



Toccoa Elementary School

Student Handbook

2022-2023

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Toccoa Elementary's Mission:

The mission of Toccoa Elementary is to empower all students to become self-motivated learners who think critically to achieve academic and personal success which contributes to the team.

Toccoa Elementary's Motto:

Together Everyone Succeeds!

Toccoa Elementary's Vision: Toccoa Elementary School envisions a culture where students value exploration, discovery, creativity, and innovation in a safe environment. Our vision includes families, faculty, staff, and community members providing unwavering support aimed at inspiring students to achieve their personal best. Unity in this vision will result in our students pursuing their goals in an ever-changing world.

Stephens County/Toccoa Elementary's Beliefs:

We believe...

- Students are the focus of all decisions.
- All individuals are valued and treated with dignity, courtesy and respect.
- In empowering students, parents, staff, and community through communication and collaboration.
- A commitment to excellence is expected of all students, parents, staff, and community members.
- In providing educational opportunities, PK-12, that prepares students for life beyond the classroom.

Student Calendar

Fall Semester

First Day of School	August 2, 2022
Labor Day Holiday	September 5, 2022
Teacher Work Day/Fall Break	October 10-14 2022
Thanksgiving Holidays	November 21-25, 2022
Winter Holidays for Students/Teacher	
Workdays....	December 19, 2022-January 3, 2023

Spring Semester

Second Semester Begins	January 4, 2023
MLK Holiday	January 16, 2023
Weather Day/Holiday	February 17, 2023
Presidents' Day	February 20, 2023
Teacher Workday	March 17, 2023
Spring Break	April 3-7, 2023
Last Day of School/End 2 nd Semester	May 24, 2023

**Calendar subject to change. Please refer to the monthly activity calendar.*

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Change of Address, Phone or Custody

It is extremely important for us to have a telephone number on the registration card so that you can be reached in case of an emergency. If you do not have a telephone, please use a telephone number from a close friend, relative, or neighbor. If your phone number or address changes, please contact the school office either by phone or through a note in your child's agenda. It is necessary that an accurate address and phone number be on file for your child at all times.

School Arrival and Departure

The school will open at 7:20 each morning. **Parents who transport their children to school will use the Pawnee Street entrance to drop off at the cafeteria.** Car riders must stay in the car until the morning duty teacher begins supervising the unloading of students. Student drop off in the back closes at 8:00. No students should ever be left if duty teachers are not present. All entrance doors in the back are locked when duty teachers come back into the building. It is recommended that students arrive by 7:50 each morning.

Breakfast is free for all students and is served between 7:30-8:00 each morning.

Students arriving after 8:00 must be accompanied by their parents to the main office to sign-in and get a tardy pass. The student will give the pass to the teacher when he or she enters the class.

Bus service is provided for all students except for those students who live out of district. It is the responsibility of the parents to provide transportation for the student if he/she is out of district. Buses will arrive at school between 7:20 a.m. and 7:40 a.m. School is dismissed at 3:00 but dismissal procedures begin within the building at 2:50. No routine dismissals from the office will be made after 2:30. At this time, students will be called to buses and to the car-rider pick up area. Buses will load and leave campus immediately. Each car-rider will be assigned a car pick-up number. Parents should remain in their cars with the number displayed on the rear view mirror and drive through the back lot parking area at cafeteria (**Pawnee Street entrance**) to pick up students. Parents may not park on Savannah Street or Pond Street and have their children walk to them. Toccoa Elementary staff members will be on duty at the parent drop-off to assist students. Anyone wishing to pick up a child without presenting a pick-up number will be required to report to the office to verify identity and sign the child out. Only students and school personnel are allowed in the cafeteria during dismissal times.

If your child has parental permission to go home any other way than he/she normally goes (including riding a different bus, getting off at a different bus stop, or being picked up early), he/she **must** bring a written note from home stating this change. If a child is going with another student, both students are required to bring a note from their parent/guardians. Students who need to ride home on a bus they do not normally ride must contact SCSS transportation department at 706-886-1633 for approval.

Parents arriving to pick up children before the 2:45 dismissal procedures begin are required to come to the school office to sign the child out. (Again, routine pick-ups in the office after 2:30 are not allowed.) Only individuals who are authorized on the student information card will be allowed to pick up students.

Frequently, we receive a large volume of phone calls towards the end of the school day to request transportation changes. This causes issues related to student safety. If there is a need for change in transportation it should be communicated in writing (agenda or parent note); therefore, adjustments in transportation should be made ahead of time. Your cooperation with this concern is appreciated. Student safety is our top priority!

Students who ride an After-School Program van will be dismissed at 3:00 to meet their transportation at the side of the school. **All children in car pick-up should be picked up by 3:30.** The playground is not supervised after school hours or before school. Children are not allowed to use playground equipment prior to the start of the day or as they are leaving school. **Cars will not be allowed to use the front driveway during bus arrival and departure times. (7:00 - 8:00 a.m. and 2:30 - 3:30 p.m.)**

Daily Schedule

Doors Open	7:20
Breakfast in classroom	7:30
School Starts	8:00
1 st Load Buses	2:50
2 nd Load Buses	2:53
Van Riders	2:57
Car Riders	2:57
3 rd Load Buses	3:00
School Dismissed	3:00

*All buses will load from the front of the school and car pick-up will be at the back entrance at the school cafeteria.

Student Agendas

Student agenda notebooks will be provided to all students. Agendas will assist in recording assignments and for school to home communication. If the provided agenda is lost it must be replaced. Replacement cost is \$5.00 and should be purchased within five days.



Homework

Homework is assigned on a regular basis. Homework will be required on a daily basis as a part of the course of study to encourage independent work and good study habits. Teachers make every effort to make sure homework assignments are clear and the due date is understood. All homework will be an extension of the regular classroom instruction/major projects and will be evaluated.

All homework assignments are due the following day or a date set by the teacher. Homework must be ready to be presented by the student at the beginning of the class for which it is required. Students will not be permitted to call home for homework that they forgot to bring to school.

Medication

Medication can be administered in school only if the physician requests it in writing. The school nurse/or her designee will be available to give approved medication. If a child becomes ill, attempts will be made to notify parents.

Students who need to take prescription medicine on a short-term basis (two weeks or less) will need to provide a written request from the doctor or parent. **In all cases, the medication must be brought to school by an adult and must be in the original container with specific directions.**

Long-term medication (two weeks or more) requires a form to be completed by the parents and your doctor. Medication must be in the original container with specific directions. Medication will be kept in the nurse's office. The school nurse or her designee will document each time medication is given.

School Accident Insurance

It is recommended that your child be covered with health insurance. Accidents do occasionally occur at school. The school is not financially responsible for medical bills incurred by accidents at school. School day and 24-hour coverage are available. The application for student insurance is available online. The link for student accident insurance is located at:

www.stephenscountyschools.org If you do not have Internet access or need assistance please contact the school office, and we will assist you in getting your coverage started.

Personal Property

To reduce the number of lost jackets, sweaters, gloves, school supplies, etc., please put your child's name on each item. Please notify your child's teacher if any personal property has been misplaced. **Personal athletic equipment (bats, balls, etc.), cell phones, toys, stuffed animals, radios, headphones, video games, and valuable jewelry should not be brought to school.**

Litter/Chewing Gum

Students are expected to use the proper container to dispose of trash. **No chewing gum** is allowed on the school campus.

Telephones/Cell Phones

Students should ask to use the telephone only in case of an emergency. Written permission must be granted by the classroom teacher. **Cell phones should not be visible during school hours. If a student must have a cell phone at school it needs to be turned off and placed in book bag or pocket book until after school has been dismissed.**

Citizenship

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, and on the buses. Obedience to law, respect of our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students. Character Education will be taught in exploratory classes, and the regular classroom, and stressed throughout the entire school environment.

Visitors at School

For your child's protection, we will continue to limit outside guests on our campus. Visitors will be allowed by appointment only. Scheduled visitors/guests will need to check in through the front office and obtain a name tag.

Parent/Teacher Conferences

Parents are urged to take an active interest in their child's school work. Parent/Teacher conferences can be scheduled during the teacher's planning time or before or after school. Other arrangements can be made through the principal, assistant principal, or counselor's office. You may also request a conference with a teacher by voicemail, e-mail, or agenda. teachersfirstname.teacherslastname@stephenscountyschools.org

Report Cards/Grading Policy: Report cards will be sent to parents every nine weeks via the student(s). Parents should anticipate receiving report cards shortly after the conclusion of the 9 weeks. The report card indicates academic achievement. Fall and spring average will be used to calculate the overall average for the end of the year. Please sign these report cards and return them to your child's teacher within two school days. Each teacher checks all report cards on their return to see if they have been signed and if there are parental comments or notes enclosed.

Number of Grades: Approximately one grade will be entered into Infinite Campus each week for Language Arts, Math, and Reading. Science and Social Studies should have approximately 7 grades per 9 weeks grading period. We will use cumulative averages this year.

Grade Weights: All grades are equal weight.

Minimum Score: We allow students to redo work to show mastery of standards and improve grades. If necessary, a minimum score of 50 will be used for all work turned in.

Makeup Work: For an excused absence, a student will have a maximum of three school days to complete make-up work. For excused absences of 2-5 consecutive days, a student will have a maximum of five school days to complete the make-up work. For excused absences of 6-9 consecutive days, a student will have a maximum of ten school days to complete the make-up work. Students who miss ten or more consecutive days due to illness may apply for hospital homebound services.

Missing/Late Work: Missing work should be flagged in infinite campus (averaging in a 0) until the work is submitted. Points may be taken off for late work.

Textbooks/Computers

Textbooks and computers issued to students are the property of the Stephens County School System and Board of Education. Students are responsible for textbooks, computers, library books and other books used in class, which are lost, stolen, or damaged.

The Stephens County Board of Education requires full replacement costs be charged for lost or damaged books or computers.



School Lunch and Breakfast Program

Lunch/Breakfast menus are sent home at the beginning of each month. **This year each student at Toccoa Elementary will receive breakfast and lunch at no charge.**

Students are expected to eat and handle food properly. Any misuse or behavior problems in dealing with improper use of food will not be tolerated. We feel confident that parents will support school efforts of your child exhibiting good manners at all times. The cafeteria should be a calm, relaxed environment where students can fully enjoy their meal. After eating, talking in a normal conversation voice is permitted.

Students are welcome to bring their lunch from home; however, ***please do not bring food items from fast food restaurants.***

Students with food allergies must submit a doctor's note to the cafeteria manager.

Snacks/Birthday Celebrations

All snacks sold at school must meet the new USDA nutrition standards. Snack privileges are not mandatory and may be denied. Toccoa Elementary permits limited school parties. Parents may plan celebrations through their child's teacher at least a day in advance and may bring store bought refreshments for an end of the day celebration at the discretion of the teacher. **All snacks/refreshments brought into TES must be store-bought items with ingredient information available.** Please consider using the Smart Snack Calculator to see if the snacks you send to school comply as well: <https://www.healthiergeneration.org>.



Student Dress Code

The dress of the students will reflect the theme of the following dress code under the supervision of the administrative team and faculty who have the responsibility of enforcing its concept. Student dress and grooming shall be neat, clean, and appropriate.

- Shorts of a reasonable length may be worn. Words or graphics cannot be on the seat of shorts or pants.
- Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses.
- Students must wear shoes. Shoes must be tied, buckled or worn as the manufacturer intended. On the days students have PE; students should not wear sandals without heel straps or flip flops.
- No see through garments may be worn.
- Offensive or suggestive writing or pictures on clothing are prohibited.
- Advertisements for alcoholic products, tobacco products, drugs, etc. will not be permitted on clothing worn to school or on book bags or hats that are brought to school.
- Hats, caps, hoods, head scarves, bandanas, sweatbands or sunglasses may not be worn inside the building.
- Belts must be buckled, sashes tied, and buttons buttoned.
- Low-rise pants for girls are not permitted. Boys' pants should be fitted at the waist at all times.



Field Trips

Field trips are planned to enhance our curriculum. Parents are encouraged to support participation. Trips are carefully planned by the teacher and approved by the Administration and board of education. Field trips taken within the county are covered by a standard permission form that is filed in the student's permanent folder. Parents will be notified of these trips in advance. Any parent requesting to chaperone on a planned field trip must have a required background check completed. The forms for this procedure may be picked up in the front office, and must be submitted well in advance of the field trip. Field trips are meant for the students in the grade-level they are planned for only. **Siblings in other grade-levels will not be permitted to attend.**

Out-of-county field trips require a permission slip from the parent(s) prior to the date of the trip. This permission slip must indicate the date, time and purpose of the trip.

Field trips will begin and end at the school site. Teachers will accompany students on all field trips and assume responsibility for their proper conduct and safety. If money is requested by the school to help fund any field trip, no student will be ineligible to go on the trip for not contributing toward the cost of the trip.

Educational Trips

Application forms are available from Student Services. Parents/guardians must complete the application for an educational trip and submit the request to the school one week before the trip. A school administrator must approve the educational trip. The administrator will review the student's attendance record prior to approving the educational trip. Educational trips will not be excused for more than 5 consecutive school days. No trip will be excused during state assessments. All work missed must be made up within the number of allotted days as previously specified. In addition, the student will keep a log of the activities that occurred that are related to his/her educational experience and write a paper concerning these activities. These documents must be presented to the administrator in a similar manner as all other make-up work. **All educational field trips that will result in a student being absent 10 or more days will not be approved. Also, an educational field trip will not be approved for any student under an attendance contract.**

Activity Class

The Activity teachers and the school counselor have been responsible for teaching lessons on the following Character Education classes: Responsibility, School Pride, Cooperation, Courage, Honesty, Integrity, Fairness, Respect, Citizenship, Friendship, Work, Determination, Patience, Compassion, Kindness, Appreciating Yourself, Being Positive, Self -Esteem, Listening Skills, Generosity, Career Education.

Other exploratory classes: *Second-Step* Violence Prevention curriculum, Bus Safety, Fire Safety and visit to the Fire Department, Study Skills, Drug Free Activities (Saying "No"), Community Service and visit to the Nursing Home, Self-Discipline, Animal Safety, City Hall Tour, Resolving Conflicts, Veterans Day Activities, At Home Alone, Good Touch/Bad Touch with school counselor, Arbor Day, American Heroes, Earth Day, and Test Preparation Skills.

Parent-Teacher Organization

The Toccoa Elementary Parent Teacher Organization is active in various activities that help all students. They assist with fund-raising activities, field days, Teacher Appreciation Days, Fall Festival and Spring Fundraiser.

Emergency Drills (see diagrams in each classroom) Emergency drills will be held throughout the school year.

Fire Drills are held monthly during the year. Student cooperation and attention are needed to evacuate the building safely. The signal for a fire drill is a continuous blast from the fire alarm system. At this time evacuation procedures go into effect:

- Walk in a single file line through the appointed exit into the school grounds a safe distance from the building.
- Remain quiet.
- Remain outside until an all-clear signal is given.

Tornado/Severe Weather Drills will be held throughout the year. Signal for a tornado drill will be announced over the intercom system.

- Evacuate all rooms into hallways.
Assume the proper position and remain until the all-clear signal is given.
- If students are on the outside, they will enter the nearest building.

Lockdown Drill will be held throughout the year. Signal for a lockdown will be given over the intercom. Teachers will proceed with the drill.

Student Attendance

Regular school attendance is a law in Georgia. Parents and students must assume responsibility for being punctual and regular in school attendance. It is the position of the Stephens County Board of Education that each school day is important, and no student should be absent except for extraordinary reasons. Excessive tardiness and early dismissals interrupt the school day and can negatively impact student learning.

NOTE: Students serving as pages at the Capitol are considered present for that day. Students in foster care are counted present when they are attending court proceedings relating to their foster care.

Absence:

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

Excused Absences

An excused absence is an absence for which a student may make up any schoolwork missed during the absence. However, any excused absence when a student does not satisfactorily make up the schoolwork missed or does not provide an excuse from the parent or guardian within the time limits required by the school will be treated as an unexcused absence. An unexcused absence is an absence for which a pupil may not make up, for a grade of more than 65, any schoolwork missed during the absence because the absence did not occur for one of the reasons that may be excused. Absences due to out-of-school suspension or expulsion are unexcused but are not counted for the purpose of determining truancy.

Absence from school may be excused for the following reasons.

1. The pupil is personally ill and attendance at school will endanger his/her health or the health of others.
2. The pupil's immediate family has a serious illness or death, which would reasonably necessitate absence from school.
3. A special and recognized religious holiday observed by the faith of the pupil occurs on a school day.
4. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces, mandating absences from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. The pupil has a special medical or dental appointment that cannot be made for after school hours.
8. The pupil attends a funeral, which is approved at the discretion of the school administration.
9. Educational Trips if approved by the school administrator after the parent submits the required application.
10. Visitation with parent/guardian up to five days for parent's/guardian's call to duty or leave from overseas deployment to a combat zone or combat support posting.

The school may request that the parent(s)/guardian(s) provide one or more of the following documents to validate the absence as excused:

School nurse release
Doctor's excuse
Subpoena/Court Order
Obituary of an immediate family member
Hospital intake form for an immediate family member
Government document for Pre-induction physical examinations for service in the armed forces

This list is not all inclusive

When a student is absent from school, an excuse must be submitted to the school within two school days of the student's return to school. Parents may send a written excuse for the student's absence; however, a maximum of SEVEN TOTAL absences excused by a parent note will be accepted within a school year. All additional absences will be considered unexcused unless accompanied by appropriate documents, other than parent notes, to validate the absences as excused. Please refer to the list above for documentation that will be accepted.

For an excused absence, a student will have a maximum of three school days to complete make-up work. For excused absences of 2-5 consecutive days, a student will have a maximum of five school days to complete the make-up work. For excused absences of 6-9 consecutive days, a student will have a maximum of ten school days to complete the make-up work. Students who are anticipated to miss ten or more consecutive days due to illness may apply for hospital homebound services. The student must complete all make-up work within 14 calendar days after the close of a semester.

Absences which occur for reasons not listed above will not be excused except when extenuating circumstances exist in the judgment of the school administrator.

Unexcused Absences

All absences that are not validated as excused according to the above conditions will be considered unexcused. Absences due to suspension or expulsion are unexcused.

Excuses for Tardiness/Early Dismissals*

The policy concerning EXCUSES FOR ABSENCES also applies to tardiness/early dismissals. Tardiness and Early Dismissals may be excused for the following reasons.

1. The pupil is personally ill.
2. The pupil's immediate family has a serious illness or death, which would reasonably necessitate a tardy or early dismissal.
3. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces.
4. The pupil has a special medical or dental appointment that cannot be made for after school hours.
5. The pupil attends a funeral, which is approved at the discretion of the school administration

Consequences and Penalties of Unexcused Absences

When a student accumulates **5 unexcused absences**, the school will notify the parent/guardian of the consequences and penalties of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent/guardian, the school will send written notice via first class mail or certified mail with return receipt requested. Once the letter is sent to the parent, the school has fulfilled its responsibility to notify the parent.

On an annual basis, the Stephens County School System will provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written notification of possible consequences and penalties. After two (2) reasonable attempts to

secure such signatures, the school will send written notice via first class mail or certified mail with return receipt requested. Once the letter is sent to the parent, the school has fulfilled its responsibility to notify the parent.

In addition, students who are age 10 or older by September 1 shall also sign a statement indicating receipt of written notification regarding possible consequences for non-compliance with compulsory attendance regulations and the Stephens County Board of Education policy governing student attendance.

If a student accumulates a total **of eight absences or five unexcused absences**, an attendance support team meeting will be held at the student's school in order to discuss attendance, grades, and discipline. An attendance contract will be developed by the AST. An attendance support team meeting may be held when a student accumulates **14 tardies** or early check-outs

Once a student accumulates **10 unexcused absences**, the parent will receive a letter from the school social worker informing him or her that a court referral is being made to the Magistrate Court of Stephens County or the Juvenile Court of Stephens County. A copy of the letter will also be placed in the student's agenda. At **15 unexcused absences** the parent will receive a letter from the school social worker reminding the parent of the importance of regular attendance. If parents cannot be contacted by phone or letter, the school social worker and School Resource Officer will do a home visit in an effort to discuss attendance and get the contract signed. Parents who fail to respond to letters, phone calls, and home visits will be referred to the appropriate court.

Truancy

The Stephens County Board of Education defines truancy as any child subject to compulsory attendance who during any school year is absent 5 or more days without a valid written excuse.

Attendance Support Teams

Each school will establish an Attendance Support Team chaired by an attendance support worker/counselor. The team will be responsible for monitoring and implementing policies to reduce tardy days, early dismissals, and truancy at the applicable school. The team will assess each truancy case and develop strategies and interventions to correct the student's truancy.

Hospital/Homebound

A hospitalized or homebound pupil who receives as much as three hours of instruction per week from a certified hospital/homebound teacher may be counted present at the school for that week.

Effect of Absences on Grades

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excusable reasons;
2. Makeup work for excused absences was completed satisfactorily and within the time limits required for each school; and
3. A grade average of 70 or above has been earned in the course work.

***Administrators may use discretion in applying the aforementioned policy.**

Permission to Leave School

All pupils are required to remain at school at all times during school hours unless permission to leave is granted by the principal upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations.

Parent Portal

Stephens County provides parents with the opportunity to access student grades and attendance through an on-line parent portal. Use the following directions to set up your parent account:

1. Go to the Stephens County School website: (<http://www.stephens.k12.ga.us>)
2. Select "Infinite Campus Parent Portal" (under "Quick links").
3. Once on the Infinite Campus site, you will need to select the "click here" that indicates you DO NOT have the "activation key".
4. Next, click on "click here to request activation key".
5. You will need to input information (SSN, DOB, etc.) for the child and "submit".
6. Once the required information is given, you will then receive an "activation key" which will allow you access to Parent Portal. The activation key is very long, so you may need to write it down or print it out.
7. Then go back to the option to enter your "activation key" and follow the steps. You will set up your username and password
8. If you have more than one child in the school system, you will need to follow these steps for each child.
9. Once you set up the account, then you would need to follow steps 1 & 2, and enter username and password.

Parent/Guardian Contact Information

It is the responsibility of the parent or legal guardian to inform school personnel in writing when there is a change in address and/or other contact information.

STUDENT BEHAVIOR CODE

It is the purpose of the Stephens County Board of Education to operate each school in a manner that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events.
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at the school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

AUTHORITY OF THE PRINCIPAL

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

AUTHORITY OF THE TEACHER

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. §20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such a report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardian may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Toccoa Elementary Expectations

Students are expected to abide by all rules and policies of both Toccoa Elementary School and the Stephens County Board of Education. The School-Wide Discipline Policy is designed to protect the instructional program for all students by eliminating disruptions and to guide students in accepting more and more responsibility for their own actions through self-discipline. Teachers will be firm, fair and consistent in enforcing policies. All teachers have the authority to discipline any student who is disruptive anytime while on this campus. Parents are expected to reinforce the concept of proper conduct and high academic achievement.

General class rules

- Be respectful
- Follow directions the first time given.
- Remain in seat unless permission is given otherwise.
- Keep hands, feet, and objects to yourself.
- Raise your hand and wait to be called on before speaking.
- Be courteous when speaking to others.
- Come to class prepared.
- Move quietly in the halls and stay to the right.
- Walk--in the halls, to the buses and to the playground.
- Do not bring toys, audio or video games, etc., recreational equipment, or expensive jewelry to school.
- No buying or selling/giving or taking of personal items.

- No horseplay in restrooms.
- Respect school property. Destruction of school property is prohibited.
- ***Always respect others.***

Hallways

- Stay in single file lines
- Walk on the right side of hallway
- Move quietly through hallways

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct as defined in the Stephens County Board of Education policy:

- Warning and/or Counseling with a School Administrative Counselor
- Loss of Privileges
- Isolation or Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Opportunity Room
- Detention
- Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug- or weapon-sniffing dogs may be utilized at or off the school campus at the discretion of administrators.

STUDENT CONDUCT

I. STATEMENT OF PURPOSE

The following uniform Student Disciplinary Code has been developed to foster consistent discipline in the Stephens County School System. Principals and teachers may only develop individual rules and disciplinary practices which supplement this Code. This Code applies to all students enrolled in the Stephens County School System except for those rules which specifically limit the application to specific grade levels.

II. STUDENT OFFENSES

No student shall, while on school grounds, off school grounds at a school activity, function or event, or in-route to and from school by bus or other transportation provided by the school system, at school bus stops, or while in any vehicle used in connection with a school function or activity, violate any of the following rules of the Stephens County School System. Note, this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee.

Rule 1: Occupying Property with Intent to Deprive Others Use

A student shall not occupy any school building, gymnasium, school grounds, properties or any part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.

Rule 2: Blocking Entrances, Exits or Corridors

A student shall not block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of access thereof.

Rule 3: Damage or Destruction of School Facilities: Setting Fires

A student shall not set fire to or otherwise damage or destroy any school building or property.

Rule 4: Activating False Alarms

A student shall not falsely activate any alarm system, including but not limited to fire and security systems or call 911 without good reason to do so.

Rule 5: Terroristic Threats

A student shall not make any bomb threats or terroristic threats that may cause the discontinuance or interruption of school, or a school activity, function, or event.

Rule 6: Weapons

A student shall not possess, discharge, display, or otherwise use any firearms, explosives, or other weapons.

Rule 7: Blocking Traffic

A student shall not, except under the direction of the school principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.

Rule 8: Disruption of School Activity

A student shall not in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause or attempt to cause the disruption of any lawful mission, process, or function of the school, or

engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.

Rule 9: Refusal to Identify Self

A student shall not refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized personnel.

Rule 10: Theft of School Property

A student shall not steal or attempt to steal school property.

Rule 11: Theft or Damage of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property.

Rule 12: Physical and Verbal Assault

A student shall not physically or verbally assault a teacher, other school official, school employee, those persons attending a school related function, another student, or any persons.

Rule 13: Battery on Students and Non-School Employees

A student shall not batter another student or any other non-school employee, including those persons attending a school related function.

Rule 14: Drugs and Alcohol

A student shall not possess, sell, use, distribute, attempt to distribute, or be under the influence of any alcoholic beverage, intoxicant, inhalant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind, drug paraphernalia, or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. A student shall not possess, sell, use, distribute, or attempt to distribute any substance under the pretense that it is an alcoholic beverage, intoxicant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind (including medical marijuana), or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. Use of an over-the-counter drug as an over-the-counter drug and following the directions of the same shall not be a violation of this rule. In those cases in which it is necessary for a student to take medicine at school, a student shall follow the regulations established by the school. No student shall be in possession of any drugs or medicines without approval of an administrator or the school nurse. The use of prescription medication as prescribed by a doctor and in compliance with the regulations established for medications at school shall not be a violation of this rule. Under no circumstances should students distribute or sell or attempt to distribute or sell prescription drugs.

Rule 15: Failure to Obey

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, paraprofessionals, administrators, counselors, media specialists, school bus drivers, or other authorized school personnel.

Rule 16: Excessive Tardiness and Truancy

A student shall not miss or be tardy for class or required activities during school hours unless permission has been granted by the school administration.

Rule 17: Tobacco

A student shall not use, possess, distribute, or sell tobacco or tobacco products.

Rule 18: Profane, Vulgar, or Obscene Words or Gestures

A student shall not use, speak, utter, or write profane, vulgar, obscene, disrespectful, or inflammatory words, language, or drawings or make such gestures.

Rule 19: Pornographic Materials

A student shall not possess, sell, use, view, or transmit pornographic or obscene materials, literature, or electronic media.

Rule 20: Criminal Violations

A student shall not commit any crime (felony or misdemeanor) as defined by the laws of Georgia, nor violate any City, County, State, or Federal law while under the jurisdiction of the Stephens County School System.

Rule 21: Inappropriate Displays of Public Affection and/or Sexual Misconduct

A student shall not engage in or encourage others to engage in any kind of amorous kissing or sexual activity with or without the consent of the other individual involved. A student shall not expose one's intimate body parts.

Rule 22: Trespassing

A student shall not trespass nor unlawfully enter onto school property or into school facilities.

Rule 23: Electronic/Communications Devices

A student shall not use, possess, or carry a pocket pager, beeper, cellular telephone, radio, compact disc (CD) player, tape player, video game, or other electronic device except for health or other unusual reasons approved by the school administration. A student is prohibited from using any electronic device in a manner that might interfere with school bus communications equipment or the school bus driver's operation of the school bus.

Rule 24: Gambling

A student shall not engage in gambling or participate in games of chance for money or property.

Rule 25: Academic Dishonesty

A student shall not use the work of another student or person for academic purposes unless authorized, or engage in the unauthorized use of notes or materials for completion of an assignment or test.

Rule 26: Encouraging Violation of Rules

A student shall not urge, encourage, or counsel other students to violate any of the preceding rules.

Rule 27: Bullying

A student shall not bully any person.

Rule 28: Threat, Harassment, Intimidation

A student shall not threaten, verbally or written, expressed or implied, to cause bodily injury to any student, teacher, school official, school employee, or any person attending a school related function. A student shall not harass nor intimidate any student, teacher, school official, school employee, or any person attending a school related function.

Rule 29: Physical Violence

A student shall not inflict physical violence upon a student, teacher, school bus driver, school official, or school employee.

Rule 30: Prohibited Items on the Bus

A student shall not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Rule 31: Falsifying reports of Alleged Inappropriate Behavior by Teacher or School Personnel

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student.

Rule 32: Conduct Subversive to Good Order

A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This rule includes any off campus behavior of a student, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Rule 33: Repeated Violations/Willful Misbehavior

Students may not willfully and repeatedly violate school rules and state or federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violation of school rules for expected behavior.

The following criminal offenses committed by students can lead to schools being named as an Unsafe School according to the provisions of State Board Rule for Unsafe School Choice Option: aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson - first degree, kidnapping, murder, rape, voluntary manslaughter, non-felony drugs, felony drugs, felony weapons, and terroristic threats.

III. DISCIPLINE

Disciplinary infractions and recommended responses to them are divided into four (4) levels. Each level governs progressively more serious behavior. It is the responsibility of the principal or his or her designee to determine the level of the offense and the appropriate discipline.

A. LEVEL I

Level I offenses are acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's learning process.

Level I offenses should be handled first by the teacher or staff member involved in the incident. When the teacher or staff member involved determines that additional action is necessary because of repeat violations or other concerns, the student may be referred to the principal or his or her designee for appropriate disciplinary action. The principal or designee, after review of the student's explanation, consultation with the school personnel involved, and further investigation (when needed), will determine the appropriate disciplinary action, consistent with this Code.

Level I offenses include, but are not limited to: abusive language, cheating, defiance, disorderly conduct, classroom disruption, threat, harassment, intimidation, rude and/or disrespectful behavior.

Disciplinary responses that may be taken in response to Level I offenses include, but are not limited to: verbal reprimand, parental contact, withdrawal of privileges, behavior contract, after school detention, opportunity room, and warning of referral to Level II.

The principal/designee may utilize or inform parents/guardians of student support services that may help address behavioral problems. The principal/designee shall make a reasonable effort to contact the student's parents regarding the offense and discipline.

B. LEVEL II

Level II offenses are intermediate acts of misconduct which may include repeated acts of misconduct and acts directed against persons or property, but which do not seriously endanger the health and safety of others.

Level II offenses must be reported to the principal or designee. The principal or designee, after review of the student's explanation, consultation with the school personnel involved, and further investigation (when needed), will determine the appropriate disciplinary action, consistent with this Code.

Level II offenses include, but are not limited to: repeated Level I offenses, abusive language, defiance, destruction of property, disrespect of others, fighting, gambling, misconduct on bus or at bus stop, skipping class, stealing, theft, rude and/or disrespectful behavior, unauthorized possession and/or inappropriate use of electronic devices.

Disciplinary responses that may be taken in response to Level II offenses include, but are not limited to: verbal reprimand, parental contact, schedule change, withdrawal of privileges, behavior contract, confiscation of unauthorized materials,

restitution of damages, after school detention, suspension from the bus, opportunity room, short-term suspension, and warning of referral to Level III.

The principal/designee may utilize or inform parents/guardians of student support services that may help address behavioral problems. The principal/designee shall make a reasonable effort to contact the student's parents regarding the offense and discipline.

C. LEVEL III

Level III offenses are serious acts of misconduct. Level III offenses must be reported immediately to the principal or designee and may result in the immediate removal of the student from the classroom, school or extracurricular activities.

Level III offenses include, but are not limited to: repeated Level II offenses, abusive language to school personnel, verbal assault, physical assault, physical violence, bullying, destruction of property, vandalism, defiance, extortion, threats, fighting, harassment, intimidation, sexual harassment, tobacco possession or use, theft, trespassing, breaking and entering.

Disciplinary responses that may be taken in response to Level III offenses include, but are not limited to: parental contact, restitution of damages, after school detention, suspension from the bus, long-term opportunity room, short-term suspension, and referral to an alternative disciplinary program, referral to law enforcement, and warning of referral to Level IV.

The principal/designee may utilize or inform parents/guardians of student support services that may help address behavioral problems. The principal/designee shall make a reasonable effort to contact the student's parents regarding the offense and discipline.

The principal/designee shall make a reasonable effort to contact the student's parents regarding the offense and discipline.

D. LEVEL IV

Level IV offenses are the most serious acts of misconduct. Committing any of these acts will be sufficient grounds for long-term suspension, expulsion, or permanent expulsion. Level IV offenses must be reported immediately to the principal or designee. Acts which are violations of the law must be reported to law enforcement.

Level IV offenses include, but are not limited to: repeated Level III offenses, verbal assault, physical assault, physical violence, battery, aggravated battery, sexual battery, arson, firearms, weapons, explosives, homicide, kidnapping, robbery, breaking and entering, alcohol, drugs, destruction of property, threats, sexual harassment, sex offenses, serious misconduct on bus or at bus stop, theft, trespassing, inciting, leading, or participating in acts that substantially disrupt orderly conduct at a school or school function, possession, use, sale, or distribution of stolen property, violation of criminal law.

Disciplinary responses that may be taken in response to level IV offenses range from parental contact, restitution of damages, long-term suspension from the bus, long-term opportunity room, short-term suspension, and or recommendation for: disciplinary tribunal, alternative disciplinary program, long-term suspension, expulsion, and permanent expulsion.

The principal/designee may utilize or inform parents/guardians of student support services that may help address behavioral problems. The principal/designee shall make a reasonable effort to contact the student's parents regarding the offense and discipline.

IV. VICTIM REPORTS

Victims of certain alleged student misconduct may file a written complaint with the Stephens County Board of Education through the school administration, describing the alleged incident and the injury or damage sustained. A student disciplinary hearing will be held following:

- a. Any alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than 10 school days.
- b. An alleged assault or battery by a student upon any teacher, other school official, or school employee, if such teacher or other school official or employee so requests.

V. DEFINITIONS

"Abusive Language" -means swearing, cursing, or using profane, vulgar, and/or obscene words.

"Aggravated Battery"-means the intentional or knowing commitment of an act which causes great bodily harm or permanent disfigurement or use of a deadly weapon.

"Alcohol"- means all alcoholic beverages, including, but not limited to, beer, wine/wine coolers, and liquor.

"Arson" -means setting or attempting to set a fire.

"Battery" - means intentionally making physical contact of an insulting provoking nature with the person of a student or a non-school employee; intentionally causing physical harm to a student or non-school employee; or causing or attempting to cause injury or behaving in such a way as to cause physical injury to a student or non-school employee.

"Breaking and Entering/Burglary"- means the unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

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

"Cheating" -means willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other materials in the completion of an academic assignment or test.

"Classroom Disruptions"- *See Disorderly Conduct*

"Corporal Punishment" -means a paddling administered following the guidelines of Policy JDA.

"Defiance" -means not following the directions of staff, failure to observe rules, or openly challenging the authority of a school official.

"Detention"-means remaining after school or attending school on Saturday as an alternative to suspension for violation of certain offenses.

"Disorderly Conduct/Classroom Disruption"- means any act which disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment, or behavior that poses a threat to the health, safety, and/or welfare of students and/or staff.

"Drugs" -means controlled substances excluding alcohol, but including, but not limited to, drugs which require a physician's prescription, and drugs which are classified as "designer drugs".

"Drug Paraphernalia"-means equipment or a device used for preparing or taking drugs.

"Expulsion" -means the removal of a student from school beyond the current school semester.

"Fighting" -means the mutual participation in an altercation.

"Firearms/Explosives" - See *Policy JCDAE*

"Gambling"- means any participation in games (or activities) of chance for money and/or other things of value.

"Harassment/Intimidation" -means using unwelcome remarks or acts to annoy, demean, or ridicule another; forcing another to do something; or preventing another from doing something by threatening, bullying, or making the person afraid.

"Homicide"- means the murder and non-negligent manslaughter killing of one human being by another or killing a person through negligence.

"In-school Suspension" -means the temporary removal of a student from the regular school program and placement in an alternative program, under the direction of school district personnel. School administrators may assign a student to in-school suspension for a maximum of ten consecutive school days. While assigned to in-school suspension, a student will have all regular school privileges and extracurricular activities withdrawn during the period of in-school suspension. There shall be no interruption of services a student may be receiving from a counselor, psychologist, or social worker while serving in-school suspension.

"Kidnapping"- means the unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.

"Long-term Suspension" -means the removal of a student from school for more than ten days. A long-term suspension may only be assigned by a Student Disciplinary Tribunal or the Board of Education.

"Parental Contact" -means the notification to the parent (s) or legal guardian (s) of a disciplinary problem his/her child is having, explaining possible disciplinary actions to be taken to resolve the matter, allowing the parent(s) or legal guardians to have input into how the matter might be resolved, and requesting help from the parent(s) or legal guardian(s) in resolving the matter.

"Physical Assault"- means an intentional threat by act to do violence to another person, coupled with an apparent ability to do so, while creating a well-founded fear in the other person that such violence is imminent without subjecting him or her to physical attack.

"Physical Violence" - means (1) intentionally making physical contact of an insulting and provoking nature with the person of a school employee or (2) intentionally making physical contact which causes physical harm to a school employee unless the student caused such physical harm in self-defense as provided in Georgia law.

"Permanent Expulsion" -means the permanent removal of a student from the Stephens County School System.

"Probation" -means the trial period of time during which a student committing further disciplinary offenses is subject to further disciplinary action that might be more severe than otherwise.

"Restitution" -means the restoration or full payment for damaged or stolen property.

"Sex offenses"- means inappropriate sexual behavior or conduct without force or threat of force including, but not limited to, sexual conduct, inappropriate bodily contact, indecent exposure, and the possession or distribution of pornographic materials.

"Sexual Battery" -means any sexual act directed against another person, forcibly and/or against the victim's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

"Sexual Harassment" - See *Policy JCAC*

"Skipping Class" -means the unexcused absence(s) from class period(s) or for school day(s).

"Short-term Suspension" -means the removal of a student from school for ten (10) days or less. A short-term suspension may only be assigned by a school administrator, a Student Disciplinary Tribunal, or the Board of Education.

"Stealing" - See *Theft*

"Student Disciplinary Tribunal"-means, unless otherwise established by the Board of Education, the tribunal designated in Policy JCEB to hear and render decisions concerning certain student disciplinary matters.

"Student Support Services"- means all resources that may be used to help students with behavioral problems. These resources include but are not limited to parent/teacher conferences, parent/administrator conferences, referrals to Student Support Team, individual and/or group counseling sessions, referrals to SUPER program, referrals to Mentoring program, opportunity rooms, peer mediation sessions, tribunal intervention counseling program, DARE program referrals, and Crossroads Alternative School referrals. Also, these resources may include programs available through Family Connections.

"Tardy" -means being late for school or class.

"Theft/Larceny" -means the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

"Threat" - means a verbal or nonverbal expression of an intention to inflict pain, injury, evil, or punishment on another person or an intention to damage, destroy, vandalize, or steal another person's property.

"Trespassing" -means to enter or remain on school property without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion.

"Vandalism"- means the willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or person having custody or control of the property including, but not limited to graffiti.

"Verbal assault"- means an intentional threat by word to do violence to another person, coupled with an apparent ability to do so, while creating a well-founded fear in the other person that such violence is imminent without subjecting him or her to physical attack.

"Weapons" - See *Policy JCDAE*

V. ADDITIONAL GUIDELINES

1. Students under suspension or expulsion are not allowed to make up any academic work nor will Stephens County School System recognize or grant academic credit for work completed by the student through any home study program or through any non-accredited private school during a suspension or expulsion. This applies to all offenses listed in this

policy. Students under suspension or expulsion are not allowed on the school campus or at any school functions or events.

2. Students are to notify a school administrator or staff member when illegal or suspected illegal items, dangerous items, or other items prohibited from school are found in the school building, on the school campus, or on the school bus. Students are not to pick up or handle these items.
3. Due to the immaturity of elementary students (grades kindergarten through five), school administrators may use discretion in applying the aforementioned policy.
4. School administrators and/or designees have the authority to conduct reasonable searches of students, their possessions, their lockers, and their automobiles while on school property, or property being used by the school, at any school function or activity, or at any school-related event held away from the school campus. Strip searches are not allowed. The school administrator is required to have reasonable suspicion prior to conducting a search, but shall have the right without notice or suspicion to search desks, lockers, and/or automobiles. If the student and/or his/her parent(s) or legal guardian(s) refuse to allow a search, a law enforcement official(s) will be contacted immediately and the matter turned over to them.
5. A student is deemed to be in possession of an item(s) when such item(s) is found on the person of the student, in his/her possessions, in his/her locker, in a student's vehicle on school property, or in any vehicle brought on school property by a student.
6. Students found guilty of being accessories to any violation of this Code are subject to the same penalties as the students who are actively involved in committing such offenses.
7. Students and parents will be provided a copy of the rules and regulations as contained in this Policy through each school's student and parent handbook which will be given to the student upon initial enrollment in school and annually thereafter. The student and parent handbook will also be available in each school and classroom. It will be the responsibility of the student to know and adhere to the contents of these rules and regulations. Students and parents are encouraged to ask faculty and staff members for any clarification of this Code.
8. A teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in his or her class or with the student's classmates' ability to learn and that violate this Code shall file a report describing the behavior to the principal/designee. The report may not exceed one page and must be filed within one school day of the most recent occurrence of the behavior. The principal/designee shall send a copy of the report to the student's parent/guardian with information regarding how the parent/guardian may contact the principal/designee. If the principal/designee takes disciplinary action against or utilizes student support services with the student, the principal/designee shall send written notification of the action to the teacher and the student's parent/guardian within one school day. The written notification to the parent/guardian shall include information regarding how the student's parent/guardian may contact the principal. The principal/designee shall make a reasonable attempt to confirm that the written notification has been received by the student's parent or guardian.
9. Nothing in this Policy shall infringe upon any right provided to students with individualized education programs or plans pursuant to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

VI. OFF-CAMPUS OFFENSES

Students shall be disciplined for engaging in off-campus conduct that could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by the Georgia or United States criminal codes, is punishable as a felony

or would be punishable as a felony if committed by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

VII. STUDENT LEARNING ENVIRONMENT

State legislation has deemed that parental involvement processes shall be designed to create the expectation that parents/guardians, teachers, and administrators will work together to improve and enhance student behavior and academic performance and will freely communicate concerns about and actions in response to student behavior that detracts from the learning environment. Thus, the Stephens County Board of Education encourages parents/guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

VIII. CLUBS AND ORGANIZATIONS

As required by state statute, a listing of all clubs and organizations within the school systems can be found on the district policy website as an exhibit for policy JCD. This listing includes the name of the club or organization, the mission or purpose of the club or organization, the name of the club's or organization's faculty advisor, and a description of past or planned activities. Any parent/guardian who wishes to decline participation for his/her child to participate in a club or organization should indicate this on the form provided with the distribution of this Student Conduct policy.

INTERROGATIONS AND SEARCHES OF STUDENTS

Interrogations

The principal of each school, or the authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.

Searches

The system endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner, which ensures that students are not arbitrarily stripped of personal privacy.

The principal of each school, or an authorized representative, possesses the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items will include, but are not limited to, secreted noisemakers, water guns, contraband drugs, a handgun or other dangerous weapons.

Principals of each school where lockers are issued shall ensure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices, which lead students to believe the lockers are under their exclusive control.

In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material, the possession of which is prohibited by federal, State or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

Strip searches are prohibited.

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents/guardians for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials should observe the following:

- A student in school may not be interrogated by any authority without the knowledge of the school official.
- Any interrogation must be done in private with an official school representative present.
- A student may not be released to the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- If a student is removed from the school by legal authority, parents/guardians should be notified of this action by school officials as soon as possible.

STUDENT HEARING PROCEDURE

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
 - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
 - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a

verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.

5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, and cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

WEAPONS

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. It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

Weapons may include, but are not limited to:

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

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Students with Disabilities

A. 45-Day Interim. Any student with a disability cognizable under IDEA, 20 USC 1400 et seq., who is determined to have brought a weapon to school may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401 (a) (20). If a parent or guardian requests a due process hearing under IDEA, the student shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representative agree otherwise.

B. Students Whose Disability is Unrelated to the Misbehavior. Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement the same as a student without such disability, except to the extent that such expulsion is inconsistent with the Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended; provided, in any event, some educational services shall be provided to such suspended student.

Reporting

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report

such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

BULLYING

The Stephens County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

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

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

BUS CONDUCT

Bus Driver in Charge of Riders

Each bus driver has charge of the pupils riding in his/her bus. Improper language, smoking, or misbehavior of any kind is not tolerated. Bus drivers handle problems with pupils according to the specified procedure given below which may result in suspension of the right of bus transportation or suspension from school.

- The bus driver is in complete charge of his/her bus. The bus driver will assign pupils to specific seats as necessary.
- Bus drivers are to deal with children in a friendly but firm manner at all times.
- Problems of a serious nature must be reported promptly to the principal of the school, which the pupil attends.
- The principal will take up the matter with the pupil and, if necessary, with the parents.
- Should there be any reoccurrence of unsatisfactory behavior on the bus, the matter will be reported a second time to the principal.
- If the problem cannot be resolved, the principal may notify the parent that the pupil is denied access to transportation by bus.
- Transportation problems of an unpleasant nature are not to be discussed on roads while pupils are being transported. These problems should be taken up with the principal of the pupil and the bus driver if necessary.
- When access to transportation by bus is denied to a pupil, this denial does not change the requirement of attendance at school. Under such a condition, it is the responsibility of the parent to transport the pupil to school.
- The principal may restore access of transportation by bus to a pupil as justified.
- Students are not allowed to change buses without prior approval of their principal.
- Express buses are non-stop between schools.
- Unauthorized passengers will not be allowed by the driver.
- No seats on the buses are to be reserved by students.
- No food or drinks are allowed on buses.
- Students shall receive instructions on safe riding practices while on the bus and emergency evacuation procedures on an annual basis.

Failure to abide by these rules will result in your child having his/her bus-riding privilege taken away for various amounts of time. The first bus write up will be a warning for the student and the parents from the driver. The second write up will be turned into the administration at the school and a warning will be given from the school. The third write up will result in a suspension from the bus for 1 day. Each bus write up after the third will result in a day added to the suspension from the bus.

For example,

- **1st write up = written warning from bus driver**
- **2nd write up = Write up turned into administration Warning from administration**
- **3rd write up = 1 day bus suspension**
- **4th write up = 2 day bus suspension**
- **5th write up = 3 day bus suspension**

The administration reserves the right to add more days depending on the offense.

Board of Education Policies

The policies can be found at the following link:

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=4145&sch=4145>

How to find BOE policies:

1. Go to the SCSS website. <http://www.stephens.k12.ga.us/>
2. Under PARENT/STUDENT LINKS click on Board of Education – Eboard
3. In the blue, horizontal bar hover on Policies. Select the policy you want and click on it.

MINDSET RESTRAINT

Stephens County administrators and designated staff are trained in the Mindset model of therapeutic physical restraint. Restraint will only be used as a last resort, and only when the student presents as an immediate threat of danger to himself/herself or others. De-escalation techniques will be attempted prior to use of physical restraint. Parents/guardians will be notified, in accordance with GA Dept. of Education State Board Rule 160-5-1-.35; if/when their child has been restrained.

INTERNET ACCEPTABLE USE

Appropriate Use of Electronic Information Resources

Electronic information resources such as the Internet, World Wide Web, electronic mail (email), Local Area Networks (LAN), Wide Area Networks (WAN), network services, and computers are provided to help achieve the instructional goals of the Stephens County School System. Any activities involving the use of these resources that do not support these instructional goals are forbidden and should be avoided.

When using electronic information resources, students are expected to apply the Student Code of Conduct just as they would in any other instructional activity.

The use of electronic information resources including the Internet is a privilege and not a right and continued use is subject to the user's adherence to the letter and spirit of this policy.

Student Expectations in the use of Electronic Information Resources

- a. Students shall not access material that is obscene, pornographic, child pornography, harmful to minors, or otherwise inappropriate, as defined in the Children's Internet Protection Act of 2000, for educational uses.
- b. Students shall not use school resources to engage in hacking or attempts to otherwise compromise system security.
- c. Students shall not allow other students the use of passwords or other credentials at any time.
- d. Students shall not engage in any illegal activities on the Internet.
- e. Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes.
- f. Students shall not disclose personal information, such as name, school, address, and telephone number, outside of the school network.
- g. Students shall notify school personnel if they become aware of any violation of this policy.
- h. Students shall notify school system personnel if they accidentally violate any portion of this policy.

Any violation of school policy and rules may result in the loss of school-provided access to electronic information resources. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Staff Expectations in the use of Electronic Information Resources

- a. Staff shall not use these resources to access material that is obscene, pornographic, or is child pornography.
- b. Staff shall not use school resources to engage in hacking or attempts to otherwise compromise system security.
- c. Staff shall not allow others the use of their passwords or other credentials except when necessary for the purpose of maintaining or servicing these resources.
- d. Staff will provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyberbullying.

Expectations for staff and students in the use of Electronic Information Resources

- a. Use of these resources to lobby for votes is forbidden.
- b. Use of these resources for commercial advertising is forbidden.
- c. All copyright laws will be observed at all times.
- d. Use of these resources for sending and receiving large numbers of personal messages is prohibited.
- e. All users should recognize that email and Internet use is not private.
- f. Wasteful use of these resources is forbidden.

Any violation of school policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies and the Professional Standards Commission may be involved.

Acceptable Use Contract

Families should be aware that some materials accessible via the Internet might contain content that is illegal, offensive, defamatory, or inaccurate. The Stephens County School System respects the rights of families to decide whether or not to allow a child Internet access. Only those students who return a signed Acceptable Use Contract including parental permission will be allowed access to the Internet.

For elementary school students this contract shall be signed/renewed at the beginning of each school year.

This contract shall be signed/renewed upon entering middle school and shall remain in force as long as the student is in middle school.

This contract shall be signed/renewed upon entering high school and shall remain in force as long as the student is in high school.

Enforcement of policy

- a. The Stephens County School System uses a technology protection measure that blocks or filters Internet access to inappropriate material, as described above, including Internet sites that are not in accordance with the policy of the Stephens County School System. However, given the Internet's global nature, it is impossible to control all materials that students or staff may discover. The Stephens County School System disclaims responsibility for inappropriate material students or staff may access on the Internet while using the Stephens County School System's electronic information services.

- b. The technology protection measure that blocks or filters Internet access may be disabled by a Stephens County School System staff member for bona fide research purposes by an adult.
- c. A Stephens County School System staff member may override the technology platform measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- d. Stephens County School System staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet use history to ensure enforcement of this policy.
- e. Internet activities may be monitored and/or recorded and reviewed for the purpose of enforcing this policy.
- f. All users of electronic information resources must agree to and sign an Appropriate Use Contract.

STUDENT RECORDS

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student, except where authorized by the regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order or federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name, address and telephone number;
- b. Student's date and place of birth;
- c. Student's participation in official school clubs and sports;
- d. Weight and height of student if he/she is a member of an athletic team;

- e. Dates of attendance at schools within the school district;
- f. Honors and awards received during the time enrolled in the district's schools;
- g. Photograph; and
- h. Grade level.

Procedures for Obtaining Access to Student Records

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child. Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with the FERPA regulations.

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22, as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

PROTECTION OF PUPIL RIGHTS Amendment (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

PROMOTION AND RETENTION

STUDENT ACCOUNTABILITY FOR ACADEMIC ACHIEVEMENT

Promotion and Retention of Students

Stephens County Schools believes that all students can learn when the following are present: engaging work, quality instruction, and relevant content and intrinsic motivation. The Stephens County Board of Education holds high expectations for staff, students, parents, and community and believes accountability must be shared by all.

The Board of Education (“the Board”) shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The Board hereby authorizes each school cluster (high school, middle school, elementary schools-grade levels should be consistent) to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7,

(and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such a level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions may be appealed to a district level committee, whose decision shall be final.

NOTICE OF NON-DISCRIMINATION

The Stephens County School System does not discriminate on the basis of sex, race, creed, age, national origin, marital status, or handicap (Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 and Rehabilitation Act of 1973) in educational programs or activities receiving federal assistance. Employees, students, and the general public are hereby notified that the Stephens County Board of Education does not discriminate in any educational programs or activities or employment policies. Inquiries, concerning the application of Title VI, Title IX, or Section 504 in regard to the policies and practices of this board, may be addressed to the coordinators listed below.

Title VI or Section 504
Brandy Stacy
Director of Exceptional Children
Stephens County School System
191 Big A School Road, Toccoa, GA 30577
brandy.stacy@stephenscountyschools.org
Phone: 706-886-9415, ext. 1632

Title IX
Chuck King & John Stith
Athletic Director & Human Resources
Stephens County High School
323 Indian Trail, Toccoa, GA 30577
chuck.king@stephenscountyschools.org
John.Stith@Stephenscountyschools.org
Phone: 706-886-9415

In addition, other inquiries may be directed to the Regional Office of Civil Rights, Atlanta, Georgia, 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C., 30301.

EQUAL EDUCATIONAL OPPORTUNITIES

The School District does not discriminate on the basis of race, color, religion, national origin, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

In compliance with the Americans with Disabilities Act, anyone attending school activities and needing assistance due to a disability should notify the school in advance. Any concerns regarding the Americans with Disabilities Act should be directed to the respective school's principal.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

EQUAL EDUCATIONAL OPPORTUNITIES COMPLAINTS PROCEDURE

Complaints made to the school system regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of gender in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five working days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the

Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.

7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

GENDER EQUITY IN SPORTS

It shall be the policy of the Stephens County Board of Education to prohibit discrimination based on gender in any interscholastic or intramural athletics offered by the Stephens County School District. The District shall undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, the District's high school shall not participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The school system shall annually notify all its students of the name, office address, and office telephone number of the sports equity coordinator.

The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. The investigation shall be in accordance with the grievance procedures provided by administrative regulation to this Policy.

The Stephens County Board of Education acknowledges that it has authority to accept donations for the use of the District. Donations may be monetary, real or personal property or services. Any donations made to athletic programs of the District shall conform to state and federal laws and to the policies of the Board. To assist the District in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the District must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation. The Superintendent or designee shall establish criteria for the evaluation of offers and acceptance of donations to the athletic programs of the District.

Title I

Toccoa Elementary is a Title I Distinguished School. We maintain a comprehensive School Improvement Plan and Parent Engagement Policy. Each of these is reviewed annually and revised with input from parents, staff and community. Each parent/guardian is invited to attend the annual Title I meeting that is held in the fall. You will be notified of the meeting by phone call, marquee and notice of meeting. We encourage you to attend and be informed of the academic progress of our school, the goals and objectives of the improvement plan, as well as opportunities for you to be involved. **The Parent Engagement Policy** will be sent home with each student at the beginning of the year, and is available throughout the year. If you have questions or wish to receive an additional copy, please contact the school administration. As a parent, you also have the right to know if your child's teacher meets the criteria to be "highly qualified." This information will be given to you at the beginning of the school year.

Title I Parental Involvement

Toccoa Elementary values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. Toccoa Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement. Notice of these events will be sent home with every student, posted on the school marquee and announced through the school's automated call system.

- Annual Title I Meeting
 - We invite you to an evening of learning and sharing about our Title I program, including our parent engagement policy, the school wide plan, and the school-parent compacts.
- Open House and Student-Led Conferences
 - Touch base with your child's teacher and let your child share his/her progress with you.
- Family Academic Nights and Title I School-Parent Compact and Parental Engagement Policy Review.
 - Participate with your child in cool hands-on activities and give input on all Title I parent documents

Toccoa Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers. Each teacher, student, and parent must sign a document indicating that they have read the compact and are willing to abide by its contents. Toccoa Elementary is committed to helping our parents attend the parental activities listed in this plan. Please call us if you need assistance with childcare or transportation in order to participate in our programs (706) 886-3194.

CHARTER SYSTEM

Stephens County Schools operate under a charter from the Georgia Department of Education. As a charter system, we have the opportunity to implement innovative ways to secure the best possible education for all our students. A School Governance

Team (SGT) is composed of the school principal, two faculty members, two parents, and two business/community members. The SGT may make recommendations to the local board of education concerning the school's budget, resource allocation, personnel (specifically the principal), parental involvement, school improvement, curriculum, and school operations. The team will post the dates for monthly meetings and is subject to the Open Meetings Act and Open Records Act. The principal may be contacted at any time if a parent has suggestions for agenda items for an SGT meeting.

504 STUDENT RIGHTS AND PROCEDURAL SAFEGUARDS

SECTION 504 INFORMATION

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving Federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. To determine 504 eligibility, a student must demonstrate: as a result of an evaluation, to have a physical or mental disability/impairment (or having a history of a physical or mental disability/impairment) that substantially limits one or more major life activities.

For more information regarding Section 504 Eligibility and Plan development process, contact your school SST/504 coordinator or the Stephens County System 504 Coordinator at the following address:

191 Big A School Road
Toccoa, GA 30577
(706) 886-5609

PARENTS' RIGHTS UNDER SECTION 504 / ADA

Notice of Rights of Students and Parents under Section 504

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant 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 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 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 the 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.

HARASSMENT

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy JAA/GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22):

The Department of Driver Services (DDS) shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time such minor submits an application for an instruction permit or driver's license the minor presents acceptable proof that he or she has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion or has terminated his or her secondary education and is enrolled in a postsecondary school, is pursuing a GED diploma, or the records of the DDS indicate that the applicant is enrolled in and not under suspension or expulsion from a public or private school or is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program.

ASBESTOS MANAGEMENT PLAN

The Stephens County Schools AHERA/Management Plan is available for public inspection upon request at the Stephens County Board of Education office located at 134 Industrial BLVD Ellijay, GA This notification is provided to fulfill the requirement of section 763.93 (4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Stephens County School System.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notification procedures.

Anyone interested in reviewing this plan should contact the Stephens County Board of Education at 706-886-9415.

PARENT’S RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROS

In compliance with the requirements of the Every Students Succeeds Act, the **Toccoa Elementary School** 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 **Sheila Pressley, Principal at 706-886-3129.**

The Stephens County School System reserves the right to make changes to the student handbook as necessary.