

Carrollton Junior High School
Student Handbook
2019-2020



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CARROLLTON CITY SCHOOLS

SCHOOL BOARD MEMBERS

| | |
|-----------------------------|------------------|
| Dr. James C. Pope, Chairman | Melanie McLendon |
| Greg Dothard | Dr. Jason Mount |
| David Godwin | Katie Williams |

SUPERINTENDENT

Dr. Mark Albertus

SCHOOL ADMINISTRATORS

Travis Thomaston, Principal
Samantha Green, Assistant Principal
Katie Holley, Assistant Principal
Alan Alford, Assistant Principal

ACCREDITED BY

AdvancED (www.advanc-ed.org)

CARROLLTON JUNIOR HIGH SCHOOL FACULTY 2019-2020

Language Arts

John Megathlin**
Calvin Anglin
Camille Sanders
Mary Wilson
Amber Keim
Marissa Mount

Math

LaShenda Nash**
Denise Botkin
Jennifer New
Robin O'Neal
Timothy Brodeur
Wendy Cole
Alison Silva

Science

Beth Baines
Chrissy Loveless
Dody Sorrells
Drew Ebensberger
Juan Redwine
Ashley Soulsby**

Social Studies

Keri Driver**
Scott Edwards
Charity Hanner
Kim Hungerford
Clayton Kelley
Holly Lane

Electives

Seth Caldwell
Vanessa Cataldo
Ciara Hart
Regina Hytower
Maria Menendez
Karissa Miller
Ali Parker
Lisa Phillips
Kim Robinson**
Dwate Strickland
Ellie Turner
Kim Ussery

Special Education

Savannah Blackman
Amy Chapman**
Lorrie Gillespie
Crystal Jackson
Tina McAllister
Lisa Megathlin**
Ambrae Phillips
Fred Ricks

Paraprofessionals

LaPraya Curry
Mindy Entrekin
Michelle Hutcheson
Lynn Ingram
Michelle Mann
Loretta Reid
Dwayne Crowder

Counselors

Callie Hulsey
Jason Sidel

Administrative

Assistants

Meco Brewer
Shawn Hagan
Wanda Todd

Media

Specialist

Cathy Lawrence

****Department Chair**

CARROLLTON CITY SCHOOLS

VISION STATEMENT

The Carrollton City Schools and community nurture and empower individuals to be lifelong learners who take personal responsibility for improving our world.

MISSION STATEMENT

The Carrollton City Schools will meet or exceed the expectations of the people we serve by providing:

- A safe, healthy environment for students, teachers, and staff
- The highest quality instructional resources and tools
- The best prepared teachers, administrators, and staff
- A challenging curriculum and learning opportunities
- A plan of continuous improvement
- A plan for developing and supporting school and community partnerships

GUIDING PRINCIPLES

- Focus on success for all students and eradicate the reasons some children fail
- Promote a climate of high expectations, respect, and dignity
- Provide a curriculum that will have relevance to the life of students
- Provide an environment that emphasizes democratic classroom processes in which students learn independently and through group work while learning to value diversity
- Recruit, employ, and nurture dedicated, well-qualified, and highly professional employees who adhere to professionally recognized standards and board policies
- Support system and school improvement plans and contribute to their implementation
- Promote continuous improvement through cooperation between and among students, parents, educators, and the larger community

CJHS CALENDAR 2019-2020

| First Semester | |
|-------------------------|---|
| July 26- August 1 | Pre-Planning |
| July 3 | Open House 5:00-7:00 p.m. |
| August 2 | First Day of School for Students |
| September 2 | Labor Day - Holiday |
| September 4 | Progress Reports |
| October 2 - 3 | Benchmarks |
| October 4 | End of 1st Nine Week |
| October 7 - 11 | Fall Break |
| October 15 - November 1 | Parent Conferences |
| October 15 | Report Cards |
| November 1 | Professional Development Day-No school for students |
| November 13 | Progress Reports |
| November 25 - 29 | Thanksgiving Break |
| December 17 - 18 | Benchmarks |
| December 20 | Last Day of 1st Semester- CJHS Early Release at 12:45 |
| December 23 - January 3 | Christmas Break |
| Second Semester | |
| January 2 - 3 | Professional Development Day-No school for students |
| January 6 | First Day of Second Semester |
| January 10 | Reports Cards |
| January 20 | Martin Luther King Holiday |
| February 5 | Progress Reports |
| February 17- 21 | Winter Break |
| March 10 - 11 | Benchmarks |
| March 13 | End of the 3rd Nine Weeks |
| March 16 - April 3 | Parent Conferences |
| April 6-10 | Spring Break |
| April 20 | Progress Reports |
| April 21- May 1 | Georgia Milestones Assessment |
| May 4 - 8 | End of Course Assessment, Algebra I and World History |
| May 4 | Awards Program |
| May 22 | Last Day of School-CJHS Early Release at 12:45 |
| May 26 - 27 | Post-Planning |

NON-DISCRIMINATION POLICY STATEMENT

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Inquiries concerning the policies and practices of Carrollton City Schools may be addressed to Mary Raburn, Director of Student Services, 288 Tom Reeve Drive, Carrollton GA 30117.

The following procedures shall be utilized by employees and students in filing complaints against the school district:

1. The employee or student shall submit a written statement to the Director of Student Services describing the practice or action believed to be prohibited by the provisions of Title VI, Title IX, or Section 504.
2. Upon receipt of a written complaint, the Student Services Director shall investigate the allegations to determine if the district is in noncompliance with federal law.
3. When violations are found to exist, the Student Services Director shall confer with the appropriate school personnel to determine a course of action to correct the situation. Such action shall then be submitted to the superintendent.
4. When a violation is evident and a change is made, the superintendent shall supervise the administration of the new procedure. If a complaint is filed against the superintendent, the complaint shall be presented to the Board of Education and will be processed by a special hearing officer appointed by the Chairman of the Board.
5. The Director of Student Services shall communicate the district's response to the employee or student who initiated the complaint.
6. Should the coordinator fail to agree with the complainant or should the district fail to take the necessary action after a violation has been found to exist, the employee or student may appeal to the Office for Civil Rights.

COPYRIGHT LAW

The Carrollton Board of Education abides by the Copyright Law of the United States (Title 17, United States Code) and prohibits copying or use of copyrighted material not specifically permitted or exempted by the copyright law by employees of this system. The Board places the liability for willful infringement upon the person making or requesting a copy or using the material and designates media specialists and the system media contact person as disseminators of copyright information for each school and the system respectively. These designees shall be responsible for seeking necessary copyright clearances, maintaining appropriate copyright records and placing warning notices on or near all equipment capable of making or modifying copies. The Board identifies Copyright: A Guide to Information and Resources and updates from Media Memo as procedural guides for Carrollton City employees in complying with the federal law.

ACADEMICS

COURSES REQUIRED

All students will take language arts, math, science and social studies during their 7th and 8th grade years. These courses consist of four 9-week grading periods.

ELECTIVES

Students have a wide variety of electives from which to choose. Students can take up to four electives per year--two per semester. Some electives are year long courses.

CURRICULUM

The course of study at Carrollton Junior High School reflects the middle grades criteria approved by the State Board of Education. Instruction is based on the Georgia Standards of Excellence (GSE). For a complete listing of the GSE and additional resources, please go to www.georgiastandards.org.

HIGH SCHOOL COURSES

Carrollton Junior High School offers four high school courses to 8th graders. The courses are Algebra I, Physical Science, Spanish I, and World History. Students must meet each courses prerequisite for admission. Students who take these courses receive high school credit.

GRADING SYSTEM

The report card shows the progress, effort, work habits, and conduct of the student. The grading scale in the Carrollton City Schools is as follows:

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

Semester grades are the basis for promotion and eligibility for extracurricular activities. To be promoted, a student must have at least nine (9) first and second semester grades that are passing.

REPORT CARDS

Student report cards are sent out at the end of each nine weeks. The parent or guardian is asked to sign and return the report card form to indicate that he/she has seen it. Parents may keep the report cards each nine weeks.

HONORS PROGRAM

The criteria for admittance to the Honors Program in each subject area may be based on standardized test scores, placement tests, teacher recommendations, benchmark assessments, and the grade point average of students in each academic area. Academic teams are responsible for selection to honors classes based on the selection criteria.

GRADE REQUIREMENT FOR ATHLETIC PARTICIPATION AND OTHER COMPETITIVE EXTRACURRICULAR ACTIVITIES

At the end of the semester prior to participation, students must pass four (4) out of five subjects, with electives being averaged as one grade.

PARENT CONFERENCES

We encourage conferences (whether by phone or in person) to occur whenever they are needed. Students are strongly encouraged to attend the conferences. Guiding and supporting our young people during these critical years of their lives is a responsibility we share as parents and teachers. Conferences with your child's teacher(s) may be arranged by sending a written request

to the teacher or by asking the teacher to call you to arrange a time. Conferences must be arranged before or after school or during the teacher's planning time.

ENGLISH LANGUAGE LEARNER (ELL) SERVICES

CJHS Students who are limited in English proficiency and who meet the ESOL qualifications are provided with daily language assistance instruction to support the development of English language skills. A teacher, trained and certified in English to Speakers of Other Languages, works with the students to assist in meeting their language proficiency goals. Students are given entrance and exit exams to determine language strengths, weaknesses, and instructional needs.

FIELD TRIPS

Students may be taken on educational field trips by their teacher or principal provided the trip has prior approval of the principal and parental consent for each student attending. Out-of-town field trips require the approval of the superintendent. All school rules apply when on field trips.

****Behavior may jeopardize a student's opportunity to participate in field trips. Any student receiving ISS or OSS may be administratively revoked for participation in the event.**

AWARDS AND RECOGNITION CRITERIA

Awards Program - Each year in May, the administration and faculty of Carrollton Junior High School recognize and honor outstanding students who have excelled in a variety of areas during the current school year, first through third nine weeks, with the exception of the Scholarship Cup award. The students earn these awards as a result of their talents, hard work, hours of study, practice, participation, and service as well as their ongoing efforts to achieve. This is their evening, and the stars shine brightly for them on this very special night.

Awards are presented in a large variety of categories and range from certificates to engraved plaques. The program culminates with the announcement of the winner of the Scholarship Cup - Carrollton Junior High School's most prestigious award - which is presented to the eighth grade student who has maintained the highest cumulative academic average during grades seven and eight. *Due to the need to honor students prior to the year's end, the winner of the Scholarship Cup will be the student who has the highest average in the eighth grade class based upon his or her seventh grade year (1st-4th nine weeks), and eighth grade year through the first, second, and third nine weeks.*

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

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

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

- is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the Assistant Superintendent Anna Clifton, at 770-832-9633 or by email at anna.clifton@carrolltoncityschools.net.

ATTENDANCE PROTOCOL

Attendance has a direct impact on your child's success at Carrollton Junior High School. Please ensure that your students attend every day and arrive on time.

- Attendance will be taken during each class period. If a student is absent six class periods, it is equal to one day of absence. For example, if a student checks out 6th block every Friday for six weeks, that would be one full absence. This will impact perfect attendance.
- Students will earn a perfect attendance certificate if they do not accumulate one full absence. An absence is defined by missing 6 class periods in one day or over a period of time.
- Students who have been absent for any reason must, upon returning to school, bring with them a note from a parent or guardian explaining the reason for the absence. The student should present this note to his/her homeroom teacher. Students will have a reasonable length of time to make up work that was missed due to an absence. Before and after school hours may be used for this purpose. It is the student's responsibility to come to the teacher and arrange details necessary for makeup work. Parents are urged—when at all possible—to make dental, medical, and other appointments for their children after school hours, on Saturdays, teacher workdays, or holidays.
- Students on field trips or school related or school approved activities are to be counted present and allowed to make up all class work without reduction in grade.
- An excused absence becomes unexcused when the student fails to bring an excuse from the parent within three (3) days of return to school.
- Parents are requested to call the school to report their son's/daughter's absence. The office will make an effort each day to contact parent(s) of those students who are absent.
- See definitions of both excused and unexcused absences.

*** Parent notes may be used to excuse up to five absences for their children. Beyond the fifth absence, students will be required to have medical or judicial documentation to excuse the absence.**

CHECKING OUT

All students needing to check out of school are encouraged to bring a note from home. Parents are required to pick up their children from the main office. Without a written note and a phone contact, students will not be allowed to leave school with anyone other than a parent or others listed on check-out list. It is requested that there be no check outs after 3:00 p.m. unless there is an emergency or medical appointment.

LEAVING SCHOOL

During school hours, students are the responsibility of school personnel. Parents expect the school to take proper care of their children and to protect them with proper supervision. So that this may be done, no student is to leave school without permission from the principal or his designee. Parents are requested not to take their children away from school without notifying the front office. Leaving school without permission is a serious offense. Any student guilty of this action is subject to disciplinary consequences. A student may leave school only with his or her parent or person designated by the parent or guardian.

Student Attendance Protocol Carroll County and Carrollton City Schools

Purpose

This student attendance protocol is written as a cooperative effort in coordination with appropriate Carroll County and Carrollton City agencies for the purpose of commitment to improving student attendance through utilization of targeted strategies and interventions for reduction of unexcused absences and truancy (O.C.G.A. §20-2-690.2).

Student Attendance Protocol Committee

Representatives from the following agencies comprise the membership of the Student Attendance Protocol Committee and participated in preparing this Student Attendance Protocol:

- Carroll County Superior Court
- Carroll County Juvenile Court
- Carroll County Solicitor of State Court
- Carroll County Office of the District Attorney
- Georgia Department of Juvenile Justice
- Carroll County Board of Education
- Carrollton City Board of Education
- Carroll County Sheriff's Office
- Carroll County Department of Family and Children Services
- Carroll County Health Department
- Carroll County Family Connection Authority
- Carroll County Youth Connection
- Carroll County Mental Health
- City Chiefs of Police: Bowdon, Carrollton, Mt. Zion, Temple, Whitesburg, Villa Rica

Operational Authority

The Student Attendance Protocol Committee is operational under authority of the chief superior court judge as defined in O.C.G.A. § 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education (GADOE), the committee will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance and effectiveness, and to modify the protocol as appropriate.

Tardies and Early Checkouts

Definition of Terms

Tardy to school: Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to class: A student is "tardy to class" when he/she arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of instructional time.

Excused tardy – A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy.

Unexcused tardy – Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Early checkout- Leaving school prior to the end of instructional time and/or the end of the official school day.

- Excused: Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts.
- Unexcused: Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkouts may result in an SST referral as deemed necessary by the Principal.

Official School Start/End Time: The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent public location.

Response to Intervention (RTI): A multi-tiered, incremental structure for targeted provision of services and interventions based on a student's progress as measured by data analysis, teacher observation, or other appropriate monitoring.

Student Support Team (SST): An interdisciplinary group that uses a systematic process to address learning, behavior, and/or attendance problems of K-12 students in a school.

Attendance Team Committee (ATM): An interdisciplinary group that uses a systematic process to specifically address attendance problems of K-12 students in a school.

Unexcused Tardies and Early Checkouts

Students accumulating three (3) days of unexcused tardies will receive a referral to the Principal or Principal's designee for violation of Board Policy JCDA: Student Code of Conduct.

At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal's designee for disciplinary or other appropriate action. Students leaving early or arriving late to class may be counted absent from class or classes missed if they are not present for the entire instructional period.

Consequences and Penalties for Unexcused Tardies/Early Checkouts

The Principal or Principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts.

Definition of Terms

Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Exception for Suspension

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness: The school will allow a maximum of five absences per year to be excused on the authority of written parent notes. The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five per year. Additional absences will be excused only with an original medical excuse signed by a healthcare professional.
- Circumstances where attendance in school endangers a student's health or the health of others.
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as a Page for the Georgia General Assembly.
- When a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences up to a maximum of five school days per school year for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such

parent's or legal guardian's leave.

All other absences are considered unexcused.

Grades and Absences

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

1. Absences are justified and validated for excusable reasons
2. Make up work for excused absences was completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.

Absence Reduction Plan

The Board of Education adopts the following policies and/or procedures to reduce unexcused absences:

Parental Notification/Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary in the student handbook of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.
- Students age ten or older by September 1 must sign a statement indicating receipt of the written statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include, but are not limited to the following:

Third Unexcused Absence in the School Calendar Year: Contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or the Principal's designee. The Principal or Principal's designee may refer the student for RTI, SST, or other appropriate support.

Five Unexcused Absences in the School Calendar Year:

- Schools will document and notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences, including but not limited to RTI, SST referral, or other appropriate action.

Notification

Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance. Students accumulating (5) days of unexcused absences in the school calendar year will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct.

Eight Unexcused Absences: Upon a student's accumulation of eight (8) unexcused absences in the school calendar year, a referral will be made to the school's Attendance Team Committee to set up an attendance meeting at the local school.

The school social worker will assist the Attendance Team Committee. At the attendance meeting school staff will work together with the parent and student to development interventions and strategies for improvement of the student's school attendance. At this time a referral to outside support agency may be considered. Also discussed will be a referral to CHINS truancy committee at ten (10) unexcused days.

Prior to filing complaints and petitions the school must first show the district sought to resolve the problem through available educational approaches, and the school made efforts to engage the parent without success. When a student is eligible or suspected to be eligible under IDEA or 504 the school must also show that the IEP has been reviewed and modified as necessary.

Ten Unexcused Absences: Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Carroll County Children in Need of Services (CHINS) committee. The committee will determine possible services and/or sanctions, which will be upheld through a diversion contract or protective order. The school social worker will serve to coordinate efforts between the school and CHINS committee in monitoring attendance.

Violation of CHINS Truancy Contract or refusal to participate in the CHINS truancy diversion program may result in immediate referral to Juvenile Court.

Student Withdrawals

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more than 10 consecutive days of unexcused absences
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school

system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available pursuant to O.C.G.A. § 20-2-690.1(e).

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Monitoring

The Principal will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to Attendance Team Committee for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.

Student Attendance Protocol Committee May 2019

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Carrollton Junior High School utilizes a Positive Behavior Interventions and Supports (PBIS) system. The purpose of PBIS is to become proactive in teaching and supporting students to assist them with making positive behavior and citizenship choices in the learning environment. While reactive consequences are sometimes appropriate to address individual behaviors, providing a structured system can help in the prevention and reduction of behaviors that can be an impediment to the learning environment. Our PBIS program utilizes the following:

- Specifically teach all students, in every classroom, how GOLD standard behavior will look in each area of the school, such as the classroom, hallway, cafeteria, restroom, and during dismissal.
- Display reminders of Gold Standard behavior throughout our school.
- PBIS Rewards: A points-based economy allowing students to earn points for exhibiting GOLD Standard behavior. Students can redeem points for incentives.
- PBIS Team: Our PBIS committee will review disciplinary data monthly and strategically provide appropriate interventions for individual students.

BEHAVIOR EXPECTATIONS, CONDUCT, AND DISCIPLINE

The expectation is that 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 actions. The rights of all individuals to learn, be safe, and have the security of their possessions will be protected at all times, as well as the authority of all faculty and staff members. A disregard or failure to respect these rights will result in minor disciplinary action. Habitual disregard for rules and regulations will result in major disciplinary action.

Carrollton Junior High School's behavior policy is designed to notify students and parents of information regarding behaviors that are unacceptable for the school environment. We hope to

partner with parents in working with our students. While many of the behaviors are covered in this section, every specific violation may not be found here. Carrollton Junior High School administrators and school system officials reserve the right to determine appropriate consequences for disciplinary offenses. **Please remember that consequences may change as circumstances arise during the school year. It should be noted that school rules apply to all school sponsored events, such as field trips and extracurricular activities, on or off campus.**

DAILY ROUTINES AND DISCIPLINE

| 7th Grade Bell Schedule | | 8th Grade Bell Schedule | |
|------------------------------|-----------------------|----------------------------|-----------------------|
| 8:20 - 9:24 | 1 st Block | 8:20-9:24 | 1 st Block |
| 9:28 - 10:32 | 2 nd Block | 9:28-10:32 | 2 nd Block |
| 10:36 - 11:40 | 3 rd Block | 10:36-12:05 includes lunch | 3 rd Block |
| 11:44 - 1: 13 includes lunch | 4 th Block | 12:09-1:13 | 4 th Block |
| 1:17 - 2:21 | 5 th Block | 1:17-2:21 | 5 th Block |
| 2:25 - 3:30 | 6 th Block | 2:25-3:30 | 6 th Block |

Morning Arrival Procedures:

- Students arriving to campus before 7:50 am must report to the gym.
- Students will sit with their grade level peers in the gym.
- At 7:50 am, students will be dismissed from the gym to their respective hallways. Students wanting to eat breakfast will go to the cafeteria for a grab and go and head to their 1st period classroom.

Dismissal Procedures:

- Each parent/guardian will be asked to verify the normal method of transportation for their student. The front office should be notified if a change in this method is needed.
- Bus riders will be dismissed upon arrival of the buses by announcement
- Students will exit in an orderly fashion, walking on the right side of the hallway.
- Car riders will be dismissed at 3:30 and will report to the front of the building.
- Any students participating in extracurricular activities will be dismissed with car riders
- Electronic devices/Cell phone rules apply until students exit the building.

*****CJHS cannot guarantee supervision for students who remain on campus after 4:00 p.m., unless he/she is participating in a structured club, remediation activity, or extracurricular activity.**

DRESS CODE

A detailed description of the dress code may be found with the CJHS Code of Conduct. Teachers will inspect students for dress code compliance. Students determined to be in violation of the dress code will be given the opportunity to correct the violation immediately. The correction must be a solution that lasts throughout the day. If students are unable or unwilling to correct the

problem, they will be issued a dress code pass and sent to the appropriate administrator for consequences and/or correction. Chronic dress code violations will result in the student receiving a level I citation or referral. Refusal to comply with the dress code will result in a student receiving a level II referral for which the student will receive ISS or OSS.

ELECTRONIC DEVICES/CELL PHONES

Carrollton Jr. High School has adopted a Bring Your Own Device (BYOD) policy; therefore students must follow this policy during school hours. A copy of the BYOD Acceptable Use Protocol is available at www.carrolltoncityschools.net. Use of devices is at the discretion of the classroom teacher.

Cell phones are a huge disruption to instruction in school. In order to teach our students to be responsible users of their cell phones, they must comply with our school policy. If phones are not being used for instruction, they must be off and out of sight. If a student is using a phone/device at inappropriate times or in a manner which is not permitted by the teacher, it will be taken up and taken to Mr. Alford's office.

1st Offense - Phone is taken up and student/parent must pay a \$5 fine.

2nd Offense - Phone is taken up and student/parent must pay a \$10 fine.

3rd Offense - Phone is taken up and student/parent must pay a \$15 fine.

4th Offense - Phone is taken up and student/parent must pay a \$20 fine.

5th Offense - Student is restricted from bringing phone to school.

All subsequent offenses will result in a \$20 fine each time.

CJHS Progressive Citation Policy

The following specific behaviors can result in students receiving a Level I citation. Level I Behaviors:

- Unprepared. Repeatedly comes to class w/out materials (teacher determines material and amount of times)
- Tardy to class
- Minor dress code violation
- Talking/ off task
- Dishonesty
- Failure to follow directions
- Running, pushing, shoving
- Horseplay
- Disrespectful/Unkind to other students
- No pass
- Indirect profane language (verbal or written)
- Uncooperative behavior (nonverbal)

Teachers may add reasonable specific behaviors to this list for their individual classrooms. If students fail to follow those additional rules, teachers can cite "failure to follow directions".

Level I Consequences:

- 1st citation: written warning and parent contact
- 2nd citation: parent contact/silent lunch
- 3rd citation: detention/parent conference
- **4th citation: office referral**

*** After a fourth citation, the student will be referred to the appropriate administrator. An office referral will occur for each additional even numbered citation (i.e. 6th citation, 8th citation, 10th citation, etc).**

Level II Behaviors:

- Chronic Level I behavior
- Defiance of authority
- Disrespect for authority (verbal disrespect)
- Chronic dress code violations
- Inappropriate computer use
- Inappropriate display of affection
- Direct profane language (verbal or written)
- Racial, ethnic, or sexual orientation slurs
- Skipping class
- Stealing
- Being in an unauthorized area (restroom, hallway, off-team, bus landing, etc.) without pass.
- Physical aggression towards students
- Bus misbehavior
- Cheating (major assignments)
- Misbehavior/ disrespect for substitute (documented on notes from the substitute)
- Rule 3 Damage or Destruction of Private Property (minor occurrence)
- Rule 15 (1st Offense and /or minor infraction)

Level II Consequences:

- After-school Detention/ work detailing
- ISS- In School Suspension- assigned by an administrator after a discipline referral is written
- OSS-Out of School Suspension-assigned by an administrator after a discipline referral is written

Level III Behaviors:

Rule 1: Disruption and Interference With School

- A- Fighting
- B- Gang-related activities
- C- Sexual harassment

- E- Chronic or severe classroom interference and school disturbances.
- F- Activating any fire alarms under false pretenses or operating fire equipment

Rule 3: Damage or Destruction Of Private Property (major infractions)

Rule 4: Assault or Battery On A School Employee

Rule 5: Physical Abuse, Assault, Or Battery By A Student To Another Student Or To Any Person Not Employed By The School

Rule 6: Weapons and Dangerous Instruments

Rule 7: Alcohol and Drugs

Rule 14: Conduct Which Is Subversive To Good Order

Rule 16: Bullying (multiple offenses and/or serious infractions)

Level III Consequences:

- Long-term ISS
- OSS
- Referral to disciplinary hearing to determine further punishment
- Reports could be filed with law enforcement

Automatic Discipline Referral

Some behaviors, such as any that directly impact the safety of students, teachers, and visitors in the building, or cause a substantial interruption to the normal operation of the educational environment, will be subject to an automatic discipline referral.

Carrollton City Schools Discipline Policy

| OFFENSE | ADMINISTRATIVE ACTION |
|--|---|
| <p>RULE 1 - Disruption And Interference With School</p> <p>A. Hitting, kicking, or verbally accosting another student. Any verbal or physical altercation that disrupts the learning opportunities of others is strictly prohibited.</p> <p>B. Gang-Related Activities: This includes but is not limited to the wearing of gang paraphernalia, gang recruitment, gang signs, symbols, graffiti, or other conduct associated with youth gangs.</p> <p>C. Sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when such conduct has the effect of interfering with an individual’s educational performance or creating an</p> | <p>A. May range from ISS to OSS. Serious cases may involve contacting police, up to 10 days suspension from school, and disciplinary hearing to determine further punishment.</p> <p>B. May range from detention to a referral to a d disciplinary hearing.</p> <p>C. Penalty ranges from detention to referral to local law enforcement agencies for prosecution</p> |

| | |
|---|---|
| <p>intimidating, hostile, or offensive environment. This behavior will not be tolerated</p> <p>D. Sexual Misconduct: Consensual acts of a sexual nature. This behavior will not be tolerated.</p> <p>E. Classroom interference and school disturbances.</p> <ol style="list-style-type: none"> 1. Disrupting the learning opportunities of others. 2. Acts which cause substantial disruption of learning opportunities and/or threaten the safety of others, including sit downs, walkouts, riots, picketing, trespassing, inciting disturbances, threats, throwing objects, or actual violence during periods of disruption. <p>F. Activating any fire alarms under false pretenses or operating fire equipment.</p> <p>G. Falsification of school records written communications regarding tardies, absences, check-outs. etc. This includes tampering with report cards.</p> <p>H. Cheating: Obtaining answers or the work of others with the intent of claiming credit for that work.</p> <p>I. Possession of or display of pornographic literature, lewd pictures, or pictures of slogans advertising drugs or alcohol.</p> <p>J. Throwing objects in the building or on school grounds.</p> <p>K. Inappropriate public display of affection.</p> <p>L. Throwing objects in the cafeteria.</p> <p>M. Open food or drink outside of designated areas unless part of a scheduled activity.</p> <p>N. Gambling on school property or while attending an activity under school from ISS to OSS. Items</p> | <p>D. Penalty ranges from detention to referral to local law enforcement agencies for prosecution.</p> <p>E.</p> <ol style="list-style-type: none"> 1. Penalty ranges from teacher discretion to office referral for detention, ISS, or OSS 2. Suspension: Severe cases will result in recommendation for expulsion. <p>F. Suspension, contact Fire Marshall, possible referral to disciplinary hearing.</p> <p>G. Discretion of the administrator. May range from detention to suspension</p> <p>H. Zero grade for that assignment and parent contact by teacher. Teacher determines alternative assignment. Misconduct reports filed with an administrator.</p> <p>I. Discretion of the administrator. May range from detention to suspension.</p> <p>J. Penalty ranges from a warning to suspension depending on the infraction.</p> <p>K. Following a warning, conference with student and parent followed by detention for subsequent offense. More explicit action may result in ISS or OSS.</p> <p>L. Discretion of administrator. Penalty may range from detention to ISS.</p> <p>M. Detention</p> <p>N. Discretion of the administrator. May range from ISS to OSS. Items will be confiscated.</p> |
|---|---|

will be confiscated. supervision. Gambling is strictly prohibited by law in all Georgia schools. Gambling paraphernalia (dice etc.) is strictly prohibited.

O. Horseplay. Horseplay of any kind will not be allowed at school. Chasing, ganging, punching, wrestling, or any other type of rough play is dangerous and may result in serious injuries.

RULE 2 - Damage Or Destruction Of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use or transmit stolen school property.

A. Property. Willful and malicious destruction of and/or threat to destroy school property or that of school employees or the theft of school property, the property of a school employee, or that of other students is strictly prohibited. Includes such actions as the use of or threat of bombs, explosives, setting fires, and the deliberate destruction of school property.

B: Use of school lockers. Lockers are the property of the school system. Students may rent lockers for storage of books, coats, etc. Students must understand that rented lockers remain the property of the school system and are subject to search without notice. Lockers must be cleaned out on designated days. Items left in lockers after clean-out deadlines will be thrown away.

C. Inappropriate use of computer technology. Any violation of network policy or other users' rights or any abuse of equipment or software will result in strong disciplinary action. Use of individually-owned software programs and/or games is strictly prohibited on school equipment.

D. Magic markers and nail polish. If you need to use these items, they will be provided by your teacher.

O. Penalty ranges from detention to OSS.

A. Restitution for all damages. Punishment may range from ISS to a recommendation for expulsion.

B. Illegal items found in lockers will be considered in the possession of the student who is renting the locker. Penalty will relate to the applicable rule in question.

C. Discretion of administration. Penalty may range from detention to ISS.

D. Items will be confiscated.

RULE 3 - Damage Or Destruction Of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use, or transmit stolen property on school grounds.

RULE 4 – Assault Or Battery On A School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. This includes, but is not limited to, use of profanity, ethnic, racial, sexual, religious slurs, or harassment. These rules include anytime (1) when either the alleged perpetrator or the alleged victim is en route to or from school, or a school activity, or (2) off school grounds when the misconduct by the alleged perpetrator is on account of the school employee's performance of his/her official duties.

RULE 5 - Physical Abuse, Assault, Or Battery By A Student To Another Student Or To Any Person Not Employed By The School

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing toward any student which threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, use of profanity, or ethnic, racial, sexual, or religious slurs.

RULE 6 - Weapons And Dangerous Instruments

A student shall not possess, handle, or transmit in the school safety zone, at suspension from school, and disciplinary hearing school functions or on school property, a razor blade, knife, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun pellet gun or other objects that reasonably can be considered as a weapon.

Restitution for all damages. Punishment may range from detention to a recommendation for expulsion.

Penalty ranges from suspension to contacting police and parents, and disciplinary hearing to determine further punishment.

Penalty ranges from suspension to contacting police and parents, and disciplinary hearing to determine further punishment.

Contact police and parents, up to 10 day suspension from school, and disciplinary hearing to determine further punishment.

RULE 7 – Alcohol and Drugs

A. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind.

B. A student shall not wear attire which advertises or refers to the use or possession of drugs or alcohol.

C. A student shall not possess or transmit, or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

D. Misuse of a non-prescription drug shall be considered a violation of this rule.

E. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with the guidelines in the student handbook shall not be considered a violation of this rule.

RULE 8 - Possession Or Use Of Tobacco

A student shall not possess or use smoking tobacco, chewing tobacco, snuff, or smoking paraphernalia (i.e. vape, e-cigarettes). A student shall not wear attire which advertises or refers to the possession or use of tobacco.

B. A student shall not possess or use any kind of lighter or matches on school property

RULE 9 - Disregard Of Direction Or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teachers' aides, principals, school bus drivers, or other authorized school personnel.

A. Rude and disrespectful behavior and/or refusal to carry out instructions of faculty or staff

A. Contact police and parents, up to 10 days suspension from school, and/or disciplinary hearing to determine further punishment.

B. Same as A

C. Same as A

D. Same as A

E. Same as A

A. Items will be confiscated
1st offense: ISS (3 Days)
2nd offense: ISS (5 Days)
3rd offense: OSS

B. Items will be confiscated. Punishment may range from detention to suspension

A. Discretion of the administrator. Penalty may range from detention to suspension.

B. Insubordination - failure to follow a reasonable request.

C. Failure to accept disciplinary action.

D. Failure to serve detention for a teacher.

RULE 10 - Profanity and Obscene Language -

A student shall not use profane and/or obscene language, actions or gestures in the presence of any teacher, administrator, employee, or student. A student shall not wear attire which refers to profane or obscene language, actions or gestures

A.

1. Directed toward staff
2. Directed toward students.

RULE 11 - Unexcused Absences/Tardies

A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

A. Leaving campus without permission from the office and/or skipping class.

B. Truancy: Includes absences from and tardies to school, and absences from and tardies to class. A student shall not be absent from school or from any class or other required school function during school hours. This rule includes leaving class without permission, as well as failure to properly check in upon arrival at school. For specific information related to absences and tardies, see the

B. Penalty ranges from detention to suspension.

C. Penalty ranges from suspension to recommendation of expulsion.

D. Students will be given 24 hours to serve detention. If detention is not served, parents will be contacted, and the matter will be turned over to the office.

A.

1. ISS or OSS
2. Discretion of the administrator. May range from detention to suspension

A. Penalty may be ISS or OSS

B. Truancy will be punishable by assignment to detention or ISS. For lawful absences, students will be permitted to make up assignments within a reasonable length of time. Students should understand that doing make-up assignments can never replace the classroom discussion and explanations missed when they are absent. When tardies become chronic, documentation may be

appropriate page in this handbook.

RULE 12 - Misbehavior On Bus

A. A student shall follow the directions of the bus driver at all times. The following guidelines shall be followed:

1. Sit in the seat assigned by the bus driver;
2. Keep hands, arms, and/or objects to themselves and inside the bus;
3. Talk in a normal tone of voice. No yelling or loud music.
4. Do not eat, drink or chew gum on the bus;
5. Do not bring onto the bus any items which obstruct the driver's view; and
6. All other conduct rules enumerated in policy, procedure, or by the bus driver.

Rule 13 - Electronic Communication Devices

A. The Board of Education prohibits the use of any electronic or communication device during school hours. Devices may not be displayed, visible, or heard during school hours.

RULE 14 - Conduct Which Is Subversive To Good Order

A. A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

RULE 15 - Repeated Violations/ Chronic Misbehavior

A. Students who chronically disrupt the school's

required. Tardies to class will be punished by teacher detention. Excessive tardies will be punished by teacher detention. Excessive tardies will be handled by an administrator. Skipping class will result in assignment to ISS. Subsequent occurrences may result in OSS. Chronic absences will result in referral to juvenile court services.

A. Penalty ranges from detention to loss of bus privileges to suspension.

- A. 1st offense - device will be taken up and parents will be notified to pick up device at school. \$5 fine
2nd offense – device taken up and parents notified. \$10 fine.
3rd offense – device taken up and parents notified. \$15 fine.
4th offense – device taken up and parents notified. \$20 fine.

A. Penalty ranges from detention to expulsion, based on the circumstances.

A. Penalty ranges from detention to expulsion,

learning environment or repeatedly violate school and system rules of conduct may be charged with repeated violations of school rules or chronic misbehavior. This rule applies after remediation attempts such as parental contact, conferences with the student, numerous team school disciplinary actions, referral to the School Support Team process, etc

RULE 16 - Bullying

A student shall not make any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so. A student shall not intentionally display force such as would give the victim reason to fear or expect immediate bodily harm. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation

RULE 17 - Dressing And Grooming

Attending school gives you an opportunity to learn skills for life. The school has a responsibility to guide you so that you will become employable and so that you develop appropriate social skills. Your personal appearance may often determine your employability. Therefore, good taste, safety, and health will determine our policy on school dress. Certain items of dress are not appropriate and cannot be worn to school. These are as follows:

A. Head apparel (hats, bandannas, caps, hoods, head covers, headbands, or hair in rollers) on the campus. Sweat wrist bands are also prohibited.

B. Shirts which bare the midriff. All shirts should cover the belt line of a student's pants or skirt completely during normal wear. A good test to determine the appropriateness of a shirt is whether it can be tucked in the pants. If a shirt cannot be tucked into the pants, it is too short. Ladies may wear sleeveless shirts; however the width at the

based on the circumstances.

Penalty ranges from detention to OSS. The third offense will result in student being assigned to an alternative education program.

A. Items will be confiscated and may be claimed by parent.

B. Change clothes and/or ISS.

| | |
|--|--|
| <p>shoulder should be a minimum width of 2 inches in order to ensure coverage of all undergarments. Shirts are also expected to exhibit an appropriate neckline as determined by the discretion of the administrator. The school administration has final discretion in cases where modesty may be in question.</p> <p>C. Clothes which are cut in such a way as to be more revealing than would be considered appropriate in indoor work settings. This includes but is not limited to clothes open on the sides, tank tops, low-cut dresses or tops, and clothing with holes cut above the knee.</p> <p>D. Clothes or articles displaying symbols or advertisements of drugs, alcoholic beverages, tobacco products, or clothes containing profane, obscene, or inappropriate language or symbols. This includes pictures, phrases, or words that represent inappropriate behavior or activities that are not allowed at CJHS.</p> <p>E. Shoes must be worn at all times.</p> <p>F. Dresses, skirts and shorts must be fingertip length.</p> <p>G. Spraying, weaving, or dyeing the hair an unnatural color or wearing hair in a manner that attracts attention such that it is disruptive to the learning environment can be prohibited at school.</p> <p>H. Pant legs must remain at an even and appropriate length. Pant legs cut too long as to drag the floor are considered a tripping hazard and are prohibited.</p> <p>I. Pants worn too low at the hips, or pants that expose the undergarments are prohibited.</p> <p>J. Pajamas, bedclothes, house slippers, or other clothing of an extremely casual nature are not permitted on campus.</p> <p>K. Studded wrist, neck bands, and chains are not</p> | <p>C. Change clothes and/or ISS.</p> <p>D. Change clothes and/or ISS. Items may be confiscated.</p> <p>E. Penalty may range from warning to ISS.</p> <p>F. Change clothes and/or ISS.</p> <p>G. Discretion of the administrator.</p> <p>H. Change clothes and/or ISS.</p> <p>I. Change clothes (or tighten pants) and/or ISS.</p> <p>J. Change clothes and/or ISS.</p> <p>K. Confiscation of items. Penalty may range from</p> |
|--|--|

| | |
|-----------------------------------|---------------------------------------|
| permitted. | detention to ISS. |
| L. Piercings other than the ears. | L. Student must remove during school. |

The administration reserves the right to determine if certain items of clothing are too casual or revealing to be considered appropriate for school dress. From time to time, dress will be permitted that normally does not comply with the dress code. This includes uniforms (such as cheerleading uniforms) and other kinds of dress for special days (such as hat day) related to school activities and school spirit. The regulations of this dress code outline minimum standards of dress.

BULLYING POLICY

The Carrollton City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following: In accordance with O.C.G.A. § 20-2-751.4, bullying means 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;
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 O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 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.

Harassment and Intimidation

Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or

perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;
2. Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;
3. Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions will also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an

administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP

(1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, email systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited to the following: All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct. The school will keep a report of bullying and the results of an investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying. People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances. Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals. Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a

sexual nature may constitute sexual harassment when such conduct has the effect of interfering with an individual's educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment may include such actions as sexually oriented verbal kidding, teasing, or jokes; foul or obscene language or gestures; display of foul or obscene printed or visual material; physical contact such as patting, pinching or brushing against another's body; demands for sexual favors. This behavior will not be tolerated and is subject to serious disciplinary action.

BUS EXPECTATIONS

Students who ride the bus have certain responsibilities for the comfort and safety of other students as well as for themselves. It is imperative that students conduct themselves in an orderly manner at the bus stop and on the bus. Students may ride only their assigned bus. The bus driver has complete authority over any circumstance arising on the bus. If your parent/guardian has written a note requesting that you ride home on a bus other than your assigned bus, the note must be presented to the front office before noon for verification purposes.

1. It is the parent/guardian responsibility to have the student at the appropriate bus stop in the morning.
2. The bus driver is in full charge of the bus and passengers at all times. Any violation of the rules will be reported to the principal of the school for appropriate disciplinary action as though such conduct had occurred on the school premises.
3. Students should be ready for the bus at least ten minutes before the time it usually arrives. Changing weather and road conditions make it impossible for the bus to arrive exactly at the same time each morning. Drivers are not expected to wait for late students.
4. Students should not carry on unnecessary conversations with the driver or distract his/her attention in any way. This jeopardizes the safety of every student on the bus. When boarding the bus, take your seat promptly. Remain seated while the bus is in motion. Seats are designed for three (3) students and saving seats will not be permitted. The driver has the authority to assign seats or seating order.
5. Students and drivers share the responsibility of keeping the bus clean. Help keep the bus clean by placing dirt and debris in the trash containers located at the front of the bus.
6. Students should not stand in the streets while waiting for the bus. Always remain clear of the bus until it is completely stopped before boarding.
7. Students should not extend any part of their body outside of windows.
8. When getting on or off the bus, students should walk at least ten (10) feet in front of the bus. Be sure to look both ways before crossing the road and always cross in front of the bus, never behind it.
9. The use of tobacco products, drugs, profanity and/or abusive language on the bus is prohibited by all passengers.
10. No eating or drinking will be allowed on the bus.
11. Students will be transported to the school they attend. Drivers are not permitted to let students on or off at an unassigned stop. Exceptions are permitted only with written instructions from parent/guardian and signed by the school administrator.

12. Damage to the bus should be reported to the bus driver or to the proper authorities. Restitution for damages may be pursued by the school system from the parent/guardian of the student causing damage to the bus.
13. Students will not be permitted to change buses without written approval from the parent/guardian and consent of the school administrator. They should ride their regularly assigned buses to and from school.
14. No student is permitted to ride in the step well.
15. Students are not allowed to tamper with emergency doors or exits or any of the controls or devices on the buses.
16. Students must remain quiet at all railroad crossings and should respect the driver's request for silence at any time.
17. Students are not to have in their possession any knives, guns, ammunition, explosives, incendiary materials, dangerous chemicals or any devices by which any materials may be projected or propelled.
18. No pushing or shoving when loading or unloading is permitted.
19. Riding the bus is a service provided at the expense of all taxpayers. Acceptance of this service implies a willingness to abide by all rules governing conduct. Students who violate safety and codes of conduct will have their privilege to ride the bus suspended or terminated.

CAFETERIA POLICIES AND PROCEDURES 2019-2020

Our cafeteria is under the direction of the School Nutrition Director and the Cafeteria Manager. Weekly menus are posted in the cafeteria, in each classroom and on the Carrollton City School home page Internet address at www.carrolltoncityschools.net and the Mealviewer smart phone application. The daily menu, which includes a variety of hot entrée choices with additional salad/sandwich choices, is displayed in the cafeteria on the menu board. Only approved foods and milk products may be sold to students during the school day that meet the USDA Smart Snack regulations. Restaurant foods and class celebration foods are strictly prohibited in the school cafeteria. Also, carbonated beverages of all kinds are prohibited. These restrictions are set forth by the Georgia Department of Education and the State Board of Education. Carrollton City Schools is committed to students' health and well-being. In an effort to meet the requirements of USDA's Nutrition Standards and respect safety for our students with food allergies, the Carrollton City School System is recommending that food brought into the schools for classroom parties have ingredients identified to prevent students with food allergies from being exposed to unidentified allergens.

The cafeteria operates on a non-profit basis.

- Student lunch prices are \$2.20 and breakfast prices are \$1.20.
- Adult lunch prices are \$3.50 and breakfast prices are \$1.75.
- Extra cartons of milk may be purchased for .55 cents each.
- Lactose Free Milk is available as a milk substitute at no additional cost for students providing a medical excuse from their doctor.

At the beginning of the school year, each student and staff member will be issued a personal

identification number. This number will enable students and staff to pay for their meals by the day, week, month, or year. Students finding themselves without lunch money may charge their lunch up a limit of \$6.60. The student will receive a charge showing their account balance. If the meal charge limit is exceeded, no further charges will be allowed and an alternate lunch will be served. All charges must be paid in full before a new charge is allowed. Meal accounts may be maintained by depositing cash, checks or online payments through www.ezschoollpay.com.

Free and reduced lunches are available to qualifying students. Applications are distributed to all students at the beginning of the year and are also available online at <https://ccs.rocketscanapps.com>, in the school office, school cafeteria and the School Board of Education. The criteria for receiving free/reduced breakfast and lunch are based on USDA Federal Guidelines. The application must be completely filled out by the parent or guardian and approved by the Carrollton City Schools' School Nutrition Director. Meal applications will be processed within 10 school days and notification of results will be provided in writing. Parents are responsible for the cost of meals served prior to application approval.

EZ School Pay: Go to EZSchoolPay.com, the easy, convenient and secure way to track and/or pay for school meals. Please have your student identification number (not PIN) available when registering for an account.

- Easy -Simply register and you're ready to go. Already a member? Just sign in!
- Convenient- Available anywhere, anytime you have a computer with internet access. Avoid lost checks, negative balances and trips to school by paying online. You can still use the account to track your child's daily expenses and balance. You can also receive an email from EZ School Pay when your child's balance reaches an amount you select.
- Secure -We take extra caution to be sure your experience with EZSchool Pay is safe. Plus, we never sell or share your information

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington,

D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

CLUBS AND STUDENT ACTIVITIES

Academic Bowl - Membership in this group is open to seventh and eighth graders. Team members are selected through a tryout process, and they practice for competition against other teams in academic content areas. Meetings are held after school.

Band - This program is designed to meet the multi-level needs of students interested in using a band setting to learn music fundamentals, instrument technique, music appreciation, appropriate rehearsal and performance procedures, and responsibility in a group environment. Carrollton Junior High School band includes two grade level bands.

Baseball – Seventh and Eighth grade students who are academically eligible may try out for a position on the baseball team. The program offers students the opportunity to compete against other middle school teams. The season generally extends from February through April.

Basketball - The basketball program at Carrollton Junior High School provides students with the opportunity for competition with other middle/junior high school students. Seventh and eighth grade students who are academically eligible are invited to try out for the teams. The season extends from November through the first week in February and culminates with a single elimination tournament.

Beta Club - Beta Club is a service organization involved in a number of service activities such as visitation to local nursing homes, assisting with the Special Olympics, working with Habitat for Humanity, serving as Royal Readers at Carrollton Elementary School, and assisting with other CES activities. Members attend the Beta Club Convention held in Macon, Georgia in November. To qualify for membership, students must have an overall 90 average during the semester prior to membership. Invitations are extended during the first month of school and again at the beginning of second semester.

Cheerleading – Seventh and eighth grade students who are academically eligible may compete for a position on the basketball, football, and competitive cheerleading squads. Students perform before a panel of judges and scores are based on the quality of individual cheers, jumps, and dance routines.

Creative Arts Club - This club is made up of seventh and eighth grade students who are sincerely interested in engaging and participating in the creative arts: creative writing, drama / theater, music / singing, film, dance, fine / visual arts, foreign languages, photography, crafts, and communication / public speaking. Creativity allows students to express and trust themselves. It builds a spirit of inquiry and exploration. In addition to fun monthly meetings, we are responsible for the school literary magazine published in the spring and some school events.

Cross Country - In this fall sport, students who are academically eligible compete with other middle/junior high school teams in two-mile races.

E-Sports - ESports club provides students with organized opportunities to play, learn, and

compete in popular multiplayer video games. Esports is a rising competitive sport in high schools and colleges across Georgia. Our goal is to increase students' interest and experience in a rapidly growing industry.

Football - The football program at Carrollton Junior High School provides students with the opportunity for competition with other middle/junior high school students. Seventh and eighth graders who are academically eligible can participate. The season extends from September through October and culminates with a single elimination tournament.

Golf - Seventh and eighth grade students who are academically eligible may try out for a position on the golf team. There are a series of meets that culminate with a region tournament.

MATHCOUNTS - This is a junior high school math competition sponsored by the Georgia Society of Professional Engineers. Students participate in this activity by invitation only. Participants must be highly motivated problem solvers and superior math students. Students from the sixth, seventh, and eighth grades participate, but only seventh and eighth grade students compete in the chapter and state competitions.

The National Junior Honor Society - This group recognizes students who achieve and maintain a high academic record while exhibiting good citizenship and strong leadership. To qualify for membership, students must have a 96 cumulative grade point average during the semester prior to membership. Students in the seventh and eighth grades who meet the criteria are invited for membership after the first semester of the school year. The induction ceremony is held in the spring.

National Science Bowl - For seventh and eighth graders, the Science Olympiad is a regional, state, and national competition encompassing all aspects of science.

ROV Club - This is a team of four students who work together using technology to create a remote-operated vehicle that works underwater.

Science Club - Science club is open to both 7th and 8th grade students who have a passion for science. The club meets monthly to explore topics of interest. Each year the science club travels to Jekyll Island to explore life science on the Georgia coast.

Soccer - Eighth grade students who are academically eligible may try out for the CHS junior varsity soccer team. The program provides students with the opportunity to compete with other middle/junior high and high school students. The season extends from January through the second week in April.

Softball - The softball program provides the opportunity for competition with other eighth and ninth grade students. Rising eighth graders who are academically eligible are invited to try out for the team in the spring of their seventh grade year. The junior varsity team consists of eighth and ninth graders who compete from August through October.

Student Council - This group offers its elected officers and representatives at each grade level many opportunities to learn and develop skills in areas such as student leadership, communication, organization, time management, and goal setting while serving the school and the community.

Swim Team – These seventh and eighth grade students, who meet specific requirements, will compete in various swimming competitions against other middle/junior high school teams.

Tennis – The tennis program provides seventh and eighth grade students the opportunity for competition with other middle school programs. Students must have a physical to tryout for the tennis team.

Track - The track program provides seventh and eighth grade students the opportunity for competition with other middle/junior high schools. Students who are academically eligible can participate in the traditional array of track and field events. The season generally extends from March through April.

Vex Robotics Team - The Vex robotics team requires students to work in pairs for the purpose of designing and building a robot from a vex component kit. The machine must accomplish a set of prescribed tasks while competing alongside other teams.

Volleyball - The CJHS volleyball program is comprised of 6th, 7th, and 8th grade students who are academically eligible. The program affords students an opportunity to compete against other junior high students.

Yearbook Staff - These seventh and eighth grade students are responsible for the production and distribution of the school yearbook. Yearbook is offered as a yearlong elective course. Students may sometimes be asked to attend after school activities to gather photographs and interviews.

GUIDANCE AND COUNSELING

Vision Statement

Carrollton Junior High School counselors provide students with comprehensive guidance, counseling, and support services and the skills necessary to become lifelong learners who are healthy, caring, and take personal responsibility for improving our world.

Mission Statement

In our mission to focus on success for all students and meet their ever changing needs, Carrollton Junior High School counselors systematically provide equitable access to the school counseling program through:

- Student advocacy
- Individual and group counseling
- Classroom guidance
- Consultation with teachers, students, families, administrators, and community resources
- Family intervention
- Community awareness and information sharing
- Proactive educational activities
- Program coordination
- Ongoing assessment and interpretation of data
- Professional growth

Services

Your counselors are available to help you maximize your abilities and opportunities through academic, career, and personal/social development so that your middle school years will be successful and rewarding. They can help you recognize your abilities, assess your needs, and assist you in achieving your potential. Your counselors are specially trained to provide this assistance in a number of areas. Some examples are:

- Informed decision making
- Personal and/or family issues
- Academic achievement
- Career options
- Realistic goal setting
- Conflict resolution and anger management
- Support for new students
- Responsible behavior
- Study and organizational skills
- Stress management
- Preparing for middle and high school
- Transition and orientation

Counselor's Corner

1. How To See The Counselor

- I may ask my teacher to see the counselor, and I must bring a pass.
- My teacher may refer me to the counselor.
- My family may suggest I talk with the counselor.
- I may be referred by an administrator.
- My counselor may request that I come.

2. What Can You Expect From The Counselor?

- A safe and supportive environment
- Confidentiality
- Highest ethical and legal standards
- Concerns will be taken seriously
- Assist in problem solving activities
- 7th and 8th Grade Transition Activities
- New Student Social
- Back to School Bash
- Black History Celebration
- Pathfinders Program
- Career Exploration
- Character Education
- Red Ribbon Week Activities
- Christmas Sponsorship Program
- Mentor Program
- Student Recognition

SCHOOL SAFETY

Safety procedures are in place to evacuate or contain students. Periodic drills occur throughout the year in an effort to ensure that staff and students are prepared to respond appropriately in the event of a crisis. A comprehensive School Safety Plan has been prepared to address all aspects of safety on our campus.

FIRE DRILLS

The signal for a fire drill is the sound of the fire alarm horn. In the event the horn fails to function, there will be three (3) short rings of the bell. All students are to move quickly out of the building according to the plan posted in each classroom.

TORNADO ALERT

The signal for a tornado or severe storm warning alert will be the repeated ringing of the bell or the verbal command of the teacher in the event that electrical power has failed. All persons are to move to the assigned hallway positions for their rooms and sit quietly on the floor with heads down. The teacher will be responsible for directing this movement.

FIRST AID AND ILLNESS

No one who is ill should come to or remain at school. Please make it known to your teacher and/or the school office if you are ill, need medical attention, or note the presence of any condition of which they should be aware. If a question of illness should arise, the parent will be contacted. Parents are requested to pick up the student promptly if it is decided the student should go home.

Some first aid supplies are available in the office. In the event of an accident, every effort will be made to render emergency treatment, and the student's parents will be notified immediately. It is very important that the school has current emergency phone numbers on file; please keep the school informed of any changes in emergency information.

A.E.D. (Automated External Defibrillator)

For cases of cardiac arrest, Carrollton Junior High School has purchased this life-saving device and stores it in the room of requirement. Several faculty members are currently certified to use it in the case of an emergency.

INCLEMENT WEATHER

Occasional severe weather conditions may make it necessary to close school. In the event that this decision is necessary, announcements will be made on local radio stations, CCS social media, and on the major Atlanta television stations. Carrollton Junior High has an inclement learning plan in place that will be shared through social media and Infinite Campus Messenger in the event we are out for an extended period of time.

SPECIAL EDUCATION PROGRAM

Special Education services are available for students who exhibit disabilities which impact their regular classroom performance. Placement in these programs follows carefully outlined evaluation procedures defined by federal law and includes instructional services for students with learning disabilities, speech/language disabilities, vision or hearing disabilities, health impairments, emotional/behavioral disorders, or intellectual disabilities. Programs consist of (a) specialized instruction in resource classrooms provided individually or in small groups, or (b) inclusion which is a team teaching approach involving both the regular classroom and instructional resource teachers. Both programs are administered according to an individual educational plan (IEP) developed collaboratively among teachers and parents. Services vary in length from 30 minutes to several hours, depending on student needs.

Teachers or parents may refer a child who is experiencing difficulty to the school Student Support Team for initial study, alternative strategies, or referral for evaluation if a disability is suspected. For additional information, parents may contact their child's teachers, the principal (Travis Thomaston at 770-832-6535), or call Student Services (Mary Raburn at 770-834-7077).

GIFTED EDUCATION PROGRAM

Carrollton City Schools offers gifted education services for all eligible students. Curriculum and instruction are specifically designed for the gifted learner. Carrollton Junior High has twenty certified gifted educators on the faculty. Regular education teachers and gifted teachers are responsible for implementing the services. A gifted student may receive up to three segments of direct gifted services per day. Services are delivered through resource, advanced content model and collaborative/cluster instruction. Students may be referred for consideration/evaluation for the gifted program by self, parent, administrator, counselor, support personnel, teacher or automatic referral procedures. Students that do not meet the eligibility criteria for gifted services can retest annually if a new referral is initiated or requested. To be eligible for gifted education services, a student must meet eligibility criteria as defined by regulations of the Georgia Department of Education, Rule 160-4-2-.38 -Education Program for Gifted Students. To be eligible for gifted education services, a student must:

- 1) score at the 99th percentile for grades K-2 or 96th percentile for grades 3-12 on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described below, or
- 2) qualify through a multiple criteria assessment process. (Student must meet criteria in three of four areas: mental ability, achievement, creativity and motivation.)

Mental Ability -Students shall score at the 96th percentile on a composite/full scale or appropriate component score on a standardized test of mental ability.

Achievement -Students shall score > 90th percentile on the total battery, math or reading sections of a standardized achievement test.

Creativity -Students shall score > 90th percentile on the total battery of a standardized test of creative thinking or creativity rating scale.

Motivation -Students shall receive a score > 90th percentile on a standardized motivational characteristics rating scale or have a GPA of at least 3.5 on a 4.0 scale using an average of scores from the academic regular education program over the two previous school years - if the student is in grades 6-12.

Assessment data gathered and analyzed by a source outside the student's school or school system may be used as part of a comprehensive profile of test evidence and non-test evidence of advanced instructional needs. Outside data must be considered a part of the nomination and evaluation process.

Reciprocity -Any student meeting state eligibility criteria for gifted education services as determined by another Georgia public school system will be considered eligible for gifted services in Carrollton City Schools.

Advanced content classes are provided to gifted students who meet the prerequisite criteria in

language arts and math. An accelerated math program is well received by gifted and high achieving students at all grade levels who qualify for this advanced class.

Carrollton City Schools strive for continuous improvement of all instructional programs. System and school level review of the gifted education program will be formally conducted annually. Input from students and parents will be an integral part of the self-evaluation process. The Carrollton Board of Education will adhere to Georgia Department of Education, Rule 160-4-2.38-Education Program for Gifted Students and follow the procedures outlined in Appendix A of the Georgia Department of Education Resource Manual for Gifted Education Services.

For further information, please contact either Katie Holley Assistant Principal at 770-832-6535 or Mary Raburn, Director of Gifted Education, at 770-834-7077.

FLOWERS AND BALLOONS

Flowers or balloons sent to school will be kept in the main office until the end of the day. Bus riders may not take these items on the bus due to safety reasons. Flowers, balloons and special deliveries will not be accepted on Valentine's Day due to the disruption created to the learning environment.

FOOTBALL TICKETS

Tickets for Carrollton High School football games are sold in the front office on the day of the game. Both student and adult tickets may be purchased. Tickets purchased for a specific game are good for that game only.

FUNDRAISING

From time to time students may be involved in fundraising activities. The Board policy states that students are not permitted to sell items door to door. There are several times throughout the year that we raise money for worthy causes. If you do not want your child to participate in fundraising activities you will need to send a note to the front office.

HOSPITAL/HOMEBOUND SERVICES

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home/hospital for students whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in the Carrollton City School System in order to receive HHB services.

HHB services are not intended to supplant regular school services and are, by design, temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented. If you would like more information regarding HHB, please contact the school counselor, Jason Sidel, at 770-832-6535.

IMMUNIZATION LAW

Georgia law requires that all students enrolled in a Georgia school must have an immunization record on file in the school office. In addition, students entering a Georgia school for the first time must present an Eye, Ear, Dental Certificate (Georgia Form #3300). These certificates can be obtained at the Carroll County Health Department or in many doctor's offices. These certificates should be presented at the school office at the time of enrollment.

All rising 7th through 8th Grade students enrolling on or after Fall 2012 must have the following shots:

- At least 4 DPT (with the last one given after the 4th birthday).
- 3 Hepatitis B
- At least 3 polio (with the last one given after the 4th birthday).
- 2 MMR (with the last one given after the 4th birthday).
- 2 Varicella (chicken pox vaccination) or proof of immunity
- TD/Tdap (the number required depends on age at first dose and number of previous doses)

NEW REQUIREMENTS EFFECTIVE JULY 2014

In addition to the above, all currently enrolled Georgia students entering 7th Grade and new entrants to Georgia Schools, grades 7 – 12 must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine prior to entering school.

New students enrolling from out-of-state will need their immunizations recorded on the Georgia Certificate of Immunization Form (Form 3231). If a new student arrives with any other documentation, the parents are to be referred to the Health Department.

*For students with waivers. These forms will have an expiration date on it. Parents are responsible for making sure the student goes back for the next booster. School officials must keep track of expiration dates, and remind the parents a month in advance to go back and get the next shot. If the student does not get the shot by 30 days after the expiration date, the student will be suspended from school until the next shot is obtained. The student will be issued a new certificate with a new expiration date each time a shot is received, and a current certificate will be issued when all shots are completed. It is the parent's responsibility to get an updated immunization certificate to school.

INSURANCE

The middle school maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold after school begins. You may enroll online at www.K12StudentInsurance.com.

INTERNET ACCESS

Internet access is available to students, faculty, and staff in the Carrollton City School District. We are very pleased to bring this access to our students and believe the Internet offers vast, diverse, and unique resources to its users. Use of the internet is an integral part of almost every subject at CJHS. It is used to research various topics, to view the catalog for our media center, to

access databases provided by the media center, and to use evaluation tools such as STAR Reading and Math. Guidelines for Internet use are detailed in the “Carrollton City Schools District Internet Use Agreement.” If you do not want your child to have Internet access, please notify the school, (770) 832-6535. A form will be provided requesting that CJHS not allow your student to have Internet access at school..

LOCKERS

Lockers are available on the first day of school. A rental maintenance fee of \$10.00 per year will be charged. For safety purposes, students may not share lockers. It is the student's responsibility to see that the locker is kept locked and in order at all times. Do not write on or stick anything on your locker. This includes the interior as well as the exterior of the locker. Do not open any locker other than your own. Entering or damaging another student's locker is a serious offense and will be treated accordingly. Do not give the combination to anyone else. Do not jam your locker. Breaking these rules may result in loss of locker privileges. The school is not responsible for any goods lost or stolen at school. Valuables should be kept in the school office during the day. The school administration reserves the right to examine the contents of the lockers when appropriate.

MEDIA CENTER

Carrollton Junior High School encourages students to use the materials in the media center. There are materials available to assist students in their studies and/or increase knowledge in other areas. There are also materials available for pleasure reading. In order for everyone to use all materials, the following guidelines must be observed:

- Students are allowed to check out all materials in the media center.
- All books may be checked out for two weeks. The book(s) may be brought to the media center for renewal. The materials may be renewed again unless another student has requested them. Overdue fines are not charged.
- Students are responsible for materials on loan to them. Students must pay for any materials which are lost or damaged.
- Students may not check out additional materials until overdue materials are returned.
- Parents will be notified if a student does not return materials within a reasonable length of time. Students will be issued overdue notices.
- The media center hours are from 7:45 a.m. until 3:45 p.m. Students may use media center resources, including technology for research, during these hours.
- If students leave for the summer with outstanding fees associated with media materials, the student will not be allowed to check out any materials the following year until all fees have been cleared.

MEDICATIONS AT SCHOOL

Students who are ill should remain at home until they are well, for their benefit as well as their classmates. All medications should be given at home if possible. If a student must receive medicine at school, please follow these guidelines listed below: No student is to have any type of medication on their person or in their locker.

- Short term medications (to be given less than two weeks) may be given at school at the

parent's request. The parent must send a written note or complete a school medication form giving specific information about the name of the drug, the dosage, dates to be given and the time to be given. This form is available in the front office at the school.

- Long term medications (to be given more than two weeks) may be given at school, and require a parent medication request form. Long term medications that are controlled substances (such as Ritalin) also require a form to be completed by a doctor. The physician form may be mailed back to the school after the doctor completes it.
- All medications must be brought to school in the original prescription bottle, properly labeled by the pharmacy with the child's name, the physician's name, the name of the drug and the dosage instructions.
- Over-the-counter non-prescription medications will be given short term only. These medications must be sent to school in the original container, and the parent must send written instructions that include the name of the drug, dosage, dates and times to be given.
- Except for emergency medications, all medications will be kept locked in the front office.
- The student medication request forms will be kept in the front office with the medications, and the record will be initialed daily when the medication is given to the student.
- All medications will be returned to the student the last day of school.

MIGRANT EDUCATION PROGRAM

The Migrant Education Program (MEP) is a federally funded program designed to support comprehensive educational programs for migrant children to help reduce the educational disruption and other problems that result from repeated moves. For further information, please contact Ginger Harper at 770-834-7077.

MOMENT OF SILENCE

Georgia law requires that each classroom begin every school day with quiet reflection with the participation of all students. This will be conducted at the beginning of each day. This is not intended to be and shall not be conducted as a religious service.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited each day following the moment of silence.

NON-RESIDENT STUDENTS (Board Policy JBCB-R)

It is the policy of the Carrollton City Board of Education to accept non-resident students. Non-resident status is determined by the residence of the parent or legal guardian with whom the student lives. It is not determined by whether or not property is owned within the city nor whether taxes are paid to the City of Carrollton by the parents or guardian

Non-resident tuition students must complete an application to attend Carrollton City Schools and receive written approval from the superintendent.

Non-resident students may be accepted as tuition paying students in the Carrollton schools under

the following conditions:

1. Admission is subject to review of all educational records and, if necessary, administration of appropriate educational, physical, psychological and psychiatric evaluations. A review of records will determine if additional evaluation data is needed.
2. An interview with the parent and student will be a part of the application process. The principal or his/her designee will conduct the interview.
3. Advance payment of tuition is required. Tuition must be paid at least one week before the beginning of the semester. Tuition payment schedules will be determined at each school. Any exceptions to this schedule due to hardship must be approved by the principal. Non-payment of tuition fees or late payments are grounds for revocation of tuition status.
4. The amount of tuition is set by the Board of Education.
5. There is no charge for Carrollton City Schools employees who reside outside the city. This includes both certified and noncertified employees.
6. Subject to other qualifications for non-resident students, students who are residents of nations other than the United States may be admitted without payment of tuition under recognized foreign student exchange programs.
7. In the judgment of the school administrative team:
 - a. The applicant must have a history of satisfactory behavior based on student discipline.
 - b. The applicant must demonstrate average or above academic achievement through a review of educational records and/or standardized test scores.
 - c. The applicant must have a history of acceptable school attendance based on school records.
 - d. Excessive tardiness will also be considered.
8. Before accepting a non-resident applicant, the principal and Superintendent will consider the following factors:
 - a. Does the Carrollton City School currently have an instructional program that will meet the educational, physical, and emotional needs of the student?
 - b. Will the school system be able to:
 - i. Accommodate the tuition applicant without experiencing overcrowding in classes that the student would be assigned?
 - ii. Accommodate the tuition applicant without placing undue financial burden on the school system?
 - iii. Provide an appropriate instructional program to meet the tuition applicant's educational, physical, and emotional needs?
9. Each non-resident student must apply to attend the Carrollton City Schools and understand that attendance in our schools is a privilege and not a right.
10. Non-resident students may be accepted as tuition paying students in the Carrollton City Schools under the procedures accompanying this policy.
11. Resident students are charged no tuition. However, any student whose parents move their residence from inside the city limits after the school term begins will be required to make application for admission as a non-resident. It is the responsibility of the parent(s) to

notify the principal's office immediately when residency or guardianship changes. If the student is accepted as a non-resident, tuition will be based on the date of the change of residence.

12. The principal of each school has the right to revoke the tuition status of any non-resident student based on any of the following reasons:
 - a. Inappropriate behavior or poor disciplinary record
 - b. Tardiness to school or poor attendance record
 - c. Unsatisfactory academic performance
 - d. Timeliness of tuition payments
 - e. Attempts to circumvent the policy and procedures of the school system
 - f. Any other good and sufficient reason

In order to have your child considered for enrollment, you must come by the school and fill out an application. An annual review of the child's compliance with the six required standards will be conducted to determine status for the following year. **The non-resident fee for the 2019-2020 school year is as follows: \$200.00 for one child attending, \$350 for two children attending and \$450 for three or more children attending Carrollton City Schools.**

PAYMENTS

All checks should be made out to Carrollton City Schools or paid online at <http://carrolltonjuniorhs.revtrak.net>. Please plan for these expenses. You will not be sent an invoice. Payment should be sent in to your child's first period teacher or to the office. The fees must be paid in a timely manner to prevent your child from being withdrawn from Carrollton City Schools. If your child is withdrawn, paying the fee owed does not guarantee enrollment.

If you have any questions for any of your children in regards to Non-Resident, please contact Beverly Adams at tuition@carrolltoncityschools.net or 770-834-7077.

OPENING OF BUILDINGS

Students are to report to the gym upon arrival in the morning. It is opened at approximately 7:15 a.m. Students should exit the building by 3:50 p.m. unless they are participating in a supervised activity.

OUTSIDE AREAS

Please stay on the sidewalks to protect our flower beds, shrubs, and grass. Put litter in trash cans and help keep our campus beautiful.

PERSONAL TRANSPORTATION TO AND FROM SCHOOL

If you are eligible to ride the school bus, we urge you to do so. Our traffic flow will be much lighter if all resident students ride the buses. If you do travel by private vehicle, we ask that you do not arrive prior to 7:30 a.m. and are picked up no later than 3:50 p.m. Students should not be left at school after 4:00 p.m. unless they are engaged in some organized activity at school. If your student is not engaged in an organized school activity, CJHS Administration cannot guarantee supervision of your student if he or she remains on our campus after 4:00 P.M. Also, our buses will use the driveway nearest the football field, so we ask that private vehicles use the other driveway.

SCHOOL GOVERNANCE TEAM (SGT)

In July of 2014, the CJHS School Governance Team was established, replacing the CJHS School Advisory Council. Members of the School Advisory Council who had not completed their two-year term were invited to continue to serve on the new School Governance Team until their term's end. Other members of the CJHS School Governance Team were either elected by their peers or appointed by the principal.

With the creation of the CJHS School Governance Team, parents and community members have a greater opportunity to participate in school-level planning. To this end, SGT board members are charged with carrying the mission of the school into the community and bringing the views of the community into the school. Through these collaborative efforts, the CJHS School Governance Team works together to support and encourage innovation as outlined in the system's charter petition.

SGT work is propelled through monthly meetings, which promote communication, mutual understanding, respect, and collaboration for continuous improvement. All meetings are open to the public. If you would like to learn more about the CJHS School Governance Team, please contact the principal.

SCHOOL SUPPLIES Students are expected to bring their own supplies daily. The school store in the media center sells items such as:

- Pencils
- Pens
- Notebooks
- Folders
- Index cards
- Flash drives
- Earbuds

SOLICITATION ADVERTISING

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations. No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit making organizations, except those having a contract with the school (class rings, school pictures, etc.). With administrative approval, advertising for recognized community service groups will be permissible.

TELEPHONE USE

Telephones are for official school business and emergency use only. Please arrange for your ride before you come to school so you do not have to call after school. Telephone use in the office will be monitored. Phone calls will not be sent to the classroom during instructional time. Messages can be left with the secretary and will be delivered to students and staff members during non-instructional time.

TEXTBOOKS

All necessary textbooks are furnished by the State of Georgia and the City of Carrollton. Reasonable care of these books is expected of students. Any unnecessary damage or loss must be paid for by the student.

TRANSFER AND WITHDRAWAL

Parents should notify the school office at least one day before planning to withdraw or transfer their child. This will allow more time to complete transfer forms and necessary records. All textbooks and library books must be returned to the school and all fines and charges must be paid before records can be released.

VIDEO AND PHOTOGRAPHY POLICY

There are numerous activities at Carrollton Junior High School that provide opportunities for students to be photographed and/or videotaped. Student publications, including the Torch (yearbook) use photographs and pictures to document student life and various events. Our broadcast class produces news programs that are shown to the school. Teachers and administrators maintain web pages on the Internet that may use pictures of students involved in extracurricular activities, classes, athletic events, band shows, performing arts, awards, and honors etc. Many of these pictures are also used on Carrollton City Schools social media pages.

VISITORS

Any visitor to the school or school grounds, including parents, must report to the office to obtain a pass. Visitors must wear a visitor badge while in the building. Return the visitor badge to the front office upon departure. At no time may any visitor go to a classroom or other area of the building to see a student or teacher without first signing in at the office and obtaining a visitor badge each time he/she visits the school.

Carrollton City Schools Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords 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 Carrollton City School District (“the School District”) receives a request for access. Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect. The School Superintendent 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 the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the privacy rights of students. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the School Superintendent, clearly

identify the part of the record they want changed, and specify why it is inaccurate, or misleading. If the School District decides not to amend the record as requested by the parent or eligible student, the School District 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 disclosures 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 District 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 District 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 District discloses education records without consent to officials of school districts and to officials of private schools in which a student seeks or intends to enroll.

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

Carrollton City Schools Notice for Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Carrollton City Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Carrollton City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with procedures of the Carrollton City Schools. The primary purpose of directory information is to allow the Carrollton City Schools to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an

invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.[1]

If you do not want Carrollton City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 15th of each school year. Carrollton City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic team
- Electronic mail address
- Diplomas, certificates, honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Enrollment status (e.g. full-time or part-time)
- Photograph

Carrollton City Schools

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of 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 parents;
 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 appraisal of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as 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 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.

Carrollton City Schools will develop and adopt 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. Carrollton City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Carrollton City Schools will also directly notify, such as through U.S. Mail or e-mail, 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. Carrollton City Schools will make this notification to parents at the beginning of the school year if it 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 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 any 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.

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. 20202-4605

Carrollton City Schools Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Carrollton City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“provided information surveys”):

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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Carrollton City Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or/and emancipated minor under State law.)

Date: On or about October 2019 Grades: Six through Twelve Activity: Georgia Student Health Survey -II Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home

Opt-out: Contact your child’s principal no later than August 31, 2019 if you do not want your child to participate in this survey.

Carrollton City Schools Section 504 Procedural Safeguards

The following Section 504 Procedural Safeguards shall be applied in the Carrollton City Schools:

1. Overview: Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. Hearing Request: The Request for the Hearing must include the following:
 - a. The name of the student.
 - b. The address of the residence of the student.
 - c. The name of the school the student is attending.

- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

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

- 3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
- 4. Hearing Procedures:
 - a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
 - b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
 - c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
 - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
 - e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary

aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
 - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
 - h. The hearing shall be closed to the public.
 - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
 - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
 - k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
 - l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.
5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Notice of Section 504 Procedural Safeguards

The foregoing Section 504 Procedural Safeguards shall be published at least annually in the Student Handbooks distributed to the students of the Carrollton City Schools and shall be

accessible on the website of the Carrollton City Schools to the students of the Carrollton City Schools and their parents or guardians at all times.

Notice of Rights of Students and Parents under Section 504

The following notice shall be published at least annually in the Student Handbooks distributed to the students of the Carrollton City Schools and shall be accessible on the website of the Carrollton City Schools to the students of the Carrollton City Schools and their parents or guardians at all times:

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Mrs. Mary Raburn, Director of Student Services

288 Tom Reeve Drive

Carrollton, Georgia 30117

(770) 834-7077

mary.raburn@carrolltoncityschools.net

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

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

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements 28 of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

RULES OF CONDUCT FOR STUDENTS IN THE CARROLLTON CITY SCHOOLS

(Carrollton Board of Education Policy JCD-1) All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Expected behavior is behavior that promotes a safe, healthy environment for all members of the learning community. Students should: Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs his or her or other students' educational achievement. Students should know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school

employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being disrespectful, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others. The following code of conduct sets forth school rules prohibiting certain types of student conduct which constitute major offenses. A student found to be in violation of any one of them may be subject to suspension, expulsion or other disciplinary consequences. Disciplinary action for violators of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The school system will make every reasonable effort to administer the discipline code consistently in all schools. It is the policy of our state that it is preferable to reassign disruptive students to isolated and individual oriented in-school suspension or alternative educational settings rather than to suspend or expel such students from school.

The following rules are the expectations of Carrollton Junior High School for all students, and they will be consistently enforced. These rules apply to any student, whether on or off school grounds, or participating in or attending any school activity, function, or event which is under the jurisdiction of the school authorities. Administrative actions for misconduct may include but are not limited to the following:

1. In-School Suspension (ISS) - More serious offenses may result in a student being assigned to the in-school program. In the ISS, students are isolated from other students and classes and must keep up with class work assigned by their regular teachers. Students must report to the ISS as soon as they arrive on campus and will remain there until the end of the school day. They will be allowed limited restroom and water breaks. Lunch will be served in the ISS room.

2. Out-Of-School Suspension (OSS) - Suspensions will result from the most serious offenses such as fighting, weapons, alcohol, drugs, tobacco, or any other offense of an habitual or serious nature. The principal or assistant principal will make this determination. Any suspension in excess of 10 days will be the result of the Board of Education's action.

* Make-up work policy: When a student is suspended out of school, he or she may make up all work under the following conditions:

(1) Students assume all responsibility for getting the make-up assignments.

(2) The make-up work, once requested, will be assigned and graded at the teacher's convenience.

3. Expulsion - Expulsion involves the removal of a student from school beyond the current semester. This action must be taken by the Board of Education.

RESPONSE TO INTERVENTION/STUDENT SUPPORT TEAM

In Georgia, schools are strongly encouraged to follow a pyramid of interventions which helps students remain successful in all aspects of their schooling. The pyramid encourages educators to exhaust a multitude of intervention strategies prior to a student support team referral and/or referral to special education services. Its purpose is to provide high levels of support while still

providing students a least restrictive environment. Carrollton City Schools employs a full time intervening specialist in Dr. Terrie Phillips. She is housed at our Student Services office at 288 Tom Reeve Drive and can be reached at 770-834-7077. If all intervening strategies prove unsuccessful, then a next step could be referral to SST (Student Support Team). There are four Tiers in the Georgia Response to Intervention model. Standards-based instruction, universal screening, and progress monitoring are the critical foundations of Tier 1. Tier 2 is characterized by the addition of more concentrated small-group or individual interventions that target specific needs and essential skills. All Tier 2 Interventions must be research proven and aligned to the needs of the student and resources of the school. Interventions may involve an increase in intensity, frequency, and duration of the strategies utilized in Tier 1, or they may be entirely different based on information shared among staff members. Collaboration by staff in delivery of rigorous instruction and appropriate Tier 2 interventions is vital in order to ensure a transfer of learning from Tier 2 to Tier 1 activities. Progress monitoring is more frequent and is vital in order to judge the effectiveness of the interventions based on the student's response to them. If such appropriate interventions-- implemented with fidelity and for an established duration-- are not effective then the staff must call upon the assistance of the Student Support Team (SST), which is Tier 3.

The Student Support Team (SST) is an excellent resource for students who are having academic, behavioral, and/or emotional difficulties. Referrals to the team are made for any student exhibiting learning, developmental, behavioral, or emotional problems which interfere with the student's educational progress and/or disrupt the school environment. Suggestions for alternative methods and strategies are provided in an effort to assist the student in coping with the educational environment and assist teachers in more effectively meeting the student's needs.

The team is made up of teachers who serve the student, the parent(s), and any other individuals needed from the pool of SST Committee Members. This group will meet to carefully study each individual student referral. The team is involved in a continuous effort to meet the needs of students through appropriate problem identification, evaluation, and program modification. If there is no significant improvement following the implementation of alternative strategies the student may be referred for further evaluation by the school psychologist. It is the goal of the SST to find solutions to learning, behavioral, or emotional difficulties and assist current and future teachers in remediating the weaknesses for which the student has been referred.

In Tier 3, SST is the structure and RTI is the process. Team members now individualize appraisal and interventions to determine barriers to learning and develop appropriate individual interventions for the student. If a variety of SST/Tier 3 interventions are finally determined not to be adequate and the need for more individualized assistance is thus documented, the SST will make an appropriate referral for consideration of placement of the student in an appropriate Tier 4 program. If found eligible, this student may be placed in Special Education, English to Speakers of Other Languages (ESOL), Gifted or other programs that are delivered by specially.

TELEPHONE NUMBERS

TEEN HELP NUMBERS

Help Line Georgia 1-800-338-6745

Health Department 770- 836-6667

Dept of Family & Children Services 770- 830-2050

Georgia Sheriff's Department 770-830-5888

Police Department 770-834-4451

AIDS Hotline 1-800-555-2728

Poison Control 1-800-282-5846

Tanner Medical Center 770- 836-9666

Georgia Council on Child Abuse Help Line 1-800-532-3208

Carroll County Mental Health 770- 836-6678

Alcohol & Drug Help Line 1-800-252-6465

CARROLLTON CITY SCHOOLS TELEPHONE NUMBERS

Superintendent.....770-832-9633

Carrollton High School.....770-834-7726

Carrollton Junior High School.....770-832-6535

Carrollton Middle School.....770-830-0997

Carrollton Elementary School.....770-832-2120

WEAPONS-DRUGS-ALCOHOL-THREATS

Confidential HOTLINE Help Keep Your School Safe. If you think or know that someone is carrying a weapon, drugs or alcohol on school property, or making a threat to harm someone or themselves, please call: 770- 832-6535 7:30a.m.-3:30p.m.(your message will be recorded after 3:30 p.m.) You do not have to give your name.

Georgia Department of Education Hotline 1-877-729-7867 (monitored 24 hours)

Other methods of communicating this information to the proper authorities would be through the use of suggestion boxes, the main office, or talking to an adult.

[1] These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by the section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

WEAPONS IN SCHOOL

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law. No person shall carry, possess, or

have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the Board of Education and used for elementary or secondary education. 2. "Weapon" means and includes

a. any fireman, herein defined as having the meaning set forth in 18 USC 921 (a)(3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device", defined to include:

1) any explosive, incendiary, or poison gas;

a) bomb,

b) grenade,

c) rocket having a propellant charge of more than four ounces,

d) missile having an explosive or incendiary charge of more than one-quarter ounce,

e) mine, or

f) device similar to any of the devices described in the preceding clauses;

2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which as any barrel with a bore of more than one-half inch in diameter; and

3) any combination of parts whether designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; and device although originally pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife of any kind; or

c. straight-edge razor, razor blade; or

d. spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun-chahka, shuriken, or fighting chain; or

e. any disc, or whatever configuration, having at least two points or pointed blades which is

designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.

f. any stun gun or taser as defined in O.C.G.A. section 16-11-106(a); g. any other weapon which may be designated by State or Federal law subsequent to the date of this policy.

Exceptions- The exceptions to this policy are those individuals specifically provided by Georgia law which is now, or may hereafter, be specified.

NOTICE: It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any kirk, bowie knife, switchblade knife, ballistic knife, or any other knife, straight-edged razor or razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser. Violation may result in expulsion from school for one year and/or criminal prosecution.

COMPLAINT PROCEDURES

If you have a complaint regarding any federal program (including Special Education, Title I Part A.; Title I, Part C; Title I, Part D; Title II, Part A; Title III; Title VI, Part B; McKinney-Vento Act; School Improvement 1003(a); and 1003(g) (SIG); RT3 and Lowest Achieving Schools) or if you suspect waste, fraud, abuse or corruption, please click this link to access detailed information on how to proceed.

Grounds for a complaint

Any individual, organization or agency may file a complaint with the Carrollton City School System if that individual, organization or agency believes and alleges that the district is violating a federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must alleged violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered ongoing.

Filing a complaint

Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures. A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Carrollton City Schools has violated a requirement of a federal statute or regulation that applies to an applicable program;
- The date on which the violation occurred;
- The facts on which the statement is based and the specific requirement allegedly violated;
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which

- agency;
- Copies of all applicable documents supporting the complainant’s position; and
- The address of complainant.

The complaint must be addressed to: Federal Programs Director (for program in which the complaint is filed against – see below)

Carrollton City Schools
288 Tom Reeve Drive
Carrollton, Georgia 30117
 Program Directors:

Title I Part A - Improving Academic Achievement of Disadvantaged Students: Ginger Harper

Title I Part C - Migrant Education: Ginger Harper

Title II A - Professional Development for Teachers, Principals, and Others: Karen Wild

Title III - Language Instruction for Limited English Proficient (LEP): Ginger Harper

Title III-A Immigrant/ Unaccompanied Youth: Kelly Law

Title X Part C - McKinney Vento Act: Kelly Law

School Improvement 1003(a): Karen Wild

Title IA Part A - Student Support and Academic Enrichment: Ginger Harper

Title IV Part B- 21st Century Community Learning Centers: Amanda Carden

Special Education Flowthrough/ Federal & State Preschool Handicapped: Mary Raburn

Investigation of the complaint

1. Any complaints or grievances shall be forwarded to the appropriate federal program coordinator. The coordinator or his or her designee will issue a Letter of Acknowledgment to the complainant that contains the following information:
 - The date the complaint was received;
 - How the complainant may provide additional information;\
 - A statement of the ways in which the federal programs coordinator may investigate or address the complaint; and
 - Any other pertinent information
2. The decision of the Federal Program Coordinator may be appealed to the Superintendent in writing.
3. The decision of the Superintendent may be appealed to the Carrollton City Board of Education in writing.
4. All decisions and appeals shall be submitted in writing.
5. Complaints will be tracked by the appropriate federal program coordinator by maintaining documentation of written complaints and other supporting information.
6. Reports will be maintained with letters of complaint and the final resolutions.

Right of appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint can be submitted online or addressed to:

Georgia Department of Education

Title I Office 205

Jesse Hill Jr. Drive SE

2052 Twin Tower East

Atlanta, GA 30334

160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL Code: JBC

(1) DEFINITIONS.

a) Active Duty – the full-time duty status in the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

(b) Attend – a student's physical or virtual presence in the educational programs for which he or she is enrolled.

(c) Child of Military Families – a child enrolled in kindergarten through grade 12, in the household of an active duty military member.

(d) Department of Human Services (DHS) – the agency which provides specified services and placement for children who have been remanded to the physical or legal custody of DHS either temporarily or permanently by a court or by voluntary agreement, or if the child has been admitted or placed according to an individualized treatment or service plan of DHS.

(e) Department of Juvenile Justice (DJJ) – the agency which provides supervision, detention and a wide range of treatment and educational services for youths referred to DJJ by the Juvenile Courts, and provides assistance or delinquency prevention services for at-risk youths through collaborative efforts with other public, private, and community entities.

(f) Education For Homeless Children And Youths – Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) that requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth.

(g) Emancipated Minor – an individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court and granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor as provided in O.C.G.A. § 15-11-202

(h) Enroll – the registration of a student in the local education agency (LEA) of residence. A parent, guardian, other person residing within this state having control or charge of any child or children, or the student (in the case of an emancipated minor) provides the LEA with the appropriate documentation. Once enrolled, the child shall be eligible to attend the assigned school.

(i) Grandparent – the parent and/or step-parent of a minor child’s father or mother. This definition remains the same upon the death and/or the termination of parental rights of the birth parent.

(j) Home Study – a program that allows parents or guardians to teach their children at home as provided in O.C.G.A. § 20-2-690 (c).

(k) Homeless Child or Youth – individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals; or
5. Awaiting foster care placement.
6. The following children are included in the definition; however, this list is not exhaustive: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above. (McKinney Vento Homeless Act 42 U.S.C. § 11431 et seq.)

(l) Individualized Education Program (IEP) – a written plan for each student with a disability that is developed, reviewed, and revised in accordance with Individuals with Disabilities Education Act, 20 U.S.C. § 1414(d).

(m) Individuals with Disabilities Education Act (IDEA) – the federal law, codified at 20 U.S.C. § 1400, et seq, enacted to ensure that all students with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; to ensure that the rights of students with disabilities and their parents are protected; to assist states, localities, educational service agencies, and federal agencies to provide for the education of students with disabilities; and to assess and ensure the effectiveness of efforts to educate students with disabilities.

(n) Local Education Agency (LEA) – the public authority legally constituted by the state as an

administrative agency to provide control of and direction for kindergarten through Grade 12 public education institutions.

(0) “in loco parentis” – to assume the duties and responsibilities of a parent without a formal legal process.

(2) REQUIREMENTS

(a) Eligibility for Enrollment.

1. Other than students specifically exempted by rule or by law, the following individuals shall be eligible for enrollment in publicly-funded programs in Georgia public schools:

(i) Students who have attained the age of five by September 1 to enroll in the appropriate general education programs unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent. Students that have dropped out of school for one quarter or more are eligible to enroll in the appropriate general education programs unless they attain the age of 20 by September 1.

(ii) Students with Individualized Education Programs (IEPs) developed under the Individuals with Disabilities Education Act (IDEA) may attend public school through the age of 21 or until they receive a regular high school diploma.

(iii) Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in a public kindergarten or first grade accredited by a state or regional association or the equivalent thereof, are eligible for enrollment in the appropriate education program if the child attains the age of five for kindergarten or six for first grade by December 31 and the child is otherwise eligible for enrollment as prescribed in O.C.G.A. § 20-2-150.

(b) Persons That May Enroll Eligible Students.

1. Under the provisions stated in O.C.G.A. § 20-2-690.1, a parent, guardian, grandparent, or other person has the authority to enroll a student in a publicly-funded Georgia school.

(i) Unless otherwise provided by law or rule, if the person enrolling a student is not the parent and does not hold legal guardianship, the LEA may adopt a policy requiring that the person enrolling the student complete a Non- Parental Affidavit of Residence.

(I) A homeless child, as defined in the McKinney-Vento Homeless Act 42 U.S.C. § 11431 et seq., shall be enrolled immediately with full participation in all school activities whether or not appropriate documentation can be provided at the time of enrollment.

I. Upon determining that a student is homeless, as defined by the McKinney-Vento Homeless Assistance Act, the child must be allowed to either remain in the district in which he or she was enrolled prior to becoming homeless or enroll in the district where he or she is now located.

(II) An LEA shall immediately enroll a student in the physical or legal custody of the Department of Human Services (DHS) or the Department of Juvenile Justice (DJJ) or a student placed by the DHS or DJJ in a residential facility located within the LEA’s jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).

(III) Since foster children awaiting permanent placement qualify as homeless children or youth under the McKinney-Vento Act, an LEA must consult with the custodian of a student placed by the DHS into a new home or facility that would require a change in school or LEA in order to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new LEA in accordance with the McKinney- Vento Act. See also SBOE Rule 160-4-8-.17 CASE MANAGEMENT CONSULTATION FOR AGENCY PLACED TRANSFER STUDENTS.

(IV) Upon notification by the DJJ that a student will be enrolling in an LEA, the LEA shall enroll the student in his or her home school, as opposed to an alternative educational setting unless the case management consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an individualized education program team shall take precedence.

(V) A grandparent with a properly executed power of attorney for the care of a minor child may enroll their grandchild, without court approval, in the LEA in which the grandparent resides if the specific conditions set forth in the “Power of Attorney for the Care of a Minor Child Act,” O.C.G.A § 19-9-120 through O.C.G.A § 19-9-129 are met.

I. No person or school official who acts in good faith reliance on a power of attorney for the care of a minor child shall be subject to criminal or civil liability or professional disciplinary action for such reliance. II. Except where limited by federal law or the executed power of attorney, the grandparent empowered to enroll the child shall have the same rights, duties, and responsibilities that would otherwise be exercised by the parent pursuant to the laws of this state.

(VI) Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

I. A transitioning military child, placed in the care of a noncustodial parent or other person standing in loco parentis whose residence is other than that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent.

(VII) LEAs shall accept immigrants/non-visa-holders who meet age and residency requirements and shall not inquire about their legal status in accordance with U.S. Supreme Court Decision in Plyler v. Doe, 457 U.S. 202 (1982).

I. LEAs are not responsible for making determinations regarding immigration and visa status. Rather, the U.S. Department of State (Office of Visa Services) and the Department of Homeland Security (U.S. Citizenship and Immigration Services) are responsible for making such determinations.

II. LEAs may accept non-immigrant, foreign students on F-1 visas in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208). III. LEAs may accept non-immigrant, foreign exchange students on J-1 visas in accordance with the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, et. seq. (1988). IV. LEAs shall accept non-immigrant foreign students on derivative visas where they are the qualifying child of a non-immigrant

student or exchange visitor (i.e. F-2, M-2, J-2). V. LEAs shall accept non-immigrant, foreign students on B-1/B-2 visas and are not responsible for ascertaining whether or not seeking enrollment in school will violate the terms of the visa.

(c) Provisional Enrollment.

1. Other than students specifically exempted by rule or by law, a student shall be enrolled on a provisional basis and allowed to attend an LEA for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances.

(i) If evidence is not provided within this period, the LEA superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.

(ii) The LEA superintendent or designee shall notify the registering parent, guardian, grandparent, or other person at least 10 calendar days prior to the withdrawal of the student.

(I) The registering parent, guardian, grandparent, or other person will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.

(II) The local school superintendent shall report violations to the appropriate authorities for adjudication.

2. O.C.G.A. § 20-2-150 (c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.

3. Students pre-registering in an LEA of residence shall not be eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.

4. A student shall not be denied enrollment into an LEA if the student meets residency qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2- 751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.

5. The LEA shall be required to provisionally enroll students pursuant to Section (2) (c)1 of this rule if their local policy places additional requirements on the other person when enrolling a student in their control or charge.

6. The provisions of O.C.G.A. § 20-2-670 regarding the transferal of discipline actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.

(d) Enrollment Documentation.

1. Other than students specifically exempted by rule or by law, before admitting any individual to a public Georgia school or program, the superintendent or designee shall accept evidence in the order set forth below that shows the individual's date of birth:

(i) A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;

(ii) A military ID;

(iii) A valid driver's license; (iv) A passport; (v) An adoption record;

(vi) A religious record signed by an authorized religious official; (vii) An official school

transcript; or (viii) If none of these evidences can be produced, an affidavit of age sworn to by the parent, guardian, grandparent, or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

2. During the enrollment process, LEAs shall adhere to:

(i) The provisions of O.C.G.A. § 20-2-771 concerning the immunization of students, which includes an exception for religious grounds; and,

(ii) The provisions of O.C.G.A. § 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students.

3. Upon presentation of one of these evidences required in paragraph (2) (d) 1, a photocopy of the document shall be placed in the student's record and the original document presented shall be returned to the parent, guardian, grandparent, or other person.

4. The LEA shall ensure that the employee or other designated individual responsible for care of homeless students shall assist the homeless student in acquiring the necessary records for enrollment. Proof of residence is not required.

5. The LEA may require a grandparent empowered to enroll the child to produce the same documentation a parent would produce to enroll the child.

6. The following provisions apply to a child or children of military families.

(i) In the event that official education records cannot be released to the parents or legal guardian for the purpose of transfer, an LEA shall accept a complete set of unofficial educational records prepared by the sending school and furnished to the parent or legal guardian.

(I) Upon receipt of such unofficial education records, the LEA shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records.

(II) Simultaneously with the enrollment and conditional placement of the student, the LEA shall request the student's official education records from the school in the sending state.

(ii) Students in the household of an active duty military member shall be allowed to continue their enrollment at grade level in the local school system commensurate with their grade level, including kindergarten, from a local education agency in the sending state at the time of transition, regardless of age.

(I) A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age.

(II) A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

(iii) The LEA shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation or

placement in similar programs based on current educational assessments conducted at the school in the sending state or participation or placement in similar programs in the sending state. Such programs include, but are not limited to: gifted and talented programs, and English as a second language.

(I) Nothing in this section shall preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

(iv) An LEA shall be prohibited from charging local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

7. Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, a parent, guardian, or other person shall provide a copy of the enrolling student's social security number to the proper school authorities or shall complete and sign a form stating the individual does not wish to provide the social security number.

8. A student shall be identified in the local Student Information System (SIS) and in the Georgia Department of Education official data collection and reporting systems by the student's legal name as it appears on the documentation submitted for age verification as delineated in paragraph (2)(d)1, or in a court order changing the student's name.

9. Once a student has successfully enrolled in any publicly-funded Georgia school, provided that one of the evidences required in paragraph (2) (d) 1 has been provided and recorded in the Georgia Testing Identifier (GTID) as set forth in SBOE Rule 160-5-1-.07 and any associated guidelines, further proof of age under this provision is deemed unnecessary.

(e) Withdrawal.

1. A student may be withdrawn by a parent, guardian, grandparent, or other person as provided in (2)(b)1 of this rule.

2. When a parent, guardian, grandparent, or other person as provided in (2)(b)1 of this rule withdraws a student according to the LEA policies and procedures, with documentation of proof of enrollment as provided in (2)(e)1 above, the student's withdrawal date shall be recorded as the last day of student attendance.

(i) If a student is under suspension or expulsion, on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension or expulsion.

(ii) If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).

3. When a parent, guardian, grandparent, or other person as provided in (2)(b)1 of this rule does not withdraw a student from a current school according to LEA policies, the LEA shall withdraw the student.

- (i) With proof of enrollment in a different school, other LEA, private school, or home study program, the date of withdrawal for a student shall be the last school day of student attendance.
 - (ii) With no proof of enrollment in another school, other LEA, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the LEA provides documentation validating the student no longer resides in the school's attendance zone.
- (I) The student withdrawal date shall be the last day of attendance or the day the LEA obtains documentation validating the student no longer resides in the school's attendance zone.
- (II) In the absence of the documented proof as described in (2)(e)8 of this rule, the withdrawal code shall indicate that the student was removed for lack of attendance.
- (III) Each superintendent or the superintendent's designee shall notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested.
4. A student who is not in attendance on the first day of school but expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.
- (i) Students not in attendance on the first day of school but expected based on prior year enrollment shall not accrue absences until the student is physically present and attending.
 - (ii) The reason for students withdrawn as a "no-show" shall be recorded in the school's official records as unknown, unless the LEA has proof that the student has enrolled in a different school, other LEA, private school, or home study program as set forth in (2)(e)8 of this rule.
5. A student shall be withdrawn from a school on the day the school or LEA receives documentation validating the student no longer resides in the school's attendance zone unless one of the following exceptions occur:
- (i) LEA policy allows students to remain enrolled to complete the current school year.
 - (ii) Student is allowed to remain enrolled based on O.C.G.A. § 20-2-293 or O.C.G.A. §20-2-294.
6. A student shall not be withdrawn due to excused absences defined in SBOE Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1(a)
7. A student shall not be withdrawn while receiving Hospital/Homebound services.
8. Pursuant to the provisions in 34 Code of Federal Regulations (C.F.R.) Part 200, a school or LEA shall only use a withdrawal code which denotes that a student transferred if the LEA has proof that the student enrolled in another school, other LEA, private school or home study program.
- (i) Documentation must be in writing so that the transfer can be verified through audits or monitoring and maintained in the permanent student record.
 - (ii) It is the responsibility of the principal to ensure that all student withdrawal information is complete and accurate.

9. The following are acceptable forms of documentation when using withdrawal codes that are associated with students who transferred:

(i) For students transferring to a school within the same LEA or another Georgia LEA, proof shall include the request for records from the receiving school, evidence of a transfer that is recorded in the State's student data collection system, or a letter from an official in the receiving school acknowledging the student's enrollment.

(ii) For students transferring out of state or to a private school, proof shall include the request for records from the receiving school, or a letter from an official in the receiving school acknowledging the student's enrollment.

(iii) For students transferring to a home study program, proof shall include a document signed by the parent, guardian, or other person who meets the requirements of the "Power of Attorney for the Care of a Minor Child Act", which declares their decision to educate the student in a home study program.

(iv) For students transferring to another country, a school or school system must have written confirmation that a student has emigrated to another country (34 C.F.R. §200.19(b)(1)(ii)(B)), but need not obtain official written documentation. If a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.

10. LEAs must be able to document the reasons to support student withdrawal as outlined in this rule and SBOE 160-5-1-.07 Student Data Collection and associated guidelines and resources.

(i) LEAs found to be non-compliant with these provisions will be reported to the State Board of Education and the Georgia Department of Education (GaDOE) shall request the Governor's Office of Student Achievement (GOSA) to conduct an in-depth audit of the LEAs student records documentation, procedures, and processes.

(I) LEAs found to be in noncompliance as the result of an audit by GOSA shall forfeit the ability to appeal an Adequate Yearly Progress (AYP) determination.

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