

**CRAWFORD COUNTY MIDDLE SCHOOL**  
**STUDENT HANDBOOK**

2017-2018



**MR. CHAD CHAFIN**  
**PRINCIPAL**

**CRAWFORD COUNTY MIDDLE SCHOOL**  
**401 LOWE ROAD**  
**ROBERTA, GA 31078**  
**(478) 836-3181**

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SEE APPENDIX A FOR ADDITIONAL INFORMATION



## *Crawford County Middle School*

401 Lowe Road - Roberta, Georgia 31078  
Telephone (478) 836 – 3181 - Fax (478) 836 – 3795

Dr. Fatima Leggett  
Counselor

Chad Chafin  
Principal

Desmond Foster  
Assistant Principal

Dear Students,

Welcome to Crawford County Middle School and the exciting opportunities and experiences that await you here. Crawford County Middle School offers many opportunities for our students and the staff at CCMS has dedicated itself to equipping young people to make the best of those opportunities. You, as students, will have many new interests to pursue and goals to achieve. The academic and social challenges of the middle school can, at times, be difficult. Always remember that in the middle of difficulty lies opportunity. Set your goals high. The faculty and staff are here to help you achieve success. However, it is important that you do your part and all of us work together. The middle school experience will be whatever you make of it. Be proud of yourself and your school. Take care of it. Become a part of it. You have the ultimate power to determine your success or failure.

We have prepared this handbook to acquaint you with our school. You will find that the rules and regulations that govern our lives here at CCMS make it possible for all of us to work, play, learn and live together. Take time to read this handbook carefully. Share it with your parents. If you or your parents have questions about anything, ask your teachers, counselors, administrators or staff. We will be glad to answer your questions.

Sincerely,

Chad Chafin  
Principal

**YOU HAVE WINGS LIKE EAGLES, USE THEM TO SOAR!**

Crawford County Administrative Personnel  
Post Office Box 8  
190 East Crusselle Street  
Roberta, Georgia 31078  
(478) 836-3131

Brent Lowe.....Superintendent  
Rhonda Harris.....Title I Director  
Catherine Brown.....Special Education Coordinator  
Sondra Chancellor.....School Nutrition Director  
Brian Blann.....School Psychologist  
Carmen Wilson.....Technology Coordinator  
Diane Fastiggi.....Secretary, Superintendent  
Heather Donovan.....Director Business Services  
Scarlet Sanders.....Family Engagement Coordinator  
Lori Thomas.....Business Office Manager  
Kristen O’Neal....Adm. Asst. for Curriculum and Special Education Programs  
Carol Wynn.....Sec./Bookkeeper, School Food Services  
Denise Lucas.....Secretary/Personnel/Transportation

Crawford County Board of Education  
Post Office Box 8  
Roberta, Georgia 31078  
(478)836-3131

Board Members

Mr. Raymond Dickey, Chairperson  
Mr. Tim Johnson, Vice Chairperson  
Mr. Brad Cody  
Mr. Lee Sanders  
Mr. Jackson DeFore

Crawford County Middle School  
P.O. Box 335  
401 Lowe Rd.  
Roberta, GA 31078  
(478) 836-3181

Principal.....Chad Chafin  
Assistant Principal.....Desmond Foster  
Counselor.....Dr. Fatima Leggett  
Media Specialist.....LaTonya Colbert  
Academic Coach.....Debbie Vaughn  
Registrar.....Rita Carter  
Secretary/Bookkeeper.....Paula Shepard  
Nurse.....Jua'Lita Martin

Faculty by Grade/Subject/Area (2017-2018)

Sixth Grade

Adkinson, Alice  
Davis, Latonya  
Jaskula, Sean (TL)  
Wilson, John  
Bozeman, Lydia

Resource

Cliett, Tangela  
Hatcher, Heroyline  
Messex, Yvonne (TL)  
Harrelson, Jody  
Smith, Terrance  
Webb, Barbara  
Head, Lisa  
Hamilton, Michael

Food Services

Clements, Angie  
Cody, Kaye  
Dodd, Kelli  
Hicks, Sophia  
Simmons, Robin  
Taylor, Christy  
Walker, Patricia

Seventh Grade

Vacant  
Hatchett, Davita  
Powell, Penny (TL)  
Scrivens, Loryette  
Worsham, Willie  
Bozeman, Lydia

PE/Connections

Clark, Donald  
Gibson, Amanda  
Inzetta, Sarah  
Little, Julia  
West, Shannon  
Ward, Michael  
Hering, Johannah  
Perry, Stacy

Custodian

Bartley, Lawanda  
Cynthia Searcy  
Heather Vorreyer  
Walker, John

Eighth Grade

Bozeman, Lydia  
Hollis, Melessa  
Colbert, Jacqueline  
James, Alan  
Lockett, Linda (TL)  
Hodges, Amanda  
Johnson, Lauren

Paraprofessionals

Bowden, Marjorie  
Head, Genie  
Head, Cassie  
Edwards, Brenda

Email

first name.last [name@crawfordschools.org](mailto:first name.last@name@crawfordschools.org)

# Crawford County School Calendar 2017 - 2018

<b>Aug. 1-10</b>	<b>Pre-Planning/Professional Learning Days /Student Holiday</b>
<b>Aug. 8</b>	<b>Open House: All Schools (4 pm-7 pm)</b>
<b>Aug. 11</b>	<b>First Day for Students</b>
<b>Sept. 4</b>	<b>Labor Day Holiday</b>
<b>Sept. 13</b>	<b>Progress Reports (1<sup>st</sup> Term)</b>
<b>Oct. 6</b>	<b>End of 1<sup>st</sup> Quarter</b>
<b>Oct. 9</b>	<b>Columbus Day Holiday</b>
<b>Oct. 10 – 11</b>	<b>Professional Learning Days/Student Holidays</b>
<b>Oct. 18</b>	<b>Report Cards Sent Home</b>
<b>Oct. 19</b>	<b>Early Dismissal/ Parent Teacher Conferences (2:00 pm – 7:00 pm)</b>
<b>Nov. 15</b>	<b>Progress Reports(2<sup>nd</sup> Term)</b>
<b>Nov. 20 - 24</b>	<b>Thanksgiving Holidays</b>
<b>Dec. 14</b>	<b>End of 1<sup>st</sup> Semester (2<sup>nd</sup> Quarter)</b>
<b>Dec. 15</b>	<b>Professional Learning Day (No students)</b>
<b>Dec. 18 - Jan. 1</b>	<b>Christmas Holidays</b>
<b>Jan. 2 - 5</b>	<b>Professional Learning Days/Student Holidays</b>
<b>Jan. 8</b>	<b>Students Return From Christmas Break</b>
<b>Jan. 10</b>	<b>Report Cards Sent Home</b>
<b>Jan. 15</b>	<b>Martin Luther King Jr. Holiday</b>
<b>Feb. 14</b>	<b>Progress Reports (3<sup>rd</sup> Term)</b>
<b>Feb. 16 - 19</b>	<b>President's Day Holiday Weekend</b>
<b>Mar. 12</b>	<b>End of 3<sup>rd</sup> Quarter</b>
<b>Mar. 21</b>	<b>Report Cards Sent Home</b>
<b>Mar. 22</b>	<b>Early Dismissal Parent Teacher Conferences (2:00 pm – 7:00 pm)</b>
<b>Mar. 29 &amp; 30</b>	<b>Professional Learning Days/Student Holidays</b>
<b>Apr. 2- 6</b>	<b>Spring Break Holidays</b>
<b>Apr. 25</b>	<b>Progress Reports (4<sup>th</sup> Term)</b>
<b>May 24</b>	<b>Last day for Students</b>
<b>May 25</b>	<b>Graduation</b>
<b>May 25</b>	<b>Post-Planning</b>
<b>May 28</b>	<b>Memorial Day Holiday</b>
<b>May 29 - 30</b>	<b>Professional Learning Day/Student Holidays</b>

## **CCMS BELL SCHEDULE**

7:45	Release Bell
7:50 – 7:56	Announcements/Pledge
8:00 – 9:11	1 <sup>st</sup> Period
9:15 -10:26	2 <sup>nd</sup> Period
10:30 – 12:11	3 <sup>rd</sup> Period
12:15 – 1:26	4 <sup>th</sup> Period
1:30 – 2:00	Flex Period
2:04 – 3:15	5 <sup>th</sup> Period

## **CONNECTIONS ROTATION**

6 <sup>TH</sup> GRADE	1 <sup>ST</sup> PERIOD
7 <sup>TH</sup> GRADE	2 <sup>ND</sup> PERIOD
8 <sup>TH</sup> GRADE	3 <sup>RD</sup> PERIOD

## **LUNCH ROTATION**

6 <sup>TH</sup> GRADE	10:30 – 10:55
7 <sup>TH</sup> GRADE	11:05 – 11:30
8 <sup>TH</sup> GRADE	11:40 – 12:05

## **C.C.M.S. MISSION STATEMENT**

The mission of the Crawford County Middle School is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

Crawford County Middle School will provide learning experiences that will enable its students to become academically successful, develop positive self-concepts, learn acceptable social behavior, and enhance aesthetic appreciation.

We believe:

- that all children have a right to receive an education in an environment that is safe and stable.
- that positive attitudes beget positive performance and outcomes.
- that education fosters self-esteem and positive performance outcomes.
- that every student can learn and be successful.
- there is dignity in work and pride in product.
- that the total commitment of the parents, school, student, and community is necessary for the development of each child.

## **1-877-SAY-STOP**

The Georgia Department of Education has added a new strategy to help local educators and law enforcement officials stop school violence. The above school safety hotline (toll-free) is intended to make our schools safer by allowing students to report anyone who has brought or has threatened to bring weapons to school, or other threats to school safety. Hours for the hotline are Monday through Friday, from 8 a.m. to 5 p.m. After 5 p.m., all calls are forwarded to the Georgia Bureau of Investigation.

## **COUNSELOR**

Your counselor is a person with whom you may talk privately or along with other students about school problems, personal problems, educational or career plans, etc. The counselor will see students by appointment only. Students must have a pass from a teacher in order to visit the counselor's office. Do not return to the counselor's office once you have signed up. You will be called when the counselor can meet with you.

The Counselor will also cooperate with your teachers and your parents to help you have a successful and enjoyable time at the Middle School. Parents may arrange to talk to your counselor or your teachers by calling the school at 836-3181.

## **MEDIA CENTER**

The school Media Center is for the use and enjoyment of you and your fellow students. Be considerate of this privilege at all times by being quiet.



We have open stacks and anyone may use any book he/she chooses. Materials of any kind must be checked out at the circulation desk. Books may be checked out for two week periods. A student will pay for any books lost or damaged that are checked out in his/her name.

Dictionaries and reference books will be used in the media center, unless requested by the teacher; magazines and reference books are to be returned to their proper places after being used.

When special work is being done, a teacher may get permission from the media specialist to bring his/her class to the media center under strict supervision.

No food, drinks or chewing gum will be allowed in the media center.

Students are expected to keep their surroundings clean and to place all chairs in their correct places after using them.

Any student who misbehaves in the media center will be asked to leave. He/She may not re-enter the media center unless he/she has permission from the media specialist.

## **TRANSPORTATION**

Crawford County Middle School does not have a student parking area. Students **will not** be allowed to drive or park cars on campus. Parents who bring students to school are asked to put them out at the front building entrance no earlier than 7:30 a.m. for safety. Students should never exit or enter from the back of the building when parents are transporting them. **Supervision in the building begins at 7:30 a.m.**

Riding the bus is a privilege afforded each student in Crawford County. Students who do not behave properly on the bus can be required to provide their own transportation to and from school.

Students arriving on campus are to report to the cafeteria or to the grade level holding area. After you arrive on campus in the morning, you may not leave unless your parents sign you out. If you do leave without permission, you will be considered to be cutting and truant.

## **SCHOOL BUS RULES**

The school bus is an extension of the classroom and students are expected to conduct themselves in a manner consistent with classroom behavior. The bus driver is responsible for the safety of all who ride the bus, and students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently and to establish rules for safety and proper behavior on the bus. The bus driver shall report improper student behavior to the principal, assistant principal, or his/her designee.

## **BUS RULES/EXPECTATIONS**

1. Students will not extend their arms, legs, heads, etc. through the bus windows, nor stand in the door area of the bus.
2. Students must occupy seats assigned to them by the driver if this is deemed necessary. The decision to assign seats will be left to the driver!
3. Students are not to leave the bus on the way to or from school without permission of the driver. Drivers will give permission only in case of a personal emergency or on written request of the principal or parent.
4. Students may talk in normal, quiet tones; however, loud, profane, abusive language, yelling, or screaming will NOT be tolerated.
5. Students must cooperate in keeping the bus clean.
6. Students may eat or drink on the bus at the discretion of the bus driver. **Use of any tobacco products is prohibited.**
7. Students must be respectful to the driver, fellow students and passersby.
8. **CCES and CCMS students will not be allowed to get off at CCHS to ride with siblings or relatives.** Students must be picked up at their school. Students will only be allowed to get off of the bus at CCHS for school related events in which they are involved. **Students must obtain an official bus pass from the school office before being allowed to get off the bus any place other than his/her regular stop.** A note from a parent must be presented to receive an official bus pass.
9. A student who is suspended from a bus may not ride any other bus.
10. Cell phone usage will be at the discretion of the bus driver.

## **OFFENSES**

1. Failure to remain seated
2. Refusing to obey driver/monitor
3. Throwing objects on or from the bus
4. Improper/dangerous conduct boarding or deboarding
5. Inappropriate physical contact
6. Excessive noise
7. Unsafe items
8. Eating/drinking
9. Littering
10. Selling items on bus
11. Possession of any electronic equipment
12. Failure to follow Dress Code
13. Spitting
14. Vandalism
15. Any disruptive behavior

## **CONSEQUENCES FOR MINOR OFFENSES** **MIDDLE AND HIGH SCHOOL**

**First Bus Report:** School official, parent, and driver conference. A suspension from the bus for a minimum of three days will follow if the parent fails to attend the conference.

**Second Bus Report:** A second report will result in the student being suspended from the bus for three days.

**Third Bus Report:** A third report will result in the student being suspended from the bus for five days.

**Fourth Bus Report:** A fourth report will result in the student being suspended from the bus for ten days.

**Fifth Bus Report:** A fifth report will result in the student being suspended from the bus for the remainder of the school year.

A student may be suspended from the bus at any time if the principal determines an incident warrants suspension. The suspension can be from one to ten days. (The students may also be suspended from school or assigned to ISS).

## **CONSEQUENCES FOR MAJOR OFFENSES**

Even though there may be no other bus report, consequences for major offenses may result in immediate suspension from bus and/or school as determined by an administrator.

Examples of major offenses and consequences are listed below:

1. Disrespect of driver/monitor/administrator:  
Immediate Suspension.
2. Fighting:
  - 1st Offense - 5 days of bus suspension
  - 2nd Offense - 10 days of bus suspension
  - 3rd Offense - Referred to Tribunal Committee and loss of bus privileges for the Remainder of the school term.
3. Severe Vandalism:  
Immediate suspension and restitution required.
4. Possession/Use of Drugs/Alcohol/Weapons:
  - a. Sale of drugs or alcohol on school property or at school related activities:  
The appropriate law enforcement agency will be notified.  
The parent or guardian will be notified.  
The student will be immediately suspended and recommended for expulsion.
  - b. Possession or use of drugs or alcohol:  
Law enforcement and parents or guardian will be notified; suspension to home and refer to Student Review Committee.

c. Possession or use of weapons:

Law enforcement and parents or guardian will be notified; suspension to home and refer to Student Review Committee.

Any other behavior that may be deemed offensive, as listed in Student Handbook. Consequences for such behavior will follow Student Handbook guidelines.

**SAFETY ON THE BUS:**

While riding the bus, students should sit upright in their seat facing forward. Books and other school-related objects must be held in the students' laps, unless otherwise directed by the driver. Students should remain seated except to board and deboard. Students should not use pencils or markers on the bus.

**BOARDING AND DEBOARDING:**

Students are to be at their designated bus stop five minutes before pickup time. Students are to remain at least five feet from the boarding point and not approach the bus until the bus door is opened. Those approaching the bus after the door closes will not be permitted to board. The student should not cross the street until he/she has looked both ways or the driver signals that it is safe to do so. Students may get off the bus only at school or the designated stop. Students must ride only the assigned bus.

**WHO IS ELIGIBLE TO RIDE:**

Students who live more than 1 1/2 miles from the school they attend are eligible to ride the bus.

**ABSENCES**

Appendix A Page 8

**MAKE-UP WORK**

If you expect to be absent from school more than three days, your parents may telephone the office at 836-3181 and request your assignments from the counselor. If you expect to be absent for less than five days, you should get assignments from your teachers when you return.

**Each student is responsible for being sure that all work is made up. Do not wait on a teacher to tell you what you have missed. You should remind the teachers of your absence and ask for the make-up work. Work that is not made up within five school days will result in a grade of zero. REMEMBER, THIS IS THE STUDENT'S RESPONSIBILITY.**

## **LEAVING SCHOOL DURING THE DAY**

If you need to leave school early, you should bring a note from your parents including a working telephone number. You should present this note to your homeroom teacher. Your parents must sign you out. The office will send for you when your parents arrive. If you are remaining on campus for a school related activity you must be accompanied by a parent/guardian and receive a visitor pass.

## **TARDY OR LATE BUS**

If your bus is late or you are tardy, check in the front office first before reporting to your class.

## **HALL PASSES**

You should never be in the hall during class time without a pass from your teacher. If a teacher needs to see you, he/she will send a pass for you or you should obtain a pass from him/her before class begins. Do not tell your teacher that you must see another teacher unless that teacher has given you a pass. It is up to your teacher to let you leave his/her class.

## **FOOD/DRINK**

No food or drink (especially gum) is to be consumed in the hallway or classroom unless cleared by administration.

## **FIRE DRILLS**

Evacuation routes will be posted in each classroom. Classes should leave the building in a quiet, orderly, single file line. Before leaving the room, all windows, as well as the door, should be closed. Fire Drills are done monthly at the discretion of the administrators.

## **SCHOOL SUPPLIES**

It is very important to take necessary supplies to class. Teachers are not responsible for providing supplies. The supply list provided is a suggestion list only. Needed items may be purchased during homeroom.

## **TEXTBOOKS / LOCKERS**

Teachers will number books and issue the numbered book to a student. If the book is damaged, the student must pay for the replacement cost. If the book is lost or damaged beyond use, the student must pay the full cost of replacement. The school is not obligated to issue another book to the student until the lost book is found or the lost/damaged fee has been paid. **Lockers will be**

**sold for \$3. Students should purchase lockers at the beginning of the school year.**

## **MEDICINE AND DRUGS**

**Any medicine or drugs required by your doctor or parents must be turned in to the office before school. The nurse will administer the medicine. Failure to follow these procedures could result in disciplinary action being taken.**

No aspirin or medicine of any kind may be given to any student by school personnel. If a student is injured, he/she should report to the office for care.

## **LOST AND FOUND ITEMS**

**Students are directed not to bring expensive jewelry, excessive cash, and etc., to school or school events. Students are cautioned about taking pocketbooks, jewelry and other valuables to the gym during physical education class, athletic practices, or other events. CCMS and its employees will not be responsible for such items nor guarantee their safety.**

## **TELEPHONE USE**

If it is necessary for you to make an emergency telephone call, you must get permission to use the telephone in the front office, after you get a pass from your teacher. Since only one telephone is available for student use, please confine your calls to emergencies. Every attempt should be made to conduct personal affairs prior to arriving at school. Students will be called to the phone only for a parent. Others will leave messages.

## **WITHDRAWAL PROCEDURES**

The day you plan to withdraw from school, bring a written request from your parents or have them call the school. See your homeroom teacher and then go to the front office where the secretary will give you a withdrawal form. All of your teachers, the media specialist, your counselor, lunchroom manager and an administrator must sign the form. You must return all textbooks and library books and pay any fines before your records will be sent to your new school.

## **VISITORS TO SCHOOL**

1. Students are not allowed to have visitors during the school day.
2. A parent who wishes to see his/her child **MUST** come to the office. The office will send for the child.
3. If your parents/guardians would like to meet with a teacher, he or she should call the

counselor's office. The counselor will arrange for an appointment within a two-day period.

4. Students will only be released to parents unless there is authorized documentation otherwise. If someone comes to the office to pick you up and you are not sure whether you should go with that person, ask to speak with the secretary or a school official in private. You may explain your concerns to them.

**5. Parents are not allowed to come to teachers' classes without a pass from the office.**

## **FOOD SERVICES**

Crawford County Middle School provides a breakfast and lunch program to its students. Students are not allowed to order out meals; however, they may bring their breakfast or lunch with them if they choose.

Students are NOT allowed to take food out of the lunchroom. Exceptions will be made for class/school picnics.

No canned or bottled carbonated sodas are allowed at meals.

## **GRADING SYSTEM**

Report cards are sent home every eight weeks. A Progress Report will be sent home at the midpoint of the 8 weeks. This Progress Report will include a Deficiency section that is completed for the students having difficulty or in danger of failing.

Grade ratings:

A	90-100	Excellent
B	80- 89	Good
C	70- 79	Average
F	0- 69	Failing

Under this system, there will be no D's. Students must make a grade of at least 70 to pass.

## **HOW TO ARRIVE AT 8 WEEKS GRADES**

Daily grades (homework, classwork, pop quizzes, etc.) will constitute 60% of the eight weeks' average. Test averages will count for 40%. The average will be arrived at by adding the daily average three times and the test average twice and dividing by five.

Semester tests will be given in grades 6-8. This exam will count 1/5 of the semester average.

Eight weeks' averages for 6-8 graders should be based on a minimum of ten grades. This

figure includes both test and daily grades.

### **HOW TO ARRIVE AT 1ST SEMESTER, 2ND SEMESTER AND FINAL GRADES**

All students are required to take an exam at the end of 1st and 2nd semesters in all subjects. To arrive at a 1st semester average, you put the 1st 8 weeks grade down twice, the 2nd 8 weeks grade down twice and the exam grade down once, add them together, and divide the total by five. To get a 2nd semester grade, use the same process except use the 3rd and 4th 8 weeks grades and end of year exam. To arrive at a final grade, add the 1st and 2nd semester grades together and divide by two.

Example:      1<sup>st</sup> 8 weeks – 75      2<sup>nd</sup> 8 weeks – 73      Semester Test – 74

$$\begin{aligned} 75 + 75 &= 150 \\ 150 + 73 + 73 + 74 &= 296 + 74 = 370 \div 5 = 74 \text{ (1<sup>st</sup> Semester Average)} \\ 73 + 73 &= 146 \end{aligned}$$

### **PROMOTION POLICY**

In accordance with our policy, students in grades six through eight must achieve a grade average of 70 or higher in courses in order to be **promoted** to the next higher grade.

A student in grades six through eight may be **retained** if he/she fails any two subjects.

Any student who misses 15 or more days is subject to retention. Circumstances will be reviewed on a case by case basis and it will be the decision of the principal and/or his/her designee to retain or administratively place the student.

CCMS will follow promotion/retention policy for state standardized test as described by the Georgia Department of Education.

The State does not offer a 6<sup>th</sup> or 7<sup>th</sup> grade retest. Therefore, the classroom subject grade for the Georgia Milestones Assessment failing subject, must be a passing grade for the student to be promoted. This subject score will act as a retest score and will be used as the second indicator option for promotion.

If a student fails the Georgia Milestones Assessment and does not have a passing grade in that Georgia Milestones Assessment subject grade area (Math/Reading), then the student will be held back in the 6<sup>th</sup> or 7<sup>th</sup> grade.



## **HONOR ROLL**

An honor roll will be compiled every eight weeks. This honor roll will include all students in grades 6-8. We have the Superintendent's Honor Roll (A+: 90-100), Principal's Honor Roll (A: 90-100).

## **EIGHTH GRADE PROMOTION**

All financial and academic obligations must be met.

## **EXTRA-CURRICULAR ACTIVITIES**

Crawford County Middle School offers the following activities for the students:

1. Sports: Football, Basketball, Track, Baseball, Softball, Wrestling and Cheerleading are offered at Crawford County Middle School. To be eligible to participate, a student must have a current physical examination, and have passed 5 of 6 courses the previous semester if a rising 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader. After the first semester, all students in grades 6-8 must have passed 5 of 6 courses to be eligible to participate. Eighth grade girls may participate in B-Team softball.

2. Clubs:

a. Academic Bowl – Students are recommended and selected by teachers (at least six from each grade).

b. Drug-Free Club – The Drug-Free Club is a group of twenty-five participants who provide C.C.M.S. students with drug awareness literature and activities. It promotes positive self-esteem, motivation and self-discipline and provides alternatives for dealing with peer pressure.

c. FFA – The 2005-2006 school year brought us our first FFA Club which had over 100 members and achieved 100% membership status from the State FFA Organization. Seventy members participated at the Middle School Day at the Perry National Fair in October. Our officer teams have gained experience in presiding over business meetings and have enhanced their leadership skills. Many FFA activities were attended by our members from Jackpot Pig Shows, the State FFA Horse Show, and the State FFA Convention. We look forward to many more in the future.

d. Benjamin Hawkins Naturalist Society – The Naturalist Society explores the natural history of Georgia and supports environmental initiatives. This club supervises the recycling program at C.C.M.S. and takes field trips to sites of scientific and historical interest.

f. Student Council – Members of the Student Council are elected by fellow students. To serve on student council, a student must meet the no-pass, no-play rule and follow the

guidelines of the student council.

Student Council provides student activities, serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps to solve problems that may arise. The Student Council is a representative body of students elected in their respective grades. The following rules apply to all Student Council members:

1. ATTENDANCE: Attendance at all meetings is required. Excused absences must be approved by the advisor before the day of the absence.
2. GRADES: A grade average of no less than "C" in all subjects must be maintained. Two "F" grades in any subjects results in a student's removal from Student Council.
3. CITIZENSHIP: Citizenship in school and out of school must be outstanding. A high standard must be maintained in relation to behavior, attitude, and morals.
4. PARTICIPATION: Voluntary participation in Student Council activities is expected. Members should assist with as many activities during the year as possible.

**WE PLAN TO OFFER MANY OTHER CLUBS, WHICH WILL INCLUDE, BUT NOT LIMITED TO JR. BETA, STEM, GENTS CLUB, LADIES CLUB**

## **DETENTION**

Detention is held Monday-Thursday from 3:00 – 3:50 unless other arrangements have been made between the administrator and the parent(s). Each teacher will hold detention for students that he or she has assigned.

## **PHYSICAL EDUCATION**

All students may participate in Physical Education classes one semester per year. Students with conditions that do not permit physical activity need to present a doctor's excuse. These students will be re-assigned to another class. P.E. students who refuse to dress out will be disciplined and may receive a failing grade in P.E.

## **SEARCHES**

See Appendix A Page 15

## **OFF-LIMIT AREAS**

The following areas are off limits to middle school students unless supervised by a teacher:

1. Any areas where faculty vehicles are parked
2. Behind or beside the gym
3. Any of the outside areas around the middle school unless supervised by a teacher.
4. Any unsupervised area of the campus without permission from school personnel.

## **BOARD OF EDUCATION “MIDDLE SCHOOL” DRESS CODE**

The principal or his/her designee of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. The principal's action may include:

1. Warning the student/contacting the parent/guardian possibly for a change of clothing.
2. Assigning one day of ISS.
  - Three additional violations will result in 3 days ISS.
  - Any additional violations will result in one day of OSS (for flagrant or repeated violations).

REVISED  
Crawford County Middle School  
Dress Code  
Effective August 24, 2015

1. All students may wear GOLF/POLO or button down shirts with a collar, sleeves and buttons, zippers, or snaps, or solid color school spirit t-shirt in place of collared shirt.
2. Solid color denim jeans or casual dress pants are permitted and will be worn at the natural waistline. (Sagging or oversized pants, worn below the waistline, will not be permitted). If belt loops are present, a belt must be worn. Jeans with laced up sides are not acceptable. Large logos, prints, pictures, or characters are permitted only on back pockets. No tripp pants (spiked or chained) will be permitted.
3. Sweaters/Jackets may be worn with collared shirts or school spirit t-shirts underneath. Logos can be no larger than the size of a quarter. Pullovers and/or sweaters should be conservative.
4. Capri pants for girls are permitted as long as they meet the specifications as outlined in number 2.
5. Students may wear denim or cotton casual dress shorts that cover the knee as long as they meet the specifications as outlined in number 2. Cutoff or shorts without hem are not permitted. Jeggings or Joggers are not permitted (girls or boys).
6. Gym shorts are permitted in Physical Education classes only.
7. Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.
8. See through clothing is prohibited. All clothing must be worn with appropriate undergarments.
9. Shoes/Sandals must be worn at all times. Flip flops and cleated shoes are prohibited.
10. Clothing that has patching or holes (cut or torn) is prohibited.
11. Clothing shall not be worn which advertises alcohol, tobacco, or tobacco products, sex, or which contains inflammatory, vulgar, or suggestive writing (slogans) pictures or emblems.
12. Skirts should touch the kneecap.
13. Students may not wear hats, caps, sunglasses, combs, picks, and etc., inside the building.
14. Hair must be well groomed. Only conventional (natural) hair coloring will be permitted.
15. No clothing or other article such as bandanas may be worn or displayed which may indicate membership in a gang.
16. Neither male nor female students may wear ornaments (jewelry) which pierce the skin such as the nose, lips, eyelids, eyebrows, tongue, ear lobe gauges, and etc.
17. Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
18. Any clothing that is viewed as distracting because of extremes in style, color, pattern, fabric, etc., shall not be permitted.
19. Spiked and chained accessories shall not be permitted.
20. Students are not allowed to wear grills (decorative coverings for the teeth) or any other mouth ornaments.
21. No visible tattoos will be acceptable.
22. The Principal's discretion applies to all of the above.

Crawford County

School Board Policies

can be accessed at the following website:

[www.gsbaepolicy.org](http://www.gsbaepolicy.org)

## RULES OF THE CLINIC

1. A Medication Authorization form must be on file prior to daily prescribed medications being dispensed at school. (NO EXCEPTIONS)
2. Prescribed medication must be enclosed in the original container. If sent to school without the original container medication will Not be given.
3. Medication that CAN be given at home should be given prior to coming to school.
4. The school nurse will NOT make diagnosis only treatment will be provided for present or unknown illness.
5. Students should bring their won over the counter medications with Name and Grade written on the bottle. Tylenol, Ibuprofen, Benadryl, cough drops, etc.... will be given in an emergency situation ONLY.
6. Students must have a nurse's pass to visit the clinic, unless it is an emergency.
7. Students must enter the Front Office to visit the Nurse, in a quiet manner and be seated until seen.
8. Authorization to dispense medication by phone will NOT be accepted UNLESS it is an emergency.
9. Students are not allowed to use the phone in the clinic unless given permission by the nurse.
10. Students are Not allowed under any circumstances to unlock medicine cabinet in the clinic.

## **ACCEPTABLE USE POLICY**

Students at Crawford County schools are expected to use technology to complete a variety of class assignments in each academic area.

Students and parents/guardians are responsible for ensuring that use of school technology resources, including the Internet, is in compliance with Descriptor Codes IFBG (Acceptable Use Policy) and IFBGE (Internet Safety). Students and parents/guardians are responsible for ensuring that the use of school technology resources, including the Internet is in compliance with Crawford County Board policy.

A parent/guardian who prefers their student not receive individual internet privileges at school should submit to their child's homeroom teacher a signed statement to that effect. A parent/guardian who has concerns regarding his/her student's use of technology, including access to the Internet, should contact the principal.

## **DISCLAIMER NOTIFICATION**

Crawford County Middle School will try to ensure that the information provided in this handbook is accurate, timely and useful. However, in view of the possibility of human error or changes in information, neither the person preparing it nor any other party who has been involved in this work warrants that the information contained herein is in every respect accurate or complete, and they are not responsible for any errors or omissions or for the results obtained from the use of such information. Readers are encouraged to confirm the information contained herein with other sources. Corrections and additions may be made as time permits.

## **MEDIA DISCLOSURE**

The Crawford County School System receives occasional requests from the media (newspapers, magazines, television stations and radio stations) to interview, photograph, and/or videotape students. Our schools also often take pictures and/or video to positively promote our school. For example, the school system may post the photos, videos or comments from honor roll, competitions, family night activities, field day, and yearbook on the school's webpage. We might also submit them to the media for publicity or include them in a newsletter.

If you object to your child being photographed or videotaped for school publicity purposes, you must submit a signed statement to that effect. Please return this statement to your child's homeroom teacher.

## PARENT'S SIGNATURE PAGE

Dear Parents:

After reading this handbook, please respond to the following information. You should remove this page from the handbook and return it to your child's Homeroom Teacher.

Student's Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

- Yes, I have read the terms and conditions of the **Acceptable Use Policy**.
- Yes, I have read the terms and conditions of the **Attendance Policy**.
- Yes, I have read the **Clinic Rules**.
- Yes, I have read the **Dress Code Rules**.
- Yes, I have read the terms and conditions of the **Media Disclosure Information**.
- Yes, I have read the **Student Code of Conduct**.
- Yes, I have read the information in the school's *Student Handbook* and understand that the school must operate in accordance with the stated policies and procedures.
- Yes, I have read the **Media Disclosure Section**.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Code of Student Conduct

**K-12  
Crawford County Schools  
2016-2017**



**Appendix A**

**Excellent Teachers    Excellent Administrators    Excellent  
Schools**

**Crawford County Schools**  
190 East Crusselle Street, Roberta, GA 31078  
Phone: 478-836-3131/Fax: 478-836-3114

**Board of Education**  
Raymond Dickey  
Tim Johnson  
Lee Sanders  
Brad Cody  
Jackson DeFore

## **Brent Lowe, Superintendent**

The **Mission** of the Crawford County School System is to provide our students with the opportunity to achieve their maximum potential by providing a safe learning environment where teachers are empowered to encourage and to challenge students to be successful members of their community.

The **Vision** of the CCBOE is that Crawford County Schools will unite with the community to be a system of EXCELLENCE.

### **We Believe:**

- all students can be successful members of society.
- all students can graduate.
- all students are worth it and important.
- our teachers and staff genuinely care about student success.
- teachers and staff should have the opportunity for professional growth.
- our leaders have the responsibility to foster an environment for learning and growth.
- our leaders will communicate transparently throughout the staff, community and all stakeholders.
- our stakeholders will support a valuable education system that produces productive citizens.
- partnering with our stakeholders will enhance our educational and economic opportunities.

### **Strategic Goals**

- Student Achievement
- Stakeholder and Community Engagement and Loyalty
- Efficient and Effective Organizational Processes
- Continuous System and School Improvement
- Enhanced Technology

IT IS THE POLICY OF THE CRAWFORD COUNTY BOARD OF EDUCATION NOT TO DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, NATIONAL ORIGIN, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT PRACTICES.

## **Acknowledgement Page**

It is mandatory that this acknowledgement be returned, as it will become part of the student's permanent record for 2016 – 2017 school year.

Student \_\_\_\_\_  
Grade \_\_\_\_\_

My Parent/Guardian(s) and I hereby acknowledge by our signatures that we have received, and understand this Code of Student Conduct.

We have also read and understand the penalties and consequences pertaining to the Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1) on page 6 of the handbook. I understand that the system social worker, if needed, will file proceedings in court to enforce this law.

---

(Student's Signature)

(Date)

---

(Parent's Signature)

(Date)

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## CODE OF STUDENT CONDUCT

### INTRODUCTION

The belief of the Crawford County Board of Education is that effective quality education requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and serious atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Furthermore, acting in the best interest of this community, the policy of the Crawford County Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and comply with this Board of Education approved Code of Student Conduct.

As students' progress in public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through 12<sup>th</sup> grade.

#### **The contents of this handbook will:**

- Describe roles of the home, student, school and school personnel.
- Describe student rights and responsibilities.
- Define student discipline in the context of the Board of Education's philosophy.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in the Individuals and Disabilities Education Act and Section 504 of the Rehabilitation Act.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Board shall provide educational opportunities for students on a nondiscriminatory basis. No person shall be denied benefits of any education program or activity on the basis of race, color, disability, religion, national origin, or sex. Students cannot be denied enrollment due to immigrant status or English speaking ability. Programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

### **DUE PROCESS**

The policy of the Crawford County Board of Education is to adhere to and observe the essential elements of due process when carrying out the procedures contained within the Code of Student Conduct handbook. A responsibility of the principals will be to familiarize their faculty and staff with due process procedures and provide each staff member with a copy of this handbook. This handbook has been published with the following concepts of the mind.

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules concerning behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety and welfare of students and ensuring the efficient operation of the schools.

### **ROLES OF THE PARENTS, STUDENTS, SCHOOL AND SCHOOL PERSONNEL**

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, guardians and educators. To foster this relationship:

#### **Parents and Guardians should:**

- Maintain regular communication with school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.

- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and an emergency health care form.
- Attend scheduled parent-teacher conferences.
- Promptly report any change of address and/or telephone number.
- Report directly to the principal's office when visiting a school.
- Sign and return acknowledgement form for receipt and reading of Code of Student Conduct.

**Students should:**

- Attend all classes daily and be punctual in attendance.
- Bring to class appropriate working materials.
- Be respectful to all individuals and of all property.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Be responsible for their own work.
- Respect the classroom and school.
- Show a positive, cooperative attitude toward school.
- Promptly report any change of address and/or telephone number.

**School should:**

- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in school affairs.
- Encourage the school staff, parents, guardians and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school.
- Seek to involve students in the development of policies.
- Endeavor to involve the entire community in order to improve the quality of life within the community.

**School Personnel should:**

- Be regular in attendance and punctual.
- Be prepared to perform their duties with appropriate materials and lesson plans.
- Be respectful to all individuals and of all property.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board of Education.
- Seek changes in an orderly and recognized manner.
- Participate in continuous improvement of professional knowledge and skills.
- Develop a positive, cooperative attitude toward parents and guardians, students, co-workers and the total school program.
- Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action.
- Assist in students' program adjustments.
- Make referral to guidance personnel for group or individual counseling with counselors, peer counseling, and other services deemed appropriate.
- Participate in conferences and/or contacts among administrators, parents, guardians, teachers and students.
- Refer to special education or appropriate agencies for special problems.

### **JURISDICTION OF THE BOARD OF EDUCATION**

Crawford County School students are subject to the rules and regulations of the Crawford County Board of Education during the school day, while in attendance at school-related activities and while traveling to and from school or school-related activities. This includes traveling in school vehicles or in public or private vehicles which are being utilized at the time for purposes of transporting students to and from school or school-related activities as well as waiting at the school bus stop. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community. Use or possession of controlled contraband at any time or place is presumed by the Board of Education to have a direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community.

**Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

Any student who violates Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatens physical harm to a person may be suspended from school and may not be readmitted to school until (1) any criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the school system as a condition for readmission. See Student Discipline Hearings.

Before readmission to school, the school system may recommend such conditions as it may deem appropriate to ensure the safety or security of students and employees and such conditions may include, but are not limited to psychiatric and psychological evaluation and counseling at the parents' expense.

A parent, guardian, custodian or person, excluding a foster parent, responsible for the care or control of a minor child in the Crawford County School System shall be responsible financially for such child's destructive acts against school property or persons, and may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child and, if summoned by proper notification by an appropriate school official, shall be required to attend such discipline conference.

## **STUDENT ATTENDANCE**

### **Philosophical Basis:**

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

It is the belief of the Crawford County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school authorities) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school the day the child returns to school. A physician's statement may be required if circumstances warrant.

## **TRUANCY PROTOCOL FOR CRAWFORD COUNTY SCHOOLS**

A county-wide Attendance Protocol has been established by the Crawford County BOE as mandated by O.C.G.A. 20-2-690-1. This Protocol has been established to ensure the coordination and cooperation among officials, agencies and programs involved in Compulsory Education Issues. Its purpose is to reduce the number of unexcused absences from school, and to increase the percentage of students present to take mandated tests that are required to be administered under the law of the state.

The protocol developed shall apply to all students in attendance in any school in Crawford County. All mandated reporters shall assure that students suspected of being truant are reported to designated school officials, law enforcement or DFACS.

The following protocol is adopted:

### **I. Definitions:**

#### **A. Compulsory Education**

Every parent, guardian, or other person residing within the state having control or charge of any child or children between their sixth (6th) and sixteenth (16th) birthdays shall enroll and send such child or children to a public school, a private school, or home study program (O.C.G.A. 20-2-690-10). Children that have attained 20 days enrollment in Kindergarten also fall under Compulsory Attendance according to O.C.G.A. 20-2-150.

#### **B. Truant**

"*Truant*" is defined as "any child subject to Compulsory Education (ages 5 [K] through 16, and 5 year olds who have attended 20 days in school) who during the school calendar year has more than five days of unexcused absences".

### **C. Attendance Clerk**

An attendance clerk will be appointed by each school. Primary responsibilities include: monitoring and assuring compliance with Compulsory Education and Attendance Policies at each respective school.

## **II. Identifying Truant Students:**

Elementary, Middle and High School students will be referred to the attendance clerk at each respective school, then referred to the Principal.

### **A. Excused Absences**

Excused absences shall include:

1. Personal illness
2. Death of a member of the family. Proof shall be in the form of a letter from the parent or guardian.
3. A court order or an order by a governmental agency
4. Celebration of state recognized religious holidays
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. One (1) day to register to vote
7. PAGE for US or Georgia Assembly (counted as present in school)
8. Attendance at a school sanctioned or parental sanctioned event.

Upon returning to school, the student will have **three (3)** days to present the necessary written documentation to have the absences count as excused.

Failure to present this documentation will result in an unexcused absence. Phone call will not be accepted in place of a written notice.

Excuses must include:

1. The date(s) of the absence
2. Student name
3. Reason for absence
4. Parent or guardian signature

### **B. Unexcused Absences**

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences.

## **III. Protocol for Referrals/Parent Notification:**

### **Phase 1**

The Principal or his designee is to begin a file on the student when he/she has 3 unexcused absences. The Principal or his designee will make contact with the parents. The school will retain a copy of all correspondence in the student's file. After the 5th day of unexcused absences, according to Georgia law, a student is considered Truant and a letter will be mailed to the parents.

### **Phase 2**

On the 6th day of unexcused absence, the Principal or his designee will notify parent of further actions to be taken. This notification will explain the parent is in violation of Georgia's Compulsory School Attendance Law. The parent is requested to make contact with the attendance clerk immediately regarding the absences. Failure to make contact results in the Principal or his/her designee beginning proceedings to have the parents or guardians issued a citation to appear in court. If this happens, one could be subject to a fine of up to \$100.00 per day for each day the child is not in school or imprisonment, not exceeding 30 days, or both, at the discretion of the court having jurisdiction.

### **Phase 3**

The Principal or his designee will continue to track unexcused absences. Appropriate notification will be made at the following intervals: 10, 15, 20, and 21 days. Letters are to be mailed to the parent at each interval.

## **IV. Violations of Attendance Policy:**



Every attempt to resolve attendance issues will be made. In the event a Juvenile Complaint is filed and attempts to correct the problems have been exhausted, an attendance history will be forwarded to Juvenile Court as well as vital information on parents, and efforts to address the problem.

An Informal Adjustment Hearing will be scheduled by the Juvenile Court with notification sent to the child and parents.

An Informal Adjustment Agreement will be developed at the hearing with input from all parties. If the parents and/or child do not appear or do not agree to the Informal Adjustment, the Juvenile Officer will proceed with filing a petition bringing the child before the court. Prosecution against the parents will be initiated.

The Informal Adjustment Agreement will be approved by the Judge and filed with the court.

If the parents and/or child fail to abide by the terms of the Informal Adjustment Agreement, the Juvenile Officer will file a petition bringing the child before the court.

The parents will be prosecuted by the District Attorney's Office for failure to comply with the Compulsory School Attendance Law.

**NOTE: PROSECUTION WILL TAKE PLACE CASE BY CASE, WHEN ALL OTHER MEANS HAVE BEEN EXHAUSTED.**

**Make-Up Work**

If a student is absent for any excused reason, the student shall make arrangements with the teacher within three days after he/she returns to school to make up missed work. For excused student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian. The principal/designee may request medical documentation explaining absences. In making arrangements for make-up work, the teacher should consider the type of illness, the length of time absent, and the amount of make-up work due in all classes. Long term assignments such as research papers, special projects, etc. are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

Please refer to school handbook for further details.

**Compulsory Attendance Law**

§ 20-2-690.1. Mandatory education for children between ages six and 16

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

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools, the Department of Education in the case of home study programs, and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.

## TRANSFER STUDENTS

A student must be in good standing and must have no disciplinary action pending against him/her by the school he /she is leaving in order to be eligible to enroll in any school in the Crawford County School System.

## GUIDANCE SERVICES

### Philosophical Basis:

Personal concerns of students can seriously limit educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that will enhance educational development.

### Student's responsibilities are:

- To use guidance services for their own educational and personal improvement.
- To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.
- To work cooperatively with guidance personnel.

### Student Rights are:

- To be informed as to the nature of the guidance services available in school.
- To have access to individual and group guidance, as appropriate.

## STUDENTS WITH SPECIAL NEEDS

### Philosophical Basis:

It is the responsibility of the Board of Education to provide appropriate educational services for all students residing within Crawford County.

### Student Responsibilities are:

- To use special education for educational and personal development.

### Student Rights are:

- To be informed of the least restrictive environment needed for appropriate education.
- To have access to appropriate instruction based on the student's individualized education plan (IEP).

## MEDICATION

If medications can be given at home, before or after school hours, please do so. However, if medication administration is absolutely necessary during school hours, the following procedures must be followed:

- The parent/guardian or student (age appropriate) must transport prescription medicines to the nurse or main office of the school.
- A nurse is not always available to assist in the administration of medications: therefore the student may be assisted by an adult designated by the principal.
- **Do not send medication to school which needs to be given daily or two/three times a day unless the physician specifically states a time during the school day which it is to be given.** An antibiotic and/or other medication which is to be given three times daily can be given before the child leaves for school, when he/she gets home and at bedtime.
- If a medication is required at lunch daily (ex., medication for ADD), the physician must specifically state time to be given on prescription.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- Over-the-counter medications must be in the unopened original container.
- The school staff will have the right to refuse to give medication that is questionable or expired.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be administered at school and the student cannot be at school under the influence of such medications.
- Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's Code of Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.
- The parent/guardian must complete an *Authorization to Give Medication at School* form in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- If these procedures are not followed, medication may not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

### **Self-administration of medication at school**

Georgia State Law authorizes student self-administration of certain medications and treatments (e.g., asthma inhalers, insulin, and epinephrine auto-injector) at school, thus relieving the school district and its employees of any liability in connection with self-administration.

In order for a student to keep a medication in his/her possession, the following must occur:

1. Written permission from a parent or legal guardian.
2. Written physician's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication.
3. Written authorization from the parent/guardian for the school to seek emergency medical treatment for the student when necessary and appropriate.

## **CURRICULUM**

### **Philosophical Basis:**

Student opinion regarding curriculum offerings is extremely important, and therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

### **Student Responsibilities are:**

To request participation in academic programs and extra-curricular activities that are compatible with ability.

To seek assistance in course selection from informed professionals in the schools.

To contribute to an atmosphere free from bias and prejudice.

To cooperate fully and exert every effort to achieve mastery of the basic skills.

### **Student Rights are:**

To have equal access to educational opportunities.

To receive instruction in courses of study under competent instruction in an atmosphere free from bias and prejudice.

To participate in appropriate basic skills programs in primary, elementary, middle and high schools.

## **GRADES**

### **Philosophical Basis:**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement.

Academic grades should not be used as a means of maintaining order in a classroom.

### **Parent or Guardian Responsibilities are:**

- To review the student's report cards each grading period.
- To schedule and attend a parent/teacher conference if concerns develop about grades.
- To attend parent/teacher conference if scheduled by teacher.

### **Student Responsibilities are:**

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

### **Student Rights are:**

- To receive a teacher's grading criteria at the beginning of each year or semester course.
- To receive periodic progress reports.

## **PRIVACY AND PROPERTY RIGHTS**

### **Philosophical Basis:**

Federal and state laws provide persons with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

### **Student Responsibilities are:**

To attend school-related activities without bringing material and objects prohibited by law or Board of Education policy or which detract from the educational process.

To respect the property rights of the public at large, as well as those of individuals, and to refrain from destruction of, or damage to, such property.

### **Student Rights are:**

To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board of Education policy. To attend school in an educational environment in which personal property is respected.

**Student Lockers/Book bags:**

Students are given the opportunity to use lockers provided by the Crawford County Schools. These lockers are property of the Board of Education and are subject to be searched at any time which school officials consider it necessary and/or appropriate. Students are responsible for the contents of their lockers and should keep them locked at all times. Students may use only the locker assigned to them and may not swap lockers unless approval is given by the principal or assistant principal. Book bags are subject to search, similar to lockers.

**Student Automobiles:**

Automobiles brought onto campus by students are subject to search as a condition of being issued a parking permit or being allowed to park on campus.

**Personal Search:**

A student's person and/or personal effects (e.g., purse and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and state codes for disciplinary actions. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched.

**Personal Property:**

The school system does not assume responsibility for the personal property of students. Students and parents are urged to carefully consider the types and value of property that students bring to schools. With regard to items that are necessary to an instructional program that students bring to school, parents and students are reminded to secure those items at all times. Stolen property should be reported to administrator or School Resource Officer.

## **STUDENT RECORDS**

**Philosophical Basis:**

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained and distributed under safeguards of privacy. These safeguards will be maintained through informed consent, verification of accuracy, limited access, selective discard and appropriate use. The Superintendent of Schools will institute specific procedures for the implementation of this policy as dictated by the Family Educational Rights and Privacy Act.

**Parents, Guardian or Eligible Student (18 years of age or older) Responsibilities are:**

To inform the school of any information that may be useful in making appropriate educational decisions. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

**Parents, Guardian or Eligible Student (18 years of age or older) Rights are:**

To inspect, review and challenge the information contained in records directly relating to the student. To be protected by legal provisions which prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian(s) or eligible student (18 years of age or older).

## **SECURITY OF RECORDS**

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

Under the Family Educational Rights and Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, and your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. The Crawford County Board of Education has designated the following information as directory information: Full name of Student, current enrollment status of Student, grade level, height and weight if member of an athletic team, honors and awards won while attending a district school, and photo. Unless you, as a parent/guardian or eligible student, notify the principal that you object, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within ten (10) days after officially enrolling in school or within ten (10) days of the date of receipt of this notice.
5. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Complaints Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

#### **Protection of Pupil Rights Amendment (PPRA)**

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1) (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with procedures developed by the Superintendent or Principal.

- (A) The administration of any survey containing one or more of the following items:
  - I. Political affiliations or beliefs of the student or the student's parent;
  - II. Mental or psychological problems of the student or the student's family;
  - III. Sexual behavior or attitudes;
  - IV. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - V. Critical appraisals of other individuals with whom respondents have close family relationships;
  - VI. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - VII. Religious practices, affiliations, or beliefs of the student or the student's family;
  - VIII. Sexual behavior or attitudes;
- (B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
  - (2) Parents/guardians may, upon request, inspect any instructional material used as part of the educational curriculum for their student.
  - (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

#### **STUDENT COUNCIL**

The student council serves as the voice of the student body and intermediates between the student body and the administration. Purposes include providing opportunities for the development of responsibility, initiative and leadership; planning and implementing activities and projects designed to unify the student body and enhance school spirit; and encouraging scholarship and responsible citizenship within the student body.

#### **STUDENT PUBLICATIONS**

**Philosophical Basis:**

Education is the process of inquiring and learning, acquiring and imparting knowledge and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the student body.

**Student Responsibilities are:**

- To refrain from publishing libelous and obscene materials.
- To seek full information on the topic about which they write.
- To observe accepted rules for responsible journalism under the guidance of the faculty advisor.

**Student Rights are:**

To participate, as a part of the educational process, in the development or distribution of publications.

**STUDENT GRIEVANCES**

The belief of the Crawford County Board of Education is that students should be allowed to express school-related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances.

To be granted discussion and consideration of a grievance, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school-related activities. The faculty and administration will make an honest effort to resolve student grievances at the most immediate level of supervision.

**DISCIPLINARY ACTIONS AND PROCEDURES****Detention Hall**

The principal or his/her designated person(s) has the authority to assign students to a designated area (detention hall) on campus before and/or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students in grades K-12 will be given a one-day notice of their detention hall assignment.

A reasonable attempt will be made to notify the parent(s) or guardian of students prior to the assignment of a student to detention hall. The parent(s) or guardian is responsible for providing transportation in these cases.

**Disciplinary Probation**

Disciplinary Probation is a written reprimand for violation of any provision of the Code of Student Conduct. The principal or his/her designated person(s) will review student disciplinary records and should request a conference with the parents of the student involved. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any provision of the Code of Student Conduct during the probationary period. The principal or his/her designated person(s) has the authority to place a student on Disciplinary Probation for a reasonable and specified period of time. Staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

**Short-Term Disciplinary Placement (In-School Suspension)**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. Principals and their staffs should determine the scope of in-school suspension in their respective schools. When students are assigned to ISS, they are restricted from being on other school campuses or property and are restricted from attending or participating in any Crawford County School programs or activities until the suspension is complete. An exception to this should be given in writing by the school administrator.

**Extended ISS (EISS)**

The EISS was designed to serve students that are having difficulty in the regular education environment. This difficulty may be in the area of academic or behavioral problems, or a combination of the two. Students may be assigned by a Tribunal without the consent of student and the student's parents. The school system can also place a student in the EISS. Parents must be given notice of the due process hearing, which is the tribunal. Any student that has been adjudicated through the juvenile court system or regular court system and placed in any type of detained facility (YDC, RYDC, jail, etc.) may transition back in the school system

through the EISS. The length of placement will be determined by the EISS and the home school; this placement will be at a minimum for the remainder of the current semester. Students may also be placed in the academic section of the EISS based on specific criteria. This placement includes necessary consent from students, parents, the school administration, and the EISS. Parents should check with the principal or guidance counselor to implement the application process.

Offenses which would result in an assignment to the EISS are generally the same as those outlined for out of school suspension in this Code of Student Conduct; however, the principal may assign students for other infractions.

Students assigned to the discipline section of the EISS are restricted from being on other school campuses or property and are restricted from attending or participating in any Crawford County School programs or activities unless prior approval is provided. This restriction remains in force until the students have completed their assignment to the EISS. If a student has been placed in EISS on two previous occasions, the next tribunal may result in a minimum of a 12 month suspension.

### **School Bus Suspension**

Principals or his/her designated person(s) may deny a student the privilege of riding a school bus based on misconduct of the student. This action will be for a reasonable and specified period of time.

### **Physical Restraint**

Principals or their designated person(s) may use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. The action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

## **SUSPENSION AND EXPULSION**

Students recommended for suspension or expulsion will be made aware of the charges and will be given an opportunity to respond. When circumstances warrant suspension or expulsion, a reasonable effort will be made by the school to either contact the parent(s) or guardian by telephone during school hours or by written notice delivered by the student or U.S. Mail. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

The Crawford County Board of Education prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

For the purposes of this policy and other policies related to discipline the following definitions are stated:

1. "Short-term suspension" means the suspension of a student from a public school for not more than ten school days.
2. "Long-term suspension" means the suspension of a student from a public school for more than ten school days but not beyond the current school semester.
3. "Long-Term Disciplinary Placement (LTDP)" means the change for a period greater than ten days of placement of a student from a regular classroom setting to EISS.
4. "Expulsion" means removing a student from a public school beyond the current school semester. When a student's conduct is of such a serious nature that it is in the best interest of the school system to place the student out-of-school for a period beyond the current school semester, a principal or his or her designee may recommend to the superintendent that a disciplinary hearing panel (tribunal) be convened for consideration of an expulsion.

A principal or his/her designee may suspend from school a student for any violation of the code of conduct when an out of school suspension is authorized. Oral notice and opportunity to discuss the suspension with the principal must be given to the student as soon as practical. Parents will be informed as to the charges and number of days suspended.

Students may not return to campus or attend any school function when suspended from school or expelled.



### **STUDENT DISCIPLINARY HEARINGS (TRIBUNALS)**

For the purpose of conducting student discipline hearings (tribunals), rendering a decision, and imposing punishment, the following procedure will be followed:

1. The Superintendent/designee shall convene a hearing in the following situations:
  - a) Where a student has committed an alleged assault or battery upon a teacher, other school official or employee.
  - b) Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination which may require long-term disciplinary placement in EISS, a long-term suspension or an expulsion.
2. When a student is referred to tribunal, the Superintendent/designee shall choose three school officials 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. 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.
4. Whenever a principal/designee refers a student discipline matter to the Superintendent/designee, a certified letter shall be mailed to the student and his/her parent/guardians containing a statement of the time, place and nature of the tribunal hearing, a statement of the matters asserted and charges against the student, statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel will be included in the letter.
5. 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. The hearing tribunal shall make a verbatim electronic or written record of the hearing. This record shall be available to all parties.
6. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate disciplinary action. 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 disciplinary action imposed. The hearing tribunal shall render a decision in writing within ten (10) days of the close of the record and shall furnish a copy of the decision to the student, his/her parents/legal guardians, the principal/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.
7. Either 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 (20) 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. In case of out-of-school suspension or expulsion, the Superintendent may place the student in the EISS pending the outcome of the appeal. In other cases, 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, the decision of the hearing tribunal and 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 modify the disciplinary action. 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 Crawford County Schools prior to the hearing must appear before a hearing tribunal to determine the student's eligibility to return to the Crawford County 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 hearing in accordance with board policy despite the student's withdrawal from school.
10. Any student, who has been determined eligible for services or accommodations under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, will be afforded all procedural and other requirements of these applicable laws.

### **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into three classes: (Class I, Class II and Class III). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her

designated person(s) will implement the disciplinary procedure.

The classroom teacher may deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class is ordinarily not cause for referral; however defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits.

Note: For further information on Disciplinary Violation and Offenses, check appropriate school's handbook.

#### **CLASS I**

- 1.01       Distraction of other Students.  
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 1.02       Participation in a prohibited organization.  
Participation supporting or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on campus or off campus, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.
- 1.03       Refusal to comply.  
Refusal to comply with directions by a Crawford County School employee.
- 1.04       Participation in games of chance for money and/or other things of value.
- 1.05       Excessive tardiness.  
Repeatedly reporting late to school or class.
- 1.06       Intentional and/or non-direct use of profane, offensive or obscene language.
- 1.07       Non-conformity to dress code.
- 1.08       Inappropriate public display of affection.
- 1.09       Unauthorized absence from class or school.
- 1.10       Continued refusal and/or failure to complete class assignments.
- 1.11       Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.12       Unauthorized and/or inappropriate use of school or personal property.
- 1.13       Littering on school property.
- 1.14       Distribution or display of printed materials on school property or at a school activity without the approval of the principal or his/her designee.
- 1.15       Offensive touching of another student (not necessarily of a sexual nature).
- 1.16       Breaking lunch line.
- 1.17       Minor parking violations. (High School)
- 1.18       Leaving campus without signing out properly.
- 1.19       Unauthorized purchase and/or sale of merchandise.
- 1.20       Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 1.21       Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

## DISCIPLINARY ACTIONS-CLASS I OFFENSES

### First Offense

In-school conference and/or parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses, including but not limited to those listed in the next paragraph.

### Subsequent Offenses

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, assignment to the EISS, corporal punishment, suspension or other reasonable disciplinary action is at the discretion of the principal or his/her designated person(s). Special circumstances may warrant a recommendation to the Superintendent for an alternative educational program apart from the normal setting.

## CLASS II

- |              |  |
|--------------|--|
| 2.00         | Disrespect toward employees, students, or school visitors  |
| 2.01         | Biting   |
| 2.02         | Defiance of Board of Education employee's authority.<br>Any verbal or non-verbal refusal to comply with a lawful direction or order of a Board of Education employee   |
| 2.03         | Possession and/or use of any tobacco products.   |
| 2.04         | Possession and/or use of any "vapor" device and/or paraphernalia. The smoking/possession of electronic, "vapor," or other nicotine delivering devices, substitute form of cigarettes, or any other "inhaling" innovation/paraphernalia.  |
| 2.05         | Vandalism/Criminal Mischief.<br>Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.  |
| 2.06         | Stealing-Larceny-Petty Theft<br>Taking and/or carrying away of property valued at less than \$50 belonging to or in lawful possession or custody of another.   |
| 2.07         | Gambling/Possession of Gambling Device<br>The possession of any device or item which can be used to promote or facilitate gambling. The intentional, unlawful participation in gambling activities involving less than \$100.  |
| 2.08         | Possession of stolen property with the knowledge that it is stolen.  |
| 2.09         | Theft of lost property.<br><br>Activity obtaining or exerting control over the property of another which is known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner.  |
| 2.10         | Threats or Extortion.<br><br>Verbally or by written or printed communication, threatening an injury to the person, property or reputation of another. This may include the intent to extort money or any pecuniary advantage whatever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.   |
| <b>Note:</b> | <b>Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.</b>   |
| 2.11         | Trespassing.<br><br>Willfully entering or remaining in or on any structure, conveyance of property without being authorized,<br><br>licensed or invited, or having initially been authorized, licensed or invited, having been warned by an<br><br>authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on public<br><br>school property or attending any school related activity while under any kind of home suspension, assignment to the EISS or expulsion. |
| 2.12         | Possession of obscene and/or offensive materials.  |
| 2.13         | Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward another person and/or offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment.  |
| 2.14         | Truancy or unauthorized leaving class/campus. ("Skipping")   |

- 2.15 Possession of a pocket knife.
- 2.16 Possession and/or use of matches or lighter.
- 2.17 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business.
- 2.18 Simple assault.
- Intentionally touching or striking another student against his/her will or without his/her consent.
- 2.19 Honor Code Violations and/or Cheating.
- Student shall not engage in any act of deception or falsification. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage.
- 2.20 Inappropriate use of technology.
- Use of technology resources to:
- Send, display, or download offensive messages or pictures.
  - Harass, insult or attack others.
  - Use obscene, profane, discriminatory, threatening, or inflammatory language.
  - Violate copyright laws.
  - Intentionally waste limited resources.
  - Participate in on-line chat rooms without permission/supervision of Crawford County School employee.
- 2.21 Possession of and/or use of laser light pointer or any device designed to emit a laser light.
- 2.22 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 2.23 Any other offense which the principal may deem reasonable to fall within this category after consideration.

## DISCIPLINARY ACTIONS – CLASS II OFFENSES

### **First Offense**

In-school suspension, assignment to the EISS and/or extended work assignments before or after school and/or suspension. Other reasonable disciplinary actions as deemed appropriate by the principal.

### **Subsequent Offenses**

The disciplinary action for such offenses will be assignment to the EISS or suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures.

Note: Commission of Class II and/or Class III offenses may constitute a violation of criminal laws established by Local, State, and Federal government, and will be reported to the appropriate authorities. **Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.**

## CLASS III

- 3.00 Fighting.
- The initiation or provocation of a fight or physical altercation, or the participation in a fight or physical altercation absent mitigating circumstances.
- 3.01 Provoking, agitating, and/or inciting a fight/confrontation.
- 3.02 Drugs (Illegal, \*Prescribed, or \*Over-the-counter), Imitation Controlled Substances, Alcohol Intoxicating Inhalants and/or marijuana derivatives.
- Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to US Code of Controlled Substance.)
- Communication of the intent to buy, sell, or exchange drugs, imitation controlled substance, alcohol, and/or intoxicating inhalants.
- Communication of the intent or desire to facilitate the sale or exchange of drugs, imitation controlled substance, alcohol, and/or intoxicating inhalants.

**Note: Automatic referral to Tribunal upon first offense.**

**Any student possessing prescription or over-the-counter medication not in accordance with these Medication Guidelines will be considered in violation of the School District's Code of Student Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.**

- 3.03 Arson.  
Willful and malicious burning of any part of School Board property.
- 3.04 Assault upon School Board employee.  
The unlawful and intentional touching or striking or an attempt to touch or strike a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee.
- 3.05 Robbery.  
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.
- 3.06 Stealing-Larceny-Grand Theft.  
The participation in and/or the intentional, unlawful taking and/or carrying away of money or other property valued at \$50 or more belonging to or in lawful possession or custody of another.
- 3.07 Gambling.  
The intentional, unlawful participation in gambling activities involving amounts of \$100 or more.
- 3.08 Criminal mischief.  
Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.
- 3.09 Possession of firearms.  
"Firearm" is defined as any firearm (include a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or any other means, the frame or receiver of device, any replica of a firearm or a replica of any other instrument or object which may be used as weapon. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement.
- 3.10 Discharging of any pistol, rifle, shotgun, air gun or any other device.
- 3.11 Possession of Weapons.  
A knife, metallic knuckles, chemical weapon or device or any other weapon, instrument, object or other weapons defined by code section (O.C.G.A 16-11-127.1). Possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person.
- 3.12 Bomb Threats/False Reports  
Any communication(s) or attempt to communicate concerning the Board of Education's property which has or could have the effect of interrupting the educational environment or process. Falsely reporting an incident with the knowledge that the information reported, conveyed or circulated is false.  
Initiating or circulating a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or any emergency under a circumstance in which it is likely to cause fear, evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm, or to interrupt the educational environment or process.
- 3.13 Threats of Death or Serious Bodily Injury.  
The verbal or written communication of a threat to kill or do serious bodily injury to another person.
- 3.14 Sexual Acts  
Acts of sexual nature including, but not limited to battery, intercourse, attempted rape or rape.
- 3.15 Offensive touching of another person.
- 3.16 Sexual Harassment.
- 3.17 Written or verbal propositions to engage in sexual acts.
- 3.18 Aggravated Assault.  
Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.
- 3.19 Explosives.  
Preparing, possessing, or igniting explosives on the Board of Education's property.
- 3.20 Possessing and/or igniting fireworks, firecrackers or smoke bombs, stink bombs or committing any act which could disrupt the educational environment or process.
- 3.21 Unjustified activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.
- 3.22 Inciting or participating in student disorder.  
Leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process.
- 3.23 Fleeing a School Board employee to elude contact or questioning.
- 3.24 Violations of the conditions of Disciplinary Probation including failure of a drug test.

- 3.25 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward a Board of Education employee or volunteer and/or use of offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment including racial comments.
- 3.26 The completion of a threat to injure a person, property, or reputation of another. This includes extorting money or any pecuniary advantage whatsoever by compelling another person to do an act against his/her will.
- 3.27 Commission of any act which constitutes a criminal offense under the Code of Student Conduct and which in the principal's opinion warrants disciplinary action authorized for a Class III offense.
- 3.28 Damage computers, computer systems, software/programs, or computer networks (this includes changing workstation or printer configuration.) Intentionally bypassing network filtering and security to visit non educational sites.
- 3.29 Gang Graffiti or Paraphernalia.  
Possession, transfer, distribution, or use of written material, drawings, signs, or other materials related to or used in gang activities. Gang related slogans, names, apparel, etc. are not permitted on any school campus or at any school related activity.
- 3.30 Bullying.  
See page 27
- 3.31 Forgery, alteration, use of users' file folders, work or password, or misuse of any school's document, record or instrument of identification.
- 3.32 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 3.33 Falsely alleging inappropriate behavior by a teacher or other personnel.
- 3.34 Inappropriate use of technology including but not limited to cell phones:  
\*Send/display/download offensive messages or pictures.  
\*Filming/distributing/possessing video of student disorder
- 3.35 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS-CLASS III OFFENSES**

The disciplinary action for such offenses will be assignment to the EISS and/or out of school suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures.

#### **Teacher Reporting Requirement**

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

The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A 20-2-737-738.

The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to the provisions of this law and the Superintendent and/or his designee shall develop procedures as necessary for implantation of this policy and this state law.

#### **Unsafe School Choice**

Major offenses, including but not limited to, drug and weapon offenses can lead to school being named as an Unsafe School according to the provisions of Sate Board Rule 160-4-8-.16, Unsafe School Choice Option. A student who becomes a victim of a violent criminal offense while in or on the ground of that student's primary or elementary school, will have the opportunity to transfer to a safe school. Transportation will be provided for that student.

### **Additional Policies**

#### **Bullying**

Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools with the school system.

Bullying is defined as follows:

An act which occurs on school property, on school vehicles, at designated school bus stops, or at school relation functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the local school system, that is:

1. Any willful attempt to threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceived as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

Procedures will be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead to reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken,. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbook.

#### **Drug Abuse**

The intent of the Crawford County Board of Education is to comply and to cooperate fully with the laws regarding illegal drug use and drug abuse. The Board of Education understands that there are times when prescription drugs may be used by students for medical reasons. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student.

#### **Local School Rules and Regulations**

Principals with the approval of the Superintendent may supplement the Code of Student Conduct with rules and regulations that are applicable to the particular school. These rules shall not be contrary to the rules of the Code of Student Conduct. Such rules and regulations shall be reasonable and related substantially to the maintenance of discipline and the implementation of the academic program of the school. Adequate notice of all rules and regulations shall be given and violators shall be treated fairly and consistently.

#### **Threats of Suicide**

Students who talk about suicide will be taken seriously. When a student indicates that he/she is considering suicide, a principal designee will notify the parent/guardian. The designee will advise the parent/guardian to take the student to a qualified licensed professional (psychologist, psychiatrist, county mental health, or private/public hospital). The school will request that an open line of communication be maintained between the school and parent/guardian. The system social worker shall be notified of such threat.

### **SAFE STUDENT BUS RIDING INSTRUCTIONS**

#### **Safety Rules at the Bus Stop**

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

#### **Safety Rules for Entering and Exiting the Bus at the Stop and at the School**

- Walk in front of the bus to stay in the driver's view when crossing the road; never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.
- No pushing, shoving, or horse play while loading the bus.
- Use the handrail when entering or exiting the bus.

- Board the bus quickly and safely and get seated as promptly as possible.
- Do not linger around bus after exiting the bus, clear the roadways as far as possible.
- While unloading at the school, unload from the front to the back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until bus has moved and traffic is flowing again.
- Never return to the bus without first getting the drivers attention.
- Never retrieve a dropped item around the bus unless you get the drivers attention first.
- AT any time, if the bus horn sounds, this is a signal for danger and you should react quickly to the bus driver's directions to avoid injury.

#### **Safety Rules While on the Bus**

- Follow your bus drivers instruction at all times.
- Remain in your seat until the bus reaches your school/home and has come to the complete stop.
- Keep your voices at a normal speaking level while speaking to other students.
- Keep conversation to the driver to a minimum while the bus is moving.
- Never speak to the drive while loading and unloading at another students stop.
- Be completely silent at all railroad crossings until the bus has completely cleared the tracks.

#### **Bus Evacuation Guidelines**

- When any type of evacuation occurs, you must follow the instruction of the drive to safely unload and to relocate when possible, at least 100 feet in the direction away from the hazard and the roadway.
- Evacuation will be practiced on your bus with you twice each new school year.
- All buses are designed with several "emergency exits" these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature students are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

#### **Additional Guidelines**

- Conversation with the driver or behavior distracting the driver during loading and unloading of the bus should be avoided; during this critical time, complete concentration by the driver is required.
- Any type behavior distracting the driver during loading and unloading of buses should be avoided; during this critical time complete concentration by the driver is required.
- Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the drive is required.

### **BUS DISCIPLINE**

The Crawford County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

#### **Bus Regulations**

1. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students.
2. The driver has the right to assign seats as he/she deems necessary.
3. Students are to help keep their bus clean by not throwing trash on the floor. Students shall not throw any object out the windows.
4. No student shall at any time extend his head, hands, arms or any part of this body out the window.
5. Damages done to bus or equipment must be paid by that individual.
6. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
7. Students must ride the bus on which they have been assigned.
8. Students should remain seated and should face the front of the bus at all times.
9. No food or drinks are permitted to be consumed on the bus.
10. Student shall behave in an appropriate and orderly manner.



**Fighting and other major offenses on the school bus:**

A fight/physical aggression or other major offense committed on the school bus produces a dangerous situation where other students are in jeopardy and the driver is distracted. This type of situation and the consequences will be taken very seriously. Consequences may include the following and/or a combination of the following: bus suspension, in-school suspension, out-of-school suspension, or referral to the system tribunal. A complaint may also be filed with law enforcement authorities.

**Extra riders:**

When space is available, extra riders may ride an unassigned bus. Schools must be given a days' notice to check availability for extra riders. Parents must give permission for a student to ride an alternate bus. The note must be signed by a parent and include: parent's name, phone number and address where student should be dropped off. This information must be signed by a school official and a copy must be provided to the driver.

**DRESS CODE**

The policy of the Crawford County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, the dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students. Each school principal shall provide specific dress code guidelines.

Any student violating the school dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine what constitutes a violation of the dress code.

**SEXUAL HARASSMENT**

The policy of the Crawford County Board of Education forbids sexual harassment of or by any of its students or employees.

**A. General Prohibitions and Definitions****1. Unwelcome Conduct of a Sexual Nature**

- a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double entendres, and jokes.

**2. Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment.

**3. Sexual Harassment Prohibited**

It is a violation of the Code of Student Conduct for a student to sexually harass or subject another student to any unwelcome conduct of a sexual nature. Students or School Board employees who engage in such conduct shall be subject to sanctions as described below.

**B. Reporting and Sanctions****1. Reporting**

- a. Students or their parents or guardians who reasonably believe that other students or School Board employees in the Crawford County School System are guilty of sexual harassment as defined in this policy are encouraged to report such to the principal of their school and/or to the civil rights compliance administrator. Such reports should be made in writing. Report forms are available through the main office in each school.
- b. Students or their parents/guardians are also urged to report unwelcome conduct of a sexual nature by fellow students or School Board employees, whether or not such conduct interferes with the student's educational environment. Such reports should be made in writing. Report forms are available through the main office in each school.
- c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Students who are found guilty of sexual harassment or retaliate against one who has filed such charges are subject to sanctions including, but not limited to, warning, suspension, or expulsion.

**TECHNOLOGY (COMPUTERS & INTERNET)**

Crawford County Schools provides students and staff access to a computer network known as the Wide Area Network (WAN). The WAN serves all the schools and Central Staff facilities within the school system. It includes computers, file servers, cabling, routers, switches, hubs, Wireless Access Points, software and other peripheral devices necessary for the proper functioning of the WAN. Internet access is an integral part of the services offered on the WAN. Student and staff access to the WAN and its resources is a privilege and not a right. The WAN is designed to provide resources in support of instructional goals and objectives as well as school system administration. These resources are provided

as a non-public forum. Computer technology facilitates learning computers must adhere to the administrative procedures regarding computer use. Instructional access to the WAN shall be under the direction of staff and shall have a defined educational purpose. Student browsing should also have an academic purpose and not violate any of the prohibited uses. The school system reserves the right to monitor all computer activity by students. Violating the established policies and administrative procedures shall adhere to the following prohibitions in the interest of personal safety:

- Students will not post personal information about themselves or others. Personal contact information includes images, telephone numbers, email addresses or home address.
- Students will not agree to meet with someone they have met on-line without their parent's approval and participation.
- Students will not share passwords with others.

**Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.**

Any student (or parent or friend of a student) who believes a student 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.

**Discriminatory Complaints Procedure**

Complaints made to the Crawford County School System regarding alleged discrimination on the basis of race, color, or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of handicap in violation of the Rehabilitation Act of 1973, also known as Section 504, or the American with Disabilities Act will be processed in accordance with the policies adopted by the Crawford County Board of Education.

**Gender Equity in Sports**

State law prohibits discrimination in athletic programs of local school systems (Equity in Sports Act O.CG.A 20-2-315). Students are hereby notified that Crawford County School System does not discriminate on the basis of gender in its athletic programs.

**Student Clubs/Organizations**

In accordance with state law, a list of student clubs or organizations for each school is located in the individual school's student handbook.

**No Child Left Behind**

In compliance with the requirements of the No Child Left Behind statute, the Crawford County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested.

1. Certification
2. College major/graduate certification or degree held by the teacher;
3. Qualification of the paraprofessional, if paraprofessional services are provided.

**Gifted Education**

Students, grades kindergarten through 12, in the Crawford County School District who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in the programs. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals may make referrals for consideration for eligibility for gifted services with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Crawford County Program for Gifted Students, please contact the Gifted Program coordinator at your particular school.

**Notification of available services for exceptional students**

To receive information concerning services for students with suspected disabilities, please contact the student's teacher. If further information is needed, contact the guidance counselor at the student's school.

**Notice of Rights of Students and Parents Under Section 504**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inaction regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.