's aptitude for learning?
2. On what level is he/she functioning?
3. Has he/she shown special interests?
4. Does he/she get along well with his/her classmates? Does he/she participate in group activities? Has he/she shown any leadership qualities?
5. Does he/she accept authority?

Be ready to answer questions from the teacher, such as:

1. What is your child's reaction to school?
2. How is his/her emotional health?
3. How does he/she spend his/her time after school? What are his/her hobbies, special interests, and abilities?
4. What are his/her home study habits?

5. What is his/her response to rules and responsibilities at home?
6. What type of discipline works best at home?

AFTER THE CONFERENCE

The most important part of your role in the conference begins now!

1. Discuss the conference with your child. First, point out his/her strengths. Then talk about the areas that need improvement.
2. Start immediately on any action you have decided to take.
3. Feel free to call the school if you wish to check on your child's progress, or if you think another conference is needed.
4. Make certain your child understands that you and the teacher are working together in his/her interest. Negative comments about the school/teacher in the presence of your child may affect the child's motivation and attitude.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Set an example of your child that school is important. Get involved by communicating frequently with your child's teacher.
2. Be supportive of your child's teacher.
3. Laugh and talk with your child about school experiences. Also, listen attentively to what he/she says about school experiences.
4. Praise your child each day for something well done at school.
5. Help your child develop good organizational skills at home with school materials.
6. Encourage reading for pleasure at home. Read aloud to your child often.
7. Stress the importance of school attendance. Allow your child to stay home only if he/she is ill.
8. Start each school day right. A calm beginning at home makes the school day much better.
9. See that your child has ample rest at night and a good breakfast before coming to school.
10. Maintain open lines of communication with your child's teacher. Inform the teacher of any family situations that might influence your child's behavior at school.
11. Provide your child with proper school supplies.
12. Reinforce and review skills taught at school by checking over homework assignments.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports, or PBIS, is a program that is evidence-based and data-driven for the specific purpose of addressing and correcting behaviors. PBIS has been proven effective in reducing discipline referrals, in-school and out-of-school suspensions, and improving the safety climate in schools. By reducing discipline issues and improving school climate, academic outcomes can also be improved. The program utilizes the discipline data from the schools to identify which behaviors are the most problematic and reoccurring. When those primary problem behaviors are identified, supports are put in place for students school-wide to receive instruction on the correct behavior. In this way, students are taught correct behaviors in much the same way they are taught academic subjects. PBIS utilizes different intervention tiers to meet the specific needs of students experiencing behavioral issues. The multi-tiered approach is designed to help students at all levels of behavior learn and practice correct behaviors, resulting in less time out of the classroom and greater academic success. If you have questions regarding the PBIS program, please contact Marie White at (912) 487-5385 or Dane Heard at (912) 487-5321.

GEORGIA VIRTUAL SCHOOLS - CLINCH COUNTY SCHOOL SYSTEM

The Clinch County School System recognizes the importance of putting technology into the hands of students, and one aspect of this goal is allowing students in Grades 3-12 to work through classes in the online forum of Georgia Virtual School (GVS). Recognizing that students are technological learners with a growing need for flexibility and that the business community, colleges, and universities seek high school graduates whose high level digital skills match their ongoing professional and learning needs, the school system offers Georgia Virtual classes as an option for students who desire this technological platform for learning. The rigor of the Georgia Virtual School courses mirrors the high level of expectation and quality that students are held to within the Clinch County School System. See your guidance counselor if you are interested in an online class through Georgia Virtual School. For additional information, visit www.gavirtualschool.org.

STUDENT COMPUTER USAGE POLICY

The use of school computers and network resources is a privilege and not a right. Misuse or abuse of this privilege will result in disciplinary action. Unacceptable uses include but are not limited to the following:

- Accessing or trying to access social media, or any other similar website.
- Tampering with the teacher's or another student's information.

- Any form of hacking.
- Any illegal or questionable activities.
- Accessing or trying to access any illicit material including but not limited to:
 - Song lyrics
 - Pictures
 - Videos
 - Emails
 - Instant messaging

Any information transmitted or stored on this network is not private and can be viewed by administrators, faculty and other individuals as deemed necessary.

The purpose of telecommunications technology in the Clinch County School System is to support research, communication, and education and to provide access to vast, diverse and unique resources and opportunities for collaborative work. The use of computer networks within the Clinch County Schools, including Internet access, is in support of education and consistent with the educational objectives of the Clinch County Board of Education and The Georgia Board of Education.

This policy applies to all users of electronic information, services, and networks provided by the Clinch County School System, in conjunction with the Georgia Department of Education and the Georgia Board of Regents via their PeachNet node. By using or accessing these facilities or services, the user agrees to abide by this policy which is consistent with the Georgia Board of Regents Acceptable Use Policy for PeachNet. Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The School System expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The School System shall ensure that teachers provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying. As much as possible, access from school to Internet resources will be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, students will be subject to supervision in an effort to provide Internet use that is particularly suited to learning objectives.

Having Internet access provides access to computer systems all over the world. As a result, users, and parents of users, must understand that the Clinch County School System cannot control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The Clinch County School System does not condone the use of such materials and takes all reasonable precautions to filter access to these materials. The ultimate responsibility for appropriate use of Internet resources lies with each individual user. Parents and guardians may request alternative activities not requiring Internet use for their children. All individuals (students, teachers, parents, guests, etc.) utilizing Internet access provided by the Clinch County School System must first sign an agreement indicating that they understand and will adhere to the regulations indicated in this policy. A parent signature is required on the agreement signed by all students.

Guidelines

The operation of school-provided computer networks, including Internet access, relies heavily on the conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. The following is a listing of guidelines related to the use of electronic information and the Internet. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these procedures shall be deemed grounds for revocation of privileges, appropriate disciplinary and/or legal action.

AUP – page 2

I. Acceptable/Unacceptable Use

- All access and materials used must be in support of education and research consistent with school district policy.
- All usage must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Accessing, uploading, downloading, transmitting or distributing profane, pornographic, obscene or sexually explicit material is prohibited.
- Installation or use of any software program that has not been purchased by the Clinch County School System is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Use of any computer system for commercial activities is not acceptable.
- Accessing, tampering with or manipulating data not intended for the user including, but not limited to, teacher files and administrative data is prohibited.
- Using another user's account or password is not acceptable.
- Product advertisement or political lobbying is prohibited.

- Violation of any local, state, or federal law is prohibited.

II. Netiquette

- Be polite.
- Do not use vulgar or obscene language.
- Do not reveal your address or phone number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally acceptable rules of network etiquette.

III. Security

- If you identify a security problem, notify a teacher or system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Electronic mail and/or files stored on school-based computers is not guaranteed to be private; authorized administrators and faculty may review files and logs of Internet use at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

IV. Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of the offending user's access privileges.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

AUP – page 3

V. Compensation

- The student and/or student's parent(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures.

VI. Penalties

- Any user violating these provisions, applicable state and federal laws or posted classroom and school rules is subject to loss of network privileges and any other School System disciplinary options, including criminal prosecution.
- School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

VII. Disclaimer

- The Clinch County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- The Clinch County School System will not be responsible for any damages a user may suffer including loss of data.
- The Internet is unregulated and the information found on the Internet has not been verified for accuracy. The Clinch County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

AUP – page 4

INTERNET SAFETY POLICY

Clinch County School System

Introduction

It is the policy for the Clinch County School System to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) ensure that students will be provided age-appropriate instruction concerning safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying and how to respond when subjected to cyber bullying.
- (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (e) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- (f) ensure that minors will be provided education concerning appropriate online behavior

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

- To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bon fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Clinch County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

AUP – page 5

Supervision and Monitoring

It shall be the responsibility of all members of the Clinch County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Clinch County technology specialist or designated representatives.

CIPA DEFINITION OF TERMS:

Technology Protection Measure:

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that are:

1. OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in Section 2256 of Title 18, United States Code; or

Harmful to Minors:

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact:

The terms “sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

AUP – page 6

Internet Links for Additional Information on CIPA and Internet Safety Policies

Full text of the Children’s Internet Protection Act

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD’s FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

AUP – page 7

TITLE I PROGRAM

Title I is a federally funded program designed to provide additional services to students. Clinch County Elementary School has been approved as a school wide Title I Program. The school wide program allows for the received federal funds to benefit all of the students at Clinch County Elementary School. Clinch County Elementary School proposed the following goals: to improve instruction in reading and math, to improve communication and morale in the school, to improve discipline, and to increase parental involvement. Activities and staff development will be planned and implemented throughout the year to meet these goals. Parents are encouraged to become involved in parent activities held throughout the school year.

PARENT INVOLVEMENT POLICY

*Clinch County Elementary School
Title I Parent Involvement Plan*

Parental Involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning the other school activities by inviting all parents to participate, including ensuring

- a. That parents play an integral role in assisting their child's learning;
- b. That parents are encouraged to be actively involved in their child's education at school;
- c. That parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Clinch County Elementary School will take the following action to involve parents in the joint development of its school parental involvement plan:

- Involvement of the parents on the School Improvement Team.
- Involvement of the parents on the School Council Team.
- Involvement of the parents in jointly developing and/or revising Clinch County Elementary School's Parental Involvement Plan.

CCES will take the following actions to involve parents in the process of school review and improvement under Section 1116 of ESEA:

- Solicit opinions/interests of parents through workshops, volunteers and parent surveys.
- Completion of the Title I Parent Survey.
- Participation in the writing/revisions to the School Improvement Plan.
- Participation in the writing/revisions to the School's Parental Involvement Policy.
- Completion of Title I Parent/Student/Teacher Compact.

CCES will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at the beginning of the new school year at a time convenient for parents and will offer a flexible number of additional parental involvement meetings such as in the morning or evening, so that as many parents as possible are able to attend. Furthermore, the school will also publish the School Improvement Plan, Parental Involvement Plan, and additional pertinent information and resources on its website for parents to view. The system's Parental Involvement Plan is attached in the student handbook, which is distributed to each student during the first week of school. The Parent/Student/Teacher Compact is also distributed to each student during the first week of school. The school will invite all parents of children participating in Title I, Part A programs to this meeting and will encourage them to attend, by:

- Providing information in Spanish and English, or alternate language.
- Sending home a written reminder the day before the meeting.
- Sending home notification through the monthly calendar, monthly newsletter and the Alert Now telephone notification system.

CCES will provide parents of participating children information in a timely manner about Title I programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress and the proficiency levels students are expected to meet by:

- Holding an annual Back to School Open House.
- Providing parent involvement presentation to School Council.
- Encouraging attendance at Parent Conferences.
- Sponsoring grade level academic-themed parent night.
- Sponsoring two Test Information and Online Practice workshops for state mandated assessments.
- Using Powerschool Parent Portal to examine student progress.

CCES will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible by:

- Creating action/intervention plans with parents.
- Encouraging participation in School Improvement and School Council meetings.
- Frequent communication including Alert Now, emails, telephone calls, conferences and written responses.
- Encouraging participation in Parent Resource Room, Powerschool Parent Portal, and After school Tutoring.

CCES will provide each parent an individual student report about the performance of their child on the state mandated assessment in reading, language arts, math, science and social studies for grades 3 and 4 by distributing scores and conferencing about said scores by request. Parents are taught and encouraged to monitor their child's progress by examining weekly papers, 4 ½ week progress reports, agendas, notes and using Powerschool Parent Portal.

Clinch County Elementary School will provide each parent timely notice when their child has been assigned or has been taught for six or more consecutive weeks by a teacher who is not highly qualified. Clinch County Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics including:

- a. The states academic content standards.
- b. The state's student academic achievement standards.
- c. The state and local academic assessments including alternate assessments.
- d. How to monitor their child's progress.
- e. How to work with teachers.
- f. All school activities such as parent informational meetings, grade level academics and book fair.

CCES will, with the assistance of its parents, educate its teachers and other staff in how to reach out and communicate with parents as equal partners, in the value and importance of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by

- Providing resources to teachers to assist in working with parents.
- Making positive parent contacts.
- Parent notification through Alert Now System.

CCES will ensure that information related to the school and parent programs, meetings and other activities is sent to parents of participating children in an understandable and uniform format, including alternate formats upon request, in a language the parents can understand by:

- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Arranging school meetings at a variety of times, or conducting in-home conferences with teachers who work directly with participating children.
- Providing procedures for parents to establish meetings with teachers as needed.
- Arranging meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities (mentoring program, student incentives in the classroom and school-wide, and support for field day).
- Distributing the information via student delivery, parent conferencing, Alert Now message system, outdoor marquee sign, lobby slideshow, US Postal System and system website.
- Utilizing a migrant worker liaison to assist in translating information to parents.

PROGRAMS IN SPECIAL EDUCATION

The Student Services Department of the Clinch County School System provides a complete range of programs and services for students with identified special needs. Special services are available from kindergarten through high school for eligible students who are handicapped emotionally and/or physically. Eligibility procedures include initial screening and further educational/psychological testing to determine program eligibility and the type and amount of help needed when eligible. Special attention is provided to meet the needs of individual students while working closely with parent(s). An individual education plan (IEP) is formulated for each eligible student. Individual plans consider the types of services and personnel required, each student's learning style, motivational factors, and environmental factors. Questions regarding these special services should be directed to the principal or the Director of Student Services (487-5321).

Notice of Rights of Students and Parents Under Section 504

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the system's Section 504 Coordinator at the following address:

Dept. of Student Services
Clinch County Board of Education
46 S. College Street
Homerville, GA. 31634
(912) 487-5321

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Procedure for Identifying an Impartial Review Official

The Director of Student Services is the Section 504 Coordinator for the Clinch County School District and will obtain an impartial review official. This official will not be an employee of the Clinch County School District or a school board member and will have knowledge of Section 504 of the Rehabilitation Act of 1973.

Section 504 Procedural Safeguards

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

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

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

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

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient. Georgia Department of Education
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for the copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles; a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records necessary to fulfill a professional responsibility for the school;
 - Other schools to which a student is seeking to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information which includes student's name, address, telephone number, date and place of birth, participation in official school clubs and sports, honors and awards, sports participation (including height and weight of athletes), dates of attendance, photograph, and grade level unless notified by the parents or eligible student that the school is not to disclose the information without consent.

GRIEVANCE PROCEDURES

The procedures for filing complaints and grievances may be found on the school system website www.clinchcounty.com. Click on the Policy Handbook, Policies (at the top of the page), Personnel, and Code GAE, Complaints and Grievance.

It is the policy of the Clinch County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or handicap in educational programs and activities, admission to facilities, or employment practices.

Handbook Acknowledgement

In the space below, please sign acknowledgement of the receipt of the discipline policy, attendance/tardy policy, photo authorization and electronic internet usage policy. Please return this page promptly to your child's homeroom teacher.

Agreement and Parent Permission Acceptable Electronic Usage Policy

I understand and will abide by the Clinch County School System's Acceptable Use Policy for Electronic Information, Services, and Networks. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school/school district disciplinary action and/or appropriate legal action may be taken.

As the parent or legal guardian of the minor child signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

- Unless a written statement to the contrary is filed with the Principal of the school, all parents/guardians give implicit permission and authorization to Clinch County Schools to use any still photograph or video of minor child stated below that is taken or is authorized by a Clinch County staff member for instructional or promotional purposes. By granting permission, parents/guardians release any and all claims for damages for libel, slander, or invasion of right of privacy.

Student Name: _____

Parent Signature: _____

Date: _____