

# *Greatness for All!*

**Mossy Creek Elementary School**  
**128 Horace Fitzpatrick Drive**  
**Cleveland, GA 30528**

**Principal – Jennifer G. King**  
**Assistant Principal – Deborah Gailey**  
**Instructional Coach – Stephen Gerrells**  
**Counselor – Ellen Gann**

## **Student Handbook** **2016-2017**

**“ Know, Value, Inspire Every Child!”**

### **Public Notice**

The White County School System does not discriminate on the basis of age, sex, race, color, national origin, religion, or disability in educational programs, activities, or employment. Vocational program offerings include agriculture, business education, health occupations, home economics, construction, transportation, metals, and cosmetology.

Dr Mary Kay Berry is the Title IX/SECTION 504Coordinator.  
For compliance information, contact:

White County Board of Education  
113 North Brooks St.  
Cleveland, GA 30528  
(706)865- 2315 ext 1306

## **MISSION STATEMENT**

The mission of Mossy Creek Elementary School is *Greatness for All !*

## **VALUE STATEMENTS**

Give 100% every day.

Respect yourself and others.

Excel in all you do.

Accept the challenge of learning.

Take responsibility for your actions.

Never give up.

Explore possibilities.

Strive for improvement.

Support one another.

## **STUDENT CODE OF CONDUCT**

I will show respect for all people.

I will keep my hands, feet and other objects to myself.

I will be responsible for my choices and actions.

I will give 100% of myself in school and in all other activities!

## **CHARACTER PLEDGE**

I am responsible for all my actions and behaviors today.

I will listen, do my work and learn.

I will be a person of good character by doing what is right.

I will do these things, not because I am being watched, or because I want a reward, but because it is the right thing to do for myself and others.

## **PLEDGE OF ALLEGIANCE**

Each student shall be given the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. The White County Board of Education delegates to each principal the authority to designate the time and manner in which this ceremony shall be conducted in their school.

## **MOMENT OF QUIET REFLECTION**

Each student shall have the opportunity to participate in a moment of quiet reflection each school day, according to State of Georgia Law.

## **SCHOOL TELEPHONE NUMBERS**

Office 706-865-5000

Fax 706-865-5001

Media Center 706-865-5002

Cafeteria 706-865-5003

## **DAILY SCHEDULE**

### **SCHOOL BEGINS AT 7:50**

7:15 – 4:00 School Office Hours

7:15 – 7:50 Student arrival

7:35 Students released to classrooms from gym

7:50 Tardy bell rings

2:45 All car riders & K-2 bus riders released

2:50 Grades 3-5 bus riders released

**If students arrive before 7:15 am, a \$3.00 charge will be incurred for supervision by the Before School Staff.**

### TARDIES

Parents who bring their children to school after 7:50 am must escort them into the building to check them in for the day. Students who leave before the end of the school day must be signed out in the school office. **Students may not be checked out after 2:40 pm.** If you bring your child to school and wish for him/her to eat breakfast at school, he/she must arrive no later than 7:40 am.

### PARENT PICK-UP

“Car Rider Tags” are provided by the school with the School Logo and the student’s name. These signs **MUST** be displayed in order for your child to be released during afternoon pick-up time. If you do not have Car Rider Tag, you will be asked to park and enter the building to pick up your child. Please keep this sign displayed until your child is in your vehicle.

### EARLY CHECK-OUTS

If a student leaves before 11:30 a.m., he/she will be counted absent for that day. Students are accountable for any missed assignments when checked out early or if tardy. For the safety of our students and your children, anyone who comes into the school with the intention of picking up a child should be prepared to show a picture ID. Only those listed under EMERGENCY INFORMATION on the student’s information sheet will be allowed to leave school grounds with the student. Written permission from the child’s parent/guardian will be required for all others. If changes need to be made to the list of people authorized for pick-up, the parent/guardian must notify the school in person so your child’s information can be updated.

### CHANGES IN TRANSPORTATION

Parents are asked to make after-school arrangements with students **before** they leave home. Students **MUST** have written permission for any changes in afternoon transportation. For safety reasons, bus changes **will not** be made over the phone. **For emergencies, please ask to speak to an administrator.**

### VISITORS

For safety reasons, anyone entering the building for any reason must report to the office and sign in. They must obtain a visitor’s pass to enter the student common areas. Parents should make appointments with teachers to enter the classroom. Appointments may be scheduled before or after school hours.

### VOLUNTEERS

Volunteers are a vital part of our school’s success and can be of great assistance in enhancing student learning.

- Parents who are interested in volunteering should contact their child’s teacher to set up a volunteering schedule so the teacher can always expect the volunteers at a certain time and have work planned for them.
- When volunteers enter the building, they must sign-in and wear a volunteer nametag.
- *All volunteers and visitors must complete the online mandated reporter module.*

### FIELD TRIPS

Field trips are invaluable learning experiences. They provide direct situations for learning and are an extension of what is being taught in the classroom. A signed permission slip is **required** for all field trips. **Please make yourself familiar with the new system policy regarding field trips and REQUIRED mandatory training.**

### STUDENT TELEPHONE ACCESS

Students will not be called to the telephone, nor will they be allowed to use the phone except in unusual, emergency situations. Students are permitted to possess deactivated cell phones in purses or book bags. Students are not permitted to use cell phones during the school day or on school bus.

### HOMEWORK POLICY

Homework is considered a part of the total school program (K-5). Students are expected to read every night, and other homework is a review and reinforcement of skills taught in the classroom. The amount of homework

is determined by the age of the child, 10 minutes per grade. Make-up work can only be picked up after school or the following morning.

### **INCLEMENT WEATHER**

**If inclement weather occurs, the School Superintendent will contact parents using the Crisis Communication Line. PLEASE ensure your Contact Information is ALWAYS current.**

### **LOST AND FOUND**

Please mark all jackets, sweaters, sweatshirts, lunchboxes, book bags, etc. with your child's name in order to minimize problems of ownership. Unclaimed articles will be stored in the Clothes Closet and discarded at the end of the first semester and again at the end of the year.

### **DELIVERIES**

We do not accept gift deliveries at the school. If parents wish to celebrate a special occasion with their child, we suggest coming to lunch with them instead of sending a gift. Outside foods are discouraged.

### **PARTIES**

Classroom parties with light refreshments will be held several times throughout the school year. If parents wish to acknowledge their child's birthday at school, they may bring cakes or cookies to be shared with the class during lunchtime.

**ALL FOOD ITEMS MUST BE COMMERCIAL OR COMMERCIALY PACKAGED.**

Students do not draw names or exchange gifts at Christmas.

### **PARTY INVITATIONS**

Party invitations cannot be distributed at school unless all students in the class are invited to the party. Single invitations cannot be distributed to students in other classrooms.

### **COMMUNICATION FROM SCHOOL**

- Progress reports are issued each nine (9) week period
- A lunch menu is sent home monthly.
- Teachers will contact parents concerning conferences at the beginning of school.
- Take home papers are sent every Thursday

Additional meetings can be arranged if the parent or teacher desire.

**MEDIA CENTER:** The media center is a multimedia facility that supports all areas of the educational program. Various books and audio/visual items provide teachers and students with a variety of reading levels and topics. Computers are used for research, independent learning centers, circulation records, and for on-line catalog. Each student is issued a library number to check out books. An overdue notice will be given to a student if a due date is passed. Fines will be assessed on lost or damaged books.

### **PARENT RESOURCE CENTER**

A parent resource center is available in the media center. The center is open from 8:00 am – 3:30 pm when school is in session.

### **STUDENT WITHDRAWAL**

A student withdrawal form must be completed for any student transferring to another school. A parental signature is required before the permanent record and other student information will be released to the new school. All textbooks and other schools materials and fees must be cleared when the student is withdrawn.

### **ICE CREAM**

Ice cream may be purchased daily after lunch. The price is \$0.60.

## **NURSE/MEDICATION**

A full-time nurse is on staff to provide health services such as vision, hearing, growth screening, and maintenance of health records and immunizations. Parents will be notified of any deficiencies in vision and hearing exams. The school nurse also performs routine classroom health checks and makes contact with parents regarding any health issues. She also cares for students with injuries and illnesses that occur at school. Although a full-time nurse is on staff, she may not take responsibility for evaluating signs of illness or injury that have occurred at home. These should be referred to your family doctor or an emergency room. Only medications prescribed by a physician for a particular student will be given in school. A note must accompany the medication from the physician stating the name of the medication, the dosage and the time it is to be given. Over-the-counter medication will not be administered unless accompanied by a note from the parent/guardian. If your child must be given medication at school, please contact the nurse. **Please do not send medications via students on the bus.**

**All medication should be brought to the school by the parent in the original pharmacy container with the following information on it:**

- ✓ Child's Name,
- ✓ Name of Medication
- ✓ Strength of Medication
- ✓ Dosage
- ✓ Physician's Name
- ✓ Date Prescribed

The parent/guardian will be asked to sign consent forms giving permission for the nurse to administer the prescribed medication. If your child is excused from P.E. for medical reasons, he/she may not participate in recess.

## **CONTROL OF COMMUNICABLE AND INFECTIOUS DISEASES**

Children having any contagious **or** infectious disease, including those shown in the list below, should not return to school unless cleared by a physician:

<b>Meningitis</b>	<b>Whooping Cough</b>	<b>Chicken Pox</b>	<b>Poliomyelitis</b>	<b>Pink-eye</b>
<b>Scarlet Fever</b>	<b>Strep Throat</b>	<b>Hepatitis</b>	<b>Ringworm</b>	
<b>Mononucleosis</b>	<b>Scabies</b>	<b>Worms/Parasites</b>	<b>Measles (Rubella)</b>	<b>Impetigo</b>
<b>German Measles</b>	<b>Staph Infection</b>	<b>Mumps</b>		

If a child affected by any illness will be out for 3 days or more, please contact the school for makeup of missed work.

## **LICE**

Lice outbreaks are common among school children, and even the cleanest child can easily become infested. It is important that parents act IMMEDIATELY to prevent the spread of lice to other family members or classmates. Parents may either use one of several non-prescription products from the local drug store, or contact a physician or the health department to prescribe a product. As soon as parents have used the shampoo on the child's head and removed ALL the nits, it is safe for the child to return to school. Parents should also wash their child's coats, clothes, and bed linens as part of the total treatment. Repeated occurrences will be referred to the school social worker. White County School System has a "No Nits" policy.

## **DISTRICT STUDENT DRESS CODE**

The following expectations for student dress have been established to promote a safe and optimal learning environment:

1. No clothing with logos, graphics, or words relating to alcohol, drugs, tobacco, violence or profanity.
2. No clothing with logos, graphics or words relating to sexual acts or with sexual connotations.
3. No clothing that relates to or depicts gang symbols.
4. Undergarments must not be exposed.

5. No see-through or torn clothing shall be permitted unless used as an outer garment, and all clothing beneath the see-through article must conform to the dress code.
6. No hats, headbands, or other head coverings are to be worn in the school building.
7. Long coats are not permitted in classrooms or common areas.
8. Chains or studded accessories (necklaces, bracelets, etc.) are prohibited.
9. Shoes must be worn at all times to protect the feet.
10. Pants, skirts or shorts must extend to midway between the knee and top of the leg.
11. Pants, skirts or shorts must be worn at the waist.
12. Pants may not be excessively baggy or so long that they drag the ground and create a hazard of falling.
13. Leggings, bike shorts, and skintight or spandex pants may not be worn as outer garments.
14. Shirts for men must have sleeves. If designed to be worn outside the pants or shorts, the shirt must extend three inches below the waist so normal movement does not expose the abdomen or back.
15. Shirts for women may not expose any part of the breast. Sleeveless tops for women are acceptable if they are not see-through and if they cover the entire shoulder. If designed to be worn outside the pants, shorts, or skirts, the top must extend three inches below the waist so that normal movement does not expose the midriff or back.

### **MCES STUDENT DRESS CODE**

The dress code is designed to maintain a positive educational environment at our school. Students who fail to comply with the dress code will be provided appropriate clothing from the school clothes closet.

- Shorts, skirts, dresses, etc., must be finger-tip length when measured from the side.
- Girls and boys tank tops (straps less than 2 inches in width) must be worn with an additional sleeved shirt.
- **Shoes must be worn at all times.** Any type of athletic shoe with closed heel and toe is **required** for PE.
- **Girls should not wear shoes with heels more than one inch high.** Shoes with high heels are not safe at school.
- **Students are not allowed to wear shoes with wheels inside the soles.**
- Any apparel which the principal deems unacceptable in light of community standards.

### **CONFIDENTIALITY/PRIVACY**

The privileged confidentiality between students and counselors, school nurses and other school employees will be respected. Confidential communication made to school employees shall not be revealed without consent unless the student's best interests are served or the safety of the individual or others is in jeopardy. It is also recognized that a student has a reasonable expectation of privacy on school grounds. However, a student's cubby and desk are school property and are subject to inspection in accordance with this policy in the interest of the health, safety, and welfare of the school community. A student's personal possessions may be subject to search with reasonable suspicion.

### **TOYS**

**Students are not to bring toys to school as they distract from learning.**

Show-and-tell items may include family or vacation photos, drawings and artwork, hobby information, etc. If students break this rule, the toys will be turned in to the office where parents may pick them up.

### **CLUBS**

Students will be allowed to participate in any club, curricular and non curricular, and these clubs shall be allowed to meet and use school resources. State law requires that parents have the right to withhold permission for their children to participate in any school sponsored club or organization designated by them. You, as the parent/guardian, have the right to withhold your permission for your child's participation in any club or organization. This must be done in writing. If a club is added during the school year, you will be provided information on the club, and your written permission will be required prior to your child's participation. The Superintendent and appropriate staff shall develop and implement administrative regulations, which shall allow curriculum related and non-curriculum related clubs to meet and use school resources on the same terms and conditions.

### **CAFETERIA INFORMATION**

**Breakfast:** Breakfast is served from 7:15 a.m. to 7:50 a.m. Parents who plan for their child to eat breakfast at school must have the student in the school building before 7:40 a.m.

**Cafeteria Visitors:** Parents who wish to eat in the cafeteria with their child must check in at the front office.

**Free and Reduced Meals:** Free and reduced price lunches are served for students who qualify. Applications are issued to each student upon enrollment. Application may be made throughout the year if family circumstances change. The School Nutrition Director verifies all applications for free and reduced price meals, and the automated system is updated with the child's status, which remains confidential.

**Payment:** Each student will utilize their student identification number assigned to them upon enrollment to access their lunch account and all records are computerized. Students may pay for meals daily, weekly or monthly. It is important students give their lunch and/or breakfast money for the month or week to the cafeteria cashier (first thing in the morning) in a prepared envelope with the following information:

Student Name and Teacher Name

Student Identification Number

Amount included in the envelope

Money for breakfast and/or lunch

### **Charges:**

If necessary, a lunch may be charged; however, students may not charge any meals during the last week of school. Parents are notified of charges weekly through the mailing of charge letters. Parents may prepay for lunch and breakfast for the year, by the month or by the week. Parents are encouraged to pay for any charges on a weekly basis. An online payment processing service is available to facilitate payments for breakfast and/or lunch. This program can be accessed by going to the school website and clicking on the red apple.

**Drink and Fast Food Information:** If a student has a medical excuse from a doctor stating he/she has diet restrictions, every effort will be made to accommodate substitution recommendations. In addition, no cola drinks (cans or bottles) are allowed in the cafeteria. **Fast food meals are also not permitted in the cafeteria.**

**Family Lunch:** Parents and grandparents will be invited to have lunch with their children/grandchildren on a designated day to be announced. Because of our large enrollment, these will be scheduled throughout the school year. Parents and grandparents will be notified of the date and time for their child/grandchild's lunch.

## **STUDENT RECOGNITION**

### **Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grade**

In order to recognize students who demonstrate good citizenship and demonstrate extra effort, each teacher will select 3 students to receive the P.A.W.S. (Positive Attitude While at School) and 3 students to receive the Leaping Lion (Extra Mile Award) each nine weeks. Teachers will encourage students to work toward these awards. A student may receive either award more than once. If no student has the listed characteristics, the award is not given.

P.A.W.S. (Positive Attitude While at School) The student displays a positive attitude, follows directions and school rules, and is cooperative and helpful to fellow students and the teacher.

LEAPING LION (Extra Mile Award) The student works diligently to complete class and homework assignments. The student may perform well academically or be a student who has put forth great effort.

### **3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades**

A Honor Roll

Criteria: The student has maintained a cumulative average of 90 or above in all classes

A/B Honor Roll

Criteria: The student has maintained a cumulative average of 80 or above (with at least one A) in classes

Attendance Awards for the Year

Students with 100% attendance (Perfect Attendance) will be recognized.

## **ATTENDANCE PROCEDURES**

It is essential that students attend school regularly. When students miss any part of the school day, they miss valuable learning experiences; therefore, we encourage students to be at school every day and to stay at school the entire day. Students are counted present after 11:30am.

### **WHITE COUNTY SCHOOL SYSTEM ATTENDANCE PROCEDURES**

The White County School System encourages students to participate in their educational experience by attending school regularly and participating in class activities on a daily basis. Regular and punctual attendance is a desirable work habit in school and in all career choices; therefore, we expect students to be at school and on time for all classes unless circumstances arise which make it unsafe to do so.

#### **Descriptions and Definitions:**

***Counting Present:*** Attendance will be monitored each school day. Students shall be counted present for the school day when they are present for at least half of the instructional time required (11:30 am). Students will also be counted present if they are attending a school sponsored event (S-day).

***Excused and Unexcused Absences:*** Attendance will be evaluated based on the reason for any absence. Reasons are divided into two categories—excused and unexcused. Excused absences result from one or more of the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
2. A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Special and recognized religious holidays observed by the student's faith.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Excused status can be obtained for special circumstances at the discretion of the principal. Such approval should be obtained prior to the date of the absence.
8. Out-of-School Suspensions— for truancy purposes but not for course credit or obtaining a driver's license.
9. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Unexcused absences are those resulting from any reason or combination of reasons not included in the above list. Specifically, parental approved trips during the school year will be considered unexcused absences at all White County Schools.

#### ***Process for Excusing an Absence***

In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor's office as to why the student was absent. This written notice must be received within three days of the student's absence.

#### **Doctor Excused Absences**

- There is no limit on the number of doctor excused absences that a student is allowed to have in a school year. However, additional documentation may be required for student absences exceeding 10 days.

#### **Parent Excused Absences**

- Students are allowed 5 days each school year to be excused by a parent note. After the fifth absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.
- The school will contact the parent/guardian by letter when a student has reached the limit for parent excused absences.



## **White County School System Attendance Procedures**

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s)/guardian(s). While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern.

- When a student has 3 absences, the school will contact the parent(s)/guardian(s) by phone.
- When a student has 5 absences, the school will send a letter to the parent(s)/guardian(s).
- When a student has 5 unexcused absences, the school will contact the parent/guardian by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after 2 reasonable attempts have been made to contact the parent/guardian with no response, a letter will be sent via certified return receipt mail. Documentation of attempts and contacts will be kept by the school.
- When a student has 6 unexcused absences, a referral will be made to the school social worker. The school social worker will contact the parent/guardian by phone, letter, or home visit to discuss the absences and what steps need to be taken to improve the student's attendance.
- The school and school social worker will monitor the student's attendance after contacting the parent/guardian. If the student has further unexcused absences after the parent has been contacted, a meeting may be requested with the parent(s)/guardian(s) to discuss attendance concerns. The meeting will be held at the discretion of the principal and will involve at least one school personnel and the school social worker. The parent(s)/guardian(s) and student may be asked to sign an attendance contract.
- The school and the school social worker will continue to monitor the student's attendance. If the student has further unexcused absences following the attendance meeting, the school social worker may file a complaint with the appropriate court after discussion with the principal.
- When a student has 10 absences, the school will send a letter or call the parent/guardian.

## **Consequences and Penalties of Excessive Absences:**

### **Parents/Guardians**

- Charges can be filed against parents if their child is under age 16 and has an excessive number of absences.
- A judge can invoke the following consequences:
  - a \$25 - \$100 fine
  - imprisonment not to exceed 30 days
  - community service
  - any combination of the above
- If juvenile charges are filed against the student, the parent can be placed under protective order and must abide by the rules of the court set forth by the Juvenile Judge.

### **Students**

- Charges filed in Juvenile Court which can result in the following:
  - 24 months probation
  - maintenance of an 80 average or above in all classes
  - participation in an extracurricular activity
  - referral to Mental Health when deemed appropriate

## **STUDENT RECORDS**

It is the policy of White County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the White County School System. Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post secondary educational institutions), professional educators with legitimate educational interest, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The superintendent shall ensure that every principal develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

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

- (a) student’s name, address, and telephone number;
- (b) student’s date and place of birth;
- (c) student’s participation in clubs and sports;
- (d) weight and height of student if he or she is a member of an athletic team;
- (e) dates of attendance at White County Schools;
- (f) awards received during the time enrolled in White County School System.

Student records will be forwarded to schools within or outside the White County School System upon request of the school where a student in enrolling.

### **PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS**

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of the parent or guardian may inspect the education records of his or her child during the hours of 8:30 - 4:00 Monday through Friday while school is in session.

Generally, a parent will be permitted to obtain a copy of the education records of his/her child upon reasonable notice and payment of reasonable copying costs. Education records are maintained at the school where a student is enrolled and are in the custody of the principal or the designee. Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

- (1) Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
- (2) Records will be sent to a school where the student has enrolled upon request of the institution within a period of no more than 15 calendar days as specified in GBOE rule *160-5-1- 14*.
- (3) Disclosures will be made to federal or state officials in connection with the audit of educational programs.
- (4) Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well enforcement of the terms and conditions of financial aid.
- (5) Disclosures will be made to comply with state law, Internal Revenue Services laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents or students in advance of such disclosures.
- (6) Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R., 99, 3 1(A) (6) and (7).
- (7) Disclosure may be made in connection with a health or safety emergency.
- (8) Information the Board of Education has designated “directory information” will be disclosed upon request unless a parent objects in writing to the principal of the school where his child is enrolled within a reasonable time after receipt of the notice as contained in the Student Handbook of the child’s school. Directory information about former students will be disclosed upon request.

Each records custodian in White County School System shall maintain as part of each student’s file a log of those persons to whom access to the educational records has been provided. A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be an error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99, 2 1-99.22 as well as applicable state regulations. If the hearing results in a determination that a record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information con-

tained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

### **Explanation of Grades**

#### **Grades K - 2 Standards based grading**

#### **Grades 3 - 5 (Grades are cumulative)**

1. 90-100 Excellent Progress
1. 80-89 Average Progress
1. 70-79 Fair Progress
- Below 70 Unsatisfactory

**STUDENT BEHAVIOR:** Positive student behavior is expected at all times. Students are notified if they ignore their responsibilities, or their behaviors are in violation of school rules and policies.

Misbehavior on the part of the student is any conduct that interferes with classroom instruction or procedures and can usually be handled by an individual staff member. Sometimes the intervention of other school support personnel will be required.

Our progressive discipline process is designed to create the expectation that the degree of discipline imposed by the school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that the student receives the due process mandated by federal and state law.

A teacher shall have the authority, consistent with board policy, to manage their classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. Any teacher, who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly and substantially interferes with the teacher's ability to communicate effectively with students in their class, or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow procedures set forth in Georgia law.

### **ZERO-TOLERANCE OFFENCES**

The following offenses are referred to as "zero-tolerance offenses" and will result in suspension:

1. Fighting or any intent to hurt another person.
2. Use of/ or possession of illegal drugs or alcohol. These substances include but are not limited to: alcohol, alcoholic beverages, drugs, narcotics and/or other health endangering compounds, tranquilizers, amphetamines, synthetic opiates, LSD and other hallucinogens, glue solvent-containing substances, tobacco products, and "look-alike" drugs.
3. Having a weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school (O.C.G.A. 10-11-127.1). A weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting bodily harm.

Students who commit a zero-tolerance offence will be sent to the office immediately so parents can be contacted and suspension can be enforced.

### **CODE OF CONDUCT**

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

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

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

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

*The White County Board of Education in compliance with the law (20-2-751.2) is authorized to refuse to enroll a student under a disciplinary order from private schools in Georgia and public schools in and outside of Georgia in which the student was previously enrolled.*

*The Board of Education, superintendent and principal fully support the authority of a teacher to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. The school administration will follow the procedures outlined by state law and local Board of Education policy in determining the consequences and/or placement of the student.*

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

*The White County School System will distribute a student code of conduct and parent will be provided with a form on which the student's parent or guardian may acknowledge their receipt of the code and the local school shall request that the form be signed and returned to the school. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an unsafe school according to the provisions of State Board Rule 160-4-.16, Unsafe School Choice Options.*

Part 2 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, relating to discipline of students in elementary and secondary education, is amended by revising subsection (a) of Code Section 20-2-751.5, relating to student codes of conduct, as follows:

"(a) Each student code of conduct shall contain provisions that address the following conduct of students during school hours, at school related functions, and on the school bus, in a manner that is appropriate to the age of the student:

- (1) Verbal assault, including threatened violence, of teachers, administrators, and other school personnel;
- (2) Physical assault or battery of teachers, administrators, and other school personnel;
- (3) Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language;
- (4) Verbal assault of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972;
- (5) Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972;
- (6) Disrespectful conduct toward other students, including use of vulgar or profane language;
- (7) Verbal assault of, physical assault or battery of, and disrespectful conduct, including use of vulgar or profane language, toward persons attending school related functions;
- (8) Failure to comply with compulsory attendance as required under Code Section 20-2-690.1;
- (9) Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school;
- (10) Inciting, advising, or counseling of others to engage in prohibited acts;
- (11) Marking, defacing, or destroying school property;
- (12) Possession of a weapon, as provided for in Code Section 16-11-127.1;
- (13) Unlawful use or possession of illegal drugs or alcohol;
- (14) Willful and persistent violation of the student code of conduct;
- (15) Bullying as defined by Code Section 20-2-751.4; and

- (16) Marking, defacing, or destroying the property of another student; and  
(17) Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

### **AUTHORITY OF THE PRINCIPAL**

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

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior or a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- *In School Suspension/Opportunity Room*
- Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

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

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

*This code shall not infringe on the rights provided to students with Individualized Educational Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973 or the federal Americans with Disabilities Act of 1990.*

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks

and other school properties are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bag, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

### **BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant. Possession, distribution, attempted sale or sale of substances represented as drug or alcohol. Sale, attempted sale, distribution, or being under the influences of a prescription or over the counter drug. Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials, *including those provided for in Code Section 16-11-127.1.*

*Verbal assault, including threats of violence or bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel: possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.*

*Physical assault or battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.*

*Physical violence against a teacher, school bus driver, or other school personnel:*

- (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have caused physical harm unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the student may be authorized to attend alternative school for the period of the expulsion; if such student is in kindergarten through grade 8, the student may be permitted to reenroll in regular programs for grades 9 through 12; if the student is in kindergarten through grade 5, the student may be permitted to reenroll in the regular program of the school system at the point determined through the hearing. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.*
- (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.*

*Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.*

Any behavior based on a student's race, national origin, sex, including sexual orientation, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, *including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.*

- Possession or use of tobacco in any form
- Damaging or defacing personal property or school property (vandalism)
- Theft

- Extortion or attempted extortion
- Possession and/or use of fireworks or any explosive
- Activating a fire alarm under false pretenses or making a bomb threat
- Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.
- Classroom and school disturbances
- Violation of school dress code
- Use of profane, vulgar, or obscene words or indecent exposure
- Possession of *activated* pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the Board of Education.
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials
- Cheating on school assignments
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, *failure to comply with compulsory attendance law.*
- Willful and persistent violation of the student code of conduct*
- Inciting, advising or counseling of others to engage in prohibited acts*
- Criminal law violations/Off-campus misconduct: A student whose conduct off-campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.*

#### *Bus Misbehavior*

- *All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the 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.*
- 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.

- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication 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.

#### **DEFINITION OF TERMS**

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

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

**Bullying:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

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

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

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

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

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

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

### **BUS CODE OF CONDUCT**

The bus stop and the school bus are extensions of the classroom. All rules, policies and procedures outlined in the Board of Education Code of Conduct, which is included in this handbook, are enforced while boarding the bus at school, while riding the bus to or from school, on a field trip, or traveling to or from an athletic or extra-curricular activity, and while waiting at a designated school bus stop. Riding a bus is a privilege that can be lost if a student's behavior is disruptive or dangerous.

### **GUIDANCE/ COUNSELING SERVICES**

The School Counselor implements a well-planned Developmental Guidance and Counseling program which is available for all students. This program provides proactive and preventive activities to help children learn the skills needed to face the challenges of coping with everyday problems. These activities include but are not limited to:

- Individual counseling with students as needed.
- Group counseling with small groups of children that have similar concerns such as new siblings in the family, new students, and other topics as needed.
- Classroom guidance lessons on a variety of topics including conflict resolution, making choices, personal safety, responsibility, study skills, and others topics that relate to getting along at school.
- Consultation with parents and teachers to assist in meeting the individual needs of students.
- Coordinating referrals to school and community agencies.
- Maintaining resource materials in the Media Center and/or the Counselor's Office for families and teachers.

School Counseling programs promote and enhance student learning in three broad content areas.

1. Academic development includes strategies and activities to support and maximize each student's ability to learn.
2. Career development provides the foundation for the acquisition of skills, attitudes, and knowledge that enables students to make a successful transition from school to the world of work.
3. Personal/social development provides the foundation for personal and social growth as students' progress through school and into adulthood.



Classroom Guidance activities and other programs are used to address the competency areas provided by the State Department of Education. These topics may change according to national, community, or school related events that occur. Additional topics may also be added at teacher request. Monthly newsletters will be provided with listings of scheduled activities, programs, and information related to these competencies. Please contact our Counselor if you have questions about the Guidance and Counseling programs or if you would like to make an appointment to discuss other concerns.

### **PROMOTION AND RETENTION OF WHITE COUNTY STUDENTS IN GRADES K-6**

The mission of the White County School System is to provide quality instruction and support services to each student. The White County School System will accomplish this mission by providing a challenging curriculum responsive to individual needs, a quality staff, a safe and positive learning environment, and a strong community partnership.

It is the belief that students who meet grade-level requirements have a better chance of being successful at the next grade. While the prerequisite requirements are important, evaluation of individual student progress may also be helpful. Based on this belief, the following should provide guidelines for making promotion, placement, or retention decisions.

The Board of Education (“the Board”) shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student’s performance prior to any decision to retain the student.
4. Prior to a student’s retention, the student’s parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions may be appealed to a district level committee, whose decision shall be final.

### **HARASSMENT**

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which

creates a hostile environment for a student or employee. Sexual harassment may also include such conduct or speech related to sexual orientation or gender identity and applies regardless of the sexual orientation or perceived orientation of the individual doing the harassing or the victim of the harassment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### **STUDENT SUPPORT PROCESSES**

The White County Board of Education provides a variety of resources available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors and chronic disciplinary problem student plans.

### **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents and as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the

court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C.1232g) (the “Act”), you have a right to:

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

(2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The White County School District has designated the following information as directory information:

- i. Student’s name, address and telephone number;
- ii. Student’s date and place of birth;
- iii. Student’s participation in official school club and sports;
- iv. Weight and height of student if he/she is a member of an athletic team;
- v. Dates of attendance at schools within the district;
- vi. Honors and awards received during the time enrolled in the district’s schools;
- vii. Video, audio or film images or recordings;
- viii. Photograph; and
- ix. Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student’s information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 15 days after officially enrolling in school or within 15 days of the date of the release of this notice.

(5) File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the White County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

(6) You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to

your student being photographed, video taped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

## **Network/Internet/Electronic Mail/Electronic Resources Acceptable Use Policy**

The White County School System is pleased to provide our students with electronic resources for the purpose of supporting the school system and its educational mission. To gain access to the Internet, all students under the age of 18 must obtain parental permission by signing and returning an Acceptable Use form to the school. This policy establishes the boundaries of "acceptable use" of these limited electronic resources, including computer, networks, email and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies, and state and federal laws and regulations. While our sole intent is to make Internet access available as another means to further educational goals and objectives, students may find ways to access other materials as well. We strongly believe that the benefits of the Internet and the wealth of information that is accessible, exceeds any disadvantages.

- 1) **Acceptable Use:** The purpose of the White County Schools' provision of access to the Internet is to support research and education in and among the system's academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of White County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This prohibition includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for product advertisement or political lobbying is prohibited.
- 2) **Responsible Use:** As outlined in Board policy on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

**Students shall not send, create post or access material that is:**

- **Obscene**
- **Pornographic**
- **Trespassing in another's folders, work or files**
- **A violation of copyright laws**
- **Abusive, harassing, or insulting**
- **Damaging to another person's reputation**
- **Threatening or demeaning to another person**
- **Illegal**
- **Inappropriate for educational purposes**
- **Unauthorized downloading of music or streaming radio**
- **Using school resources to engage in "hacking" to bypass filters, run unapproved programs, to gain access to unauthorized material or applications, using any form of DOS commands or unauthorized scripting or written programs.**

**School level administration and classroom teachers shall approve the use of cell phones and other electronic devices for instructional purposes. Students using cell phones or Internet enabled electronic devices not according to school policy will be subject to disciplinary action.**

**Any violation of school system policy and procedures may result in loss of our system access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.**

- 3) **Privacy Expectations:** The school system's network resources are the property of the school system. There is no guarantee of privacy associated with the use of school technology resources. These resources include

**networking computer hardware and software, connection to the Internet, email, telephone equipment, voice mail and other services.**

- 4) Child Internet Protection Act (CIPA) Compliance: **It is the policy of White County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].**
- 5) Access to Inappropriate Material: **To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter Internet 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 pornographic, or to any material deemed harmful to minors.**
- 6) Security: **Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify a system administrator. Do not use another individual’s account or password. Attempts to access the system as any other user may result in cancellation of user privileges. Network administrators may review files and communication to maintain system integrity and insure that users are utilizing the system responsibly.**
- 7) Vandalism: **Vandalism may result in cancellation of privileges and/or criminal prosecution. This definition includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.**

**PARENTS RIGHT TO KNOW-10 August 2011** In compliance with the requirements of the *No Child Left Behind* statute the White School District informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

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

If you wish to request information concerning your child’s teacher’s qualification, please contact the principal at 706-865-5000.

### **Gifted Services**

The White County Board of Education recognizes the need to provide gifted education services to students who have the potential for exceptional academic achievement. Gifted education programs are provided for students who meet eligibility requirements.

Students, grades kindergarten through twelve, in the White County School System who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special instructional services by the Program of Gifted and Talented Students, Quest. Eligibility criteria for placement in this program are determined by the State Board of Education. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student’s abilities. For further information about White County School System’s Program for Gifted and Talented Students, please contact the Gifted Education Chairperson at your child’s school or the Gifted Coordinator at White County Curriculum Office. You may also visit the Gifted Program website at: [www.white.k12.ga.us/Gifted.html](http://www.white.k12.ga.us/Gifted.html)

### **Programs Available for White County Students**

White County School System provides service models for eligible gifted students that meet the State of Georgia approved delivery model criteria. Service models used in White County Schools include cluster grouping, collaborative model, advanced content courses, honors courses, advanced placement courses and joint enrollment.

*The White County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.*

### **Section 504 of the Rehabilitation Act of 1973**

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. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

**Please read this page carefully, initial all items,  
sign with your child and return to your child's teacher.**

User Agreement and Parent Permission Form

As a user of the computer network of the White County School System, I hereby agree to comply with the above stated rules. I certify that I have read and understand these regulations and understand that if I violate these rules, my network/Internet access privileges will be revoked and I will be subject to disciplinary action. I further understand that a violation may subject me to criminal and/or civil liability.

\_\_\_\_\_ *Student Name* \_\_\_\_\_ *Date*

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access a networked computer and the Internet. (Please be aware that the White County School System does have an Internet Filtering System in place as mandated by law.) I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use for my child.

I also give permission for my child's photograph, likeness, or voice to be used by the internal/external news media and/or on the school or system's web page in relation to any and all coverage of the White County School System.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*

I hereby certify that I have read and understand the rules stated above. I further agree to indemnify and hold harmless the White County School District, its employees and agents, from all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

\_\_\_\_\_ *Student Name* \_\_\_\_\_ *Date*

I have received a copy of the MCES Student Handbook and WCSS attendance policy and procedures. I understand all policies and requirements written within both.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*