

# **Clinch County Elementary School**

## **Student Handbook**

### **2020-2021**



***Committed Today for Tomorrow's Success***

**Jerri Lynn Spivey, Principal**  
**Jarred Hart, Assistant Principal**  
**Caroline Lankford, Assistant Principal**  
**Dr. Lori James, Superintendent, Clinch County Schools**

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.

**Accredited by**  
**Georgia Accrediting Commission, Inc.**

**575 Woodlake Dr.**  
**Homerville, GA 31634**

**Phone: 912-487-5385**  
**FAX: 912-487-1732**

**Heather Bell**  
*Instructional Coach*



**Marie White**  
*Counselor*



**Lori Register**  
*Title I Coordinator*

## **2020-2021 Faculty and Staff**

Ballance, Brooke – 1<sup>st</sup>  
Barclay, Marie – Paraprofessional  
Blanton, Christina - Paraprofessional  
Bruce, Janin – Speech  
Brown, Melonie- Interventionist  
Burch, Sabrina - Paraprofessional  
Carmichael, Ansley – 4<sup>th</sup>  
Clifton, Paula - Nurse  
Corbitt, Linda – Receptionist  
Crosby, Amy -Paraprofessional  
Crosby, Kacee – 3<sup>rd</sup>  
Crumbley, Kayla-Bookkeeper  
Culliver, Stephanie - Paraprofessional  
Davis, Vince - PE  
DeLoach, Jennifer - Interventionist  
Denmark, Paige – STEM/Gifted  
Dixon, Kellie – 4<sup>th</sup>  
Ellis, Janice – ISS Paraprofessional  
Ganas, Marlena - PreK  
Ganas, Stephanie - K  
Gillis, Natasha – K  
Gonzalez, Rose – Migrant  
Gray, Cynthia – Paraprofessional  
Gray, Stacy - Paraprofessional  
Griffis, Emily - Interventionist  
Griffis, Kayla-Paraprofessional  
Guess, Rebecca - K  
Hendrix, Ginger – K  
Hendrix, Janessa - Nurse  
Herlocker, Stephanie – K  
Howling, Tina - Paraprofessional  
James, Teresa – 2<sup>nd</sup>  
Johnson, Ann –Speech  
Johnson, Karen – Special Ed.  
Jones, Mary – PreK/K Special Ed.  
Joyce, Monica – STEM/Gifted

Kight, Holly – 3<sup>rd</sup>  
Kight, Erika - Art  
Landrum, Brittney - PreK  
Lashley, Paul – Maintenance  
McQuaig, Misty – PreK/Interventionist  
Meriweather, Connie - Paraprofessional  
Morgan, Amy – 2<sup>nd</sup>  
Oliver, Tenya - Paraprofessional  
O’Neal, Meg – 1<sup>st</sup>  
Paige, Mary Frances – 1<sup>st</sup>  
Palmer, Maria – 4<sup>th</sup>  
Pittman, Lisa – SpEd  
Railey, Ashley – PreK  
Rice, Dawn – 2<sup>nd</sup>  
Richeson, Eric - Health  
Ryals, Haley – 1<sup>st</sup>  
Sirmans, Cindy - Paraprofessional  
Slocumb, Dawn – 2<sup>nd</sup>/3<sup>rd</sup> SpEd  
Smith, Beverly – 3<sup>rd</sup>  
Smith, Kayla – PreK  
Spradley, Tony-SRO  
Stalvey, Tonya – 1<sup>st</sup>  
Stalvey, Tracy – Paraprofessional  
Steedley, Brandi – 3<sup>rd</sup>  
Steedley, Brittany – 1<sup>st</sup>  
Strickland, Debbie - Bookkeeper  
Strickland, Heidi – 2<sup>nd</sup>  
Taylor, Ali – Records Clerk  
Thomas, Rose - Paraprofessional  
Tolle, Alicia – 4<sup>th</sup> SpEd  
Trevelyan, Tammy – Special Ed.  
Underwood, Colleen - Paraprofessional  
Webb, Amanda – 3<sup>rd</sup>  
Williams, Keshia - Paraprofessional  
Wilson, Cathy - Paraprofessional  
Windham, Kebra – Media  
Young, Whitney- 4<sup>th</sup>

## 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 ELEMENTARY SCHOOL MISSION AND VISION

***Vision:*** Committed Today for Tomorrow's Success

***Mission:*** Our mission for Clinch County Elementary School is to provide lasting paw-prints of lifelong learning. We will accomplish this by engaging our students in individualized instruction in a positive, student-centered community with 21<sup>st</sup> Century teaching and learning, supporting high expectations for all.

*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.*

# Clinch County School System 2020-2021 Calendar

|  |                 |
|--|-----------------|
| PrePlanning.....                                 | July 31 – Aug 7 |
| First Day of School.....                         | Aug 10          |
| Labor Day.....                                   | Sept 7          |
| ½ Day Parent/Teacher Conferences (11:40).....    | Sept 10         |
| Fall Break.....                                  | Oct 12          |
| In-Service.....                                  | Oct 13          |
| ½ Day Professional Learning (11:40) .....        | Nov 4           |
| Thanksgiving Break .....                         | Nov 23 - 27     |
| Last day of 1 <sup>st</sup> Semester ½ Day ..... | Dec 18          |
| Christmas Break .....                            | Dec 21 – Jan 1  |
| In-Service Day.....                              | Jan 4 - 5       |
| First Day Of 2 <sup>nd</sup> Semester.....       | Jan 6           |
| Martin Luther King Day.....                      | Jan 18          |
| ½ Day Parent/Teacher Conferences (11:40).....    | Feb 11          |
| Winter Break.....                                | Feb 15          |
| ½ Day Professional Learning (11:40).....         | March 18        |
| Spring Break.....                                | April 5 – 9     |
| ½ Day Last Day of School (11:40).....            | May 21          |
| Post-Planning.....                               | May 24 - 26     |

## THE SCHOOL DAY

Our building is open for students from 7:25 a.m. until 3:30 p.m. **If your student is on campus before or after that time, there is no adult supervision.** The Clinch County Elementary School is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. We do not expect our staff to exercise charge over students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner after 3:25 p.m. Failure to pick up your child may result in a report to the Department of Family and Children Services (DFACS).

**Regular breakfast hours are 7:25-7:50 a.m. every morning.** The first bell will ring at 7:50 a.m. and instruction begins; the tardy bell will ring at 7:55 a.m. Any student who is not in his/her classroom by 7:55 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 2:50p.m. for all students. Students feel safe and confident when they go home the same way every day. If 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.** The building will be closed to students at 3:30 p.m. At **NO** time after 3:30p.m. should a student remain in the building or on campus unless they are under a teacher's supervision.

When possible, medical and dental appointments should be made outside of school hours. However, should an early check out become necessary, students 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. At the school system's discretion, students establishing a pattern of early checkouts may be referred to the principal.

## 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).

## 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.



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 Unexcused Absences** - school will make a phone call home.
2. **5 Unexcused Absences** - school will make a report with the school social worker. Parents will be notified, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. Students age ten and over will receive a copy of the notice and provide a signature of receipt.
  - a. **Truant** – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. 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.
3. **7 Unexcused Absences** – will result in mandatory referral to the Truancy Reduction Committee. The family will attend a meeting with the committee, where attendance issues will be discussed and the family will be scheduled to attend a Truancy Reduction Education Class. If the family fails to attend the class within the specified timeframe, a referral will be made to the Department of Family and Children Services (DFCS). Non-cooperation with DFCS may result in a warrant being issued through the Clinch Magistrate Court for violation of Georgia’s Compulsory Attendance Law.
4. **10 Unexcused Absences** – possible student retention and a referral will be made to the Department of Family and Children Services. If it is determined that the family is non-cooperative with DFCS a referral will be made to the Clinch Magistrate Court.

### **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.
6. Military affairs sponsored events for a parent/legal guardian necessitating absence from school

**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.***

### **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 (12). 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.

### **MAKE-UP WORK**

Students shall have the 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.

### **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**

The bell to begin the school day, and the first instructional period of the day, rings at 7:50. Any student arriving at school after 7:55 a.m. is tardy and should report to the office before going to the classroom. A 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.

### **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)



### **GRADING PRACTICES**

The following chart outlines the grading practices of Clinch County Elementary School (1<sup>st</sup> – 4<sup>th</sup> Grades). 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 |
|--------|---|-------|---|-------|---|----------|---|

Kindergarten students will receive a standards-based report card each nine weeks to notify you of your child's current academic and social growth.

### **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 during the year by contacting the Records Clerk to get the login and password information for PowerSchool.**

### **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 (no more than 10 days absent).
2. A student must pass English 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.

### **CURRICULUM**

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

- [Georgiastandards.org](http://Georgiastandards.org)
- "Click" on the Georgia Standards of Excellence tab near the top of the page

- Look down the left hand column and “click” on the subject of your choice
- Then choose the grade band of your choice.

### **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.

### **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.

### **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.

### **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 one of the Gifted Education teachers at CCES, Monica Joyce or Paige Denmark.

### **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](http://www.gavirtualschool.org).

### **MEDIA CENTER**

The media center will be open for the use of students each school day from 7:25 a.m. to 2:55 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.

### **Academic Achievement Awards**

The Clinch County School System takes pride in academic excellence by awarding qualifying students in grades 4, 7, and 12 a medal for Academic Achievement.

To qualify in the 4<sup>th</sup> grade, students must meet the following criteria:

1. The student must attain an overall academic average in grades 1-4 of a 90, with only the 1<sup>st</sup> semester of the 4<sup>th</sup> grade year being included in the average.
2. The student must have a combined average of 3.00 on the Reading and Math Georgia Milestones.



***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 online, 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).

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavioral Interventions and Supports, or PBIS, is a framework of evidence-based and data-driven strategies 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 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 PBIS, please contact Marie White or Renee Harris at (912) 487-5385.

### **CLASSROOM MANAGED BEHAVIOR DEFINITIONS (MINOR OFFENSES)**

1. ***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*
2. ***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*
3. ***Verbal Disruption:*** Any verbal behaviors to disrupt the classroom or school environment.  
*Example: talking out, tantrums, crying, yelling, making noise, speaking loudly*
4. ***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*
5. ***Non-compliance of school expectations:*** Failure to adhere to identified expectations and rules of the school.  
*Example: breaking identified rules for the cafeteria, playground, bathroom, hallway, and/or classroom.*
6. ***Dress Code:*** violation of board approved dress code.

### **CLASSROOM MANAGED DISCIPLINE PROCEDURES (TEACHER MANAGED)**

1. ***First Offense***
  - a. Verbal redirection
  - b. Restatement of expectation

- c. Reteach expected behavior
- 2. **Second Offense (same behavior)**
  - a. Teacher Managed Intervention applied (see Behavior Flow Chart for list of possible interventions)
- 3. **Third Offense (same behavior)**
  - a. Parent contact (via text, call, email, Remind101, etc.)
  - b. Enter minor incident referral (MIR)
  - c. Teacher managed intervention applied
- 4. **Fourth Offense (same behavior)**
  - a. Enter Office Referral (OR) and follow procedures for Office Managed behaviors

### **CLASSROOM MANAGED DISCIPLINE – TEACHER MANAGED INTERVENTIONS**

Examples of Teacher Managed Interventions include the following: verbal reminder, proximity control, classroom time out, break detention, lunch detention, loss of privilege, environmental change, conference with teacher, change in seating assignment, and choices provided to student.

### **OFFICE MANAGED BEHAVIOR DEFINITIONS (MAJOR OFFENSES- ADMINISTRATOR MANAGED)**

1. **Repeated and Excessive Classroom Managed 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 classroom managed 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 and/or 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*
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:** Tobacco paraphernalia or tobacco products, or tobacco product substitute(s), which includes any form of e-cigarettes.
7. **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, non-prescribed 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).*
8. **Skipping Class:** Failure to report to assigned class area within 10 minutes of designated time without written permission  
*Examples of written permission: note from teacher/administrator, office staff, counselor, etc. verifying student’s whereabouts*
9. **Illegal or Unauthorized Entry/Exit of School Facilities:** Trespassing on school board property during unauthorized periods of time or leaving without proper authorization or formal dismissal with a parent or guardian.

*Examples: after-hour entry of school board property, returning to school during a designated suspension/expulsion period, fleeing school property.*

10. **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)*

11. **Inappropriate Technology Use:** As outlined in the general guidelines for technology use in the student handbook.

12. **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.*

13. **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).*

### **OFFICE MANAGED DISCIPLINE PROCEDURES (ADMINISTRATIVE RESPONSE)**

**Immediate Referral:** Referrals to the office for office managed behaviors can result in 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. 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)
6. Expulsion
7. Referred to local law enforcement

### **CORPORAL PUNISHMENT**

If you do not wish corporal punishment to be administered to your child, please fill out the appropriate forms from the front office. **This must be done annually and in writing.**

### **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** over time,
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 publicly 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 publicly 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 SCHOOL**

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:*** 1 - 3 days out-of-school suspension

***Second Offense:*** 3 - 5 days out-of-school suspension

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

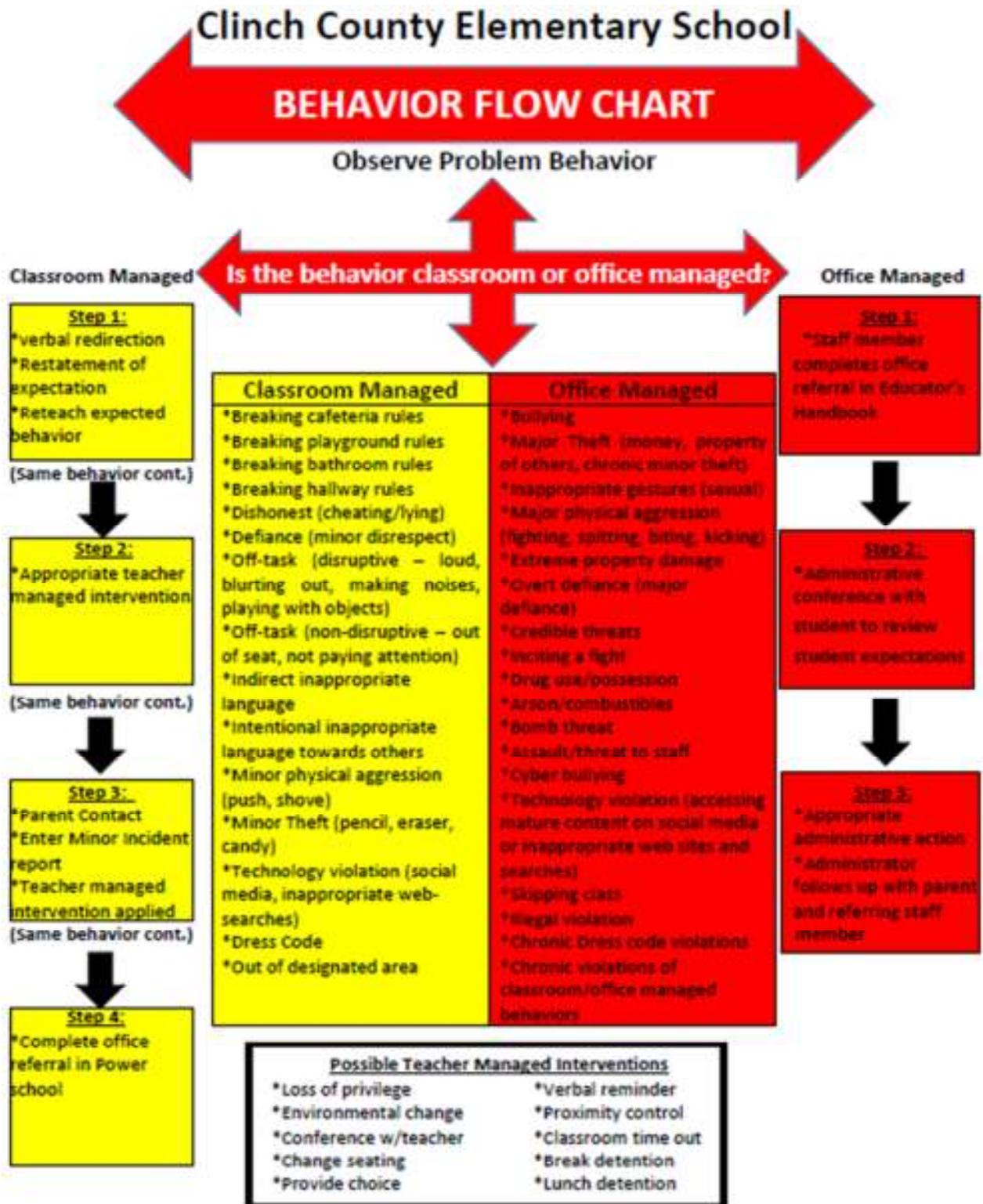
NOTE: When clearly evident, as witnessed by a faculty member, that one party acted only in self-defense, action taken will be left to the discretion of a school administrator. Offenses involving extreme violence or threat to do bodily harm will be subject to more severe punishment and a Tribunal referral. 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 major offenses, the parents will be given written notification stating the student's offense and the administrative disposition.

**\*\*\* 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.



**\*Every class period starts with a clean slate.**

## **OFF CAMPUS STUDENT MISCONDUCT**

A student who has been arrested, indicted, adjudicated, convicted, or having information filed for conduct that occurs off-campus, and while the student is not in attendance at a school related event or activity, will be automatically placed in an alternative education program without a hearing, or will be recommended for expulsion or long-term suspension at a Student Tribunal Hearing, provided that:

- The Superintendent or Principal has a reasonable belief that the student has engaged in conduct punishable as a felony or a delinquent act which would be a felony if committed by an adult, and the Superintendent or Principal believes the continued presence of the student in a regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. Students placed in an alternative education program under this provision will remain in such program pending the disposition of their criminal case. The Superintendent or Principal will review the outcome of the criminal case at that time and make a determination as to whether the student may return to his/her school or remain in the alternative education program.
- In addition, the School District has the authority to take disciplinary action regarding any off-campus, non-school related actions taken by students, which has a direct and immediate impact on school discipline, the learning environment, or the welfare and/or safety of students and staff. A student who has committed a criminal act while off-campus is subject to disciplinary action, up to and including expulsion.
- The School District can also refuse to readmit or re enroll a student that has been expelled or suspended because the student has been convicted of, adjudicated to have committed, indicted for, or having information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. A student who has committed a criminal act while off campus is subject to disciplinary action up to and including expulsion from school. Such act could include, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, is also subject to in-school suspension and/or assignment to an alternative education program

## **PROCEDURES FOR HANDLING GANG RELATED ACTIVITY**

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 School discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.***

**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 7:25 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.             | 8. Keep head, hands, and feet inside bus.       |
| 2. Be courteous, use no profane language. | 9. Do not fight, push, or shove.                |
| 3. Do not eat or drink on the bus.        | 10. Do not tamper with bus equipment.           |
| 4. Keep the bus clean.                    | 11. Do not bring pets on the bus.               |
| 5. Cooperate with the driver.             | 12. Do not bring flammable material on the bus. |
| 6. Do not damage bus or equipment.        | 13. Sit in assigned seat.                       |
| 7. Stay in your seat.                     |   |

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

- 1<sup>st</sup> offense*** – 1 day bus suspension or corporal punishment
- 2<sup>nd</sup> offense*** – 3 days bus suspension
- 3<sup>rd</sup> offense*** – 5 days bus suspension
- 4<sup>th</sup> offense*** – 10 days bus suspension

**Each additional offense** – Bus suspensions increase by 5 days for each additional offence. Continuous bus suspensions after the fourth offense may lead to bus privileges being revoked.

*Students guilty of major violations such as fighting, harassment, threats to a bus driver or to other students, will receive an office referral and will be assigned a minimum of five days off of 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 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.

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, and stretch pants, must be worn with a top which completely covers the front and the back of a student's body at all times. 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 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. Blankets are not allowed at school during the normal school day.

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.

*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.*

### **RIGHT TO SEARCH**

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

### **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.

## **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. Elementary school students cannot possess and self-administer asthma inhalers while on the school grounds due to inability to safely self-administer the medication at this age. If you would like your middle school student to possess his/her inhaler while in school or at a school sponsored activity, you will need to meet with the school nurse to obtain the authorization form. The authorization form will need to be completed and signed by the parent **and** the prescribing physician. Any necessary asthma medications can be administered by the school nurse with signed parental consent. All other types of medications should be given directly to the nurse by the parent and/or guardian in the original container with a clear label. No type of medication (over the counter or prescription medication) should be sent with a child on the bus, in his/her lunchbox, or otherwise as this is a violation of the school safety policy.

## **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 Head Lice 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 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. Parents will also be notified if nits are found. The parents/guardians are to treat the head lice in a timely manner. 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. The school nurse may excuse up to two 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 second 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 (6<sup>th</sup>) 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 (6<sup>th</sup>) 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.

## **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.

## **SCHOOL FOOD SERVICE**

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

CCES will offer a nutritious breakfast and lunch daily. 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.

GRAB AND GO BREAKFAST will be offered. 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.

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 7:25 a.m. to 7:50 a.m.
- \* Lunch is served from 10:35 a.m. to 12:45 p.m.

### **OUTSIDE VENDORS**

Food may NOT be brought into the school for student by an outside vendor, except for incentives. Students may bring their lunches from home; however, they are still encouraged 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. However, if a parent wishes to do so, he/she will be asked to meet their child in the cafeteria when their child goes to lunch.

## **STUDENT SERVICES**

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 Alison Smith, Director of Student Services (487-5321).

### **Section 504- NOTICE OF RIGHTS OF STUDENTS AND PARENTS**

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.

Parents and/or students are provided with the following rights through the implementing regulations of Section 504 as set out in 34 CFR Part 104:

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. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

If you have questions, need additional assistance, or want more information regarding Section 504 Procedural Safeguards and/or Grievances/Complaints, please contact the Director of Special Education and School System's 504 coordinator:

**Alison Smith, Section 504 Coordinator**  
**Director of Student Services**  
**46 South College Street**  
**Homerville, GA 31634**  
**(912) 487-5321**  
**amsmith@clinchcounty.com**

#### **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.

### **RESPONSE TO INTERVENTION (RTI)**

RTI is an evidence-based approach to early intervention for students struggling with learning or behavior in general education settings. Its core principles are that evidence-based instruction is provided with fidelity, student progress is monitored frequently, students’ responsiveness to intervention is evaluated, and instruction is adapted as needed. RTI addresses concerns about traditional special education identification, the disproportionate representation of minorities in special education, the integration of general and special education, and the delivery of evidence-based programs to students.

## **FOR YOUR INFORMATION**

### **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.

## **FAMILY ENGAGEMENT PROGRAM**

The purpose of family engagement under Title I, Part A is to promote active involvement among local educational agencies (LEAs), administrators, school staff, parents, family engagement coordinators or parent liaisons, community leaders, and other stakeholders working to improve student achievement and promote academic success. LEAs must ensure that strong strategies are in place to:

- A. Build capacity to involve parents/stakeholders in an effective partnership with the school
- B. Share and support high student academic achievement

The term family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including and ensuring that:

- A. Parents play an integral role in assisting their child's learning.
- B. Parents are encouraged to be actively involved in their child's education at school.
- C. Parents are full partners in their child's education and are included, when appropriate, in decision-making as well as being a part of the advisory committees to assist in the education of their child.

Clinch County Elementary School has a Family Engagement Coordinator, Mrs. Lori Register. If you have any questions, please contact her at 912-487-5385 ext. 1364.

## **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.

## **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Fire, tornado, and lockdown drills are held during the year. Teachers will instruct their students on the procedures to be followed during such drills.

## **BOOKBAGS**

Due to the load of books and supplies that students are responsible for, rolling book bags will be allowed for 3<sup>rd</sup> and 4<sup>th</sup> grades ONLY.

## **ELECTRONIC DEVICES**

Students should not bring cell phones, iPods, electric games or any other electronic device which may be distracting to the learning process. If such items are brought, it will be confiscated and may be picked up by the parent or guardian from the school office.

## **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.

## **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**

Classroom teachers schedule educational field trips throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. School discipline will be used as a determining factor for attending field trips. Office referrals will result in one of the following. Extenuating individual circumstances will be reviewed by CCES administrators.

1. Students receiving 2 or more office referrals during the semester of the planned field trip, must be accompanied by a parent/legal guardian at all times of the field trip.
2. Students receiving 3 or more office referrals during the semester of the planned field trip shall be prohibited from attending school related field trips.

### **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 on the day of the party.

### **DELIVERY OF GIFTS TO STUDENTS**

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

### **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 cyberbullying. 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.

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### **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.

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## 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.

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## INTERNET SAFETY POLICY

Clinch County School System

### **Introduction**

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

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- 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.
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- 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.

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### ***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.

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### **Internet Links for Additional Information on CIPA and Internet Safety Policies**

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Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](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](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/CIPafaq.asp>

### **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)

### **GRIEVANCE PROCEDURES**

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

Students' complaints and grievances shall be resolved in the following manner:

1. The opportunity shall be provided any student, or his/her parents, to discuss with his/her teacher a decision or situation which he/she considers unjust (when a grievance occurs the guardian(s) must be a party to the proceedings);
2. If the matter remains unresolved, the student, or his/her parents, should take the matter to the principal for his/her consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent, or a designee, for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

## **PARENTS RIGHT TO KNOW CONCERNING TEACHER QUALIFICATION**



**Clinch County School System**  
**46 South College Street**  
**Homerville, Georgia 31634**  
**912-487-5321**

August 6, 2020

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the Clinch County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and /or paraprofessional(s). The following information may be requested:

- Whether the student's teacher-
  - Has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Assistant Superintendent, Denise Brown at 912-487-5321.

Sincerely,

*Denise Brown*

Denise Brown  
Assistant Superintendent of Teaching & Learning

*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.*