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## WELCOME TO COFFEE COUNTY SCHOOLS

### Disclaimer

*School rules published in this handbook are subject to change(s) as needed to ensure continued compliance with federal, state, or local regulations and are subject to such review and alteration, if necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.*

### Equal Education Opportunities

It is the policy of the Coffee County Board of Education to not discriminate on the basis of sex, age, race, disability, religion, or national origin in the educational programs and activities of/for admissions to facilities operated by the Board or in the employment practices of the Coffee County Board of Education Agency.

### Effect of Student Handbook

The policies, rules, and regulations shown in this handbook for Coffee County are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, superintendent, and principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing educational mission of the school and of the Coffee County School System.

Grievance Coordinator-Principal

Sexual Harassment Investigator-Assigned Administrator

Equity Coordinator-Principal

### Bullying

The Coffee County School System is a no-bullying school system. The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students **will not be tolerated**.

Bullying, as defined in Georgia law, means an act which occurs on school property, on school vehicles, at school bus stops, or at school-related 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 school system. Bullying is further defined in this handbook glossary on page 40.

### School Entrance Requirements

Students must be age five (5) by September 1 to enter kindergarten. It is requested that a child entering Coffee County Schools provide an immunization

certificate, Eye, Ear and Dental Screening, proof of age and proof of residence.

- Immunization Records - Immunization certificates (Form 3231) are required for all students entering the Coffee County School System from Pre-Kindergarten through 12<sup>th</sup> grade. All student certificates with a date of expiration must have a current (Form 3231) within 30 days after the date of expiration pursuant to Code# OCGA 20-2-771.
- Eye, Ear, and Dental Certificate - All students from Pre-Kindergarten through 12<sup>th</sup> grade entering the Coffee County School System are required to have an Eye, Ear, and Dental Certificate.
- Proof of Age - Certified birth certificate is required.
- Proof of Residence - A copy of a bill for a service provided at the residence or a rent or mortgage payment receipt with the address at the residence location should be provided at the time of registration.

### **Withdrawal from School and Return of Materials**

Withdrawal forms must be obtained by the parent or custodial person. It is the student's responsibility to return all books and materials to the teachers, and it is recommended that students moving/transferring to another school or dropping out take their withdrawal form around on the last full day of attendance to have the current grades recorded. All textbooks/materials assigned to the student must be returned at this time. The student must also have the bookkeeper, attendance clerk and media center specialist sign the form, "clearing" the student of all outstanding books and fines. Lockers and parking spaces will be forfeited at this time.

### **School Nutrition Program**

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide **free breakfast and lunch to all students in all Coffee County schools** through the Community Eligibility Provision program. Previously, the CEP program was only available at elementary and middle school levels in Coffee County; however, CEP will begin a pilot program at Coffee High School in the 2017-18 school year.

Extra items are available for purchase at a minimal cost. Meals must be paid at the time if money is not available in the child's meal account. **NO CHARGING ALLOWED.**

If a child brings his/her lunch, the drink must be in a thermos or other sealed, unbreakable container. Students are not to bring canned or bottled drinks to school. Food from commercial establishments is not to be delivered or served to students.

Coffee County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Coffee County schools' webpage. Weekly menu calendars are also published in the local newspaper. Each cafeteria has a computer program for tracking meals. Parents may call the school nutrition manager's office if they have any questions about your child's account.

## **Automated External Defibrillator (AED) Drills**

In case of a cardiac emergency, each school has an Automated External Defibrillator on campus for use on adults and/or students. Each campus has a "Code Blue" team that has been trained to react in this type of emergency.

## **Cell Phones/Electronic Devices**

We acknowledge that students have cell phones; however students' cell phones and electronic devices **should remain off and secured appropriately** (in locker, purse, pocket, book bag, etc.) unless directed to be used by the teacher under his/her supervision for instructional purposes. Students must complete a Bring Your Own Device (BYOD) participation form found on school and system websites.

Cell phones/devices are subject to confiscation at the discretion of administration and may be held for up to 10 days until a parent or guardian picks it up. The school system is not responsible for and will not investigate the loss, theft of, or damage to any personal electronic device.

## **Medication Administration**

### **Board Policy: Medication**

### **Descriptor Code: JGCD**

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

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

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-

administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

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Coffee County Schools Date Adopted: 9/ 28/ 2006

Last Revised: 8/ 27/ 2015

### **Head Lice**

The telltale sign of head lice is head scratching. Lice are very difficult to see until fully grown. The eggs (nits) that are attached to the hair shaft can often be seen shortly after the scratching begins. To avoid a family infestation, observe your child for scratching by checking family members once a week for signs of nits and remove them at the first signs of infestation. Also, encourage your children not to share anything used on or near the head such as combs, hats, helmets, pillows, etc. Please contact your school nurse for instructions to treat your child safely if you suspect him/her of getting lice. Never use home remedies such as kerosene or insecticides that will harm your child. If you find head lice/nits in your child's hair, please notify the school nurse. The school nurse can advise you how to treat appropriately, how to manually remove nits, and treat your household before returning to school.

Upon return to school, bring your child to the clinic first so the school nurse can help you be sure your child is free of nits before returning to class. Coffee County schools are "No Nit" schools and nits must be completely removed for school attendance.

### **Georgia's Special Needs Scholarship**

Georgia's Special Needs Scholarship allows eligible special needs students to transfer to another public school, public school district, state school or authorized participating private school. A student must meet the following criteria to be eligible:

Criteria 1 – A student must have a parent/guardian who currently lives in Georgia and has been a resident for at least one calendar year.

Criteria 2 – A student was enrolled and attended a Georgia public school (grades K-12) the entire previous school year. Pre-school special education students do not qualify. A student must complete a full school year in kindergarten before he/she can be eligible.

Criteria 3 – A student was reported by a school district(s) during student counts conducted by public schools in October and March of the previous school year.

Criteria 4 – A student does not need to have an Individualized Education Plan

(IEP) for the entire school year to qualify. A student must have received special education services at some point during the previous school year under an IEP.

If a student meets the eligibility criteria; a parent(s) has the right to request a transfer from a student's current public school to:

- 1) Another public school within their district or residence; or
- 2) Another public school district outside their district of residence;  
or
- 3) One of the three state schools for the blind or deaf; or
- 4) A private school authorized to participate in the Program.

More information about the Georgia Special Needs Scholarship Program can be found at <http://public.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>. The deadline for students to be enrolled and attending eligible private schools can be found on this website. Parents who may have questions regarding the options available may contact Special Services at 384-2086.

### **Notice of Rights of Students and Parents under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address: Special Education Director, 1311 South Peterson Avenue, Douglas, GA 31533, or you may call 912-384-2086. The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34CFR104.35

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### **Section 504 Procedural Safeguards**

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

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

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



g. The name and contact information of the grievant.

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

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

#### **4. Hearing Procedures:**

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena

witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

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

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

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

### **Child Find**

Child Find is a process of locating, identifying, and evaluating children with disabilities to ensure they receive services to which they are entitled. The Individuals with Disabilities Education Act (IDEA) requires school systems to locate and identify disabled students. Children and youth, from birth to age 21, within the Coffee County School District and are suspected of having a disability, may be referred for possible services. For more information about referring a child you may contact Special Services at 384-2086.

### **Gifted Education**

Students, grades kindergarten through twelve, in the Coffee County School System who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special educational instruction services. Eligibility criteria for placement for these services are determined by the State Board of Education Rule 160-4-2-.38. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the

student's abilities. Automatic referrals are also made through a data collection multi-selection method. For a complete copy of eligibility criteria or for further information about Coffee County's Educational Services for Gifted Students, please contact the Gifted Education coordinator at your child's school or visit the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

### **Title I-A, Academic Achievement**

Coffee County Schools qualify for funds based on economic need. All schools in the Coffee County School System are Schoolwide Title I program schools. There are no schools in the system identified on the state's list of focus, priority or alert schools needing improvement. Parents have the right to know the teacher of their child has met State qualification and licensing criteria for the grade level(s) and subject areas, is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived or is teaching in the field of discipline of their certification; whether the child is provided service by paraprofessionals and, if so, their qualifications; to know the school improvement status of the school; to know the level of achievement of their child in each area of the state assessment; to know if their child has been assigned or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition; to be involved in the planning and implementation of the parent involvement program in their school. All parents are encouraged to provide feedback and suggestions to improve the schoolwide plans which are revised annually.

### **Parent Compacts**

Each school jointly develops with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. All parents are encouraged to provide feedback and suggestions to improve the schoolwide plans.

### **Parent Involvement Policies**

System and school level parent involvement policies are revised on an annual basis. Parents are encouraged to provide feedback and suggestions to improve the policies. Policies are available on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us), at the schools and on school websites with opportunities to submit responses.

### **Code of Conduct/Parental Involvement**

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

the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

*The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law. O.C.G.A 20-2-766.1*

### **Parent Conferences**

Parents are welcomed and encouraged to conference with a child's teacher or administrator. In addition to these opportunities, appointments can be made to coincide with the teacher's planning schedule. Appointments can be made through the office or by written communication with the teacher. Call your child's school office to set up a conference.

### **Parent Portal**

Parent Portal is a web-based program which allows parental access to a child's attendance record, a list of grades along with the current averages of each class recorded in the electronic grade book. In order to use Parent Portal at home, parents must receive an access code for registration. Contact your child's school for access code.

### **Homeless Children and Youth**

The Coffee County School System has policies and procedures in place that identify and remove any barriers for homeless children and youth in accordance with the McKinney-Vento Act. Please contact the Coffee County Board of Education at 912-384-2086 for more information. The homeless liaison is Mrs. Kim Miler. Information is also available on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

### **Fire Drills**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There is an evacuation plan posted in each room.

### **Tornado Drills**

In case of a tornado emergency, the alarm will sound. Everyone will go to his/her assigned area in the corridor or inside wall and immediately assume the "tornado position" instructed them by their teacher.

### **Physical Education – K-5**

Students are required to have 90 hours of organized, structured Physical Education/Health and are required to participate daily unless they have an approved, written excuse. **Students are encouraged to wear tennis shoes or appropriate footwear.** Students are not excused from participation without a note from a parent. After three (3) days a doctor's excuse is required.

### **Insurance**

Accident insurance is offered to all students at the beginning of the school term for school-day coverage or 24-hour coverage. The premium varies from school year to school year. Parents are responsible for purchasing insurance, if desired.

### **Deliveries**

For students, delivery of flowers, balloons, stuffed animal toys, etc., **is not permitted**. Office staff members are instructed to inform the delivering party that the items are not to be left at the office. Such items create confusion in the classroom and can very well hinder the educational process. Items such as helium filled balloons can also create a dangerous situation on the bus.

### **Complaint Procedures**

The Coffee County School System has implemented complaint procedures that address complaints from parents, students, staff, private schools, and the general public for Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); RT3 and Lowest Achieving Schools, if applicable. The complaint procedures can be found on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

### **Title II-A Teacher Quality**

In compliance with the requirements of the Every Student Succeeds Act, on an annual basis, parents have the right to request information about the professional qualifications of their child's teacher(s). The following information may be requested.

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.

4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Any information pertaining to teacher or paraprofessional certification may be addressed to the Director of Personnel at the Coffee County Board of Education

### **Testing Program**

The purposes of the Georgia Student Assessment Program are to measure student achievement of the state mandated curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning education programs. The district has specific local testing protocols in place in addition to state mandated procedures that will protect the integrity of the testing program as well as the staff supervising and administering tests. In addition, each school is required to annually update its testing plan. All staff involved with test administration are trained in the Code of Ethics for testing and the ramifications for violations of those ethics. Documentation is maintained at each school site. More information can be found on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us) (do not use www.).

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

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

## **DISCIPLINE**

### **Code of Conduct**

It is the purpose of the Coffee County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within that district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct. This code would require students to conduct themselves at all times in an orderly manner to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district. The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct. The Code of Conduct is effective during the following times and in the following places:

- at school, school bus stop, or on school property at any time;
- off school grounds at any school activity, function, or event and while traveling to and from such events;
- on vehicles provided for student transportation by the school system.
- Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Parents and guardians are also encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Student Behavior Policy (PBIS)**

Our Elementary Schools are participating in Positive Behavior Interventions and Supports (PBIS).

#### **What is Positive Behavior Interventions and Supports?**

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. This program is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and students can learn.

When a student chooses to participate in behavior that is contrary to our code of conduct, consequences will be implemented to correct the behavior.

behavior. Consequences are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the expectations for behavior in our school. Depending on the severity of the behavior and the number of times the behavior has occurred, a plan of action will be taken to correct student behavior.

### **Authority of the Principal**

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

<b>Forbidden Items*</b>		
Bandana	Firecrackers	Stocking Cap/Caps
Camera	Hats	Sweatband
Cigarette Lighter/Matches	Headband	Toy
Drugs	Knife	Trading Cards
Drug Paraphernalia	Laser	Visor
Explosive Device	Mirror/Reflective Objects	Water Guns
Firearm	Skates/Wheeled Shoes	Weapon
*Or any other items deemed by administration to be inappropriate or disruptive to the learning environment. If confiscated, item(s) may be returned at the discretion of administration.		

### **Transportation Department**

If a student does not ride the bus three days in a row, the bus will discontinue the stop until notified. The Transportation Department can be notified, early the morning of the route, by 5:30 a.m. at 912-389-6892.

### **Transportation Changes**

Please notify the office in advance and/or advise the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. Transportation changes will not be relayed after 1:00 p.m.

### **Procedures for Bus Discipline**

#### **ALL SCHOOL RULES WILL APPLY WHILE RIDING THE BUS**

1. Remain seated while the bus is in motion.
2. Do not extend hands, arms, head, or objects through the bus window.
3. Never throw anything on/inside the bus or out the bus window.
4. Have written permission from parent, signed by school administrator to leave the bus other than at home or school.
5. Talk in normal tones; loud or vulgar language is prohibited.
6. Be courteous to driver; never be disrespectful.
7. Remain seated until the bus comes to a complete stop.
8. No smoking or tobacco products on the bus or at bus stop.



9. Do not eat or drink on the bus.
10. Do not be destructive to bus property.
11. Observe classroom conduct on the bus.
12. Bus driver is authorized to assign seats.
13. Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations shall forfeit their ability to ride on a bus.
14. Fighting on the bus or at bus stop will be dealt with as bus violation and school violation.
15. Drivers should report, in writing, all discipline referrals to the Director of Bus Discipline.
  - a. Before filing a bus referral, the driver will attempt to resolve less serious problems him/herself.
  - b. If the student continues to misbehave, the driver should file a conduct form with the Director of Discipline.
16. The Director of Bus Discipline will follow the guidelines established in the Coffee County School System Student Handbook on bus discipline.
17. The Director of Bus Discipline or Principal will talk with the student and then have the student sign the referral, give the student a copy, and a copy returned.
  - a. On the first bus referral, the Director of Bus Discipline will attempt to call the parent and/or send written notification by the student.
  - b. The school administrator should refer all parent questions to the Director of Bus Discipline.

In an effort to improve bus safety, the Coffee County School System is implementing a clear new plan of consequences for bus misbehavior. All bus referrals and consequences are cumulative according to the following guidelines. Suspension days can roll over to the next academic school year if time has not been served. If a student is suspended from a bus and rides another bus he/she will be suspended for 180 days.

#### **Elementary School**

<u>Offense</u>	<u>Consequence</u>	<u>Offense</u>	<u>Consequence</u>
1 <sup>st</sup> Offense	3 day bus suspension	3 <sup>rd</sup> Offense	10 day bus suspension
2 <sup>nd</sup> Offense	5 day bus suspension	4 <sup>th</sup> Offense	Bus suspension for the remainder of the school year

#### **Violent Bus Incidents**

- A. Weapons—Long term school suspension-Bus suspension for remainder of school year.
- B. Battery—Level 4 discipline school level-1<sup>st</sup> offense-Bus suspension for remainder of the school year.
- C. Fighting/Throwing Objects Inside the Bus/Throwing Objects out Bus Window/Hanging out Bus Window
- D. Vandalism; destruction of bus seats (example: cutting, writing). Restitution will be required along with consequences below and/or on the following page(s).

#### Elementary School

- 1<sup>st</sup> offense – 30 days bus suspension
- 2<sup>nd</sup> offense --90 days bus suspension
- 3<sup>rd</sup> offense -180 days bus suspension

***The school or district administration may use discretion when assigning bus suspension if there are mitigating circumstances for elementary students.***

## **Students with Disabilities**

In the event that a student with a disability, that is provided regular transportation, is removed from that transportation, the IEP team will convene to determine alternative transportation. In most cases, removal from regular transportation will result in the student being provided special education transportation or parental transportation.

## **Progressive Discipline Procedures**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Corporal Punishment
- Detention
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined by a disciplinary tribunal as outlined in the Coffee County Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified. School officials may involve law enforcement officials when evidence surrounding a

situation necessitates their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators.

### **Progressive Discipline**

**Federal and State Law -- Progressive Definition** “Progressive discipline processes...shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed.”

(O.C.G.A. 20-2-735)

#### **Progressive Discipline**

Coffee County Schools Progressive Discipline procedure adheres strictly to state law and is divided into four levels. Individuals involved in the same offense may not receive the same consequence depending on the history of the student or the severity of the student’s involvement. The administration will determine the appropriate consequence. Consequences are for the year.

#### **Level 1**

Chewing Gum
Dress Code Violation
Excessive Talking
Failure to obtain re-admission pass
Head down and/or sleeping in class
Inappropriate gestures
Lack of materials
Possession of toys, games, electronic games, playing cards, etc.
Profanity, vulgar talking
Public display of affection (kissing, holding hands, etc)
Sharing lockers
Talking during moment of silence (Georgia Law)
Talking during announcements
Throwing paper and/or objects
Use of another student’s agenda
Writing (removable) on school property
*** Any other action the administration may deem reasonable to fall within this category

#### **Level 1 Consequences: At discretion of administrator**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1) Verbal warning by teacher</li> <li>2) Parent notified</li> </ol> | <ol style="list-style-type: none"> <li>3) Teacher assigned consequence</li> <li>4) Referral to Administrator</li> <li>5) ISSP (1-5 days)</li> </ol> |
|--|---|

## **Level 2**

Being in unauthorized area (students in parking lot during school day, etc)
Cheating/Plagiarism (zero for grade plus ISSP)
Computer disc which introduces virus
Disrupting class
Failure to serve teacher assigned detention
Failure to sign in or sign out at the attendance office
Leaving class without permission
Pornography (includes logging on to internet sites)
Profanity, vulgar talking
Providing false information
Pushing or shoving
Tobacco Possession/Use
Unauthorized soliciting
*** Any other action the administration may deem reasonable to fall within this category

### **Level 2 Consequences: At discretion of administrator**

- 1) ISSP (1-3 days)
- 2) Home Suspension (1-5 days) per offense

<b>Level 3</b>
Ammunition--possession of
Computer trespassing or computer hacking
Computer use abused
Confrontation with a student will result in 3 days home suspension
Disrespect
Failure to report to administrator's office when sent by adult
Failure to comply with teacher or school employee's (includes bus driver) reasonable request
Fighting / Slap Boxing – 1 <sup>st</sup> Offense / Instigation
Forgery
Hitting, Kicking, Shoving
Leaving campus without permission (parking privileges may be revoked)
Providing false information
***Any other action the administration may deem reasonable to fall within this category

### **Level 3 Consequence: At discretion of administrator**

- 1) Home Suspension (3 to 5 days) per offense

## **Level 4**

Alcohol (use, possession, selling, or distributing)
Arson
Battery (assault or attempt to assault)
Biting
Bomb Threat (10 days home suspension pending tribunal) (felony)
Breaking and entering; burglary
Chronic discipline problems
Defiance of any school personnel

**(Level 4 continued on next page)**

Destructive devices	(Level 4 continued from previous page)
Disrupting school environment	
Drug paraphernalia or drugs	
Failure to obey safety procedures	
Fighting/instigating/Slapboxing – 2nd Offense	
Gang Activity (wearing colors, clothing, or other paraphernalia, etc.) (Graffiti on books, notebooks, agenda or any other material)	
Hazing	
Homicide	
Kidnapping	
Knife – possession (with a blade of 2 or more inches)	
Larceny (theft from school, another student or school employee -- possible restitution)	
Indecent exposure	
Motor vehicle theft	
Threat or Intimidation of teacher	
Vandalism	
*** Any other action the administration may deem reasonable to fall within this category	

**Level 4 Consequence: At discretion of administrator**

**10-days suspension pending tribunal**

**Gang Related Activity** - All Coffee County schools are Zero Tolerance zones for gang activity. When an administrator becomes aware or is notified about gang activity on campus, or in the community, appropriate action will be taken.

**Tardies** - Administrative discretion may be used when determining consequences for tardies. A maximum of five notes written by parents for excused absences/tardies/sign-outs will be accepted. After that, only doctor's notes will be accepted. Notes must be received within three days. Excused absences/tardies/sign-outs include doctor/medical; illness, death of immediate family member. Notes must be received within three days.

**Tobacco or Smokeless Tobacco** - Smoking, use of smokeless tobacco inside or outside the building (including parking lot and school sponsored activities); possession of tobacco; possession of tobacco products; possession of e-cigarettes; possession of cigarette lighter or matches is prohibited.

**Weapons** – It is unlawful for any person to carry, possess or have under function, or on school property or on a bus or other transportation furnished by the school.

**Weapons/Firearms- Federal Weapons Law** - The bill defines weapon as a firearm as such term is defined in Section 921 of Title 18 of the United States Code. The bill requires each local board of education to establish a policy requiring the expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school. The Gun-Free School Zones Act (18 U.S.C. Sec. 922[q]) makes it unlawful for anyone to possess a firearm in a "school zone," defined to be an area within 1,000 feet of the grounds of any school; public, private, or parochial. The local board shall have the authority to modify such expulsion requirement on a case-by-case basis.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight - edge razor, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

**PUNISHMENT:** A fine of not more than \$5,000; imprisonment for not more than five years. (O.C.G.A. Section 6-11-127.1)

**Consequence for Weapons possession:** If you are in possession or have brought a weapon on to school property, long-term suspension will be requested and the student may be recommended for expulsion from the Coffee County School System for a period of not less than one calendar year. The student will also be transported to the law enforcement center.

### **Valuables**

- Excessive amounts of money, jewelry, etc. are NOT to be brought to school.
- Valuables should not be left in classroom, lockers, or at school.
- Coffee County Schools and the Board of Education will not be responsible for your loss.  
Students should report theft to teacher or administrator immediately. However, a student must establish with an administrator or an adult that he/she was in possession of the valuable.

### **Corporal Punishment**

Georgia Law 20-2-730 allows for corporal punishment to be administered. It also provides that the parent/guardian will request an exemption. If parents do not want their student to be paddled, this form can be obtained from the school and must be signed in the presence of the principal or assistant principal. The form must be updated by the parent/guardian every school year. An alternate punishment will result, i.e. in-school suspension, detention, and/or suspension from school.

### **Student Dress Code**

**DRESS CODE APPLIES TO ALL STUDENTS** at schools and school activities. In order to maintain an appropriate climate for learning, the following dress code has been established for Coffee County School System. The administration reserves the right to add and delete to the present dress code as deemed necessary to maintain appropriate and modest dress. Clothing should be appropriate for the occasion, in good taste, and in good condition. While the administration recognizes the individuality of each student and does not wish to stifle individual taste, we must always remember our primary mission is to educate, not provide a forum for the latest fads. Clothing and/or adornment that attracts undue attention and detracts from the academic climate of the classroom cannot and will not be allowed. Students should remain in dress code as long as he/she is on campus. Decency is the key to proper school dress. Good hygiene and grooming habits are expected.

### **Student Dress Code:**

1. Shirts with cleavage or shoulders exposed are not permitted. (*Recommended necklines are crew, polo, and collared shirts.*)
2. Shirts or pants must cover midriff completely when arms are raised or when sitting down. (Boys and Girls)
3. Sleeveless tops must have enough material to cover the area from neck to shoulder. Spaghetti straps & tank tops are not acceptable. Under garments (bra straps or bras) should not be visible. (Girls)
4. Shirts that hang lower than the front and back pockets of your pants **MUST BE TUCKED IN AT ALL TIMES.** (*rolling shirts under to show pockets instead of tucking in shirt will not be permitted.*) (Boys and Girls)
5. Pants must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so-as to allow sagging of the pants.
6. Shorts, skirts, and dresses must not be shorter than 2½ to 3 inches from above the knee in the front or back. **(Elementary)**
7. Tights and leggings can be worn under skirts and dresses that meet dress code.
8. Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, spiked heels, bedroom shoes, shoes with wheels, or slippers allowed. A removable jacket, sweater, or vest, may be worn over another shirt as long as the shirt worn underneath meets dress code.
9. Neckline must cover between top of chest and collar bone.

### **Unacceptable for ALL Students:**

- 1) NO jerseys of any type except CHS team jerseys on game days
- 2) spandex or other excessively tight or snug fitting garments
- 3) deliberately ripped or torn clothing with holes showing skin
- 4) unbuckled overalls
- 5) coveralls
- 6) headgear of any type; picks and combs in the hair
- 7) extreme color/hairstyles, make-up, etc., that distracts from the learning environment
- 8) terry cloth tops or bottoms
- 9) NO sweat suits or sweat pants; (nylon wind suits are acceptable)
- 10) see-through fabrics, unless the shirt worn underneath meets dress code
- 11) students wearing colors, clothing, or other paraphernalia aligning them with a gang or unacceptable group is not tolerated.
- 12) NO sunglasses (this includes resting on top of head)
- 13) any accessory, item, or article of clothing advertising alcohol, tobacco, sex, gangs, guns, violence, drugs, or any item creating a hostile or disruptive environment
- 14) pajamas or pajama-like clothing
- 15) dog or spike accessories
- 16) chains hanging from pockets

- 17) NO hats or rags worn in the building or on buses. This includes wearing a hood from a hooded jacket
- 18) NO trench coats allowed on campus.
- 19) any jewelry that is distracting to learning environment

Final approval of any questionable dress and enforcement of this dress code is left to the discretion of the school administration.

### **Consequences of Dress Code Violations**

- Change to appropriate dress code: Warning issued and documented
- Change to appropriate dress code: 1 day ISSP
- Change to appropriate dress code: 2 days ISSP
- Progressive discipline will apply for additional offenses.
- Administration discretion applies.

(If shirts are available in administrator's office, student will be given a shirt instead of calling home for a new one.)

## **COFFEE COUNTY SCHOOL SYSTEM**

### **STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Coffee County School System is pleased to make available to students access to the school computer network and the Internet. In order for the school system to be able to continue to make its computer network and Internet lawful access available, all students must take responsibility for appropriate and use of this access. Students must understand that one's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and staff make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below are the Student Acceptable Use and Internet Safety Policy of the school system. Students will enjoy Internet access at school when the form in the center of this handbook has been completed and returned to the school. By completing and returning the form, the student agrees to follow the policy. If a student is under 18, he or she must have his or her parents or guardians read and sign the policy. The school system cannot provide access to any student 18 or older who fails to sign and submit the policy to the school as directed. Nor can the system provide access to any student under 18 who does not return the completed form.

Listed below are provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your school's designated person. Violation of any part of this agreement will result in the loss of the student's access and he or she may be subject to additional disciplinary action.

#### **I. PERSONAL RESPONSIBILITY**

By signing this policy, you are agreeing to follow the rules in this policy and to report any misuse to the person designated for such reporting. Misuse means any violations that have the effect of harming another or his or her property.

#### **II. TERMS OF PERMITTED USE**

Students will be asked to sign a new policy as needed before they are given an



access account.

### III. ACCEPTABLE USES

**A. Educational Purposes Only.** The school system is providing educational purposes only. When in doubt, don't.

**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law, including transmission of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school system's Student Behavior Code Policy; viewing, transmitting or downloading pornographic materials; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them,

2. Uses that cause harm to others or damage to their property, including defamation (harming another's reputation by lies); using another's password or some other user identifier that misleads message recipients into believing that someone other than yourself is communicating or otherwise using his/her access to the network or the Internet; upload a "worm," virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems,

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet, and

4. Uses that are commercial transactions. Users may not sell or buy anything over the Internet or email. You should not give others private information about you or others, including credit card and social security numbers.

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

#### **IV. INTERNET SAFETY**

##### **A. General Warning; Individual Responsibility of Parents and Users.**

All users and their parents/guardians are advised that access to the network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.** Identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet or through email, particularly credit card and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Georgia law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** The Coffee County School System will utilize filtering hardware/software or other technologies to prevent students from accessing visual depictions that are obscene or harmful to minors. The school system will also monitor the online activities of students, through direct observation and / or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a

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

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

**VI. FAILURE TO FOLLOW POLICY** The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the network and Internet disabled, which the school system may refuse to reinstate for the remainder of the student's enrollment in the school system. A user may violate this policy by his or her own action or by failing to report any violations by other users. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The school system makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use. Users 18 or older and the parent(s) or guardian(s) of users under 18, are agreeing to and indemnify and hold the school, the school system and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or

to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

## **Promotion and Retention**

(Board Policy IHE)

### **Coffee County School System Promotion/Retention of Students in Grades 1-8 as mandated by Georgia Academic Placement/Promotion/Retention Policy (20-2-282, 283, 284, 285)**

#### **I. DEFINITIONS**

- (a) **Accelerated instruction** - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.
- (b) **Additional instruction** - academic instruction beyond regularly scheduled academic classes designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- (c) **Differentiated instruction** - instructional strategies designed to meet individual student learning needs.
- (d) **Grade level** - standard of performance, as defined by the Office of Education Accountability, on a Georgia Milestones Assessment System.
- (e) **Placement** - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- (f) **Placement committee** - the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestones Assessment System. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones Assessment System.
- (g) **Promotion** - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- (h) **Retention** - the re-assignment of a student to the current grade level during the next school year.

#### **II. PROMOTION STANDARDS AND CRITERIA**

Coffee County Schools are committed to providing quality educational opportunities for each student enrolled in this system. Our goal is to offer a variety of school programs which promote personal development, academic growth, and career preparation. Such programs are based on a broad, flexible curriculum,

which addresses each student's needs, interests, and abilities.

As part of this effort, the school system has adopted standard minimum promotion requirements for each grade.

### **Kindergarten**

To be eligible for placement in Kindergarten, students must be five years of age by September 1. Early childhood is a critical period in human growth and development. The education of young children is considered essential for the development of productive adult citizens. The Coffee County Board of Education is committed to a program of early childhood education, which meets the academic, social and physical needs of kindergarten students.

In order to assure that students demonstrate appropriate levels of achievement as they progress through school, the Coffee County Board of Education establishes the following promotion and retention criteria for students enrolled in the Coffee County Schools.

### **Kindergarten Promotion/First Grade Eligibility Criteria**

To be eligible for promotion from kindergarten and placement in the first grade, a student will be subject to three criteria.

**Age** – A child must attain the age of six by September 1, except as otherwise provided in Georgia School Law and specified in State Board Policy.

**Readiness Assessment Instrument** - Students enrolled in a Georgia public school kindergarten shall be assessed using the State Board Adopted Readiness Assessment Instrument Georgia Kindergarten Inventory of Developing Skills (GKIDS).

**Kindergarten Progress Report** - A list of curriculum objectives and essential development skills shall be used as an additional indicator of readiness. The purpose of the Coffee County Kindergarten Progress Report shall be to identify those skills indicating readiness for first grade which a student has mastered, and those which a student has not yet acquired. The progress reports will be sent home four times each school year, in conjunction with parent conference days and on the last day of school. Promotion will be determined by meeting promotion criteria as stated on the progress report.

Placement decisions shall be made on an individual basis and take into consideration all available data for each student. A teacher's evaluation of a student's readiness, as indicated on the stated criteria, shall determine appropriate grade placement. By midyear, any evidence that indicates possible retention of a student should result in that student's referral to the school's Student Support Team (SST).

Written documentation of evidence that supports an individual placement decision shall be on file in the student's permanent record. Social, emotional or physical development should not be used as the sole criterion for promotion or retention. Every effort should be made to consult with the child's parent or guardian about placement. However, the school system has final authority for placement decisions. The student's parent/guardian shall be notified of the final placement decision. No student shall remain in kindergarten more than two years. Individual Education Program (IEPs) shall establish standards for promotion to or enrollment in first grade for handicapped students.

## **Attendance**

It is recognized that regular attendance is necessary for academic success. There is no substitute for carefully planned classroom instruction as a part of the learning process.

Responsibility for school attendance or absenteeism rests with students and their parents or guardians.

## **FIRST GRADE READINESS ASSESSMENT REQUIREMENTS (THE GEORGIA KINDERGARTEN ASSESSMENT PROGRAM)**

The system shall assess each student's readiness for first grade. Said readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

Placement decisions shall be made on an individual basis. Written documentation of evidence that supports the individual retention decision shall be on file in the student's permanent record. The information obtained by the Georgia Kindergarten Inventory of Developing Skills (GKIDS) shall be used as part of the required written documentation. The student's parent/guardian shall be notified of the final placement decision. The school shall provide alternative, developmentally appropriate instruction to students who spend a second year in kindergarten as specified in individual's Student Instructional Plan (SIP). The school system shall assure that the following requirements are met:

a. All kindergarten students defined in Rule 160-3-1-.01, except those students exempted by criteria specified in their Individual Education Program shall be assessed using the GKIDS during their kindergarten year. Students entering kindergarten after the beginning of the year but prior to March 1 shall be assessed with as much of the GKIDS as the school system determines is appropriate.

b. Only certified teachers who are responsible for the entire class and who have been trained in the use of the Georgia Kindergarten Inventory of Developing Skills shall administer the assessment.

c. All children shall be administered the GKIDS according to the established guidelines and procedures found in The Georgia Kindergarten Inventory of Developing Skills Assessment and Instructional Guide.

### **Promotion and Retention Policy in Grades 1-8**

The Coffee County Board of Education recognizes its responsibility for providing a quality education for the students enrolled in this school system. A part of this responsibility includes the requirement for students to demonstrate competency in the basic academic subjects.

The Coffee County Board of Education has adopted standard minimum promotion requirements for the elementary and middle grades (1-8). The requirements are listed below.

#### **1. Subjects/Courses**

Students in grades one and two must pass reading and math with a minimum yearly average of 70 or its equivalent in each subject.

Students in grades three through eight must pass four academic subjects with a minimum grade of 70 or its equivalent in each subject. These subjects shall include reading/language arts, mathematics, science and social studies.

## **2. Attendance**

It is recognized that regular attendance is necessary for academic success. There is no substitute for carefully planned classroom instruction as a part of the learning process. Responsibility for school attendance or absenteeism rests with students and their parents or guardians.

Any student who does not meet promotion guidelines for a second consecutive year shall be referred to the Student Support Team for appropriate interventions and/or services. Individualized Education Programs (IEPs) shall establish promotion standards for students with disabilities.

The Coffee County Board of Education policy IHE prohibits the retention of students in grade 6, 7, and 8 for athletic purposes.

### **III. REQUIREMENTS FOR GRADES 1-8**

(a) Each school principal shall distribute student data from the Georgia Milestones Assessment System to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.

(b) Each school principal or designee shall establish a Student Support Team (SST) for each student in grades 1 - 8 who does not achieve grade level on reading and/or mathematics sections of the Georgia Milestones Assessment System. The Student Support Team shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement as described in Board Policy IHE - Promotion/Retention of the student as well as the student's Georgia Milestones Assessment System performance;
2. Develop an accelerated, differentiated, or additional instruction plan (Student Instructional Plan - Attachment G) for each student who does not achieve grade level on the reading and/or mathematics sections of the Georgia Milestones Assessment System; and
3. Develop a plan of continuous assessment for the subsequent school year in order to monitor the progress of the student.

(c) Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.

(d) The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class or program will be based on the academic achievement of the student on criterion-referenced assessments and the Coffee County Board of Education policy which states that students in grades 3-8 must pass four academic subjects with a minimum of 70 or its equivalent. The subjects shall include Social Studies, Science, Language Arts and Math. Students in grades 1 and 2 must pass reading and math with a minimum yearly average of 70.

### **IV. REQUIREMENTS FOR GRADES 3, 5, AND 8**

(a) Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Georgia Milestones Assessment System in reading and meet promotion standards and criteria established in this policy.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Georgia Milestones Assessment System in reading

and the Georgia Milestones Assessment System in mathematics and meet promotion standards and criteria established in this policy.

3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Georgia Milestones Assessment System in reading and the Georgia Milestones Assessment System in mathematics and meet promotion standards and criteria established in this policy.

4. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones Assessment System but who does not meet promotion standards and criteria established in this policy.

(b) When a student does not perform at grade level in grades 3, 5 or 8 on the Georgia Milestones Assessment System(s) specified in section (a) above, then the following shall occur:

1. Within ten (10) calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones Assessment System individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

(i) The student's below-grade-level performance on the Georgia Milestones Tests;

(ii) The specific retest(s) to be given the student and testing date(s);

(iii) The opportunity for accelerated, differentiated or additional instruction based on the student's performance on the Georgia Milestones Assessment Systems; and

(iv) The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Georgia Milestones Assessment System(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Coffee County Board of Education.

(c) When a student does not perform at grade level on the Georgia Milestones Assessment System in grades 3, 5 and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

2. The school principal or designee shall notify in writing by first class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee;

(iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

3. If the parent or guardian or teacher(s) appeals the decision to retain the



student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian and the teacher(s) of the subject(s) of the Georgia Milestones Assessment System or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

(iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones Assessment System or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.

(iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5 or 8 on the Georgia Milestones Assessment System(s) specified in section (a) above whether the student is retained, placed or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Georgia Milestones Assessment System in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones Assessment System in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Georgia Milestones Assessment System in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

## **Grading Information And Report Cards**

Progress reports are issued at the midpoint of each 9-week grading period, so students and parents have information about student's academic progress. These progress report grades are an important communication between the teacher, student, and parent. Parents/Guardians can access grades daily through Infinite Campus, web based program that allows view access to attendance and grades. Contact your school for more information. Report cards are issued each 9 weeks. Two of these reports are issued on parent teacher conference day and one report is issued in homeroom at the beginning of second semester. All grade changes must be made within 14 school days of the next grading period. Only the principal can grant a waiver beyond the 14 calendar days for make-up work.

## **Records**

Guidance clerk and counselors maintain Permanent Records. Confidentiality of student records will be maintained. Student records shall be accessible only to professional education personnel, parents or legal guardians until the student is 18 years old, or as long as the student is dependent on the parent or guardian. After age 18, the records will be accessible only to educational personnel and the student. Transcripts will be sent when a request is received from the parent, legal guardian or student (age 18 or older). The school office should be notified of all address changes.

## **House Bill 91- Changes in Graduation Eligibility**

On March 30, 2015, this bill became law providing that students shall no longer be required to earn a passing score on any graduation tests to earn a high school diploma. The law also contains additional details and requirements regarding the ability of students no longer enrolled to petition the local board of education for a diploma and a requirement for local school systems to advertise the availability of this opportunity for students whose sole reason for not receiving a high school diploma was due to not passing any part of the graduation test. The aforementioned tests include all subjects, forms and versions of the Georgia High School Graduation Tests (English Language Arts, Mathematics, Science, and Social Studies), Georgia High School Writing Test, and Basic Skills Tests (Reading, Mathematics, and Writing). Former students who may be eligible should contact the local board of education.

## **Nondiscrimination Notice**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Coffee County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Coffee County School System central office at 912-384-2086.

## **Attendance**

Attendance is very important to the academic success of all students. Students

who are not in class are not getting the required material and instruction needed to meet Georgia standards and to successfully graduate. School administration and faculty will enforce all handbook rules dealing with attendance. Parents, guardians, or other persons with control or charge of children are required to enroll and send students to school.

In accordance with Georgia law, students are required to attend school. Any student subject to compulsory attendance laws who has five or more unexcused absences shall be considered truant and subject to system discipline policies and procedures.

Students are expected to attend the entire school day. The Coffee County Board of Education will excuse students from school (this includes tardies and early checkouts) under the following circumstances.

1. Personal illness or attendance in school endangers a student's health or the health of others. The Coffee County Board of Education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence (State Board of Education Rule 160-5-1-.10). With proper verification a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31.
2. A serious illness or death in a student's immediate family necessitating absence from school. Immediate family includes mother, father, sibling, grandparent, or any family member residing in the student's home.
  - (i) In the event of serious illness in a student's immediate family, the Coffee County Board of Education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that absence as an excused absence.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces.
4. Observation of religious holidays.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Coffee County Board of Education will allow a period not to exceed one day for registering to vote **or** voting in a public election.
7. A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave. Dated and signed note from the parent or guardian and/or physician must be given to the student's homeroom teacher or attendance clerk explaining the reason for the absence within three (3) school days of returning to school. The homeroom

teacher or attendance clerk will maintain a record of student's excused absences and retain all notes until the end of the school year. Without a note, the absence will remain unexcused. After five (5) handwritten parent notes, the school may require medical documentation/outside documentation in order to excuse an absence.

Suspensions from school are unexcused absences unless the student participates in an off-campus suspension program. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. The Coffee County Board of Education shall not penalize a student who is serving as a Page in the Georgia General Assembly. These students should be counted present. Students shall be permitted to make up work when absences are excused. In order to receive credit for make-up work, a student must complete the assignment(s) missed due to absence within five (5) school days (elementary school) and three (3) days (middle and high school) of the students' return to school. If this requirement is not met, there will be no appeals process to redeem the credit lost due to failure to complete work missed during an absence.

Final course grades of students shall not be penalized because of absences if the following conditions are met.

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

Elementary and Middle School students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be counted present.

High school students who have emergencies necessitating their absence from school for a portion of the school day must not have missed more than 15 minutes of any period/block in order to be counted present. When it is necessary for a student to be excused from school for a portion of the school day, the student shall be released only to the student's parent(s), to a person identified to school authorities, or upon request by letter or telephone from the parents.

The Coffee County Board of Education does not require teachers to assign make-up work if absences are unexcused.

Medical conditions verified by a physician or physician designee, which necessitate chronic absenteeism shall be documented in the permanent record and referred to the hospital/homebound program, if appropriate.

If the student is between 14 and 18 years of age and the ten (10) unexcused absences are within the current academic year or the previous academic year, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted. (O.C.G.A. 40-5-22) § 20-2-690.1.

Mandatory education for children between ages six and 16 is required.

(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. **Student Withdrawals** – Administrators in the Coffee County School System are authorized to withdraw a student who:

1. Has missed more than ten consecutive days of unexcused absences (administrators need to make an effort to determine cause of absences).
2. An un-emancipated minor who is older than the age of mandatory attendance who has not completed all requirements for a high school diploma and wishes to withdraw from school must have written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee must hold a conference with the student and parent within two days of receiving notice of the intent of the student to withdraw from school.
3. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the individuals with Disabilities Act (IDEA).

**Parental Notification of Student Withdrawal** - The Principal or his/her designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The school system is authorized to withdraw a student subject to compulsory attendance if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

### **Tardy**

In the Coffee County School system student learning is very important. Therefore, every minute counts and it is imperative that students are in the classroom by 7:30 a.m. If your child continues to be late we may need to make arrangements to get him/her to school on time. Please follow protocol at your child's school that will eliminate any situation pertaining to tardies.

### **Consequences for Violating the Compulsory Attendance Act**

The Compulsory Attendance Act places the responsibility for a child's attendance at school on the "parent guardian, or other person residing within this state having control or charge of any child or children between their 6<sup>th</sup> and 16<sup>th</sup> birthdays." Any such person violating the law is guilty of a misdemeanor punishable by a fine not greater than \$100, imprisonment not to exceed 30 days community service or a combination of such penalties. Each day in violation of the Act constitutes a separate offense. Anyone operating a private school or home study program and not complying with the provisions of the Act is also guilty of a misdemeanor, but the punishment is limited to a fine not to exceed 100 dollars. The act indicates that the duty and authority to file proceedings to enforce the Act rests with the local school superintendent, visiting teachers and attendance officers.

Public school must provide each student's parent or guardian a written summary of the penalties for violating compulsory attendance laws. Parents,

guardians and students ten years of age and older by September 1<sup>st</sup> should sign a statement that they received this summary and schools should retain those signed statements until the end of each school year. Public school must also notify a child's parent or guardian when the child accrues three (3) absences, the school must mail the summary or notification to the parent or guardian by First Class Mail, return receipt requested.

### **Hospital/Homebound**

#### **Administrative Regulation**

**Descriptor Code: IDDC-R**

#### **Homebound Instruction Programs**

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If a child has a medically diagnosed physical condition that restricts the child to home or a hospital for 10 consecutive school days for elementary and middle school students and 5 consecutive days for grades 9-12, such child may be eligible for services. The parents are responsible for notifying the Hospital/Homebound office at 912-389-6769 when Hospital/Homebound services are needed or requested. To receive hospital or home instruction, the student must have a licensed doctor's statement stating the need for instruction. The medical statement form can be obtained from the school office. The student, who needs to participate in the program, should contact the principal to obtain the Hospital/Homebound Referral form as early as possible. The hospital/homebound teacher cannot provide instruction until the referral form has been completed and processed.

**NOTE:** The student who is absent because of a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy does not qualify for the hospital/homebound program.

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Coffee County Schools

Date Issued: 12/21/2000

### **School Sponsored Non-Instructional Student Activity**

Georgia Law and State Board policy allow a student time away from classes for school sponsored non-instructional activities (SA – Student Activity) up to 10 school days per year. Student Activity (SA) is out of school for all classes as part of an extracurricular program of the school. These events do not count as absences. The student is responsible for contacting the teachers concerning class work missed due to the student activity. Class work that was assigned prior to the non-instructional event may be due on the first day the student returns to class. Sponsors/coaches/advisors are required to send teachers a list of students that will be attending the student activities.

## GLOSSARY

### Definition of Terms

**Accessory** – A student who has knowledge of inappropriate behavior by another student and who does not report that behavior to the appropriate administrator is an accessory.

**Behavior Support Process** - This process is designed to provide services to the chronic disciplinary problem student (Level III, IV, and V offenses); however, it may be used at any level at the discretion of the school professionals.

**Behavioral/Performance Contract** - A student found guilty of certain offenses may be placed on contract by the school. The term of the contract is a period during which a student violating school and/or school system rules is subject to further disciplinary action.

**Bus Suspension** - The Director of Bus Discipline suspends the student from all buses for a specified period of time. The student is expected to attend school, but the parent/guardian is responsible for providing transportation to and from school. Depending on the circumstances, student may be suspended from school for a bus offense.

**Confession v. Incriminating Statement** - At the administrator's discretion, students will be asked to provide an oral or written statement that may result in the student being disciplined.

**Detention** - Student attends a work/study session outside of regular school hours. No transportation will be provided by schools.

**Disciplinary Tribunal** - Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et seq., (GA Laws 1984 VI, P. 908), the Coffee County Board of Education shall appoint by resolution an ad hoc tribunal of school officials to hold disciplinary hearings. Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a system Student Disciplinary Tribunal. The Tribunal will be made up of three (3) certified educators. The Tribunal will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and determine what appropriate punishment to impose taking into consideration the circumstances of the offense, the student's academic record, and the student's disciplinary record. The decision of the Tribunal may be appealed only to the Coffee County Board of Education. Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

**Due Process** - A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**Expulsion** – removal from school beyond the current school semester/procedures followed in accordance with CCBOE/JDD/JDE guidelines; a tribunal will be held to determine innocence or guilt.

**In-School Suspension (ISS)** - The student is removed from regular classes for a specified period of time at the local school. The teacher sends class work assignments to the student. The student is responsible for returning the class

work. Students intentionally skipping ISS will receive an additional day for 1<sup>st</sup> time and suspension any time thereafter.

**Jurisdiction** – Students will be held responsible for their actions while in route, during, returning directly home from school and at any school-sponsored activity.

**Lock Downs**

- Principal will notify faculty, staff and students over the public address system that a lock down is in progress.
- Everyone is to remain in class until notified by administration the lock down is lifted.
- Administrators and law enforcement may enter classrooms.
- Students are to follow administrator's and law enforcement's request.

**Locker Search**– Students' lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without students' consent, and without a search warrant.

**Long Term Suspension** - The student is suspended out-of-school for more than ten (10) days.

**MIT (Maximum Instructional Time)** - Students should remain in classrooms with doors locked. Students will be escorted by an administrator or designee for any of the following reasons:

- Medical emergency
- To be checked out of school
- To be removed from a class for disciplinary reasons.

**Personal Search**- A student's person and/or personal effects (e.g., purse, book bag, cell phones, electronic devices, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. *A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action such as suspension and possible referral to the disciplinary tribunal.*

**Placement Review Committee** - A panel composed of two teachers elected by the staff and one appointed by the principal can review a teacher's request for a student's removal and administrator's decisions of action. This committee will recommend the student return to class or return to the administrator for future disciplinary action.

**Searches by Drug-Sniffing Canine** – In the continuing effort to maintain drug-free campuses, student lockers and vehicles located on or near campus shall be subject to a drug sniffing canine at any time and under any circumstances deemed by school officials to be appropriate. To include, but not limited to, those occasions where school officials have reasonable grounds to believe that drugs or other like contraband or improper substances are on or near campus.

**Student Transferring While Under Discipline Order**– Summary: A local board of education, which has a student who attempts to enroll or who is enrolled in any school in its school system during the time in which that student is subject to a disciplinary order (short or long-term suspension or expulsion)



from any other school system, is authorized to refuse to enroll or subject that student to short or long-term suspension or expulsion of any time remaining from the previous school system.

The district upon receiving a certified copy of a disciplinary order if the offense which led to such suspension or expulsion in the other school was an offense for which suspension or expulsion could be imposed in the enrolling school can impose suspension or expulsion. A local school system may request from another school system whether any disciplinary order has been imposed by the other system upon a student who is seeking to enroll or is enrolled in the requesting system. If such an order has been imposed and is still in effect for such student, the requested system shall so inform the requesting system and shall provide a certified copy of the order to the requesting system.

The school administration reserves the right to refuse admission to any student who has committed a criminal offense and/or determined to be a dangerous risk to the school population.

**Transmission** - Any substance, article, or weapon passed to another person.

**Zero Tolerance** - There will be consequences for serious drug, weapon, bullying, and youth gang/hate group offenses on school property or at a school activity, function, or event. The school system will be proactive. Each individual case will be reviewed.

### **School Discipline Violation Terms**

**AWOL** - Unauthorized absence and/or leave from class, school, school activity, or event.

**Bus Misconduct** - Failure to comply with rules of bus safety or Student Conduct Behavior Code.

**Cheating** - to act dishonestly; practice fraud; to violate rules deliberately (examples: copying another students' work, any verbal conversation during a quiz or test, writing answers on another piece of paper, using electronic device to transmit text during testing, writing answers on furniture, shifty eyes in direction of another person's paper, etc.)

**Chronic Lack of Class Materials** - Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**Confrontation** -arguing in a way that disrupts the normal flow of a school day

**Disobedience/Insubordination** - Failure of the student to comply with a reasonable direction or instruction by staff.

**Disrespect** - Responding in a rude and impertinent manner.

**Disruption** - Behaving in a manner which interferes with educational activities.

**Dress Code violation** - Dressing in a manner that disrupts the teaching and learning of others and not following specific guidelines.

**Inappropriate Personal Property** - Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment, and that is otherwise disruptive to the teaching and learning of others.

**Intimidation/Verbal Abuse** - Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

**Plagiarism** – to copy something from another person’s work: to take something that somebody else has written or thought and try to pass it off as original.

**Profanity/Vulgarity** -Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

**Skipping Class or School** – Students absent from class without permission; and/or students who leave class for excessive lengths of time.

**Tardiness** - Failure to be in a place of instruction at the assigned time without a valid excuse.

**Tobacco** -Smoking, chewing, or the possession of tobacco products anywhere on school property will be considered a major infraction. Tobacco products are prohibited. If you violate this rule, you will be suspended. This rule applies anywhere on the campus, including the parking lots.

**Truancy** - The student stays out of school without permission or valid excuse.

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

### **Law Violation Terms**

**Arson** - Intentionally starting or attempting to start a fire or combustion.

**Assault** - The act or threatening to strike, attack, or harm any person in school or at any school-sponsored activity. Intentional offensive/physical contact without consent.

**Battery** - Any physical force or violence applied to a person. This can include jostling, tearing clothes, or seizing or striking another person.

**Bomb/Explosive** - A device containing combustible materials and fuse, including fireworks M-80 or above.

**Bullying** - Bullying, as defined in Georgia law, means an act which occurs on school property, on school vehicles, at school bus stops, or at school related 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 school system, that is:

1. Any willful attempt or 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 perceive 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.

In addition to the above, this school system also considers bullying to include online bullying regardless of its source if brought to the attention of the school officials, but in no event are school officials responsible in any manner for monitoring, policing, or enforcing bullying on any electronic equipment that is not under the control of the school system.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct.

**Burglary** - Unauthorized entry into a school district building with the intent of committing a felony.

**Confrontation** – Arguing with other student so as to disrupt the normal flow of the school day.

**Disorderly Conduct** - Behaving in a violent or seriously inappropriate manner which disrupts the educational process. [Note: This category is used only when the police are called to cite a student or person for extreme disruption.]

**Drug/Alcohol/Chemical Offense** - Possession of any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

**Extortion** - Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

**False Fire Alarm** - Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Felony** - Any offense punishable as a felony under Georgia or federal law.

**Fighting** – Involves the exchange of physical contact (such as hitting) with or without injury.

**Gambling** - Playing any game of skill or chance for money or anything of value.

**Hazing** - as used in this section, the term:

- "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

- "School" means any school, college, or university in this state.

- "School organization" means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.

- "Student" means any person enrolled in a school in this state.

It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code (O.C.G.A. Section 16-5-61) shall be guilty of a misdemeanor of a high and aggravated nature.

**Loitering/Trespassing** - Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

**Robbery** - Taking property from a person by force or violence, or threat of aggression.

**Sexual Assault/Offenses** - Intentional sexual contact of a harmful or offensive manner.

**Sexual Harassment**– Coffee County School System's policy is to maintain a learning environment free from sexual harassment. Students violating this policy will be disciplined accordingly. Sexual harassment can take many forms. It MAY be:

**PHYSICAL** (for example): standing in someone's way, or standing too close, bumping into someone or brushing against the person on purpose, patting, hugging, or kissing, grabbing, touching, or pinching

**VERBAL** (for example): threats, insults, comments about a person's body, sexual jokes, suggestions or remarks, notes, letters or graffiti, pressure to go out on a date, whistles or rude noises

**NONVERBAL** (for example): staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures or looks--winking, licking lips or suggestive body movements

**SAGGING PANTS** whereby undergarments show (boxer shorts are undergarments)

Making false accusations of sexual harassment is reason for disciplinary action to be taken. Any student who alleges harassment by another student may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job, or job assignments. The right to confidentiality, both to the complainant and of the accused, will be respected consistent with the board of education's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated.

A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or placement in alternative school.

**Theft/Larceny** - Unlawful taking and carrying away of property belonging to another person.

**Threatening/Menace** - With criminal intent, the act of threatening to strike, attack, or harm any person in school or at any school-sponsored or supervised activity.

**Trespassing** - If you are suspended and come to school or a school sponsored event, you will be 1) asked to leave, 2) escorted off campus by School Resource Officer, and/or 3) subject to additional suspension. Non-students will be asked to leave. Law enforcement escort may be necessary with possible legal action taken.

A Violation Can Take Place:

1. On the school grounds during and immediately before or immediately after school hours,
2. On the school grounds at any other time when the school is being used by a school group,
3. Off the school grounds at a school activity, function, or event, or
4. On another school campus unauthorized.

**Vandalism/Graffiti** - The willful or malicious destruction or defacement of public or private property.

**Weapon** - An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chuck, or any other object intended to be used to inflict bodily harm.