

# Coffee County School System Douglas, Georgia



## COFFEE HIGH SCHOOL Student Handbook 2015-2016

## Coffee County Schools

### **Alternative Education Center**

1303 South Peterson Avenue  
Douglas, Georgia 31533  
383-4100

### **Ambrose Elementary**

3753 Vickers Crossing Road  
Ambrose, Georgia 31512  
359-5500

### **Broxton-Mary Hayes Elementary**

410 S. Alabama St.  
Broxton, Georgia 31519  
359-2391

### **Eastside Elementary**

603 N. McDonald Avenue  
Douglas, Georgia 31533  
384-3187

### **Indian Creek Elementary**

2033 Highway 158 Wes  
Douglas, Georgia 31535  
393-1300

### **Nicholls Elementary**

704 Atlantic Avenue  
Nicholls, Georgia 31554  
345-2429

### **Satilla Elementary**

5325 Old Axson Road  
Douglas, GA 31535  
384-2602

### **West Green Elementary**

106 School Circle Road  
West Green, GA 31567  
384-2032

### **Westside Elementary**

1302 W. Gordon St.  
Douglas, GA 31533  
384-5506

### MIDDLE SCHOOL

#### **Coffee Middle School**

901 Connector 206 North  
Douglas, GA 31533  
720-1011

### HIGH SCHOOL

#### **GWC Freshman Campus**

1020 S. Gaskin Avenue  
Douglas, GA 31533  
384-1342

#### **Coffee High School**

159 Trojan Way  
Douglas, GA 31533  
384-2094

#### **Coffee Career Academy**

1303 South Peterson Avenue  
Douglas, GA 31533  
389-6851

### **Bell Schedule for Coffee County Schools**

All Elementary: 7:30 AM Start / 2:15 PM End  
Coffee Middle: 8:25 AM Start / 3:35 PM End  
Freshman Campus: 8:20 AM Start / 3:15 PM End  
Coffee High: 8:10 AM Start / 3:25 PM End  
Career Academy: 8:15 AM Start / 3:05 PM End

Dear Parents and Students,

The staff of Coffee County Schools would like to take this opportunity to welcome you to each of our schools. For those of you who are entering our school system for the first time, we would like to extend a special welcome and invite you to become involved in school activities and programs throughout the year.

### **Disclaimer**

School rules published in this handbook are subject to changes as needed to insure 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 not to discriminate on the basis of sex, age, race, disability, religion, or national origin in the educational programs and activities of/or 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, the superintendent, and the 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  
Sports Equity Coordinator-Athletic Director

## **Bullying**

The Coffee County School System is a no-bullying school system. Bullying, as defined in Georgia law, means an act which occurs on school property, on school 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. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

## **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.

- Sixth grade students must have a current certificate before entering school.
- Eye, Ear, and Dental Certificate - All students from Pre-Kindergarten through 12th 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.

### **Medication Administration**

#### **Board Policy: Medication**

#### **Descriptor Code: JGCD**

Medication Administration: Coffee County Board of Education has implemented a policy regarding the dispensing of all medication including prescription and non-prescription to students during regular school hours. This policy is adopted for the protection of the student involved and the safety of other students.

The school nurse has a limited supply of over the counter medication that may be given to students when necessary during the school day. In order for a student to receive this medication, the nurse MUST have a completed and signed School Health Services Form on file. A new

School Health Services Form must be filled out each school year. Over the counter medications will only be used according to the label directions for the listed purpose and age/size of the student unless an individual physician order is provided. No over the counter medications will be used more than 5 consecutive or 30 cumulative school days per semester without a doctor's order. If an "over the counter" medication is required by a student, on a routine basis, the medication MUST be provided by the parent and appropriate forms must be completed. If a student requires the administration of an over the counter medication on a routine basis, the medication MUST be provided by the parent and appropriate forms must be completed.

All prescription medication must be in the original, current, properly labeled container with necessary information provided. This includes student name, physician name, medication, dosage, and physician instructions. A permission form must be filled out by the parent/guardian before any medication will be given by school personnel. This form is available in the nurse's office.

Students with chronic medical conditions, such as asthma or diabetes, that require them to carry medication, such as auto-injectable epinephrine, on their person, must obtain authorization from the prescribing physician. A physician permission form is available in the nurse's office. It is the responsibility of the parent to have their physician complete the form and return it to the school nurse. A copy will be given to the school administrator to keep in the student's record. Students authorized by a physician 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.

Medications MAY NOT be sent to school with students. Students MAY NOT take medication to school in book bags, purses, pockets, or any other means.

ALL medications MUST be personally delivered to the school office or nurse's office by the student's parent/guardian. Students MAY NOT take medication to school in book bags, purses, pockets, or any other means. Unused or outdated prescriptions must be personally picked up by the student's parent/guardian.

School personnel WILL NOT send medication home with a student. Any outdated or unused medication that has not been picked

up by the end of the school year will be disposed of.

Coffee County Schools

Date Adopted: 9/28/2006

Last Revised: 7/28/2011

### **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.

### **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.

### **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 low-cost, nutritious meals to all students and staff of the Coffee County School System. 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 Homepage on the Internet at [coffee.k12.ga.us](http://coffee.k12.ga.us) as well as on each schools webpage. Weekly menu calendars are also published in the local newspaper.

Each cafeteria has a computer program for tracking meals and payments. Parents may call the school nutrition manager's office if they have any questions about the child's account.

Prepayment for school meals or ala-carte items enables the meal line to move more quickly. Deposits may be made on-line with a credit card or debit card through the [MyPaymentsPlus.com](http://MyPaymentsPlus.com) website. Parents may also check account balances through this site once an account is established. Instructions are available on the site to assist in setting up an account. Accounts are free. A small transaction fee will apply to on-line payments. At all school levels, prepayment may be made daily, weekly or monthly in envelopes provided by the school. The prepayments are credited to the student's meal account. Money not used can be refunded at the end of the school year or carried over to the next school year.

Families with more than one student at the same school should send the cash or check separately for each student. Checks are to be made to (school name or abbreviation) Nutrition Program with the student's name or student ID number on the check. Other purchases from the school office or classroom MUST NOT be included with meal payments. A \$30 fee will be assessed on every returned check. Upon receipt of a second returned check, payment will be accepted only in the form of cash or money order for the remainder of the school year.

Students in elementary and middle school will receive breakfast and lunch at no charge. This benefit is through a pilot with the Community Eligibility Program. Other students may qualify for free school meals if they receive food stamps or Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. Families must complete a new application each year to determine eligibility. Benefits do not begin until the new application has been approved. Parents will be notified when the student is approved or denied for free or reduced price meals.

Payment is required when meals are eaten. No charging is allowed. Students who wish to purchase extra food or ala-carte items may do so if enough money is in their account or they pay with cash.

### **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.

### **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.

### **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.

### **Transportation Change**

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.

### **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.

### **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. 34 CFR 104.35.

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

11. You have the right to notice prior to any actions by the

school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

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

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

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

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

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

### **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 states list of focus, priority or alert schools needing improvement.

Parents have the right to know the professional qualifications of their child's teacher(s) including the degrees and certifications held, and whether the teacher is certified in their respective area of instruction; 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.

### **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. Information is also available on the system website at [coffee.k12.ga.us](http://coffee.k12.ga.us).

## **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 accordance with the federal guidelines of No Child Left Behind, (NCLB), on an annual basis, parents do have the right to request the current certification of their child's teacher/s and or paraprofessional/s. If a teacher is considered the "teacher of record" and is working with students in a core curriculum class, and does not meet the Highly Qualified definition, as listed by NCLB, notification letters are mailed home from the respective principal, to parents of students within the first four weeks of the semester.

Any information pertaining to teacher or paraprofessional certification may be addressed 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.

Our 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 the 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.

### **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

### **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.



**Forbidden Items\*  
(at school or on buses)**



Bandanna	Headband	Toy
Camera	Knife	Trading Cards
Cigarette Lighter/Matches	Laser	Visor
Explosive Device	Mirror/Reflective Objects	Water Guns
Firearm	Skates/Wheeled Shoes	Weapon
Firecrackers	Stocking Cap/Caps	
Hats	Sweatband	

\*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.

**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.

#### High School

<u>Offense</u>	<u>Consequence</u>
1 <sup>st</sup> Offense	3 day bus suspension
2 <sup>nd</sup> Offense	5 day bus suspension
3 <sup>rd</sup> Offense	10 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).

#### Middle School/High School

1<sup>st</sup> offense—5 days suspension from school; 30 days bus suspension

2<sup>nd</sup> offense – 10 days suspension pending tribunal hearing; 90 day bus

suspension

3<sup>rd</sup> offense – 10 days suspension pending tribunal hearing; 180 days

bus suspension

### **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 vehicles brought on campus, 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.

### **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, bookbag, 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.

### **Chronically Disruptive Students**

- A. Once a student receives 5 discipline referrals at CHS or 8 for CMS & GWCF (not including tardies)
- B. Chronic Discipline letter will be sent to parents.
- C. Tribunal may be requested.

Note: Students fighting on school grounds (this includes at the stadium, bus stops, etc.) may be taken by law enforcement and/or the school resource officer to the law enforcement center. Parents will pick up student at the law enforcement center. (Student and/or parents may be fined through the court system.)

### **Fighting**

Consequences for **CHS & GWCF**:

1<sup>st</sup> referral – 5 days suspension (may result in being transported to law enforcement center)

2<sup>nd</sup> referral – 10 days suspension pending review; possible tribunal (may result in being transported to law enforcement center)

The principal may find, after investigation that a reduced suspension would be appropriate for the 1<sup>st</sup> referral or that court referral is possible for fighting.

### **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. Students at CMS, GWCF, and CHS who choose to “represent” a gang or affiliate themselves with a particular gang or alliance will be removed from CMS, GWCF, AND CHS. Students wearing colors, paraphernalia, or clothing, which clearly aligns them with an unacceptable group or gang, is not tolerated at Coffee Middle School, CHS Freshman Campus and Coffee High School.

## Parking Offenses and Consequences

- Parking permit not properly attached to vehicle
- Parking anywhere on CHS campus other than your assigned space
- Parking or driving on CHS campus when a vehicle is not registered with school (there may be a fine of \$25)
- Moving vehicle after school to another parking space before 3:30p.m.
- Speeding or reckless driving
- Failure to register vehicle in administrator's office when driving a different vehicle for the day
- Parking in space incorrectly (backing in space not allowed)
- No parking at GWCF.

Consequences: ISSP  
Loss of driving or parking privilege

### Skipping Class

1 <sup>st</sup>	1 day ISSP
2 <sup>nd</sup>	2 days ISSP
3 <sup>rd</sup>	1 day home suspension
4 <sup>th</sup>	3 days home suspension
5 <sup>th</sup>	5 days home suspension
6 <sup>th</sup> +	10 days home suspension for each skipping violation

### Tardies - Grades 6-8 (per semester)

<u>Tardy #</u>	Consequence
1-7	Warning by teacher
8	1 day ISSP
9	2 days ISSP (Ineligible for perfect attendance)
10+	Referral to school social services

### Tardies - Grades 9-12

<u>Tardy #</u>	Consequence
1 and 2	Warning by teacher
3	1 day ISSP
4 and 5	2 days ISSP
6	1 day home suspension
7	3 days home suspension
8+	5 days home suspension for each time tardy

Administrative discretion may be used when determining consequences for tardies. In elementary schools, students must attend class every day with no more than nine tardies and/or early sign-outs to be eligible for perfect attendance.

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** – 1) Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in OCGA 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. 2) Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

**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.

**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.

**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)

**CMS, GWFC, AND CHS Progressive Discipline**

CMS, GWFC, and CHS 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.

Consequences at the elementary schools are at the discretion of each administrator.

**Level 1 (continued on next page)**

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**

- 1) Verbal warning by teacher; Points off work ethic grade
- 2) Parent notified
- 3) Teacher assigned consequence
- 4) Referral to Administrator
- 5) ISSP (1-5 days)

**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

### Level 3

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 – 1 <sup>st</sup> Offense
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 (continued on next page)

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
Destructive devices
Disrupting school environment
Drug paraphernalia
Failure to obey safety procedures
Fighting – 2 <sup>nd</sup> 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**

- 1) **10-days suspension pending tribunal**

**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. 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. (Boys)
6. Tights and leggings can be worn under skirts and dresses that meet dress code.
7. 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.
8. 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.
10. Shorts, skirts, and dresses must not be shorter than the top of the knee in the front or back. (CMS, GWCF & CHS only)
11. Tights, leggings, and jeggings cannot be worn under skirts and dresses that do not meet dress code. (CMS, GWCF & CHS only)
12. Shirts must have sleeves (CHS boys only)

**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 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 access available, all students must take responsibility for appropriate and lawful 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.

### **Driver's License/Learner's Permit**

To be eligible for a driver's license or learner's permit from the Department of Motor Vehicles a student must pay \$5 processing fee to

the bookkeeper to receive a notarized verification of good standing form. Student must not have had 10 unexcused absences in the academic year prior to request.

Students are not allowed to park at GWC-Freshman Campus.

### **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.

### **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.

### **Career, Technical and Agricultural Education**

#### **Coffee High School and GWC Freshman Campus**

The CTAE Department in Coffee County currently has eight (8) Career Concentrations with 13 Career Pathways offered. Those concentrations and pathways are:

#### **Agriculture**

- Ag Mechanics
- Animal Science
- Plant Science/Horticulture

## **Architecture, Construction, Communication & Transportation**

- Broadcast Video Production

## **Business and Computer Science**

- Administrative/Information Support
- Small Business Development

## **Education**

- Teaching as a Profession
- Early Childhood Education

## **Engineering and Technology**

- Manufacturing

## **Family and Consumer Sciences**

- Nutrition and Food Science

## **Healthcare Science**

- Therapeutic Services - Medical Services
- Therapeutic services - Nursing

## **Government and Public Safety**

- NJROTC – Navy

Most of the CTAE pathways offered also have a Work Based Learning component. For further information on Work Based Learning, please contact Ms. Linda Cribbs at 384-2094.

A student must decide on a concentration then take 3 courses within a pathway in a specific order to be considered a pathway completer.

### **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.

### **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 allow 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.

Examination Exemption – A PRIVILEGE not a right!

- Students (grades 9-12) may be exempt from taking a final examination in any class, except End of Course Test (EOCT) courses (**Lit Comp 9, American Lit, Algebra I, Geometry, US History, Economics, Physical Science, and Biology, Math I and Math II**), for which they meet the following grade and attendance criteria:

  - 75 – 79 average and 0 absences

  - 80 – 89 average and 2 or fewer excused absences

  - 90 – 100 average and 3 or fewer excused absences

- Any student enrolled in one of the eight (8) End of Course Test courses Math 1 & 2 (Algebra I, Geometry, 9<sup>th</sup> grade Literature/Composition, American Literature, Biology, Physical Science, U.S. History, and Economics) **MUST** take the EOCT as the final in that course during the semester of enrollment. This test counts as the final examination in the course and will be reported on the student's transcript.

Exemption criteria must all be met in all EOCT courses to earn the privilege of participating in Exemption Policy during finals.

- For exemption all absences must be excused according to board policy and CHS procedure.
- Students failing the last nine weeks of the semester will not be exempt even if the first 9 weeks grade was passing.
- Students must clear all fines and fees to be exempt.
- Students who are exempt do not have to report to school at the time of exempted exam(s) IF parents have signed and returned release form.
- Students that get suspended cannot be exempt from final exams.
- If a student spends more than 3 days in ISSP, the student can't be exempt for final exams.

- Three unexcused tardies equals an absence when determining a student's exemption status/appeals.

### **Participation in Graduation**

In order to participate in the official spring high school graduation exercises in the Coffee County School System, students must have: (1) successfully completed all their required coursework for a High School Diploma or a Special Education Diploma, as those credentials are defined in the State Board of Education's graduation rule IHF (5) or (2) have been granted a variance/waiver from the State Board of Education. Exceptions to part 2 of this regulation may be granted by the high school principal for those students who have moved into Georgia during their senior year.

### **HOPE Program**

The HOPE (Helping Outstanding Pupils Educationally) grant program will assist graduating high-school students, who meet certain requirements, with colleges. HOPE will also provide students who attend Georgia private colleges and universities with an increase in their Tuition Equalization Grant award. Interested students should contact their counselor for specific criteria. Filing a Free Application for Federal Student Aid is required (FAFSA).

### **Interscholastic Eligibility**

All students participating in competitive interscholastic activities must be on track for graduation and meet eligibility requirements. Competitive interscholastic activities are defined as any school sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

A student being on track is based on the accumulated Carnegie Units at the end of each school year.

Eligibility is based on the subjects passed in the previous semester. Summer school is considered part of second semester. A student must have passed three subjects for the semester prior to participation in interscholastic activities.

If spring and summer school are being used to determine fall eligibility, then the semester average and subjects passed will involve ALL subjects taken in spring and in summer school. Students must take four (4) Carnegie units. The courses must be listed in the school course offering and credit must apply toward graduation.

Independent study course credit taken in summer school is not

acceptable to gain eligibility. In determining eligibility for students, summer school credits earned in non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one or more of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects passed the previous semester, and grades made in that semester, not with grades and Carnegie Units acquired by averaging first and second semester grades. If a student has an incomplete grade, all work must be completed within the first fourteen (14) school days after the close of the semester. Students who are ineligible for extra-curricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program. Ineligible students cannot try out for a team or program even though the team or program will not be in operation until the next school year. Students who have an unexcused absence for one-half (1/2) or more of the school day on the day of the activity shall not participate in that activity unless granted permission by the principal or his designee.

### **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 for 180 days each school term. 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.

#### **Ten unexcused absences will result in loss of driver's license.**

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 makeup 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 unemancipated 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.

### **High School Attendance and Credit Procedures**

All high school students have only three days to bring in a note from parents or doctor for an excused absence. **After three days the absence will be deemed unexcused.** Work may be made up from an absence within three school days and is the student's responsibility to see the teacher for the makeup work:

Students who acquire eight (8) or more absences (excused and unexcused) from school and/or class per semester after **WILL NOT receive credit for those classes unless approval is granted through an appeals process.** The following procedures for the appeals process

are as follows:

1. On 5th unexcused absence, the Attendance Monitor will contact parents by letter and make personal contact again with student about the attendance policy. Student will sign a form stating that he/she has been informed of their number of absences and the attendance policy.

2. The Attendance Monitor will compile a list of students with 8 or more unexcused absences at the end of each semester.

3. Students/Parents will be notified by letter of the classes in which the student has acquired eight (8) or more absences. Such notification will include instructions by which the student/parent may appeal for credit. Students with twenty (20) or more absences will not be permitted to appeal for credit.

4. Students and Parent/Guardian re required to attend the Appeals Committee meeting to present their case.

5. After students have presented their case, the Appeals Committee will approve or deny credits.

**6. The decision of the Appeals Committee will be final.**

### **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 five unexcused 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  
Homebound Instruction Programs

Descriptor Code: IDDC-R

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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 the Hospital/Homebound services. 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 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 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 a part of an extra-curricular 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 activity.

### **Coffee County Schools Athletic Program**

Each year more and more students become involved in high school athletics across the nation and Coffee High is no different. Coffee High

School fields a total of 32 teams, 17 of which compete on the varsity level.

Each year an average of 750 students from Coffee High participate in the athletic programs. The large number of students participating, plus the rapid developmental changes in the bodies of young athletes is the reason that we take steps to ensure the health, safety, and enjoyment while an athlete is representing Coffee High School.

Even under ideal circumstances, anyone who engages in physical activity is subject to the possibility of injury. According to the National Athletic Trainers' Association, over 1.3 million student-athletes (about 1 out of every 7) are injured each year. Fortunately, the vast majority of these injuries are minor. With proper training, conditioning, instruction, diet, and rest habits many of these potential injuries can be eliminated or significantly reduced.

### **Coffee County Schools Athletic Program Policies Objectives of Participation**

The interscholastic athletic program should provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:

- A. Physical, mental, emotional growth and development.
- B. Acquisition and development of special skills in activities of each student's choice.
- C. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
- D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals for good sportsmanship that make for winning and losing graciously.
- E. A focus on interests on activity programs for student body, faculty, and community that will generate a feeling of unity.
- F. Achievement of initial goals as set by the school in general and the student as an individual.
- G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
- H. Participation by the most skilled that will enable these individuals to expand possibilities for the future vocational pursuits.

**Board Policy**  
**Gender Equity in Sports**

**Descriptor Code: IDFA**

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All athletic programs in the Coffee County Schools shall operate under the rules and regulations of the Georgia High School Association. Supervision of interscholastic activities at each school shall be the responsibility of the principal.

**Equity in Sports**

It is the policy of the Coffee County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Coffee County School District annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-2-1160.

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Coffee County Schools

Date Adopted: 7/1/2001

Last Revised: 9/28/2006

State Board Rule 160-5-1.18 GRADES 6-8: COMPETITIVE INTERSCHOLASTIC ACTIVITIES.

**(1) PURPOSE.** The state board supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic

achievement of students.

**(2) DEFINITIONS.**

(a) Competitive interscholastic activities - any function held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. Cheerleading, bands, and chorus are included in this definition if the members compete in scheduled activities with students representing a different school.

(b) School day - the period between the time students are required to report and the time of dismissal as specified by the local board of education.

**(3) REQUIREMENTS.**

(a) Each local board of education shall adopt a policy regulating competitive interscholastic activities for grades 6-12.

(b) The school principal shall regulate competitive interscholastic activities in his or her school and shall ensure that all staff members adhere to requirements.

(c) Each school principal shall maintain documentation and upon request provide evidence that the following requirements are met:

1. Student Eligibility.

(i) For determining student eligibility, the grading period shall be either a quarter or a semester as specified by local board of education policy. The same period shall also be the minimum length of the ineligibility period.

(ii) Students participating in competitive interscholastic activities shall pass a minimum of five subjects carrying credit toward grade promotion in the local board- designated grading period immediately preceding participation.

(I) Students initially enrolling in the first quarter or semester of the sixth grade are exempt from this requirement.

(II) Exploratory subjects taken during the same quarter or semester are averaged to count as one subject for eligibility purposes.

(iii) Students participating in competitive interscholastic activities shall be enrolled full time in a public school and shall take a minimum of five subjects carrying credit toward grade promotion during the local board-designated grading period of participation.

(iv) Student eligibility shall be determined on the first school day of a quarter or semester.

(I) A student is eligible to practice/condition for first quarter/semester

activities if he or she has passed a minimum of five subjects carrying credit toward grade promotion during the preceding third quarter or second semester.

I. A maximum of two subjects taken in summer school and carrying credit toward grade promotion may be counted for eligibility purposes for participation in first quarter/semester activities.

(II) If a student receives an incomplete for a subject that will be used to establish eligibility, he/she may complete make-up work that will change the incomplete to a grade provided this opportunity is available to all students.

I. To participate in first quarter/semester competitive activities, the student shall complete all make-up work within 14 calendar days from the end of the previous third quarter or second semester.

II. To participate during the second quarter, third quarter, or second semester, the student shall complete all make-up work within 14 calendar days from the first day of the respective quarter/semester.

III. A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student's permanent record.

(v) Independent study course credit taken in summer school may not be used to gain eligibility.

(vi) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. For summer school credits to be accepted for eligibility purposes from either private schools or home study programs, the credits must have been earned in programs approved by an accrediting agency recognized by the State Board of Education in accordance with Rule 160-5-I-.15 Acceptance of Transfer Credit and/or Grades.

2. Physical Examinations. All students who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or a doctor of osteopathy. The physical examination form shall also include the date that the exam was performed (month, day, year), the student's name and the physician's signature.

## **REQUIREMENTS FOR PARTICIPATION—CHS**

The following must be met:

A. Physical exam completed and signed by a doctor and on file

with the Athletic Director.

B. Proof of insurance. The athletic department will also provide insurance, but any expense that is not paid by the combination of insurance is the responsibility of the parent/guardian and NOT the Coffee County School System.

C. Georgia High School Association requirements:

1. Be a full time, regular student
2. Pass 3 of 4 block courses the semester preceding participation PLUS:
  - I. Must have accumulated:
    - a. 5 Carnegie units beginning of 2<sup>nd</sup> year
    - b. 11 Carnegie units beginning of 3<sup>rd</sup> year
    - c. 17 Carnegie units beginning of 4<sup>th</sup> year

In some instances, the rigors of practice and competition can make maintaining grades difficult. Any athlete who needs tutorial help should contact his/her coach and subject matter teacher before failing a class. Coffee High School cares about its athletes and their academic performance.

(Note – The above requirements will be in addition to any other requirements set forth by the GHSA.)

### **LETTERING IN A SPORT**

The athlete must finish the season and be in good standing as a team member. The athlete must meet the requirements of the head coach of each sport.

- A. 1<sup>st</sup> Year – 1st Year Award
- B. 2<sup>nd</sup> Year – 2<sup>nd</sup> Year Award
- C. 3<sup>rd</sup> Year – 3<sup>rd</sup> year Award
- D. 4<sup>th</sup> Year – Senior Plaque

### **LETTER JACKET POLICY**

An athlete must meet the above before the opportunity to purchase a letter jacket will be awarded to him/her. All athletes must also finish the season and be in good standing as a team member.

### **DROPPING A SPORT**

Quitting is an intolerable act or habit to acquire. Many of our society's problems are brought on by an attitude that supports "the easy thing to do." Participation in sports at Coffee High School is a privilege, not a requirement, a privilege that can be lost if a student athlete does not take responsibility seriously. We realize, on occasions, an athlete may find it necessary to drop a sport before the completion of that season of

competition. The following procedure will be followed or you will be denied any participation in athletics for 12 calendar months:

1. Talk with your coach before you quit.
2. The coach must agree that the decision is justified.
3. Report to the Athletic Director with your coach.
4. If you are granted permission to quit a sport, you may be allowed to start practicing another sport.
5. This policy does not involve tryouts and/or cuts.

\*\*Returning to a sport the athlete has quit before is permitted, only after the athlete successfully completes an Athletic Department running program and meets any other requirement presented in the policy manual.

### **EQUIPMENT**

School equipment checked out and used by an athlete is his/her responsibility.

Loss of equipment is the financial responsibility of the athlete. Cost will be at replacement value.

### **CODE OF CONDUCT**

Athletes are expected to conduct themselves as exemplary representatives of Coffee High School and the community.

This representation is both in the athletic arena as well as out of the arena. Should an athlete become engaged in criminal activities, use of illegal drugs, under age use of alcohol, showing behavior detrimental to team performance or behavior unbecoming a representative of coffee High School. The athlete

will be suspended from participation pending an investigation. A meeting

between athlete, parent/guardian, coach and administration will also be required. After that meeting punishment will be determined.

Punishment may include but is not limited to the missing of scheduled contests, physical exercise, physical assistance with an after school work project or any other punishment deemed appropriate by the coach and athletic director.

Repeat offenses will result in the appropriately more severe punishment. These offenses are handled on a case-by-case basis with the best interest of the school, team, and student as the focal point.

**GEORGIA LAW REGULATING AGREEMENTS BETWEEN  
STUDENT-ATHLETES AND ATHLETIC AGENTS [NEW CODE  
SECTIONS 20-2-317 & 20-2-318; UNIFORM ATHLETE AGENTS ACT]**

1. No person shall give, offer, promise, or attempt to give any money or other thing of value to a student-athlete or member of a student-athlete's immediate family:

a. To induce, encourage, or reward the student-athlete's application, enrollment, or attendance at a public or private institution of postsecondary education in order to have the athlete participate in intercollegiate sporting events, contests, exhibitions, or programs at that institution; or

b. To induce, encourage or reward the student-athlete's participation in an intercollegiate sporting event, contest, exhibition, or program.

2. This code **SHALL NOT** apply to:

a. Any public or private institution of postsecondary education or to any officer or employee of such institution when the institution or officer or employee of such institution is acting in accordance with an official written policy of such institution which is in compliance with the bylaws of the NCAA;

b. Any intercollegiate athletic awards approved or administered by the student-athlete's institution;

c. Grants-in-aid or other full or partial scholarships awarded to a student-athlete or administered by an institution of postsecondary education;

d. Members of the student-athlete's immediate family; and

e. Money or things of value given by a person to a student-athlete or the immediate family of a student-athlete that do not exceed \$250.00 in value in the aggregate on an annual basis.

2. Any person who violates the provisions of this subsection of Code Section 20-2-317 or 20-2-318 shall be guilty of a misdemeanor of a high and aggravated nature. An athlete agent who violated the Uniform Athlete Agents Act shall be guilty of a felony.

4. An agency contract with an agent is defined as an agreement under which a student-athlete authorizes a person to negotiate or solicit on behalf of the student-athlete a professional sports services contract or an endorsement contract. Excluded from the category are spouses, parent, sibling, grandparent, or guardian of the student-athlete or an individual acting solely on behalf of a professional sports team.

1. An endorsement contract is defined as an agreement under which a student-athlete is employed or receives consideration to use on behalf of the other party any value that the student-athlete may have because of publicity, reputation, following, or fame obtained because of athletic ability or performance.

2. Contact with an athlete agent is defined as a communication (direct or indirect) between an athlete agent and a student-athlete to recruit or solicit the student-athlete to enter into an agency contract.

3. Athlete agents must comply with all regulations of Georgia law and must be registered with the Georgia Athlete Agent Regulatory Commission.

4. An athletic agent shall not, with the intent to induce a student-athlete to enter into an agency contract:

a. Give any materially false or misleading information or make a materially false promise or representation

b. Furnish anything of value to a student-athlete before the student-athlete enters into an agency contract

c. Furnish anything of value to an individual other than the student-athlete or another registered student-athlete

d. Predate or postdate an agency contract

e. Fail to notify a student-athlete before the student-athlete signs or otherwise authenticates and agency contract for a particular sport that such a signing or authentication may make the student athlete ineligible to participate as a student-athlete in that sport.

5. Within 72 hours after an agency contract is signed or before the next scheduled athletic event in which the student-athlete may participate (whichever comes first):

a. The athlete agent shall give notice in a record of the existence of the contract to the athletic director of the educational institution at which the student-athlete is enrolled.

b. The student-athlete shall inform the athletic director of the educational institution at which the student is enrolled that he/she has entered into an agency contract.

10. An agency contract must state or contain:

a. The amount and method of calculating the consideration to be paid by the student-athlete for the services to be provided by the athlete agent under the contract and any other consideration the athlete agent has received or will receive from any

other source for entering into the contract or for providing the services.

c. The name of any person not listed in the application for registration or renewal of registration who will be compensated because the student-athlete signed the agency contract.

d. A description of any expenses that the student-athlete agrees to reimburse

e. A description of the services to be provided to the student-athlete

e. The duration of the contract and the date of execution

f. The following statement near the signature of the student-athlete in capital letters:

**WARNING TO THE STUDENT ATHLETE: IF YOU SIGN THIS CONTRACT:**

I. You may lose your eligibility to compete as a student athlete in your sport;

II. If you have an athletic director, within 72 hours after entering this contract, both you and your athlete agent must notify your athletic director;

III. You may cancel this contract within 14 days after signing it. Cancellation of this contract may not reinstate your eligibility.

g. A student-athlete may not waive the right to cancel an agency contract

h. If a student-athlete cancels an agency contract, the student-athlete is not required to pay any consideration under the contract or to return any consideration received from the athlete agent to induce the student-athlete to enter the contract.

**STRENGTH AND CONDITIONING**

Strength and conditioning is no longer just an advantage for athletes. A strength and conditioning program is recommended for any student athlete who is serious about participating in interscholastic athletics.

The health and injury prevention benefits from strength and conditioning are a must for a student athlete. The Athletic Department will approach strength and conditioning from a preventive standpoint. Always know that the high school athletic staff is dedicated to the constant well-being and preparation of every student athlete in our program, regardless of the sport or sex of the athlete.

**Athletic Accident Insurance**

Coffee County Board Of Education provides a supplemental accident insurance policy to all high school student-athletes. This policy is at no

cost to the student-athlete.

This insurance policy is activated once the student-athlete's primary insurance has paid all it is going to pay. This policy may not pay the bill in full, so there is a possibility of some residual amount left to be paid by the parent/guardian of the student-athlete. In the case where the student-athlete has no primary insurance coverage, this policy becomes the primary and will pay a small amount toward the cost of the medical bills incurred due to the accident while participating in high school athletics.

Due to the inherent risk of injury while participating in athletics, the Athletic Department at Coffee High strongly encourages all participants to have a primary insurance carrier. The cost of healthcare in America is great and without insurance that cost falls directly on the student-athlete or parent/guardian of the student-athlete and not Coffee County schools or the Coffee County Board of Education.

Should you have any questions concerning school insurance policy, please see the Athletic Director at your convenience.

### **Filing an Athletic Insurance Accident Claim**

The Coffee County School System provides a supplemental insurance policy for every athlete that participates at Coffee County schools. It is the responsibility of the parent/guardian to file the insurance claim. The following steps, if followed properly, will ensure payment by this supplemental insurance policy

- File on individual or family insurance policy first.
- Pick-up an insurance claim form from the Athletic Director, Athletic Trainer or Coach.
- Complete Part II on the Notification of Injury Form. DO NOT leave any blank spaces and DO NOT write N/A in any space.
- On the reverse side of the Notification of Injury Form is a step by step Claim Instruction guide.
- Injury claim form must be sent in to Maskin within 90 days of the date of injury.
- Give treatment facilities a copy of the claim form and keep the original.
- Explanation of Benefits (EOB) and Itemized Bills must be mailed as soon as possible to Maskin Management.
- Keep copies of all papers showing transactions involving the accident or injury.
- The insured will be covered for a minimum of one year from

the date of the injury.

### **Physicals are GHSA Policy**

All students who participate in athletics must have a current physical on file with the athletic trainer. GHSA policy requires that a “licensed medical doctor” perform this physical.

The physical must be obtained prior to participating in any practice, scrimmage, or game.

Physical forms may be picked up at any time from the athletic trainer or athletic director at middle or high school campuses.

### **Team Medical Release Information**

Prior to participating in athletics in Coffee County, the student-athlete must complete several forms. These forms include the pre-participation physical exam, parental consent to participate, covenant not to sue, and insurance information sheet. The forms have been condensed for your convenience. Each section requires a parental signature and must be returned to the athletic trainer/athletic director.

It is very important that the insurance information sheet is filled out correctly. This information provides us with the names and phone numbers of who to contact in case of an emergency, any special medical information on the student-athlete, and a statement authorizing medical care in the event that a parent/guardian cannot be reached to authorize such care.

These forms are copied and the head coach of each sport is given a set that goes along with the student-athletes participating in that sport.

### **In the Event of an Injury**

It is inevitable that injuries are going to occur. **All athletic injuries, which happen during practices, scrimmages, or games in Coffee County schools should be reported to the Athletic Trainer as soon as the student-athlete realizes they are hurt.**

The Athletic Trainer will then evaluate the injury and based on this evaluation make a recommendation as to what is the best avenue of care. In the case of minor injuries, where a referral to the physician is not warranted, treatment can be done at the school in the training room on a daily basis. Times of treatment will be worked out between the Athletic Trainer and the student-athlete based on his/her academic schedule.

When a physician referral is needed, the student-athlete’s parent/guardian will be contacted by the Athletic Trainer and informed

on the nature of the injury. Following this conversation, the parent/guardian will make the decision on if they wish to carry out the recommendation by the Athletic Trainer and which physician to use for primary care. The Athletic Trainer can assist the parent/guardian in setting up these appointments in a timely manner. In order for the student-athlete to be released back into participation following a physician visit, a written release must be received by the Athletic Trainer.

We are also very fortunate in the region that we compete in, that all the schools have ATC's on staff in some capacity. This is helpful when Coffee County teams travel and the ATC is not able to travel with them. The host ATC may evaluate the injury, provide basic care for the injury and then refer the student-athlete back to the Athletic Trainer at Coffee for follow-up care. It is very important that ALL athletic injuries be reported to the Athletic Trainer when they occur.

### **General and Follow-up Care**

In order for the student-athlete to recover from their athletic injuries, it is important that they make every effort to come to the training room on a daily basis for treatment and rehabilitation. This routine will need to be followed until the Athletic Trainer has determined that they have recovered sufficiently and are ready to resume with stress placed on their injury due to specifics of their sport.

Due to the number of athletes we deal with in Coffee County, it is not always feasible for the Athletic Trainer to track down the injured student-athlete if they do not show up for treatment. Getting to treatment is the responsibility of the student athlete.

## 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.

**Automobile Searches** - Parking on campus is a PRIVILEGE not a right. Inspections of the interior and exteriors of students' automobiles on school property will be done periodically. Automobiles may be opened and the interiors of students' vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official(s) having seen something in plain view through the vehicle windows or in any other area of the vehicle, which gives rise to the reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. Patrols of students' parking lots or parking areas, and inspections of students' vehicles may be conducted without notice, without students' consent, and without a search warrant.

A student who refuses the reasonable request of an administrator to cooperate with the search of his/her automobile shall face disciplinary action including revocation of driving privileges, suspension, and/or possible referral to the disciplinary tribunal.

**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:

A. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

B. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or threaten, harass, or intimidate, that:

C. 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;

1. Has the effect of substantially interfering with a student's education;

2. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

3. 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. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

**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:

4. "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.

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

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

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

8. 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** – Any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.







**Coffee County Schools**  
**2015-2016 School Calendar**

**180 Instructional (student) days; 90 each semester**  
**10 professional learning staff days**

- July 29 – 31 & August 3-4 Pre-Planning/Professional Learning
  - August 5 First Day of School - Semester 1
  - September 4 & 7 Labor Day Holiday (Open – No football game)
  - September 8 Progress Reports
  - October 8 End of Grading Period
  - October 12 Parent/Teacher/Student Conferences
  - October 23 Fall Break Staff & Students (Open – No football game)
  - November 10 Progress Reports
  - November 23-27 Thanksgiving Break
  - December 18 End 1st Semester (early release)
  - December 21 – Jan 1 Christmas Break Staff
  - December 21 – Jan 5 Christmas Break Students
- 

- January 4 & 5 Professional Learning
- January 6 Students Return – Semester 2
- January 7 Report Cards
- January 18 Martin Luther King Holiday
- February 8 Progress Reports
- February 12 & 15 President's Day Holiday
- March 10 End of Grading Period
- March 14 Parent/Teacher/Student Conferences
- March 28 – April 1 Spring Break (Easter March 27)
- April 19 Progress Reports
- May 20 Last Day of School (early release)
- May 21 Graduation
- May 23 - May 25 Post Planning

*Destination Graduation for College, Career, and Life*



**COFFEE COUNTY SCHOOL SYSTEM  
2015-2016 SIGNATURE AGREEMENT FORM  
STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY AND STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

This Student Acceptable Use and Internet Safety Policy and Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. This success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign on the appropriate lines to indicate your wishes.

**PLEASE COMPLETE THE FORM AND RETURN IT TO SCHOOL**

**STUDENTS - Every student, regardless of age, must read and sign below:** I have read, understand and agree to abide by the terms of the Student Acceptable Use and Internet Safety Policy and Student Handbook as outlined in this Student Handbook. Should I commit any violation or in any way misuse my access to the school system's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

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Student Name (PRINT CLEARLY)	Student ID	Home phone	Address
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Student Signature	Date
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User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**PARENTS - To be read and signed by parents or guardians of students who are under 18:**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school system's Student Acceptable Use and Internet Safety Policy, as outlined in this handbook, for the student's access to the school system's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school and the school system against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school system's computer network and the Internet.

I understand that my student is responsible for all of the policies and procedures contained in the handbook.

I have received a copy of the Attendance Policy in this handbook and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absences. In accordance with Coffee County School Policy JBD and Georgia law, students are required to attend school for 180 days each school term. Parents, guardians, or other persons with control or charge of children are required to enroll and send students to 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.

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Parent/Guardian Name (PRINT CLEARLY)	Address	Home phone	Parent/Guardian Signature	Date
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Student Signature	Date
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Under FERPA and Board Policy JR, each student's name, address, and telephone number; the date and place of birth of each student; each student's participation in clubs and sports; the weight and height of a student if a member of an athletic team; dates of attendance at Coffee County schools; and awards received during the time enrolled in Coffee County schools are considered "directory information." Directory information will not be considered confidential and may be disclosed upon request with the school's approval unless a parent, guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student.

\_\_\_\_\_ I request that such directory information **NOT** be released and disclosed.

\_\_\_\_\_  
Parent/Guardian signature