

# Turner County Elementary School



## 2021-2022 Student/Parent Handbook

### *Administration:*

Bernard Joiner Jr., Principal  
John West, Assistant Principal

### *Contact Information:*

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Ashburn, GA 31714

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Dear Parents and Students,

Welcome to Turner County Elementary School for the 2021-2022 academic year. We look forward to an exciting school year that will be one of the most rewarding in your child's school career. It is a privilege to work with an outstanding faculty and staff committed to the success of our students by providing them with a strong academic program in a safe, positive and orderly learning environment. We are passionate about guiding our students in becoming caring, respectful, productive, and responsible citizens. Together with our students, parents, and community, we can provide the best possible education for each student.

This handbook contains information that is important and useful. It is written with the belief that all students have a right to learn and that our teachers have a right to teach. I urge you to read it thoroughly and thoughtfully. The guidelines are written in order to create an environment conducive to learning and a school where all feel safe and secure and that is respectful of the rights and dignity of each individual.

We want to do everything possible to protect the educational moments of each day. Our teachers have scheduled planning times for instructional planning and also to meet with parents. If you need to meet or talk with your child's teacher, please call the school and set up a meeting during the teacher's planning period.

It takes the hard work of our students, faculty, staff, parents, and community for us to be successful. Thank you for your contributions to the success of TCES. If you have any questions, comments, or concerns please feel free to contact the school.

For the Kids,

Mr. Bernard Joiner, Ed. S.  
Principal

### ***Notice of Non-Discrimination***

***The Turner County School System provides equal opportunity to students and staff and does not discriminate on the basis of race, color, religion, national origin, political affiliation, age, disability, sex, or veteran status.***

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**Craig Matthews - Superintendent**

**Mr. Sam Brown - Chairman**

**Mrs. Sandra Blue - Vice Chairman**

**Mrs. Ann Kendrick**

**Mr. Cornelius Ball**

**Mr. David Mathis**

**Turner County Board of Education**

**423 North Cleveland**

**P.O. Box 609**

**Ashburn, Georgia 31714**

**229-567-3338**

**TURNER COUNTY ELEMENTARY SCHOOL**

**Title I**

The Turner Co. Elementary School receives additional federal funds for the purpose of ensuring that all students have a fair and equal opportunity to obtain a high quality education. Under this program parents have the right to be involved in the education of their child. A parent involvement plan, policy and compact designed by all stakeholders are available on the school webpage.

**Our Mission** here at TCES is for teachers, parents, and students to work together to provide a culture of academic excellence as we strive to produce a community of lifelong learners and responsible citizens.

**Our Vision** here at TCES is to create a safe and challenging environment where all students have the opportunity to develop to their fullest potential.

**Our Values**

- All students will demonstrate mastery of the collaboratively agreed upon, essential curriculum that focuses on what students are required to learn, know, and be able to do.
- Staff unity and consistency will enhance student learning through collaboratively planned clear expectations and procedures.
- Students will know where they stand, what teachers and administrators will do to ensure their success, and that teachers and administrators are “on their side.”

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# Turner County Elementary School

## 2021-2022 Important Dates

**\*Due to COVID-19 Virus, dates are subject to change for safety reasons.**

July 27-Aug 2	Pre-Planning
August 3	First Day of School
September 6	Labor Day
October 6	End of 1 <sup>st</sup> Nine Weeks
October 15-18	Fall Break
October 19	In-service Day Teachers
November 22-26	Thanksgiving Break
December 17	End of 2 <sup>nd</sup> Nine Weeks
December 20-31	Christmas Break
January 3	In-Service Day Teachers
January 17	MLK Jr. Day
February 18	In-Service Day (Bridge Day)
February 21	Presidents' Day
March 9	End of 3 <sup>rd</sup> Nine Weeks
March 25	Holiday
April 18-22	Spring Break
May 20	Last Day of School
May 23-24	Post Planning

## ATTENDANCE

### MORNING

**\*Due to COVID-19 Virus, protocol and procedures are subject to change for safety reasons. Updates will be communicated with parents and students.**

The school building will open at 7:15 a.m. Students will be counted tardy when the tardy bell rings at 8:00. Students should be in their classrooms **by 7:50 a.m.** and will be counted tardy **after 8:00**. Parents should make every effort to ensure that students are on time to school each day.

Each morning, the pledge, a moment of silence and morning announcements will be made over the intercom at 7:50 a.m., and it is very important that students are in their classrooms during this important time.

**Morning Parent drop-off:** Staff will be on duty to assist with this procedure. Morning drop-off for all car-riders is single-file at the front entrance of the building. For the safety of all students, **PLEASE DO NOT PASS** other cars.

1. Please teach your child to exit the car on the right side.

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2. If you need to walk your child into the building, please park in the front parking lot. Do not leave your car in the fire lane at the front entrance **at any time**.
3. Waiting until the last minute to bring a child to school results in long lines out front and could result in your child being counted tardy to class. Parents may drop students off beginning at 7:15 a.m.
4. Please give out kisses, hugs, lunch money and signed papers before stopping to drop off your child to avoid unnecessary delays in the line of traffic.

## **AFTERNOON**

City route bus and Parent Pick-up students are dismissed at 3:00 p.m.

County route students are dismissed at 3:05 p.m.

The school day does not conclude until 3:00 p.m. Early dismissal is discouraged, because students miss valuable academic time. At the end of each day, teachers and students need time for closure for the day's learning activities. **Due to heavy congestion and disruption of the final minutes of instruction, we ask that parents refrain from coming to the office to check students out between 2:30 p.m. and 3:05 p.m.**

We cannot deliver messages to students. If you need to change anything about how a child will be getting home from school, **you must send or bring a note to the school**. Students **should bring a note from home in order to ride a different bus or to be picked-up by another adult**. The notes should be given to the teacher **first thing in the morning** and must include:

Student's Name, Address of Destination, and Phone Number where a parent can be reached if there are questions regarding student's destination.

**Only in emergencies should a parent contact the school if there is a change in dismissal. Phone calls must be made before 2:00 p.m. in order to help teachers and office staff prepare for the changes.**

Pick-up lines are dual lines. **DO NOT PASS nor GO BETWEEN cars**, unless directed by staff. For the safety of all students, please obey the following rules:

1. Do not exit your car and go into the building to pick up your child after 2:30.
2. Do not pass another vehicle that is in your lane or go between the two lanes.
3. Remind your child to watch for your car and be prepared to leave when you get to the front of the school.

## **ABSENCES / EXCUSES / TARDIES (Turner Co. Student Code of Conduct)**

The following administrative procedures shall be followed by the school, students and parents/guardians as students return to school after an absence:

### **Definitions for Student Attendance Protocol / Tardy**

**Tardy to Class** – A student is “tardy to class” when he/she arrives to class after the tardy bell 8:00.

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**Excused Tardy** – Includes events that are physically out of your control such as: a verifiable accident, road closed due to an accident, power outage, sickness when verbally verified by parent, doctor appointment when verified by doctor's office visit slip, etc.

**Unexcused Tardy** – Over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, out of gas, car trouble, missed bus, personal business, out of town, etc.

Tardiness interferes with the success of the students and is an imposition on the school staff. Please make sure your child is at school and on time each day. Students who are tardy to school (arriving after 8:00) should bring a note from home or the doctor, dentist, etc. and get an admission slip to class from the office. Unexcused tardies will be addressed using discipline procedures.

Unexcused Tardies	Consequence
1-2	Teacher reminder
3-4	Teacher discretion
5-6	(1) day detention
7-9	(2) days detention
10	School Social worker may initiate legal action to resolve truancy. Refer to the TC Student Code of Conduct

**Truant** - Any child subject to compulsory attendance who, during the school calendar year, has 10 or more unexcused absences.

#### **Exception for Suspension**

School days missed as a result of an out of school suspension shall count as excused days for the purpose of determining student truancy.

#### **Excused Absences**

- Personal illness or when attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- Mental health clearance letter from a Mental Health Professional before returning to school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.

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- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
- Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

### **Students Counted Present**

Students shall be counted present under the following circumstances:

- When they are serving as Pages of the Georgia General Assembly.
- A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of the day missed from school.
- A student who successfully participates in the Student Teen Elections Participant (STEP) program shall be present and given full credit for the school day in which he or she served as a volunteer poll worker, up to two school days per school year.

### **Grade and Absences**

Course grades of students shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- All make-up work was completed satisfactorily.
- In the event of prolonged absences due to extenuating circumstances, the student, parent or guardian may request the case be reviewed by the Attendance Appeals Committee.

### **Procedures for Absences: Notification**

-A written excuse from a physician, parent or guardian, stating days missed and reason for absence shall be provided to the designated person at each within three (3) days the student returns to school after an absence. Only **five (5) written excuses and/or emails from a parent/guardian will be accepted per semester**. Also, school officials will accept faxed notes from the doctor once the student returns to

school. School officials will ONLY EXCUSE the note(s) provided with the date(s) from the physician, parent or guardian.

-Parents of students from ages 6-15 (including kindergarten students which have been enrolled 20 consecutive school days) who have accumulated three (3) or more unexcused absences shall be referred to the Turner County School Attendance Support Team which shall initiate the Truancy Prevention Protocol included in the Code of Conduct.

### **Attendance / Tardies /Early Dismissals**

#### **K-5<sup>th</sup> Grades:**

-Students are expected to be on time and in attendance daily. Students must be present at least 1/2 of the school day to be counted present.

-Parents are responsible for getting students to school on time and should not make a habit of taking students out of school prior to official dismissal time.

-Students will be referred to the Attendance Support Team (AST) when they have received excessive tardies/early dismissals. The AST will determine whether the tardies/early dismissals are excused or unexcused. If the school nurse calls the parents/guardians to pick up the student, he or she will be excused for the rest of the school day. For students who have acquired 10 unexcused tardies/early dismissals, the school social worker may initiate legal action to resolve truancy. Social worker may initiate any or all of the following actions:

-Contact the parent for a second attendance conference;

-Refer matter to the Department of Family and Children's Service for an investigation of possible educational neglect.

-File a complaint in Juvenile Court alleging the child to be a dependent child for reasons of parental inability to ensure the child attends school and for educational neglect.

#### **Attendance Appeals Process:**

-An Attendance Appeals Committee shall be established by the building administrator.

-The Attendance Appeals Committee in each school shall be comprised of an administrator, counselor, school social worker, teacher, or any other person the principal feels necessary who has information for the Committee to consider.

-The Attendance Appeals Committee shall meet as the building administrator deems it necessary. (The Attendance Appeals Committee must meet upon the request of a parent or student.) Minutes are to be kept of all attendance hearings.

-Parents/guardians must be advised of their right of appeal to the Superintendent. This advice must be recorded.



## TRUANCY PREVENTION PROTOCOL

Upon receiving a referral for a child in danger of becoming truant, the Attendance Support Team (AST) shall initiate the following steps:

# of unexcused absences	Intervention Action
3	Infinite Campus Call Out
5	Mail and/or email letter to parents
7	Schedule mandatory conference with School Social Worker or AST. Mail attendance conference letter. Parent attends conference and signs letter. At the discretion of the AST, the child may also be required to attend the conference.
10	Initiate legal action to resolve truancy. Social worker may initiate any or all of the following actions:  -Contact the parent for a second attendance conference; -Refer matter to District attorney's office to initiate an action in Juvenile Court alleging the child to be a child in need of services (CHINS); -File a complaint in Juvenile Court alleging the child to be in need of services. -Refer matter to the Department of Family and Children's service for an investigation of possible educational neglect. -File a complaint in Juvenile Court alleging the child to be a dependent child for reasons of parental inability to ensure the child attends school and for educational neglect. -Refer matter to District Attorney's Office to request that a criminal action be initiated in State Court alleging the parent to have violated Georgia's mandatory school attendance law

### WITHDRAWALS

All students who withdraw from school should check out through the front office and complete a withdrawal form provided by the secretary. All books, school equipment, fines and fees must be cleared before records or grades will be forwarded to another school system or before a withdrawn student will be allowed to re-enter. Ten days of consecutive absences without notification from a parent/guardian will result in automatic withdrawal.

### HOSPITAL HOMEBOUND (H/H)

In order for a student to receive Hospital Homebound instruction, a licensed physician must declare the student is physically able to profit from educational instruction. Students must have a medically diagnosed physical condition that is non-communicable and restricts him/her to home or hospital for a minimum of 10 school days and which will significantly interfere with his/her education. If a student needs H/H services, the principal should be notified who in turn will direct the parent to appropriate personnel at the board office.

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## ACADEMICS

### \*\*\*\*\*Possible Learning Models for TC Students in 21-22, due to the COVID-19 Virus\*\*\*\*\*

TCES will adhere to safety precautions such as temperature check, reducing the amount of students/visitors in the school (at times), practicing social distancing, allowing face covering (**mandatory when you cannot social distance**), limiting visitors in the building, hand washing and sanitizing, using a modified instructional schedule, etc. Regardless of the model used, all students are expected to complete assignments and communicate with their teachers about their academic progress. Parents are expected to ensure their children are attending and progressing academically with the school.

**Face-to-Face Learning Model “Bricks and Mortar”** = is normal, traditional school students and parents are accustomed to in education.

**Distance-Remote Learning Model “Virtual”** = is when the student and teacher, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom.

**Blended-Hybrid Model “Mix”**= is a use of Face-to-Face instruction by the teacher (reduced days 2 to 3 days per week) along with Distance Remote Learning when students are not face-to-face with the teacher. A-Group and B-Group



### GRADING PERIODS AND REPORT CARDS

The school year will be divided into four (4) grading periods and a report card will be sent home at the end of each grading period.

#### GRADING SCALE

##### Kindergarten:

GKIDS Report Card

**\*GA State Assessment**

**(1<sup>st</sup> – 2<sup>nd</sup> Grades Only)**

Standards-Based Report Card

**\*Codes: 1=Beginning 2=Developing 3=Achieving 4=Exceeding**

**(3<sup>rd</sup> – 5<sup>th</sup> Grades Only)**

Numerical Average

A = 90-100

B = 80-89

C = 70-79

F = 69-Below

I = Incomplete

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## **PROGRESS REPORTS**

Weekly progress reports may be sent to parents on Fridays. Weekly folders may include a report on academic performance and behavior. Midterm grades may be sent out at the midpoint of each grading period.

## **PARENT CONFERENCES/PROGRESS REPORTS**

**\*Due to COVID-19 Virus, protocol and procedures are subject to change for safety reasons.**

Open House/Parent Conference Nights will be held at the end of the first, second, and third nine weeks grading period. All parents are encouraged to attend these conferences or to contact your child's teacher if you have questions or desire more information about your child's academic progress.

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents/guardians. We do ask that you please contact the front office at 229-567-2461 to set up a conference. We will make every attempt to schedule a time that is conducive to your schedule, but conferences will not be scheduled at a time that interferes with instructional activities. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom. The administrative staff will be more than glad to assist you in developing a positive relationship between home and school. Parents and visitors will not be allowed down the halls unless previously arranged and the front office has been notified. In case of a substitute teacher monitoring the class parents will not be allowed to sit in the classroom.

## **PROMOTION/RETENTION**

It is the policy of the Turner County Board of Education that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Board of Education hereby authorizes the Superintendent and administrative staff to develop district 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. Such procedures or regulations shall provide for the following:

## **REQUIREMENTS**

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 level, the teacher must implement remediation efforts as set forth in regulations or procedures.

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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. The committee's decision shall be final and not subject to further appeal.

### **HONOR ROLL (Grades 3-5 Only)**

Honor Roll students must have a cumulative average of 89.5 to 94.4.

High Honor Roll students must have a cumulative average of 94.5 or higher.

### **HONORS PROGRAM**

**\*Due to COVID-19 Virus, protocol and procedures are subject to change for safety reasons.**

The annual Honors Program will be held during the last weeks of school to recognize students who have excelled in academics and service. Parents are invited to attend.

### **MEDIA CENTER**

The Media Center is open daily. Students visiting the center are expected to conduct themselves in a quiet, studious manner. Each student is responsible for library materials issued to him/her and must pay for any damage to or loss of them while they are in his/her possession or checked out to the student. Students are required to have hall passes and move quietly and quickly to and from the library.

### **COMPUTERS**

Computers and Chrome books are provided to assist in the learning process under the supervision of a teacher and are housed in each classroom and computer labs. Students are expected to comply with the Turner Co. School District Internet Acceptable Use Policy

### **GIFTED EDUCATION PROGRAM AND EVALUATION PROCESS**

The Turner County School System provides gifted education programs for qualified students in grades Kindergarten through 12. For information regarding gifted services contact the Gifted Coordinator at 229-567-2461.

Students may be nominated for consideration for a gifted evaluation by teachers, counselors, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities. Nominations should be based on superior classroom performance, high achievement test scores (90% or above in total reading or total math on a NRT) and/or well above exceeds on the Georgia Milestones Assessment. Parents can obtain a nomination form from gifted education teachers or through the gifted office, although this does not guarantee an evaluation. The eligibility team will decide if an evaluation is warranted, and will forward the referral for assessment to the gifted office.

### **ELIGIBILITY CRITERIA**

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A student is eligible for placement in the Gifted Education Program if he/she meets State of Georgia eligibility requirements in one of the following categories: Option A or Option B.

Option A. Mental Ability and Achievement:

Grades K-2: Total score of 99 percentiles on a mental ability test and minimum achievement test score of 90 percentiles in total reading, or total math, or basic composite.

Grades 3-12: Total score of 96 percentiles on a mental ability test and minimum achievement test score of 90 percentiles in total reading, or total math, or basic composite.

Option B. Multiple Criteria (Grades K-12) – meeting criteria in 3 out of 4 categories below:

1. Mental Ability – 96 percentiles minimum total or component score on a mental ability test
2. Achievement – 90 percentiles minimum score in total reading, or total math, or basic composite on an achievement test
3. Creativity – 90 percentiles minimum score on a creativity test
4. Motivation – Overall 88 academic average, during the last two years (grades 4-12) or 90 percentiles on a motivational rating scale in grades K-4

Parental Rights: Parents have the right to have a conference to review all information regarding their child's evaluation results.

Program Descriptions

Gifted students in grades K-8 may participate in resource or cluster content area or enrichment classes taught by gifted certified instructors, or through collaborative instruction in regular education classrooms, with contracts specifying differentiation. Using thematic units, students receive in-depth study in a variety of subjects with "hands-on" projects that require the use of critical thinking, creative problem solving, and technology.

Continuation Policy

Students in the gifted program must maintain high academic standards in regular academic subjects as well as in their gifted classes. A probationary period is provided for students who fail to meet performance criteria. If a student fails to improve his/her performance after the probationary period, he/she is removed from the program.

## STUDENT SERVICES

### MEDICAL SERVICES

Students have access to a full-time registered nurse at TCES. The clinic is located in the front office. We also offer a full staffed pediatric clinic "Care Connect" located on the second grade hallway.

### HEAD LICE

Turner County Schools are following a "no-nit" policy. Your child can return to school only when all head lice and nits are removed from the child's head. Your child will be rechecked by the clinic aide/school

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personnel before being allowed to return to class. If nits are found, the child will not be allowed to return to class. The student will be allowed up to two excused absences for head lice treatment. Any days after those two days will be counted as unexcused absences.

### **MEDICATION/OVER-THE-COUNTER DRUGS**

Any student requiring the use of prescription or over-the-counter drugs must leave them in the school nurse's office. No medication of any type will be kept by any student at any time on school premises. This includes Tylenol, etc. and all other types of over-the-counter medication for any purpose. Exception: Asthma medication or epi-pen with written request from medical doctor stating the urgent need for student or teacher to have medication at all times)

### **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional to the general student body. It should be noted this insurance is the bare minimum. It will not cover all accidents and does not pay 100% of the medical cost incurred. The Turner County School System is not responsible for medical costs not covered by student insurance. All students participating in athletics are required to have student insurance or have on file a note at school from parents confirming their child has adequate coverage.

### **GUIDANCE SERVICES**

The Guidance Counselor works with all students, parents, and teachers to make the educational process more effective and meaningful. Any student who has a special need or problem is encouraged to make an appointment with the counselor. All personal information is confidential.

### **CAFETERIA**

**\*Due to COVID-19 Virus, protocol and procedures are subject to change for safety reasons.**

Breakfast and lunch may be served in the school cafeteria or classroom. Our cafeteria staff does a great job in providing nutritious, appealing meals to our students. We highly recommend our students eating in the cafeteria. If lunches are brought from home, they must be eaten in the cafeteria and should contain nutritious foods. Food may not be delivered or brought in from a restaurant. All students will eat free.

Rules in the cafeteria/classroom are:

1. Enter lunchroom quietly and stay in line
2. When finished eating, remove trash, plates, forks, cartons, and napkins from the table.
3. Do not take food out of the lunchroom.
4. Maintain appropriate conduct at all times. Failure to follow rules of conduct will result in loss of lunch break privileges or other disciplinary action.
5. **SOFT DRINKS are NOT permitted.**
6. Students may not talk while music is playing in the cafeteria. This helps to keep the noise level down and encourages students to eat. The students should not talk when the music is off.

## **SNACKS**

Snacks that meet the Smart Snacks in School nutrition standards will be sold for 75¢ at recess time. All trash should be placed in the proper receptacles. If these guidelines and cafeteria rules are not followed, students may lose their break time. Students **may not** bring snacks from home to be eaten at recess. They may eat any snack items that are in their lunch boxes at lunch.

## **HOMELESS CONTACT INFORMATION**

Education for Homeless Children and Youth – Subtitle B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) that requires that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. In accordance with the Act and State Board Rule 160-5-1-.28 (JBC), the term “Homeless Child and Youth” is defined as children and youth who are:

- a. Sharing the house of other persons due to loss of housing, economic hardship, or similar reason;
- b. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- c. Living in emergency or transitional shelters; abandoned in hospitals; or waiting foster care placement;
- d. Moreover, the following children are included in the definition: children who have primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above.

If you have any questions, please contact the School Counselor or Parent Resource Coordinator for more information at (229)567-2461 or (229)567-4412.

## **Family Connections of Turner County Inc.**

Family Connections of Turner County Inc. offers a number of student services and supports many programs offered by the schools. In an effort to determine the value of these programs and services, it is necessary to collect data concerning grades, behavior, attendance, and student attitudes. Much of this data is required by the federal grants that make our programs/services possible. Any information that is collected is completely confidential and is never used to refer to any individual student. If you have any questions or concerns, please contact the school at (229)567-2461.

## **GENERAL**

### **FLOWER, GIFT, AND BALLOON DELIVERIES**

Delivery of flowers, gifts, and/or balloons to students on special occasions will be accepted. These must be delivered to the office and will be kept in the office until the end of the school day. However, we will NOT accept any deliveries for Valentine’s Day. Please be advised that students are not allowed to take these items on the bus due to the possible hazard caused for the driver on the bus and safety of students. Students receiving any of these items must be parent pickup, so please plan accordingly.

## **VISITORS/VOLUNTEERS**

**\*Due to COVID-19 Virus, protocol and procedures are subject to change for safety reasons.**

Parents are always welcome to visit our school, but we ask that your visits be prearranged with the front office and your child's teachers. **Instructional time will be protected by the principal** so please no pop-up visits and most importantly no conferences will be allowed while academics are being taught. All visitors and volunteers must report to the main office so we can assist them with their needs and concerns. Visitors and Volunteers must sign in with the front office and will be given an identifiable pass that helps us know who is in the building in order to maintain a safe and secure environment. Student visitors or social visits are not allowed because of the disruption to the teaching-learning process. Again **parent/teacher conferences** must be scheduled during designated teacher planning periods or after school. All visitors must be appropriately dressed and in accordance the school dress code. **Parents should prearrange visits with teachers to monitor their children in the classes.** In the case of the certified teacher not being present at school we ask that parents set another day to monitor the class so they will be able to speak with the teacher of record and not a substitute. All communication between the parent and their child's education/behavior will need to go through the certified teacher and not the paraprofessionals or substitutes.

## **TELEPHONES**

**The office phones are for official use only.** Messages will be delivered only in the case of emergency. Students are not allowed to use the phones during the day.

## **SELLING AND SOLICITING**

All fundraising and sales on the school campus must have authorization of the principal. Anything sold on the school campus or school buses by any group or organization, which is not a school sponsored group or organization, must have prior approval of the principal.

## **FINANCIAL RESPONSIBILITY**

Students are responsible for any debts incurred. These include but are not limited to monies owed to the office, library, athletic department, lunchroom, teachers, school board in the case of damage assessments, fundraisers, or any settlements. Report cards may be withheld until payment arrangements are made.

## **FAMILY EDUCATIONAL RIGHTS**

### **AND PRIVACY ACT (FERPA)**

Parents or eligible students have the right to:

- inspect and review education records.
- request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency.

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Identifiable information contains the following: student name, a parent name, address, personal identifier, list of personal characteristics or information that would make the student's identity easily traceable.

- file complaints with the U.S. Department of Education.

### **DIRECTORY INFORMATION (FERPA)**

The Turner County School System has designated the following information as Directory Information:

- Student's name;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student, if he/she is a member of an athletic team;
- Dates of attendance at schools within the school district;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph; and Grade Level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as Directory Information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify, in writing, the principal of the school at which the student is enrolled within 10 days after the student's enrollment date.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school, a school activity or event, or by school officials as part of school publications. If you, as a parent/ guardian, object to your child being photographed, videotaped, or interviewed, the objection must be presented, in writing, to the principal of the school where your child attends.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parent and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

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

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an

opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

#### **Section 504 Procedural Safeguards**

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

#### **Complaints of Discrimination/Harassment**

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including its athletic programs. 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 based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board’s discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

#### **The Title VI Coordinator is:**

Name or Title: Director of Special Education  
Office Address: 423 N. Cleveland St., Ashburn, GA 31714  
Telephone Number: 229-567-3338

## **The Section 504 and Americans with Disabilities Act Coordinator is:**

Name or Title: System 504 Coordinator

Office Address: 423 N. Cleveland St., Ashburn, GA 31714

Telephone Number: 229-567-3338

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Gender Equity in Sports) is located on the district's website.

### **Right to Know**

In compliance with the requirements of Every Student Succeeds Act, the Turner County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- Whether or not the teacher is "Professionally Qualified" as required by the state or LEA.

If you have any questions concerning the qualifications of your child's teacher, please contact the principal at (school number).

### **Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales**

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
  - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
  - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y

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- está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con Bernard Joiner Jr. el director, al **(229) 567-2461**

## **SAFETY AND RESPONSIBILITY**

### **FIRE ALARMS, TORNADO, INTRUDER, AND OTHER DRILLS**

Emergency drills are required routinely to ensure the safety of all students, faculty, and staff. Fire drills are held on a monthly basis. Tornado and other emergency drills are also held periodically during the school year. Students should remain quiet and walk quickly to their pre-designated area during drills. Student cooperation is always imperative for the safety of everyone. **Adhering to COVID-19 Virus safety measures are important and disciplinary actions may result if your child does not follow procedures. The school has the right to assign a student consistently not following safety procedures to online (virtual) school.**

### **TOBACCO USE AND POSSESSION**

No student shall possess, smoke, dip, or use tobacco products or tobacco paraphernalia on school property, nor shall a student have these items in his/her possession. These rules apply to and from school on the bus, at any time on school property, at school activities, or any school sponsored school activity. The TCES campus is 100% tobacco free. Visitors should serve as role models for all students and refrain from the use of tobacco while on the campus for any reason, including, but not limited to, the parent pick-up and drop-off times.

### **CELL PHONES/IPADS/TABLETS**

TCES students are allowed to have electronic devices at school as long as they are not in plain sight or used during anytime during the day. Students found in possession of these items in the open will have them confiscated and parents will be required to pick them up. Repeat violators will necessitate disciplinary action being taken. TCES will not be responsible for any items being misplaced or stolen.

### **PHYSICAL EDUCATION**

Students taking P.E. are required to participate unless excused by a doctor for health reasons. Daily grades are given on the basis of participation. Appropriate clothing and shoes should be worn during P.E. Shorts must be worn under skirts or dresses. Students should not wear open shoes during their P.E. rotation.

## STUDENT ACTIVITIES

### FIELD TRIPS

Field trips during the year support classroom study topics. All school rules of conduct and behavior apply on field trips. Signed parental permission slips should be on file for students to participate in each field trip. Any student, who does not follow directions, disregards a teacher and/or school official's instructions, and/or who endangers the safety or security of others, may be denied the privilege of participating in future field trips. Turner Co. Schools are not responsible for any medical cost for accidents while your child is participating on school field trips.

## DRESS CODE

The **rationale** for dress standards is to foster good citizenship and the school's ability to achieve its academic and instructional purposes. The **goal** is to promote student learning, safety, and behavior by assisting students and parents in making choices about appropriate school attire. The **expectation** is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others.

### GENERAL GUIDELINES:

1. Clothing must be worn with appropriate undergarments and the undergarments must not be exposed or visible.
2. Clothing must not expose the breast bone, midribs, or low back.
3. Clothing must not have holes or tears above the knee.
4. Clothing must fit appropriately; excessively loose or tight clothing is not permitted.
5. Clothing, body, and hair should be clean.

**Clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:**

*violence	*alcohol
*weapons	*tobacco
*gang affiliation	*intimidation
*sex	*bullying
*profanity	*self-destructive behavior
*drug use	*negative/inappropriate messages

-Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.

The following guidelines are set to allow fashionable and acceptable dress. Any student violating the dress code will be required to change clothing. A parent will be notified to bring appropriate clothing. If a parent cannot be reached, the school will try to provide a change of clothing. If a student must leave school to change, the student will receive an unexcused tardy or absence for the time away from school.

Students are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. The following dress code is in effect for students at Turner County Elementary:

**Pants:**

- All must be appropriately fitted, not baggy, not excessively large or tight, and worn and fastened at the waist (no sagging).

**Shorts and Skorts:**

- All must be appropriately fitted, not baggy, not excessively large or tight, and worn and fastened at the waist (no sagging).

- All must be no shorter than 3 inches above the bend behind the knee.

**Skirts and Dresses:**

- All must be no shorter than 3 inches above the bend behind the knee.

- Skirts must be fastened securely at waist.

- Dresses must have sleeves (or covered by jacket/shirt/sweater).

**Shirts and Tops (including tops of dresses)**

- All must be buttoned and worn so the breast bone, midriff, or low back are not exposed.
- All must have sleeves; a jacket, blazer, shirt, or sweater may be worn to cover a sleeveless top.
- If worn un-tucked, shirts must be hemmed and may not exceed length of hips (for males).
- Shirts that exceed length of hips must be tucked in except tops styled as a “tunic” (for females).

**Shoes and Footwear:**

- Shoes must be worn at all times and properly secured.
- Appropriate footwear is required for science labs, vocational shop classes, P.E., and other classes as deemed by administration.
- Bedroom shoes/slippers and roller-skate shoes/heels are NOT allowed.

**Accessories:**

- Leggings, jeggings, or tights can only be worn under a skirt or dress that is no shorter than 3 inches above the bend behind the knee.
- Bandanas are not allowed.
- Undergarments must be worn and should not be exposed or visible.
- Glasses should only be worn for prescription. Sunglasses cannot be worn inside building.
- All headwear, including hats, caps, and hoods, must be removed upon entering the building.

-Other accessories must be worn in a non-distracting manner and must be deemed appropriate by school level administration or must be removed.

-Insignias that are deemed offensive to a given sector of the school population or cause a disruption to the school's routines or the smooth operation of its educational process are not allowed.

**Hair:**

-Hair bands/hair pins designed to secure hair from eyes are allowed; no picks/ combs, or head wraps in hair.

## CODE OF CONDUCT

### **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, administrators may undertake corrective measures which he or she believes to be in the best interest of the school provided any such action does not violate school board policy or procedures.

### **TCES SCHOOL-WIDE PBIS EXPECTATIONS**

- 1. Be Safe**
- 2. Be Respectful**
- 3. Be Responsible**

### **PBIS**

The Turner County Schools have implemented a **Positive Behavior Interventions and Support System (PBIS)**. School-wide PBIS is a systemic framework for addressing challenging behaviors within the schools. The goal is to establish the social culture and behavioral supports needed for all students to achieve both social and academic success. School-wide PBIS is the behavioral part of the **Response to Interventions (RTI)** that is currently implemented in all the schools. The right to visit the PBIS Store where students redeem tickets they have obtained can be taken away if the students behavior do not follow school-wide expectations.

PBIS is not a packaged curriculum but rather a prevention-oriented approach to school-wide discipline that defines core elements that can be achieved through a variety of strategies. It focuses on the use of evidence-based practices and solid, effective data-based decision-making to improve academic and social contexts. PBIS provides additional interventions for students as their behavioral and/or social needs increase. At Turner County Elementary School, our faculty and staff will concentrate on helping students make WISE choices and choosing appropriate behavior on the school campus and on the bus. Our focus will be on being Safe, Respectful, and Responsible at all times.



**MISSION STATEMENT OF THE  
TURNER COUNTY BOARD OF EDUCATION**

To provide a high-quality education leading to success in college, career, and life.

**CODE OF STUDENT CONDUCT  
TURNER COUNTY SCHOOLS**

**I.Philosophy of Discipline**

The process of educating our youth for citizenship in Turner County Public Schools is not confined to the classroom curriculum. Schools must teach by example the shared values of a civilized social order and develop a positive school climate. The students, parents, teachers, and community must work together toward promoting acceptable behavior. Discipline is not about punishment. It is about behavioral modification.

**Educational values we hold:**

- ... Respect for the worth and dignity of every individual
- ... Respect for moral and spiritual values and ethical standards of conduct ... Equality of opportunity for all children
- ... Faith in mankind's ability to make rational decisions ... Share responsibility for the common good
- ...Self-Mastery is the ultimate goal of all discipline.

The Code of Student Conduct is critical to providing and maintaining a positive school environment that allows for expression of these values. The purpose of the Code of Student Conduct is to:

- *Outline the role of parents, students, teachers, schools, and the community in establishing a positive learning environment.*
- *Specify offenses which disrupt the environment.*
- *Standardize disciplinary actions that schools use in responding to offenses, with sensitivity to age-appropriateness of such actions.*
- *List laws, policies, and procedures which are related to school conduct and impact on school climate.*

**II. Role of Student, Home, School, and Community** Standards of behavior are demonstrated by:

**PARENTS/GUARDIANS WHO:**

- Keep in regular contact with the school concerning their child's conduct and progress and offer assistance as necessary.
- Ensure that their child is in daily attendance and report and explain any absence to the school.

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- Provide their child with the resources needed to complete classwork.
- Attend conferences and meetings as invited/requested.

The A Plus Education Reform Act of 2000 authorizes local boards of education, by petition to the juvenile court, to proceed against a parent or guardian for willful and unreasonable refusal to participate in efforts to improve a chronic disciplinary problem student's behavior. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court.

- Assist their child in being well-groomed, neat, clean, and following the dress standard.
- Bring to the attention of school authorities any problems or conditions which affect their child or other children as members of the school community.
- Discuss report cards and work assignments with their child.
- Support the school by keeping the child in school throughout the entire school day.
- Inform the child of the school's rules, and support the administration of discipline for violations of the Code of Student Conduct.

#### **STUDENTS WHO:**

- Attend all classes daily and are on time.
- Are prepared to come to class with appropriate working materials.
- Are respectful to all individuals and property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are well-groomed, clean, neat, and dressed according to the dress standard.
- Are responsible for their own work.
  - Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and recognized manner.
- Participate in deciding appropriate discipline procedures.

#### **TEACHERS/ADMINISTRATORS WHO:**

- Support the teachers' plans for classroom control.
- Encourage use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
  - Promote effective training or discipline based on fair and impartial treatment of all students.
- Develop a good working relationship among staff and with students.

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- Endeavor to involve the entire community in order to improve the quality of life within the school.
- Support and participate in community activities.

#### **COMMUNITY MEMBERS WHO:**

- Assume responsibility, in part, for developing positive attitudes among children and youth.
- Offer programs and activities that reinforce positive behavior and meaningful use of leisure time.
- Participate in the enforcement of the rules in the Code of Student Conduct as appropriate.

### **III. Student Support Process**

The most appropriate disciplinary action taken by school officials is the LEAST EXTREME MEASURE that can resolve the discipline problem. Teachers and administrators use a variety of student support services prior to and/or during disciplinary action. Early parent contact and involvement is expected. Some of these services include:

- Teacher-student conference
- Teacher-parent conference or contact
- Counselor-parent conference or contact
- Counselor-student conference
- Student program adjustment
- Home visit by teacher
- Referral to counselor, social worker
- Referral to Student Support Team/team meeting with student

### **IV. Progressive disciplinary actions recognized in the Code**

The Code of Student Conduct recognizes many strategies which may be used as alternatives to home suspensions, or as follow-up to suspension or temporary removal from class:

**REFERRAL TO ADMINISTRATOR:** An administrator intervenes when informal corrective actions fail or when violations are serious.

**DETENTION:** A school may elect to provide for certain conduct. Each school specifies those types of conduct for which detention may be assigned. A maximum of ten days of detention may be assigned for any one conduct problem.

**SCHOOL CHORES:** A school may elect to provide the student with an opportunity to perform supervised activities, away from other students, related to the upkeep and maintenance of school facilities instead of suspension, not to exceed ten hours of work for any one conduct problem. The student and parent may request this alternative; however, the decision rests with the principal.

**TIME-OUT:** Temporary removal from the situation/activity where the student is having a problem. The time-out period varies from a few minutes to the length of the school day, depending on the infraction and the student's response to this disciplinary action. Time-out areas are monitored. Parent notification recommended.

**IN-SCHOOL SUSPENSION (ISS):** ISS is the removal of students from their regular classes to an isolated area that is highly structured and supervised. Students who exhibit disruptive behavior and/or repeated

offenses are assigned to ISS. Students can continue their regular classroom assignments during ISS. Remedial and/or enrichment activities are provided if needed. Parents are notified by phone or letter when students are assigned. Rules specific to ISS are provided to the student upon assignment.

**BUS SUSPENSION:** Any short term, long term, or permanent removal of bus riding privileges.

**HOME SUSPENSION:** A school administrator may suspend a student from school for up to 10 days for chronic disobedience and/or gross misconduct. Principals take this action when they have at least considered other alternatives and rejected them as inappropriate in a given situation. Conferences to resolve the problem are scheduled with the parent, student, and appropriate administrator. **Students are not allowed on campus during the school day, nor are they allowed to attend, participate in, or practice at, any school function or activity during the period of suspension. Students are required to make up all missing assignments.**

**BEHAVIOR CORRECTION PLAN:** When a student's behavior results in chronic discipline, the parent will help write a Behavior Correction Plan. It will state: (1) expected behavior; (2) consequences for misbehavior; and (3) rewards/privileges for compliant behavior.

#### **TEACHER AUTHORITY TO REMOVE A STUDENT FROM CLASS: Student Removal**

House Bill 605 has drastically impacted student discipline. One major area is that of teacher authority. Teachers have the authority to remove from their classes, a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of a student's classmates to learn. Before a student is removed from the classroom, the request will be reviewed by a Placement Review Committee to be rejected or upheld.

**REFERRAL TO ALTERNATIVE PROGRAM:** When less severe strategies seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the alternative program if age-appropriate. Misbehavior at Alternative School can result in recommendation for expulsion.

**CORPORAL PUNISHMENT:** Corporal punishment may be administered by an administrator to a pupil for an infraction of school rules. Corporal punishment will always be administered in the presence of a witness who must be a member of the school faculty. Sound discretion will be exercised, and corporal punishment will not be excessive or unduly severe. In all cases involving corporal punishment, a written report will be kept on file in the principal's office.

**EXPULSION:** A school principal may request the Superintendent to recommend the expulsion of a student. This is the most serious disciplinary step available. It denies the student attendance in any and all programs of the Turner County Schools for a period of time as designated in policy.

**LAW ENFORCEMENT INVOLVEMENT:** Law enforcement agencies can be contacted at the discretion of the school if criminal activity occurs on campus, if disruption is excessive, or if chronic truancy is a problem. Law enforcement agencies must be notified without exception in situations involving weapons, alcohol, drugs, battery, or sex offenses.

#### **CRIMINAL LAW VIOLATIONS:**

Off-Campus Behavior Notification from law enforcement, the Department of Juvenile Justice, the court system, or any official organization that a student has been taken into custody or charged with a felony or a delinquent act that would be a felony if committed by an adult, or a charge that is sexual in nature,

will prompt the school principal to collect pertinent information and to make a determination whether the student's continued presence at school presents a potential danger to persons or property at the school or may substantially disrupt the educational process.

If such a determination is made, the principal may recommend a suspension or expulsion of longer than ten (10) days. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations. If a student is adjudicated, or found guilty of a felony offense, the principal will make an immediate recommendation of expulsion or assignment to an alternative program. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

Any student transferring to Turner County Schools from a juvenile YDC or other disciplinary state facility will be placed in alternative program for a length of time to be determined by the principal. Some misdemeanors (especially of a sexual nature) may result in a student not being allowed to attend school also.

The student code of conduct is effective during the following times and in the following places:

- **On the school grounds during, before, and after school hours**
- **On the school grounds at any other time when the school is being used by a group**
- **Off the school grounds at a school activity, function, or event**
- **En route to and from school on a school bus or any other school vehicle**

#### DISCIPLINARY ACTION

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Any student who violates any conduct related policy will be subject to the disciplinary plan of the school system and may be reported to the appropriate law enforcement agency. Students whose actions violate the criminal code will be reported to the appropriate law enforcement agency. The disciplinary actions to which a student may be subjected include, at the discretion of the building level administrator and/or designee, in-school suspension, out-of-school suspension, referral to proper law enforcement authorities for protection, and/or referral to a disciplinary tribunal for possible long-term suspension, alternative placement, or expulsion.

#### RESPONSIBILITY—EMPLOYEE

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All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred or where the student is enrolled.

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

**Level I Discipline-** Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including but not limited to the following:

1. Classroom detention.
2. Classroom isolation from peers.
3. Corporal punishment.
4. Student participation in conference with parent/guardian and teacher.
5. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Isolation during lunch.

The principal may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Partial day in-school suspension.
4. Full day in-school suspension for up to three school days.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**Level II Discipline:** Offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Corporal punishment.
3. Restriction from programs and special assemblies.
4. Partial day in-school suspension.
5. Full day in-school suspension for up to five school days.

6. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation.
7. Participation in the cleaning/repair of any damage caused to the school-related environment.
8. Financial restitution for the repair of and damage caused to the school-related environment.
9. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
10. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
11. Assignment to detention.

**NOTE:** Level II differs from Level I in that it increases the maximum number of days in in-school suspension from three to five, adds financial restitution for the repair of any damage caused to the school-related environment, provides for out-of-school suspension for up to three school days, and prompts consideration of behavior support services.

**Level III Discipline:** Offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension for up to 15 school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Placement in an alternative education program for up to one semester and until such a time as the student meets the exit requirements to the alternative school program.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**NOTE:** Level III differs from Level II because it requires the student and parent/guardian to participate in a conference with the principal for any discipline incident in this category, omits partial day assignments to in-school suspension, increases the maximum number of days in in-school suspension from five to fifteen, increases the number of days for out-of-school suspension from three to five days, provides an option to immediately suspend a student from school for up to three school days in situations in which the health safety or well-being of others is at-risk during the disciplinary investigation, and adds alternative school placement options.

**Level IV Discipline:** Offenses are the most serious acts of misconduct. These offenses must be **immediately** reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act. Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. In-school suspension for up to 30 school days.
2. Out-of-school suspension for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Placement in an alternative education program for up to two semesters and until such a time as the student meets the exit requirements for the alternative school program.
4. Expulsion from the regular school program for up to one calendar year.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Participation in a school-service project that enables the student to be engaged in the desired character trait.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**NOTE:** Level IV differs from Level III in that it requires student and parent/guardian participation in a conference with the principal for all discipline incidents in this category, eliminates restriction from programs and activities as an independent consequence, increases the maximum number of days in in-school suspension from 15 to 30, increases the length of placement in an alternative school program from up to one semester to up to two semesters, increases the maximum number of days suspended from school from five to ten, and provides for expulsion for up to one calendar year.



## V. Disciplinary Policy and Procedures

The offenses and disciplinary actions listed below apply to all situations which occur on school campuses, during school activities, or during school-related functions, and en route to and from school on school buses. The school has the flexibility to implement the plan to best address the needs of the school and student. Any disability of the student must be taken into account when addressing misbehavior, in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, IDEA, and the Georgia Special Education rules. All actions for offenses are **minimum dispositions**. The age of the child and the severity of the offense are considered in the administration of these rules. **Repeated episodes of misconduct will result in increasingly severe disciplinary actions.**

Discipline	Level I	Level II	Level III	Level IV	Comments
Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant			X	X	Requires law enforcement involvement – Criminal <i>Law Violation</i>
Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.			X	X	Requires law enforcement involvement – Criminal <i>Law Violation</i>
Sale, attempted sale, distribution, or being under the influence of a prescription or over-the-counter drug.		X	X	X	Requires law enforcement involvement – Criminal <i>Law Violation</i>
Possession or use of a weapon or dangerous instrument.				X	Requires law enforcement involvement – Criminal <i>Law Violation</i>
Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.			X	X	Terroristic threats fall into this category. Requires Law enforcement involvement – Criminal <i>Law Violation</i>

Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			X	X	Requires law enforcement involvement – Criminal Law Violation
Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.	X	X	X		
<b>Discipline</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Comments</b>
Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.		X	X	X	Sexual Harassment falls into this category. May require law enforcement involvement.
Possession or use of tobacco in any form		X	X		May require law enforcement.
Possession or use of vape (vaping)	X	X	X	X	
Damaging or defacing personal property or school property (vandalism)	X	X	X	X	May require law enforcement.
Theft, willful or malicious damage to real or personal property of school or person at school.	X	X	X	X	May require law enforcement.
Extortion or attempted extortion	X	X	X		May require law enforcement.
Possession and/or use of fireworks or any explosives			X	X	May require law enforcement.
Activating a fire alarm under false pretenses or making a bomb threat			X	X	May require law enforcement.
Marking, defacing or destroying school property or the property of other school members.	X	X	X	X	May require law enforcement.

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff	X	X	X		
Classroom and school disturbances	X	X			
Violation of school dress code	X	X			
Use of profane, vulgar, or obscene words (including ethnic or racial slurs)	X	X	X		
Indecent exposure, and/or inciting, advising, or counseling of others to engage in prohibited acts.		X	X	X	Level IX if age disparity outside of legal limit; may involve law enforcement
<b>Discipline</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Comments</b>
School day use/misuse or inappropriate storage of a cell phone, or electronic communication device, except for health or other unusual reasons approved by the Board of Education	X	X	X		
Inappropriate public displays of affection;	X	X			
Gambling or possession of gambling devices	X	X	X	X	May require law enforcement.
Moving and non-moving driving violations	X	X			May require law enforcement.
Giving false information to school officials	X	X	X	X	
Cheating on school assignments	X	X			
Unexcused absences, chronic tardiness, truancy, skipping class, leaving campus without permission, in unauthorized area	X	X	X		
Bullying			X	X	On the third offense, student will be automatically placed in alternative school.
Criminal law violations			X	X	
Habitual violations	X	X	X	X	

## **PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES**

School personnel may, for not more than ten school days in a row, remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension without consulting the student's IEP team. School personnel may also impose additional removals of not more than ten days for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If you would like a further explanation of any of these rights, you may contact the Special Education Director for Turner County School System.

## **BULLYING**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as 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 which occurs on school property, in school vehicles, at designated school bus stops, or at 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:

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

The term also applies to acts of cyber-bullying 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 student's 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.

Each school shall encourage teachers or other school employees, students, parents, guardians, or other persons who have 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 principal.

Any report will be 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.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action, as appropriate under the circumstances. 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 education program.

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.

OCGA 20-2-751.4

**Pursuant to O.C.G.A. §16-11-127.1, it is unlawful for students and certain others to carry, possess or have under control any weapon or explosive compound within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.**

**The term "weapon" may include but is not limited to:**

**1. Any pistol, revolver, handgun, firearm, rifle, shotgun, machine gun, any weapon designed or intended to propel a missile of any kind, or any weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge; any explosive compound or incendiary**

device; or, any other dangerous weapon as defined in OCGA sec 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade, and

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 chankka, 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, oriental dart, or any instrument of like kind, and any stun gun or taser as defined at O.C.G.A. § 16-11-106(a). (See O.C.G.A. § 16-11-127.1)(a)(2).

The term “weapon” shall not include any baseball bats, golf clubs or other sports equipment possessed by competitors for legitimate athletic purposes, nor any firearms possessed by participants in school organized sport shooting events or firearm training courses, or persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense.

Any violation of O.C.G.A. § 16-11-127.1 by a student may result in expulsion from school for one year and/or criminal prosecution. A juvenile who violates O.C.G.A. §16-11-127.1 may have a juvenile complaint filed against him or her and be subject to the provisions of O.C.G.A. § 15-11-63.

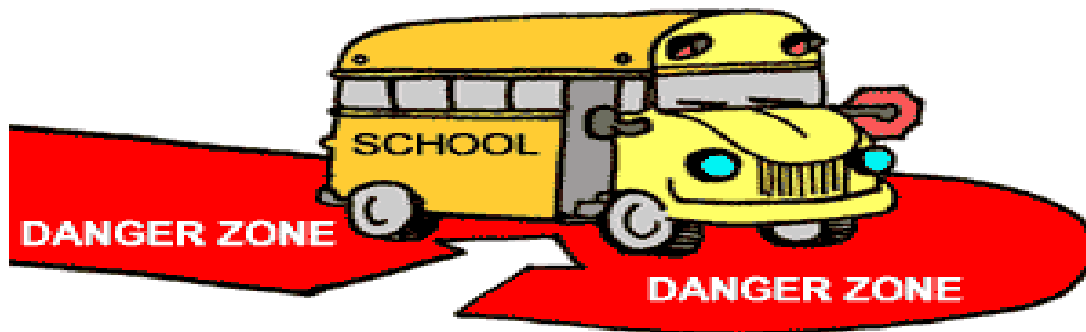
Any employee who has reasonable cause to believe that a student possesses or possessed a weapon as defined in paragraph 1 above, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such 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 shall be notified immediately of his/her child’s involvement in any activity involving weapons.

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All incidents listed in **bold type** are subject to inclusion in annual discipline reports to the Georgia Department of Education.

**O.W.L.S. – Outstanding Work Leads to Success**



## **BUS CONDUCT**

The Superintendent of Schools will ensure that all bus drivers know and understand their responsibilities for establishing and maintaining appropriate student behavior on school buses. The administrative procedure for Bus Conduct will be included in each driver's Transportation Handbook.

### **Discipline**

Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities.

Students who fail to conform to reasonable behavior expectations may expect to receive disciplinary measures. Repeated or serious violations will result in short or long term loss of bus privileges, and subject to all other provisions contained in Code of Student Conduct.

Level III and Level IV discipline violations on the bus may result in school disciplinary action along with bus disciplinary action.

### **Safety**

All drivers will emphasize safety instructions and emergency evacuation procedures during the first week of school. An annual emergency drill will be conducted.

Students are expected to follow safety procedures concerning loading, unloading, seating and emergency evacuation as directed by their driver, teacher and principal.

Violation of safety measures is considered a serious offense; appropriate disciplinary measures will result.

## **TRANSPORTATION RULES AND**

### **PUPIL RESPONSIBILITIES**

#### **School Bus Rules and Pupil Responsibilities**

- The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
- Students must be at the bus stop a minimum of 5 minutes prior to scheduled pick-up time; the driver cannot wait beyond his or her regular schedule for those who are tardy.
- Wait in an orderly line off the street or road. (Minimum: 12 Feet)
- Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 12 Feet)
- Do not run toward a school bus while it is in motion.
- Ride only the bus assigned by school officials. Student must get on and off at the stop assigned by school officials.
- Do not try to get on or off the bus or move about within the bus while it is in motion.
- Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear while the bus is in motion.
- Behave on the bus as you are expected to behave in the classroom. Any acts of physical violence, bullying, physical assault or battery of other persons on the bus, disrespectful conduct toward the school bus driver or other persons on the bus and other unruly behavior is prohibited. Physical violence is defined as intentionally making physical contact of an insulting or provoking nature with another or intentionally making physical contact that causes physical harm to another unless such physical contacts or harms were in self-defense.
- Do not engage in any activity which might divert the driver's attention and cause an accident such as:
  - Loud talking or laughing, or unnecessary confusion.
  - Unnecessary conversation with the driver.
  - Extending any part of the body out of the bus windows or doors.
- The usage of mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus is prohibited.
- The usage of any electronic devices during the operation of a school bus that might interfere with the school bus communications equipment or the school bus driver's operation of the bus is prohibited.
- Pupils are not to open or close bus doors at any time nor shall they regulate or operate any part of the bus.

**O.W.L.S. – Outstanding Work Leads to Success**



Students must be able to hold items carried on the bus in his/her lap. This does not include prohibited items.

-Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:

-Smoking, eating, possession or use of alcoholic beverages on the bus.

-Spitting or throwing anything in or from the bus.

-Possessing knives or sharp objects on the bus.

-Bringing animals, baseball bats, skateboards, or any other item deemed inappropriate by the Director of Transportation.

-Pupils will not leave the bus on the way to school or home without a written request from the parent/guardian except in cases of personal emergency or if approved by the principal or transportation director.

-Pupils must be courteous to the driver, to fellow students, and to passersby at all times.

-Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.

-All School Board Policies governing Student Discipline and Conduct will be observed.

### **Violations**

Discipline for bus misconduct will be handled with an age appropriate, progressive plan of discipline that may include any of the punishments listed in the disciplinary action plan. In addition to these punishments, bus conduct will also be subject to bus contracts, assigned seating, and short-term, long-term, or permanent removal of bus riding privileges.

**Automatic suspension of bus riding privileges can be implemented for the following offenses: fighting, cussing, vulgar language, obscene gestures, bullying, or other behavior deemed inappropriate by the school administration.** When a student is removed from a bus, they are not allowed to ride any Turner County bus. During any bus suspension, the parent/student is responsible for school attendance, unless he/she has been suspended from school.

#### **K-5**

1st Offense: Discretion of administrator.

2nd Offense: Suspension of bus privileges for up to 2 days.

3rd Offense: Suspension of bus privileges for up to 3 days.

4th Offense: Suspension of bus privileges for up to 4 days.

5th Offense: Suspension of bus privileges for up to 5 days.

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Six or more Offenses: Suspension of bus privileges for a minimum of 10 days.

Automatic Suspension: Suspension of bus privileges for a minimum of 10 days.

### **INTERNET ACCEPTABLE USE POLICY**

The Turner County Board of Education believes that the use of the Internet in instructional programs is an educational tool, which facilitates communication, innovation, resource sharing, and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to students utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of students.

Staff and students using the Internet shall comply with the administrative procedures provided by the Superintendent regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students must be advised that privacy in the use of the Internet is not guaranteed.

In addition, use of the Internet is a privilege, not a right. Students violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The School System or individual schools in the System will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Since computer and Internet usage is now such an integral part of the instructional process, all students will be granted access to such resources. In the event that a parent/guardian objects to the use of such resources by their child, the objection must be presented, in writing, to the principal of the school where the child attends within 10 days after the student enters the school. In the event that such an objection is made, the student shall not be penalized but will use other conventional resources for study and research.

The Superintendent is authorized to develop, amend or revise administrative procedures consistent with this policy, as he/she deems necessary and appropriate. The Superintendent is further authorized to amend or revise the Student and Staff Computer/Internet Access Agreements with the advice of the Board attorney. The Superintendent, administrators, and/or other appropriate personnel shall design and provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

**Filtering, Blocking, and Monitoring:** In accordance with the Children's Internet Protection Act of 2000 (CIPA, Turner County Public Schools will use technology protection measures (i.e., filtering/cite blocking software) for computers with Internet access that protects against visual depictions that are: 1) obscene, 2) child pornography, or 3) harmful to minors as defined by CIPA. Such protection measures shall be

enforced at all times during any use of computers by minors or staff members. Upon written request to the Technology Director, an administrator, supervisor or authorized person may be granted a temporary authorized override of the technology protection measure for bona fide research or other lawful purposes.

Additional technology protection measures (i.e., firewall protection, proxy servers) as well as specific guidelines in the administrative procedures shall be used for the following:

- Limit access by minors to inappropriate matter on the Internet;
- Assist in ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Provide measures designed to restrict minors' access to materials harmful to minors.

Even though every effort will be made to prevent access to objectionable materials, the global and fluid nature of the Internet network's contents make it extremely difficult for the Board to completely regulate and monitor the information received or sent by students and staff. Therefore, the Board cannot assure

parents or the public that students or staff will be prevented from accessing undesirable materials or sending or receiving objectionable communications. Individual users (students and staff) of the system's equipment to access Internet resources must assume responsibility for their behavior and communications over those networks.

The Turner County Board of Education makes no warranties of any kind, either express or implied, for the computing resources it provides. The Turner County Board of Education will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, non-deliveries, missed deliveries, service interruptions or exposure to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

The Turner County Board of Education specifically denies any responsibility for the accuracy of information obtained through these services. Use of any information obtained through the Internet is undertaken at the sole risk of the user, as the Internet is fundamentally unregulated and the information found on the Internet has not been verified for accuracy. The Turner County Board of Education denies any responsibility for the accuracy or quality of information obtained through its computing resources.

## **PARENTAL ACKNOWLEDGEMENT**

### **HANDBOOK:**

I have read the students handbook with my child and fully understand the code of conduct. As a parent, I pledge to support the administration, classroom teachers, and school staff in assuring my child's adherence to this code to help promote an orderly and safe environment in which all students can learn. I understand that if I object to any of the policies and procedures contained in this student/parent

handbook, my first step is to submit, in writing, a letter to the principal requesting that alternative measures be considered regarding my child.

**TRANSPORTATION:**

The Turner County School System furnishes school bus transportation to all eligible students. In order to ensure the maximum safety for each of these students, we are asking your cooperation in seeing that all transportation regulations are obeyed. These regulations are being enforced to ensure that your child will experience safe trips to and from school. At times, we have experienced conduct problems on our buses, which have necessitated disciplinary action for those involved. So that you and your child may fully understand what is expected, the bus rules and expectations are included in this handbook. We hope you will discuss the importance of good behavior with your child. With the help of all parents, we are confident we will have a safe school year on our buses. Please sign at the bottom of the page indicating that you have explained the rules for bus conduct to your child.

**CONFIDENTIALITY:**

Turner County Connection offers a number of student services and supports many programs offered by the schools. In an effort to determine the value of these programs and services, it is necessary to collect data concerning grades, behavior, attendance, and student attitudes. Much of this data required by the federal grants that make our programs/services possible. Any information that is collected is completely confidential and never used to refer to any individual student.

**INTERNET ACCESS:**

I grant approval for my child to utilize the Internet and other school-based technology for teacher directed activities in compliance with the Turner County Schools Acceptable Internet Use Policy.

**ATTENDANCE PROTOCOL:**

I have read and understand the attendance protocol for Turner County Schools.

**SCREENING:**

I grant approval to TCES to administer hearing, vision, dental and health screenings as needed.

**FIELD TRIPS:**

I give permission for my child to participate in school sponsored field trips. (This includes walking field trips as well as field trips requiring bus transportation.)

**SAFETY MEASURES:**

I understand my child may be assigned to Distance-Remote (Online) learning if he or she does not follow safety measures set forth by TCES and the Turner Co. School District.

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## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_, have read and acknowledge full understanding of the Turner County Elementary School Student/Parent Handbook of Policies, Code of Conduct, and Administrative Procedures for the 2021-2022 school year and pledge support of administration, teachers, and staff in assuring my child's adherence to all policies and procedures.

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARENT COMMENTS:** Please note and explain if you do not agree with any of the above statements.

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Please sign, date, and have your child return it to his/her teacher for school records.

Turner County Elementary School  
Bernard Joiner Jr., Principal  
John West, Assistant Principal

705 Hudson Avenue  
Ashburn, Georgia 31714  
229-567-2461