



2016 - 2017

## STUDENT HANDBOOK

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## **ACCESSING THE STUDENT/PARENT HANDBOOK**

With eleven campuses - six elementary, two middle, two high schools, and the College and Career Academy - Gordon County Schools will lead the community in developing learners who are critical thinkers and problem solvers that utilize teamwork as they prepare to contribute to and live in a global, technological society. All that we do can be accomplished through a RIGOROUS and RELEVANT course of study that is supported through nurturing RELATIONSHIPS which will ultimately produce the desired RESULTS. The Gordon County Board of Education is pleased to provide this information for our students and parents. Every effort has been made to insure that the following information is correct at the time of printing. The on-line student/parent handbook as well as the policies & procedures information supersede any paper version and can be found at [www.gcbe.org](http://www.gcbe.org).

## **GENERAL NOTICES**

### **Statement of Non-Discrimination**

It is the policy of the Gordon County Board of Education not to discriminate on the basis of age, race, color, national origin, religion, sex, or disability in educational programs, activities, or employment. If you believe you have been discriminated against in the child feeding programs, write immediately to the Secretary of Agriculture, Washington, DC 20250.

### **Parents Right to Know**

As a parent of a Gordon County Schools student, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Georgia Professional Standards Commission (PSC) has certified your student's teacher for the grades and subjects taught.
- Whether the PSC has decided that your student's teacher may teach in a classroom without being certified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any teachers' aides or similar para-educators provide services to your child and, if they do, their qualifications.

## **Title I**

Belwood Elementary, Fairmount Elementary, Red Bud Elementary, Sonorville Elementary, Tolbert Elementary, W.L. Swain Elementary, Ashworth Middle and Red Bud Middle are Title I Schoolwide Schools. The purpose of Title I is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. To reach this goal schools and the system incorporate the following actions and strategies into their School Improvement Plans:

- Ensure that high-quality academic assessments and teacher preparation are aligned with challenging state academic standards;
- Close the achievement gap between high- and low-performing children;
- Distribute resources sufficiently to make a difference to schools where needs are greatest;
- Provide children an enriched and accelerated educational program, including the use of additional services that increase the amount of quality instructional time;
- Promote school wide reform and ensure the access of children to effective, scientifically based instructional strategies and challenging academic content;
- Significantly elevate the quality of instruction by providing staff with substantial opportunities for professional development;
- Provide parents substantial and meaningful opportunities to participate in the education of their children.

## **Title X, Part C – McKinney-Vento Education for Homeless Children and Youth**

The McKinney-Vento Education for Homeless Children and Youth program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Homeless children and youth must have access to educational and other services needed to ensure that they have an equal opportunity to meet challenging State student academic achievement standards. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

### **Resolution of Disputes**

If a dispute arises over school selection or enrollment, the child/youth must be immediately provisionally enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute. In the event of a dispute, a dispute form is given to the parent of the HCY and the dispute form is reviewed by the superintendent or designee. Parents of HCY are notified within 10 days with a written decision of the dispute. If the dispute cannot be resolved locally, the parent may request a review of the dispute by the Georgia Department of Education HCY liaison. If the matter is not resolved in a timely manner the State Board of Education will review, hear and rule on grievances surrounding the dispute. The parent/guardian must be provided with a written explanation the school's decision on the dispute, including the right to appeal. All complaints must be resolved within 60 days unless given a written extension. The decision of the State Board shall be final.

### **Federal Programs Complaint Procedures**

Section 9304- General Applicability of State Educational Agency Assurances

Section 9503- Complaint Process for Participation of Private School Children

#### *Grounds for a Complaint*

Any individual, organization or agency (complainant) may file a complaint with the Gordon County Board of Education if that individual, organization or agency believes and alleges that a local educational agency (LEA), the state educational agency (SEA), or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

#### *Federal Programs for Which Complaints Can Be Filed*

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part B, Subpart 3: Even Start Family Literacy
- Title I, Part C: Education of Migrant Children
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title I, Part F: Comprehensive School Reform
- Title I, School Improvement Grant 1003(a)
- Title II, Part A: Teacher and Principal Training and Recruiting Fund
- Title II, Part D: Enhancing Education Through Technology
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement

- Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
- Title IV, Part A, Subpart 2: Community Service Grants
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part A: Innovative Programs
- Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
- Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
- Title VI, Part B, Subpart 2: Rural and Low-Income Schools
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
- Title X, Part C – McKinney-Vento Education for Homeless Children and Youth
- SIG 1003(g)
- IDEA

#### *Complaints Originating at the Local Level*

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the GaDOE until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue at the local level.

#### *Filing a Complaint*

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;

6. Copies of all applicable documents supporting the complainant's position; and;
7. The address of the complainant. The complaint must be addressed to: **Gordon County Schools-Director of Title I, 205 Warrior Path Calhoun, GA 30701.**

Once the complaint is received by the Director of Title I, it will be copied and forwarded to the district Superintendent's office as documentation of complaint being received and investigated.

*Investigation of Complaint*

Within ten (10) days of receipt of the complaint, the Director of Title I or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information: the date the district received the complaint; How the complainant may provide additional information; a statement of the ways in which the district may investigate or address the complaint; and any other pertinent information. The Department will have thirty (30) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

Appropriate Department staff will review the information and determine whether: additional information is needed; an on-site investigation must be conducted; other measures must be taken to resolve the issues raised in the complaint; or a Letter of Findings can be issued.

If additional information or an investigation is necessary, the Department will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.

Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

*Right of Appeal*

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal. The complaint must be addressed to: Georgia Department of Education Office of Legal Services 205 Jesse Hill Jr. Drive SE 2052 Twin Tower East Atlanta, GA 30334.

**Internet Acceptable Use Policy**

The Gordon County Board of Education recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. As resources permit, Internet services shall be made available in schools. The board believes that this computer technology will help propel our schools into the information age by allowing students and staff to access and use information sources from distant computers, to communicate and share information with individuals or groups of other students and staff, and to expand significantly their knowledge base. It is the Board's intent, through providing access to the Internet, to allow students and teachers access to:

- The World Wide Web (Internet);
- Electronic Mail Communication;
- Video and audio conferencing with people around the world; and
- University library catalogs, Library of Congress, as well as other reference/research sources.

The Board of Education realizes that with access to computers and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. Gordon County School System shall maintain and operate an Internet filtering program as outlined in the Child Internet Protection Act (CIPA) law. Gordon County School system personnel shall take available precautions to restrict access to controversial materials by proactively reviewing Internet sites and closely monitoring student Internet use. While recognizing that on a global network it is impossible to control all material which might inadvertently be discovered by users, the Gordon County Board of Education firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

The Children's Internet Protection Act (CIPA) legislated on April 20, 2001 requires that schools have in place an Internet safety policy that addresses the following issues:

- Access of minors to inappropriate matter on the Internet;
- Safety and security of minors using email, chat room, and other forms of electronic communications;
- Unauthorized use (i.e. hacking, other unlawful activities);
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minor's access to material that may be harmful.

To address each of these issues effectively and to fulfill requirements of law, the Board of Education establishes this policy and rule.

Parents are advised that students will have access to the internet as an educational and research tool and are, therefore, expected to follow the Gordon County Board of Education's guidelines for proper and acceptable use. A student's attempt to go outside the framework of acceptable use will result in denial of access and possible disciplinary actions as outlined in the school system's Student Behavior Code.

### **Bring Your Own Technology (BYOT) Agreement (Middle & High Schools Only)**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

#### **Definition of "Technology"**

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting, receiving, storing, etc.

#### **Internet**

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

#### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Gordon County Schools is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### **BYOT Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Behavior Code, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

Parents and students will be asked to sign the BYOT Agreement at the time of enrollment and agree to abide by the above procedures and guidelines. Parents and students understand that any violation is unethical and may result in the loss of network and/or laptop privileges as well as other disciplinary action.

### **Gordon County Schools Test Security**

Gordon County Schools understands the importance of having a high quality student testing program. Each School Test Coordinator provides regular training for school test examiners according to the system procedures and the Georgia Department of Education regulations. When not in use for testing, all testing materials are stored in a secured, locked room and only school administrators have keyed access. Principals and School Test Coordinators carefully monitor all state testing to ensure procedures are followed. All testing procedures are designed to be consistent with guidance provided in the Georgia Department of Education *Student Assessment Handbook* and in strict adherence to the *Code of Ethics for Educators* established by the Georgia Professional Standards Commission.

### **Notification of Rights Under the Family Educational Rights & Privacy Act (FERPA) for Elementary & Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

**(1)** The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**(2)** The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**(3)** The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

**(4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **Directory Information**

The Gordon County School District has designated the following information as directory information:

- Student’s name, address and telephone number;
- Student’s participation in official school clubs and sports;
- Dates of attendance at the School System schools;
- Student’s date and place of birth;
- Weight & height of student if he/she is a member of an athletic team; and
- Awards received during the time enrolled in GCSS.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h affords parents certain rights regarding our conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use:
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Gordon County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gordon County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Gordon County will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Gordon County will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or

surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.
- Georgia Student Health Survey (Grades 6-12)

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901

## **STUDENT SERVICES**

### **Student Behavior Code (GCBE Policy JCDA)**

It is the policy of the Gordon Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

#### *Bus Conduct*

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

The consequences for physical violence against a teacher, school bus driver, or other school personnel may include

expulsion for the remainder of the student's eligibility to attend public schools.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

#### *TEACHER REPORTING REQUIREMENT*

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state of law.



## **Student Behavior: Bullying**

This policy shall apply to all students.

In 2015, HB 131 modified the definition of bullying to include acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment. Bullying, harassment, or intimidation are serious and will not be tolerated.

It shall be the policy of the Gordon County Board of Education that bullying of a student by another student is prohibited. In accordance with Georgia law (O.C.G.A. § 20-2-741.4), bullying is defined as an act which occurs on school property, on school vehicles, at designated 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 a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - A. Causes another person substantial physical harm within the meaning of the 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.

Discipline for any act of bullying shall be within the discretion of the principal or his designee, which may range from a reprimand to out-of-school suspension. However, upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

Students and parents of students shall be notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at the middle and high school and by ensuring inclusion of such information in student and parent handbooks.

## **Gordon County Elementary Schools Code of Conduct**

It is expected that all students will be on their best behavior at all times and demonstrate respect for self, others, and the school. All students must recognize the consequences of their conduct. The rights of all individuals to learn, to be safe, and to have security of their possessions will be protected at all times as well as the

authority of all faculty and staff members. A disregard of and failure to respect these rights will result in minor disciplinary actions. Habitual disregard for rules and regulations will result in major disciplinary action.

The Gordon County Elementary Schools' conduct and discipline policies are designed to notify students regarding the types and ranges of behavior that are unacceptable. Nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in the light of societal expectations and the scope of these rules that a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school. The Elementary Schools of Gordon County have these five rules which each student is expected to follow:

Gordon County Elementary School Rules:

1. Be prepared
2. Do assignments
3. Follow directions
4. Respect yourself and others
5. Use appropriate manners in all areas of the school

Certain behaviors are "Minor" offenses, requiring the use of the teacher's/grade level's classroom management plan, and the administrator's discretion. "Minor" offenses are:

- Inappropriate school behaviors
- Inappropriate cafeteria behaviors

\*\* Most "Minor" offenses will be dealt with by the teacher and documentation filed with administration.

Certain behaviors are "Major" offenses, which may require immediate referral to the administration. "Major" offenses are:

1. Hurting self or others
2. Student is out of control
3. Repeated obscene language
4. Willful destruction of property
5. Sexual harassment
6. Continuous disruptive behavior
7. Stealing
8. Repeated defiance
9. Racial/ethnic slurs
10. Threatening
11. Others

Certain behaviors are "Severe" offenses, requiring immediate referral to the administration. "Severe" offenses will result in Short-term Suspension. Through the tribunal hearing process, severe offenses may result in long-term suspension. "Severe" offenses are:

1. Drugs/alcohol
2. Weapons
3. Assault/battery
4. Deliberately striking an employee
5. Criminal law violations

## **Gordon County Elementary Schools Norms**

A norm is the behavior and attitudes that are expected by people. Along with the rules of the school, each student is expected to follow, and support the norms of Gordon County Elementary Schools.

- GCES students will follow and support all school rules. (Responsibility, Loyalty)
- GCES students will show respect for self, others, equipment, and property. (Respect)
- GCES students will assume personal responsibility for themselves. (Responsibility)
- GCES students will support the larger group. (Be a Team Player) (Loyalty)
- GCES students will be honest, trustworthy, courteous, and caring. (Honesty, Trustworthiness, Courteousness, Compassion)
- GCES students will be well prepared and do their best. (Responsibility, Perseverance, Initiative)
- GCES students will respond appropriately to others, to situations, and to difficulties. (Compassion, Contemplation, Adaptability, Courage)
- GCES students will focus on solutions rather than problems. (Optimism, Contemplation)
- GCES students will have a positive attitude. (Optimism)

### **Progressive Disciplinary Procedures for Gordon County Elementary Schools**

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 the administration and teachers will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, age, and any other relevant factors. The following disciplinary actions may be imposed for any violation of this code of conduct:

- Warning and/or counseling with a school administrator
- Loss of privileges
- Time out
- Temporary removal from class or activity
- Reassignment
- Notification of parents
- Parent conference
- In-school suspension/isolation
- Short-term suspension
- 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 determine such referral to be necessary or appropriate.

### **Gordon County Middle & High Schools Code of Conduct**

**Philosophy:** It is the belief of the Gordon County School System that our mission - educating the next generation of Gordon County Residents - can be accomplished in an environment that is conducive to learning. Maintaining safe and orderly schools is essential to the success of students. School authorities reserve the right and have the responsibility to punish students for any behavior that may interfere with the orderly and safe operation of the school, even if this code of conduct does not specifically address such behavior.

**Parental Involvement:** Administration of the school seeks and welcomes parental involvement in all matters involving students. This is particularly true when students are being disciplined for violating the Code of Conduct. If a student is sent to administration to be disciplined, a record of the incident is sent home for parent signature. A parent should view this as an invitation for a dialog about the incident as well as an opportunity for the student to learn

about personal responsibility. School administration has the final decision concerning punishment not to exceed 10 of out-of-school suspension.

As an addendum to this Code of Conduct, all middle and high schools will publish a list of school sanctioned clubs and organizations with a synopsis of each club or organization's mission, activities, and the name(s) of its faculty advisor(s). Parents and guardians will be given the opportunity to decline permission for their student's participation in any such club or organization. This rule excludes all competitive interscholastic activities or events. Parental permission for student participation must be given in advance for any new club or organization formed during the school year.

**Progressive Discipline:** In administering punishment, the school's goal is to correct the behavior, not to get even with a student who has broken a rule. In keeping with this principle, students who break a rule repeatedly are dealt with much more harshly than a student who is a first-time offender of the same rule. Likewise, more serious offenses, even for first-time offenders, yield more severe punishment than a lesser violation. For most offenses, punishment ranges from a warning to in-school or out-of-school suspension. For more serious infractions, long-term suspension or expulsion is possible through the tribunal process.

**Tribunal Hearings:** School administrators are authorized to prescribe out-of-school suspension that does not exceed ten school days without any hearing or due process. If the punishment for an offense is greater than a ten-day suspension or placement in alternative school, a tribunal hearing will be offered to establish the facts of the case and determine the appropriate punishment. Also, school employees who believe that they have been the victim of assault or battery by a student have the right to request a tribunal hearing. The decisions of tribunals are based on evidence presented and consider the rights of the individual student and the well-being of the rest of the student population. It is the policy of the school system that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

**Legal terms:** Certain misbehavior is not only a violation of school rules, but it may also constitute a violation of criminal law. Legal terms including, but not limited to, felony, assault, battery, aggravated battery, disorderly conduct, terroristic threats, and sexual harassment are used in describing misbehavior when charges are filed by, or in consultation with, a sworn, certified peace officer.

As an addendum to this Code of Conduct, all middle and high schools will publish a list of school sanctioned clubs and organizations with a synopsis of each club or organization's mission, activities, and the name(s) of its faculty advisor(s). Parents and guardians will be given the opportunity to decline permission for their student's participation in any such club or organization. This rule excludes all competitive interscholastic activities or events. Parental permission for student participation must be given in advance for any new club or organization formed during the school year (O.C.G.A. § 20-2-705).

**This code (Table 1, page 10-11) is divided into categories of offenses to facilitate understanding**

**TABLE 1: GORDON COUNTY SCHOOLS DISCIPLINE MATRIX**

<b>CODE</b>	<b>OFFENSE</b>	<b>LEVELS</b>
01	Alcohol	Alcohol 1-Unintentional Possession
		Alcohol 2-Under Influence without possession
		Alcohol 3- Sale, purchase, transportation, possession, consumption of alcohol
02	Arson	Arson 1- NA
		Arson 2-Arson without property damage
		Arson 3-Arson with property damage
03	Battery	Battery 1-Battery with no injuries
		Battery 2-Battery with mild or moderate injuries
		Battery 3-Battery with severe injuries; three or more offenses in the same school year
04	Breaking and Entering/Burglary	B&E/Burglary 1-NA
		B&E/Burglary 2-NA
		B&E/Burglary 3-Any incident involving breaking and entering/burglary
05	Computer Trespass	Computer Trespass 1- NA
		Computer Trespass 2- Computer misuse
		Computer Trespass 3-Unlawful use of computer or altering records
06	Disorderly Conduct	Disorderly Conduct 1-Minor disturbance
		Disorderly Conduct 2-Moderate disturbance; three or more minor disturbances in the same school year
		Disorderly Conduct 3-Severe disruption; three or more moderate disturbances in the same school year
07	Drugs	Drugs 1-Unintentional possession
		Drugs 2-Failure to report medication to school authorities
		Drugs 3-Possession or distribution of unlawful drugs
08	Fighting	Fighting 1-Fighting with no injuries
		Fighting 2-Fighting with minor or moderate injuries
		Fighting 3-Fighting with severe injuries; three or more fights in the same school year
09	Homicide	Homicide 1-NA
		Homicide 2-NA
		Homicide 3-Any incident involving homicide
10	Kidnapping	Kidnapping 1-NA
		Kidnapping 2-NA
		Kidnapping 3-Any incident involving kidnapping
11	Larceny/Theft	Larceny/Theft 1-Unlawful taking of property with a value between \$25 and \$100
		Larceny/Theft 2-Unlawful taking of property with a value between \$100 and \$250
		Larceny/Theft 3-Unlawful taking of property with a value exceeding \$250; three or more offenses in the same school year
12	Motor Vehicle Theft	Motor Vehicle Theft 1-NA
		Motor Vehicle Theft 2-NA
		Motor Vehicle Theft 3-Any incident involving Motor Vehicle Theft
13	Robbery	Robbery 1-NA
		Robbery 2-Robbery without a weapon
		Robbery 3-Robbery with a weapon
14	Sexual Battery	Sexual Battery 1-NA
		Sexual Battery 2-NA
		Sexual Battery 3-Any incident involving Sexual Battery
15	Sexual Harassment	Sexual Harassment 1-Unwelcome comments not directed towards an individual
		Sexual Harassment 2-Unwelcome comments directed towards individuals
		Sexual Harassment 3-Violation of sexual harassment policy; three or more offenses in the same school year
16	Sex Offenses	Sex Offenses 1-Inappropriate sexually-based physical contact
		Sex Offenses 2-Inappropriate sexually-based behavior
		Sex Offenses 3-Consensual sexual activities; three or more offenses in the same year
17	Threat/Intimidation	Threat/Intimidation 1-NA
		Threat/Intimidation 2-Individual threat or intimidation
		Threat/Intimidation 3-School-wide threat or intimidation
18	Tobacco	Tobacco 1-Unintentional possession of tobacco products
		Tobacco 2-Intentional use or possession of tobacco products
		Tobacco 3-Distribution or sale of tobacco products; three or more offenses in the same school year

**TABLE 1: GORDON COUNTY SCHOOLS DISCIPLINE MATRIX**

19	Trespassing	Trespassing 1-NA
		Trespassing 2-Unauhorized presence on school property
		Trespassing 3-Refusing to leave school property; three or more offenses in the school year
20	Vandalism	Vandalism 1-NA
		Vandalism 2-Minor damage or defacement of property
		Vandalism 3-Malicious destruction or damage to property; three or more offenses in the same school year
22	Weapons/Knife	Weapons/Knife 1-Unintentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 2-Intentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 1-Intentional possession of a knife with intent to harm or intimidate
23	Weapons/Other	Weapons/Other 1-NA
		Weapons/Other 2-Unintentional possession of a weapon (not including a knife or firearm)
		Weapons/Other 3- Intentional possession or use of a weapon (not including a knife or firearm)
24	Other Discipline Incident	Other Discipline Incident 1-Other minor incidents resulting in disciplinary actions
		Other Discipline Incident 2-Three or more offenses in the same year
		Other Discipline Incident 3-NA
25	Weapons/Handgun	Weapons/Handgun 1-NA
		Weapons/Handgun 2-NA
		Weapons/Handgun 3-Any incident involving a handgun
26	Weapon/Rifle/Shotgun	Weapon/Rifle/Shotgun 1-NA
		Weapon/Rifle/Shotgun 2-NA
		Weapon/Rifle/Shotgun 3-Any incident involving a rifle/shotgun
27	Serious Bodily Injury	Serious Bodily Injury 1-NA
		Serious Bodily Injury 2-NA
		Serious Bodily Injury 3-Any incident involving serious bodily injury
28	Weapons/Other Firearms	Weapons/Other Firearms 1-NA
		Weapons/Other Firearms 2-NA
		Weapons/Other Firearms 3-Any incident involving other firearms
29	Bullying	Bullying 1-First incident of bullying
		Bullying 2-Second incident of bullying
		Bullying 3-Three or more incidents of bullying in the same school year
30	Other-Attendance Related	Attendance Related 1-Any incident involving attendance
		Attendance Related 2-NA
		Attendance Related 3-NA
31	Other-Dress Code Violation	Dress Code Violation 1-Non-invasive or non-suggestive clothing
		Dress Code Violation 2-Invasive or suggestive clothing
		Dress Code Violation 3-Three or more offenses in the same school year
32	Academic Dishonesty	Academic Dishonesty 1-Unauthorized assistance on classroom assignments or projects
		Academic Dishonesty 2- Plagiarism or cheating on classroom assignments or projects
		Academic Dishonesty 3- Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year
33	Other-Student Incivility	Student Incivility 1-General disrespect or failure to follow instructions
		Student Incivility 2-Blatant insubordination; profanity directed toward school staff
		Student Incivility 3-Issuing false reports on school staff; three or more offenses in the same school year
34	Other-Possession of Unapproved Items	Possession of Unapproved Items 1-Possession of unauthorized items
		Possession of Unapproved Items 2-Use of unauthorized items
		Possession of Unapproved Items 3-Possession or use of items construed to be dangerous or harmful; three or more offenses in the same school year
35	Gang Related	Gang Related 1-NA
		Gang Related 2-Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
		Gang Related 3-Gang-related solicitation, violence, threats, defacement of property
36	Repeated Offenses	Repeated Offenses 1-Collection of minor incidents
		Repeated Offenses 2-Collection of moderate incidents
		Repeated Offenses 1-Collection of severe incidents

### **Teacher Authority to Remove Students from Classrooms**

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and/or repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each school principal shall implement the policies and procedures of the superintendent and local board of education relating to the authority of the teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students. The principal and teacher shall thereafter follow the procedures set forth in the Official Code of Georgia Annotated §20-2-737 and §20-2-738.

### **Student Dress Code**

Modesty, neatness, and good taste are stressed in all Gordon County Schools. Attire that distracts from the learning environment is not permitted. The school administration will provide students and parents a copy of the dress code policy and regulations each year through the school handbook and system-wide calendar. The school administration has the authority to make the final judgment as to what is neat, appropriate, and in good taste. Further, the administration has the authority to take any action necessary to remedy the situation, including but not limited to, sending the student home. The Gordon County Board of Education believes there is a direct relationship between dress, grooming, conduct, and success in school.

#### *Grades Pre-K-5*

Students are expected to dress appropriately. Appropriate shall be defined as neat and in good taste. Clothing that is distracting to the learning environment will be dealt with by the school administrator. As the elementary students mature, the building administrator will discuss appropriate dress with students. Beach flip-flops are not permitted for safety reasons.

#### *Grade 6-12*

Student's attire should be neat and in good taste and should not be distracting to the learning environment.

#### *Girls Skirt/Dresses/Tops/Pants/Shorts*

- SKIRTS and DRESSES must reach the top of the knee. Backless or strapless dresses or shirts are not permitted.
- TOPS may have sleeves or be sleeveless. Regardless of the type of top, the area from the neck to the shoulder must be covered. No tank tops or low cut necklines are permitted. Collared shirts and blouses or t-shirts with appropriate writing may be worn. See-through clothing that exposes under garments is not permitted. Mid-drifts must be covered while standing, walking, or sitting.
- PANTS, jeans, slacks, capris are appropriate. No sleepwear, loungewear type garments are permitted.
- SHORTS must reach the top of the knee.
- SHOES must be worn. No house/bedroom shoes or beach flip-flops are permitted.

- Athletic jerseys, cheerleading uniforms with warm-up pants are appropriate.
- Garments with holes or tears are not permitted

#### *Boys Pants/Shirts*

- SHORTS and PANTS must reach the top of the knee and must always be on the natural waistline with no sagging. Some type of a belt must be worn.
- SHIRTS must have sleeves. No tank tops.
- Garments with holes or tears are not permitted.
- Sleepwear or pajama bottoms are not permitted.

#### *All Students*

- HEADGEAR: No head coverings, hats, caps, sweatbands, do-rags, or bandannas are permitted.
- BODY PIERCING AND TATTOOS should be covered in compliance with the dress code. Earrings are allowed; however for safety reasons facial piercing is not allowed.
- JEWELRY such as heavy chains and spikes are not allowed.
- Apparel with any reference to alcohol, drugs, tobacco, sexual or vulgar remarks, racist, or any kind of gang affiliation is not permitted.

*CONSEQUENCES FOR VIOLATING THE DRESS CODE WILL BE UNIFORM AMONG THE MIDDLE AND HIGH SCHOOLS AND EXPLAINED IN THE SYSTEM STUDENT HANDBOOK AND INDIVIDUAL SCHOOL HANDBOOKS.*

### **Drug Testing Policy for Students in Competitive Activities & Students Who Request Parking Permits**

#### **A. Statement of Need**

Coaches/sponsors, the administration of the Gordon County Schools and the school district recognize that the unlawful use of drugs and alcohol seriously impairs the health, safety, education, and future success of Gordon County students engaged in that use. They also recognize that, while the unlawful use of drugs and alcohol is a potential problem for all of Gordon County Schools' students; students engaged in competitive activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks which make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from participation in competitive events, students also potentially impact or influence the attitudes and actions of other members of the student body. Students who drive to school and have parking permits present a significant health and safety concern if they drive to school impaired by drugs or alcohol. Finally, in order to deal effectively with these special pressures and risks, they believe it is advantageous to adopt a Mandatory Drug Testing Program for students governing the unlawful use of drugs and alcohol by students involved in these activities in the Gordon County Schools.

#### **B. Statement of Purpose**

This policy is intended to support the comprehensive educational policies and programs of the Gordon County Schools in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of drugs, tobacco and alcohol. This program is further intended to provide incentives to students to avoid such use and to strive for effective rehabilitation when such

use has occurred. Administrators shall not utilize information obtained in the course of administering the procedures for disciplinary purposes other than those set forth in this program. This program is not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student. The principal shall not release test results of any student to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this program establishes a referral to the School Counselor to deter the unlawful use of drugs and provides for suspension and termination of participation in competitive activities and/or a suspension of driving privileges. To determine compliance with the program, it provides testing procedures to identify student participants who are unlawfully using drugs and alcohol. For these students, this program provides incentives for rehabilitation through possible reinstatement to the specific competitive activity or privilege involved. Consistent with its purposes, this program also seeks to achieve the following specific objectives:

#### **OBJECTIVES OF DRUG TESTING Policy**

1. To protect students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To protect students by monitoring student driving in an attempt to discourage students from driving to school while impaired by drugs or alcohol.
5. To assure students, parents, teachers, and the community that the health, safety, education and future success of students are the primary concerns of the Gordon County Schools.
6. To recognize and support students who have made the choice to be alcohol and drug free.
7. To provide incentives for these students to remain alcohol and drug free.
8. To provide information on available community resources that will help these students continue to be alcohol and drug free.
9. To promote an atmosphere of "Saying No to Drugs and Alcohol" throughout Gordon County Schools.

#### **C. Implementation, Review and Evaluation**

All students participating in competitive activities and/or all students requesting driving permits and their parents or legal guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing".

#### **D. Applicability**

This program applies to all students on any Gordon County Schools competitive teams in grades 6-12, which are all voluntary extracurricular activities, and includes players at the varsity or sub varsity level for athletic participation at all Gordon County Schools' middle schools and high schools. The procedure also applies to all

students who apply for and obtain a parking permit, which are both voluntary and a privilege.

#### **E. Testing Program**

Testing shall be accomplished by the analysis of urine specimens obtained from the students. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified to indicate the appropriate student. (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

#### **F. Substances Tested**

Student's urine specimens shall be tested for including but not limited to the following: (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) Methadone, (i) methaqualone, (j) LSD, (k) alcohol.

#### **G. Sanctions for Students Involved in Competitive Activities**

##### **First Violation**

A. Any student testing positive for the first time will be required to attend a conference with the principal and/or principal's designee, the coach/sponsor, and athletic director. The legal parent or guardian will also be required to attend. A student testing positive will be suspended from participation in competitive events (games, meets, matches); however, he or she will be allowed to remain a member of the team during the suspension and will be expected to fully participate in all practice and conditioning sessions and in other activities the coach/sponsor may choose to require of the student participant on his or her team. For a first violation, the student shall be suspended for a number of competitive events equal to ten percent (10%) of the number of events comprising the regular season. If necessary, the suspension shall carry over to the student's subsequent participation on another competitive activity and/or to the following season. Before reinstatement to the competitive event after a first violation, the student will be required to be re-tested in thirty days at the student's and/or legal parent or guardian's expense. The consequences for the re-test results shall be:

(1) A negative test result will place the student's name back into the random testing pool.

(2) A positive test result shall be treated as a second positive drug test result and added to the student's cumulative total and the consequences for a second positive drug test shall be imposed.

B. If a student is reinstated to full participation in competitive events following a first violation, the student's participation on another competitive activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior competitive event. If the student elects not to seek reinstatement to a competitive activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for participation with any other competitive activity. A student serving a suspension for one competitive activity may try out for a second activity if the student provides a negative drug test result from the testing laboratory currently under contract at the student's expense.

If the student was chosen for the competitive activity, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation in another competitive activity and the student must continue to participate in the random drug testing process. A positive result shall be treated as a second violation.

### **Second Violation**

A. A student testing positive for a second violation will be suspended from participation in all competitive events for one calendar year. The School Counselor will refer the student and family to an alcohol and drug education program facilitated by appropriately qualified Gordon County Schools' staff and/or contracted professionals. Before reinstatement to the competitive event after a second violation, the student participant must successfully complete the alcohol and drug education program. As a condition of reinstatement the student will be subject to drug and alcohol screenings at any time deemed appropriate by the school administration

B. If a student is reinstated to full participation in competitive events following a second violation, the student's participation in another competitive activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior competitive activity. If the student elects not to seek reinstatement to the prior competitive activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for participation in any other competitive activity. A student serving a suspension for one event may try out for a second event if the student provides a negative drug test result from the testing laboratory currently under contract at the student's expense. If the student was chosen for the competitive event, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation in another competitive activity and the student must continue to participate in the random drug testing process. A positive result shall be treated as a third violation.

### **Third Violation**

The student participant shall be excluded from any and all participation in any competitive activity for the remainder of the student's extracurricular eligibility at his or her assigned middle or high school. Middle school students with a third violation of the procedure will be required to present documentation of a negative test at the expense of the legal parent or guardian prior to participation in any high school competitive activity.

Violations shall be deemed to accumulate throughout the student participant's involvement in all competitive activities, at the varsity and sub-varsity levels while enrolled in his or her assigned middle or high school.

## **H. Sanctions for Students with Driving Permits**

### **First Violation**

Any student testing positive will be required to attend a conference with the principal and/or principal's designee. That student's driving

permit will be suspended for the remainder of the school year. Parking fees will not be reimbursed. The student must provide documentation of a negative test at the expense of the legal parent or guardian prior to receiving a parking permit for the next school year.

### **Second Violation**

A student testing positive for a second violation will have his or her driving permit suspended for one full calendar year. Parking fees will not be reimbursed. The School Counselor will refer the student and family to an alcohol and drug education program facilitated by appropriately qualified Gordon County Schools' staff and/or contracted professionals. Before reinstatement of a parking permit after a second violation, the student participant must successfully complete the alcohol and drug education program. As a condition of reinstatement the student will be subject to drug and alcohol screenings at any time deemed appropriate by the school administration.

### **Third Violation**

The student's driving permit will be suspended for the remainder of his or her enrollment in Gordon County Schools. Parking fees will not be reimbursed. Violations shall be deemed to accumulate throughout the student's enrollment in Gordon County Schools.

### **Drug Testing Procedures**

1. Prior to attending tryouts for an competitive activity or receiving a parking permit, the student and a parent or legal guardian of the student must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form which stipulates that the student and parent or legal guardian have received, read, and understand the Student Drug Testing Policy.

2. Prior to giving a urine specimen, each student participant shall complete a "Medical History Form" (which shall include disclosure of all prescription drugs currently taken). This form shall identify the student participant only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory along with the urine specimen.

3. Testing shall be done at the following times: All students participating in the testing shall be subject to random testing at any time during the school year.

4. The testing laboratory approved by the Gordon County Board of Education shall determine the student participants to be tested by using a random selection procedure from among all student participants involved in extracurricular activities and/or possessing a driving permit.

5. Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures must require:

- a. The presence of a coach or the athletic director, the school principal or assistant principal immediately prior to the collection process to ensure proper student identification;
- b. The presence of one or more representatives of the testing laboratory when the specimen is taken;
- c. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine.

The student shall be permitted absolute privacy during the collection process;

d. Immediately prior to entering the secured bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.

e. Prior to entering the secured bathroom facility utilized for the collection process, the testing laboratory shall treat the water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "bluing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.

f. Failure to provide a sample, after reasonable time is given, shall constitute a "refusal".

6. The professional testing laboratory shall conduct all scientific analyses of the collected specimens.

7. A portion of each urine specimen that tests positive for alcohol or drugs shall be preserved by the testing laboratory for at least six (6) months.

8. Written confirmation of all test results shall be forwarded by the testing laboratory to the Director of Student Services and the principal.

9. In the event that a student participant's urine specimen produces a positive result, the principal and/or principal's designee(s) shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the principal and/or principal's designee shall advise the student and the student's parent(s) or legal guardian(s) of further rights under this procedure.

10. Any student who has tested positive or the student's parents or legal guardians, may contest the test result by informing the principal, in writing, of their wish to have a hearing within forty-eight (48) hours of receipt of notice of the positive test result. The Director of Student Services shall conduct the hearing as soon as possible but in no case more than five (5) business days after the request for hearing is received. Sanctions will not become effective until the hearing is conducted before the Director of Student Services and a written decision is provided to the student and parents/guardians. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this procedure prior to implementation of sanctions. The Director of Student Services may require written documentation (such as doctor's statement) of any evidence the student may wish to present. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Any further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory and shall be conducted at the student's expense. The decision of the Director of Student Services shall be made as soon as possible but in no case more than two (2) business days after the hearing. If an appeal of the decision of the Director of Student Services is requested, sanctions will become effective on the determination of the Director of Student Services and will remain in effect until the appeals process is completed.

11. If the student chooses to appeal the decision of the Director of Student Services, the student may appeal to the Superintendent, in writing, within two (2) business days of the decision of the Director of Student Services. The Superintendent or Superintendent's designee will render a decision within five (5) business days of the

filing of the notice of appeal. Sanctions will remain in effect during this stage of the appeals process.

12. If a student participant is 18 years of age or will turn 18 years of age during the school year, the student participant must agree to release all test results to the student's parents or legal guardians.

13. One (1) year after the student turns 18 years old or one (1) year after the student's graduation, whichever is later; all records in regard to this procedure concerning each student participant shall be destroyed. At no time shall these results be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those listed herein.

**Extracurricular activities subject to the random drug testing program include, but are not necessarily limited to:**

<b>Baseball</b>	<b>Basketball</b>	<b>Cheerleading</b>
<b>Cross-country</b>	<b>Football</b>	<b>Golf</b>
<b>Soccer</b>	<b>Softball</b>	<b>Tennis</b>
<b>Wrestling</b>	<b>Volleyball</b>	<b>Track &amp; Field</b>
		<b>Parking Permit Purchase</b>

### **Student Attendance Policy**

The Gordon County Board of Education considers regular school attendance to be essential for educational progress. Students age six (6) to sixteen (16) as of September 1 shall be in attendance in the Gordon County Schools in accordance with the requirements of the compulsory school attendance laws of Georgia for 180 full-length school days or its instructional equivalent each school year unless there is a legitimate, verifiable reason for their absence. Children younger than six years of age who have been enrolled 20 or more days are also subject to the compulsory attendance laws of the state. Furthermore, high school students whose academic schedule is set for the accrual of units may be subject to the loss of credit due to excessive absenteeism. The high school administration shall have in place published rules and procedures governing the enforcement of these academic sanctions resulting from excessive absenteeism. A record of attendance for each student enrolled in Gordon County Schools shall be kept in accordance with state regulations.

In keeping with the regulations set forth in State Board rule JB.3 legitimate reasons include:

1. When the student is personally ill to the extent that school attendance would endanger their health or the health of others;
2. When there is a serious illness or death in the student's immediate family (limited to the student's father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the residence of the student) which would reasonably necessitate absence from school (not to exceed three days);
3. When a special and recognized religious holiday is observed by the student's faith, upon written verification by their church leader to the principal of the local school prior to the religious holiday;
4. When the student is mandated by order of governmental agencies; i.e., pre-induction physical examination for service in the armed forces, court order, detention by law enforcement officials;
5. When the student is prevented from attendance as a result of conditions rendering school attendance impossible or hazardous due to health or safety concerns;
6. When a student registers to vote (not to exceed one day); OR



7. When a student is serving as a page in the Georgia General Assembly (to be considered as present by the school in which he/she is enrolled for the days missed from school for this purpose).
8. When a student is visiting with a parent who is in the military and is on leave from deployment or whose deployment is imminent (not to exceed five days).

Students in foster care shall be counted as present when they attend court proceedings related to their foster care.

Students participating in the Student Teen Elections Participant (STEP) program, as developed by the school system in collaboration with the elections superintendent, shall be counted as present.

All other absences shall be considered unexcused. Teachers will carefully document excused and unexcused absences. Tardies and early dismissal from school will result in absences. Any student missing one third or more of a class period will be counted absent for that class period.

Any student who has been absent from school shall present a satisfactory written excuse to the principal or a designee within three (3) school days of returning to school. After three (3) school days, absences not accounted for with a legitimate excuse will be on record as unexcused. At the discretion of the principal, assistant principal or attendance officer, a student who is absent for three or more consecutive days due to personal illness or serious illness in the immediate family may be required to present a physician's statement, a statement from the Gordon County Health Department or a statement from the School Social Worker of the Gordon County Schools in order for the absences to be excused. Written excuses from physicians or other healthcare providers shall document the date of the absence(s) and verify the medical necessity of the absence.

After seven (7) cumulative absences or five (5) unexcused absences, justification for absences shall be documented via a valid medical excuse bearing the date of the absence(s) and specifically stating that such absence was medically necessary. The school attendance officer, social worker, or designee has the authority to waive this requirement on a case-by-case basis. Each parent, guardian, and student shall be informed of this provision at the beginning of each school year or upon enrollment.

Students who have excused absences will be allowed to make up all work missed during such absence. It is each student's responsibility and obligation to obtain the assignments within 3 school days and complete the work as directed by each teacher. Completion of make-up work must not exceed a reasonable time from the date of the missed work. Students who have been suspended from school will be allowed to make up only nine weeks or semester final exams.

A student may be allowed to make up any work missed during an unexcused absence if the student appeals to the principal, assistant principal, or attendance officer and is determined that the absence in question is a justifiable unexcused absence which warrants such consideration.

**Tardies and Early Dismissals** Legitimate reasons for tardies and early dismissals are the same as those for absences. Since tardies and

early dismissals represent a loss of instructional time for students, five tardies and/or early dismissals shall be considered one absence for the purposes of invoking sanctions for non-attendance as provided for in this policy and related procedures.

A student who has no full day absence recorded during the school year may be considered for a perfect attendance awards if the student has 10 or fewer tardies or early dismissal during the same school year.

In order to be included in the daily count, students must be present at school for a portion of the school day equal to or greater than one-half of the school day as measured from the morning tardy time to the first dismissal time.

When there is cause necessitating an individual student to be dismissed from school for a portion of the school day, the student shall be released from school only to the parent(s), legal guardian, or to other persons properly identified and authorized by the parents by written notice unless such advanced notice is impossible due to an emergency situation. In such an emergency, the school shall use due diligence to verify authenticity of the request.

#### **Calhoun/Gordon County Attendance Protocol Committee Notice**

Now more than ever before, it is important for your child to be at school. Children who are frequently absent without an excuse not only miss important instruction, they, along with their parents, are subject to potentially serious consequences. State law strictly defines excessive absences and sets tighter standards on students who are approaching legal driving age as well as those under 18 who have a driver's license. Since unexcused absences are the issue, it is important to understand what an excused absence is. Acceptable excuses, as defined by the Georgia Department of Education, are listed below:

1. When the student is personally ill to the extent that school attendance would endanger the student's health or the health of others;
2. When there is a serious illness or death in the student's immediate family (limited to the student's father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the residence of the student) which would reasonably necessitate absence from school (not to exceed three days);
3. When a special and recognized religious holiday is observed by the student's faith, upon written verification by the religious leader submitted to the principal prior to the religious holiday;
4. When the student is mandated by order of governmental agencies; i.e., pre-induction physical examination for service in the armed forces, court order, detention by law enforcement officials;
5. When the student is prevented from attendance as a result of conditions rendering school attendance impossible or hazardous due to health or safety concerns;
6. When a student registers to vote (not to exceed one day); OR
7. When a student is at least 12 years of age and is serving as a page in the Georgia General Assembly (to be considered as present by the school in which he/she is enrolled for the days missed from school for this purpose).
8. When a student is visiting with a parent who is in the military and is on leave from deployment or whose deployment is imminent (not to exceed five days).

All other absences shall be considered unexcused. **A written note explaining the reason for the absence must be given to the school within three school days of the student's return to school, or the excuse is considered invalid.** Medical excuses may be required by the school consistent with the school's policy. School policy also states that tardies and early dismissals accumulate as absences. After five unexcused days in a school year, the law regards any unexcused absence as a violation of law.

Penalties for parents of children with unlawful absences may now include:

- Being fined no less than \$25 and no more than \$100 per unexcused absence after the fifth day
- Serving community service hours
- Serving jail time for the parent, guardian, or person having control of the school-aged child not to exceed 30 days per unexcused absence beyond the fifth day
- In extreme cases, being brought to court for neglect which could result in loss of custody

Possible consequences for students:

- Being placed on probation;
- Losing driving privileges for a year after having 10 or more unexcused days in any semester (applies to students through their 18th birthday); and/or
- Most importantly, falling behind in school work.

The Attendance Protocol Committee hopes that raising public awareness of the importance of school attendance will result in fewer unexcused days and, ultimately, in higher student achievement. Please contact the school if you need assistance with attendance related issues.

## **CAREER, TECHNICAL, AND AGRICULTURE EDUCATION**

### **Move on When Ready (MOWR)**

#### ***1. What is Move on When Ready (MOWR)?***

- MOWR is Georgia's new dual enrollment program that allows high school students (9th– 12th grade) to earn college credit while working on their high school diploma.
- MOWR replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program.
- The new MOWR program now covers tuition, mandatory fees and required textbooks.

#### ***2. Why was the new MOWR program created?***

- The new MOWR program is easier for students, parents and schools to understand– it is streamlined with one funding source and one set of eligibility requirements and regulations.
- In addition, MOWR aims to expand dual enrollment opportunities by increasing the number of courses students can take for college credit and removing financial barriers to student participation.
- The goal of MOWR is to increase college access and completion, and prepare students to enter the workforce with the skills they need to succeed.

#### ***3. Who is eligible to participate in Move On When Ready?***

- All high school students (9th – 12th grade) attending a public or private high school in Georgia or home study program operated in accordance with O.C.G.A. 20-2-690(c) can participate in Move On When Ready.
- Students should begin receiving program information and materials in 8th grade in preparation for high school. Public high schools are required to provide MOWR program information and materials to each 8th grade student when the student is developing his or her individual graduation plan.

#### ***4. What do students have to do to participate in MOWR?***

- To participate in Move On When Ready, students sign an advisement form with their high school or home study program, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress. Interested students should see their high school counselor and visit [GACollege411.org](http://GACollege411.org) for program information and the application.

### **Public School Choice Options/ Special Needs Scholarship**

A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option, then the parent is responsible for transportation to and from the school.

The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student's existing individualized education program. However, the school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent is responsible for transportation to and from a school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend on whether that setting is appropriate for the student's needs. If the parent chooses this option, then the parent is responsible for transportation to and from the state school. Please contact the Director of Exceptional Student Services for more information about transferring to a State School.

### **Private School Choice Option**

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. The scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. If a parent chooses this option, then the parent is responsible for transportation to and from the private school. For more information on the Georgia Special Needs Scholarship and the parent application process; please visit the Georgia Department of Education's GSNG web page. <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

**The following students are ineligible for the GSNS program:**

- Pre-school students
- Home school students
- Students privately placed in residential treatment facilities
- Students attending DJJ
- Students in EIP
- Student with 504 plan

**The BRIDGE Act (HB 400)**

The BRIDGE (Building Resourceful Individuals to Develop Georgia’s Economy) Act, House Bill 400, was signed into law May 2010 to create an atmosphere motivating middle and high school students to learn because they see the relevance of education to their dreams and future plans. The implementation of the BRIDGE Act provides middle and high school students with career counseling and regularly-scheduled advisement to choose a focused plan of study.

*What Are the Critical Parts of the BRIDGE Act?*

The most critical parts of the BRIDGE Act mandates all students in middle and high school receive counseling and regularly-scheduled advisement. The second mandate is that students choose a career area, create an Individual Graduation Plan, and graduate high school prepared to go on to college or enter the workforce. The third mandate requires regularly-scheduled advisement for all middle and high school students. The new rigorous performance standards and graduation requirements found in Georgia secondary schools better prepare our students and ensure they are prepared to move on successfully from one phase of their educational life to the next, and eventually to become a productive citizen of Georgia’s workforce. The BRIDGE Act when coupled with Georgia’s economic and workforce development model creates qualified workers to attract strong, stable companies and industries.

*What Are the Requirements of the BRIDGE Act?*

Beginning in the 2010-2011 academic year, local school systems must provide to sixth, seventh, and eighth grade students the following:

- Counseling
- Regularly-scheduled advisement
- Career awareness
- Career interest inventories
- Information to assist students in evaluating their academic skills and career interests.

Beginning in the 2010-2011 academic year, local school systems must provide the following to high school students:

- Career counseling
- Career guidance
- Regularly-scheduled career advisement
- Information to enable students to successfully complete their individual graduation plans, preparing them for a seamless transition to postsecondary study, further training, or employment.

*What is the Individual Graduation Plan?*

Another part of the BRIDGE Act is the requirement that all 8<sup>th</sup> grade students during their spring semester create an Individual Graduation Plan (IGP). This graduation plan helps “map out” the rigorous academic core subjects and focused work in mathematics, science, or humanities, fine arts, world languages or sequenced career pathway coursework. The IGP is based on the student’s selected academic and career area to prepare them for their chosen

career. This plan must be developed in consultation with parents/guardians, students, school counselor or teacher as advisor. Additional parts of the IGP can include career-oriented and work-based learning experiences, and postsecondary studies through Georgia’s multiple College Credit Now programs.

*Can Students Change Their Individual Graduation Plan?*

Students are allowed changes to their IGP, but need to keep it sufficiently structured to meet graduation requirements and qualify the student for admission to postsecondary education. It is advisable that any changes to the plan be based on career data gathered from career interest inventories. These changes can be made during the high school ongoing review of the Individual Graduation Plan. During the IGP review, courses completed, schedules, career pathway, postsecondary plans, and related topics can be reviewed and revised, if appropriate, upon approval by the student and the student’s parent or guardian with guidance from the student’s school counselor or teacher-advisor.

**NOTIFICATION OF ONLINE COURSE OPTIONS**

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online providers in the State of Georgia. Below is information about key components of each piece of legislation and how to find online learning opportunities for your student.

**Senate Bill 289**

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is not offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular 6 periods, then the school will pay for the course. If an online course is chosen in addition to the regular 6 periods, the parent will pay for the course.

**House Bill 175**

This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online providers, and guidelines for what constitutes high quality online courses.

**Accessing Georgia’s Online Clearinghouse**

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: [http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx).

- Step One: Type in the course you need (for example 9<sup>th</sup> grade Literature)
- Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program providers’ names have been linked for users to access their site for registration information.
- Step Three: Utilize the provider’s site to register the student in the selected online course.

**School Nutrition**  
**Meal Pricing 2016-2017**

	Breakfast	Lunch
Elementary	\$1.00	\$1.95
Middle/High	\$1.00	\$2.20
Reduced Price	\$0.30	\$0.40
Staff/Adult	\$2.00	\$3.20

Student and adult meals may be paid for using cash, check, money order, or MyPaymentsPlus. Meals may be paid for daily, weekly, monthly, or yearly. We encourage students and adults to prepay. If a student arrives at school without money for lunch and has reached the charge limit, he/she will be provided an alternate meal, such as a cheese sandwich and milk. You may apply for free and reduced price meals at any time during the school year.

**MyPaymentsPlus**

For your convenience our School Nutrition department offers MyPaymentsPlus, an innovative online service that allows you to prepay for your student’s meals and monitor his/her account.

Visit <https://www.mypaymentsplus.com> to create a secured account for each of your students using their student ID number. This tool allows you to check account balances, receive low-balance email notifications, and monitor what food choices your student purchases at school. Parents will

also have the option to make a prepayment to their child’s meal account using a credit card, eliminating worry about lost or forgotten money forever. Additionally, a toll-free number has been created for our district (877)237-0946 that allows you to check account balances or make a deposit via phone. To create a new account, follow the onscreen directions at <https://www.mypaymentsplus.com> and register your student using their Student ID number. We encourage you to visit <https://www.mypaymentsplus.com> or call (877)237-0946today!

**Charges**

Children need healthy meals to learn. Gordon County School Nutrition offers healthy meals every school day. Currently, we have a limited charge policy at the middle schools and a no-charging policy at the high schools. Charge letters will be sent home with students to notify parents of charges at the first negative balance. Charges are not allowed for extras, a la carte items, or adult meals. If a student arrives at school without money for lunch and has reached the charge limit, he/she will be provided an alternate meal, such as a cheese sandwich and milk.

Free and reduced meal applications will be available at the beginning of school. You are encouraged to complete an application if you think your children may qualify. Only one application per household should be completed, listing all school age children on the form. You may apply for free or reduced priced meals at any time during the school year.

**Gordon County Schools’ Directory**

School	Principal	Phone Number	Fax Number
Belwood Elementary	Mr. Chad Moore	706-629-9547	706-879-5213
Fairmount Elementary	Mrs. Kimm Smith	706-879-5380	706-337-4481
Red Bud Elementary	Mrs. Debra Brock	706-625-2111	706-625-2730
Sonoraville Elementary	Ms. Eppie Snider	706-879-5302	706-879-5303
Tolbert Elementary	Mrs. Sket Angland	706-629-4404	706-629-6720
W.L. Swain Elementary	Dr. Elizabeth Anderson	706-629-0141	706-879-5291
Ashworth Middle	Mr. Scott McClanahan	706-625-9545	706-879-5073
Red Bud Middle	Mrs. Jennifer Hayes	706-879-5261	706-879-5270
College and Career Academy	Dr. Amy Parker	706-879-5370	706-879-5371
Gordon Central HS	Mr. Doug Clark	706-629-7391	706-879-5399
Sonoraville HS	Mr. Bruce Potts	706-602-0320	706-879-5165



**GORDON COUNTY SCHOOL SYSTEM SCHOOL CALENDAR 2016-2017**

July 28-29	Thurs/Friday	New Employee Orientation
August 1-3	Mon-Wed	Pre-Planning
<b>August 4</b>	<b>Thursday</b>	<b>Registration/First Day of School</b>
September 5	Monday	Labor Day (Holiday-Students/All Staff)
September 16	Friday	End of Grading Period (HS)
September 30	Friday	End of Grading Period (ES/MS)
October 3-7	Monday-Friday	Fall Break
November 4	Friday	End of Grading Period (HS)
November 21-25	Monday-Friday	Thanksgiving Break
December 16	Friday	Last day of 1 <sup>st</sup> Semester
<b>December 19-Jan. 4</b>	<b>Monday-Wed</b>	<b>Christmas Break</b>
January 4	Wednesday	Teacher Professional Learning (Student Holiday)
<b>January 5</b>	<b>Thursday</b>	<b>First Day of Second Semester</b>
January 16	Monday	M.L. King Holiday (Students/All Staff)
February 17	Friday	End of Grading Period (HS)
February 20-21	Monday-Tuesday	Winter Break\School Closed
March 9	Thursday	End of Grading Period (ES/MS)
March 10 & 13	Friday/Monday	Professional Learning (Staff)/Inclement Weather (Students)
March 31	Friday	End of Grading Period (HS)
April 3-7	Monday-Friday	Spring Break
<b>May 26</b>	<b>Friday</b>	<b>Last day of 2<sup>nd</sup> Semester</b>
May 29	Monday	Memorial Day (Holiday-All Staff)
May 30-31	Tuesday-Wed	Post-Planning
June 1 & 2*	Thursday-Friday	Inclement Weather Days---Staff

\*May be used as inclement weather make up days

**Elementary School: 7:30 am to 2:30 pm**

**Middle and High School: 8:30 am to 3:30 pm**