

Welcome to Glascock County Schools!

Dear Students,

We are so excited to welcome you to another school year. It's going to be a great year! It is our goal to establish and maintain a safe and comfortable learning environment where every child and staff member enjoys spending their days and are able to experience success. We challenge you to give your best effort every single day in order to maximize the benefits of your time in school. Your school years will pass all too quickly, and we hope that you will savor each day.

Please read through our student handbook to familiarize yourself with the guidelines created in order to make our school a great place to be and to maximize the opportunities for academic success for all students. Best wishes for a pleasant, productive school year. If you ever need assistance or have questions or concerns, please do not hesitate to contact us.

Sincerely,

GCCS Administration, Faculty, and Staff

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I. General Information

A. Counseling Services:

A counselor is available to assist students with academic, vocational, or personal concerns. The counselor also is readily available to discuss requirements for graduation, enrollment in colleges and vocational schools, financial aid, career planning, and testing programs (SAT, GA Milestones, etc.).

B. Parent-Teacher Conferences:

Fall parent teacher conferences will take place at the end of the First Nine Weeks; teachers will schedule with parents. Teachers are available prior to PTO meetings for brief conferences. Additional conferences may be scheduled at the request of parents or school personnel.

C. Grade Reporting:

Report cards will be issued at the end of each nine weeks. Mid-term progress reports are issued four and one-half weeks into each marking period. Parents are encouraged to contact teachers for more frequent reports if desired and whenever an academic concern exists. Report cards and progress reports are to be signed and returned to the appropriate teacher.

D. School Insurance:

School insurance is offered at a minimal premium for all students who desire coverage. Two plans are available:

- **School Day Coverage:** Covers students during the school day, including while in transit to and from school on a school bus.
- **24 Hour Coverage:** Covers students twenty-four hours a day for a twelve-month period.

Students going on field trips must be covered either by a school insurance plan or submit proof of other insurance before they will be allowed to go on the trip.

Students participating in extracurricular activities, including cheerleading, must be covered either by a school insurance plan or submit proof of other insurance.

Students participating in football must have separate insurance in addition to any school plan. Proof of insurance must be submitted to the athletic director before a student may participate in any athletic try-outs, practices, or competitions.

E. Hall Passes:

Students are expected to be in their classes at all scheduled times. Hall passes are required when students must be temporarily out of their classrooms. Permanent restroom passes may be used; however, written passes are necessary for other destinations such as the office, media center, etc.

F. Visitors:

Visiting parents are welcome on our campus at all times. All visitors on school grounds, including parents, must first report to the office to sign in and receive a visitor's pass. Signing in requires a valid driver's license or government issued photo identification. Visitors are expected to sign out and leave the grounds promptly upon completing their business.

G. Textbooks:

Students are responsible for the care of textbooks assigned to them. Students are responsible for replacing books that are lost or have been damaged.

H. Book bags:

Students are permitted to use book bags for the purpose of carrying books and supplies to and from school. While at school, students should store book bags in the designated areas assigned by teachers. Students are not to carry their book bags into the cafeteria or to break/recess.

Only items intended for school and extracurricular activities should be kept in book bags. School authorities, for any reason, may conduct periodic general inspections of book bags at any time without further notice, without consent, and without a search warrant.

I. Prescription and Non-Prescription Medications:

Prescription and non-prescription medications (including but not limited to cannabidiol in any form) are to be registered with the school nurse who will administer them in accordance with directions provided by parents. Students may not carry these medications with them or store them in their lockers. Students in pre-kindergarten may register their medications with their teachers who will be responsible for dispensing them. Students who do not comply with these provisions may be considered in violation of the drug and alcohol rules found in this handbook or school district policies, and such students may be subject to the disciplinary actions set forth in the handbook or board policy.

Any student who has a special health problem needs to have on file with the school nurse a form from the doctor's office substantiating the problem and the necessary treatment needed during school hours.

Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or equipment or devices (paraphernalia) used for preparing or using drugs or narcotics; being under the influence of any controlled drug, narcotic substance, or any mind-altering substance or intoxicant (illegal or legal); or medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to the school, specifically including any product with CBD, whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law is prohibited.

J. Designated Areas:

Teachers at each grade level will advise students of the areas on the campus designated for them. Students must not be out of their designated areas unless they have a pass from their teacher. This includes visits to the media center or office and at all times including breaks and lunch periods. Students out of their designated areas will be subject to disciplinary action.

K. Student Debts:

All money owed to the school for any reason must be paid before receiving credit for courses.

L. Students' Personal Property:

The school accepts no responsibility for valuables or other items that are the personal property of students.

M. Disaster Alerts:

Fire drills are conducted regularly. Escape routes are posted in every classroom, and children are evacuated to safe locations away from the building in a safe, quiet, and orderly manner.

Tornado/severe weather drills are conducted during the school year. Classes report to designated safe areas within the building where they kneel facing a wall and covering their heads.

A detailed emergency preparedness plan designed to address a number of emergency situations is available in the office and in each classroom.

N. School Lunches:

Meal Prices for Pre-k –Fourth grade are as follows:

	Breakfast		Lunch	
	Regular	Reduced	Regular	Reduced
Daily:	No Charge for 2022/2023		\$2.60	\$.40
Weekly:	No Charge for 2022/2023		\$13.00	\$2.00
Monthly: (20 days)	No Charge for 2022/2023		\$52.00	\$8.00

Meal Prices for 5th- 12th grades are as follows:

	Breakfast		Lunch	
	Regular	Reduced	Regular	Reduced
Daily	No Charge for 2022/2023		\$2.70	\$.40
Weekly:	No Charge for 2022/2023		\$13.50	\$2.00
Monthly (20 days)	No Charge for 2022/2023		\$54.00	\$8.00

Students may not leave the campus for lunch, nor will they be permitted to have anyone purchase a lunch off campus and have it delivered to them.

O. Lunch Numbers:

Students will not be issued lunch cards; instead, they will be required to know their lunch number. Those that have not been issued a number previously will receive one. Teachers in grades K-5 will continue to help these students to learn their numbers. The cashier will keep up with Pre-K lunch numbers. Students in grades 6-12 should already know their numbers.

P. Schedules and Schedule Changes:

High school students who fail required courses are encouraged to attend summer school because the school cannot guarantee that required courses can be made-up during the school year. The course schedule cannot be made to accommodate failed courses.

High school students desiring to withdraw from one course and enroll in another may do so with adequate reason(s) within the first three days of each semester, with permission from the counselor, and the signature of the parents/guardians. This policy does not apply to college courses. See Dual Enrollment for policy on college courses.

Q. Right to Know Professional Qualifications of Teacher/Paraprofessionals:

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

- A. Whether the student's teacher—
 1. has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 3. is teaching in the field of discipline of the certification of the teacher.
- B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Jim Holton, Superintendent, at (706) 598-2291 or email jholton@glascok.k12.ga.us.

R. School Time

School will begin at 7:55 a.m. and dismissal will begin at 3:00 p.m. Student drop-off in the mornings begins at 7:30 a.m. No student may be dropped off or enter the building before 7:30 a.m. Any changes to a student's regular mode of transportation in the afternoon must be made by 2:15 p.m.

AM Drop Off: Parents should use the outside lane of the parking lot and continue around to the drop off lane. Children should remain in their parent's vehicle until school personnel indicate when to exit the vehicle. No parents should park in the parking lot unless they have a scheduled meeting with teachers, front office staff, or administrators.

PM Pick-up: Parents should use the outside lane of the parking lot and continue around to the pick- up lanes. Parents should follow directions from school personnel when car rider pick up begins. No parents should park in the parking lot unless they have a scheduled meeting with teachers, front office staff, or administrators.

S. Section 504 Procedural Safeguard Notice:

Any student or parent or guardian (“Grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant failure to request a hearing 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. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

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

Jessica Miller, Section 504 Coordinator
738 Railroad Avenue
Gibson, GA 30810
(706) 598-2291
jmiller@glascock.k12.ga.us

T. School Pictures

School pictures are scheduled in advance with a professional photographer which limits the potential dates available. Every effort will be made to include all students; however, students who participate in off-campus opportunities or are not present may not be included.

II. Academic Information

A. Grades in Academic Courses:

Students in grades 3 through 12 will have numerical grades assigned for work completed. The minimum pass score for all courses is seventy (70). Connections class in elementary and middle school will receive an alpha grade (Pass/Fail); however, the 8th grade computer science class will be numerical.

B. Exams and Tests:

In middle school (grades 5-8), students will take exams at the end of each semester (December and May). In high school (grades 9-12), students in year-long courses will take exams at the end of each semester (December and May). High school students in semester courses will take exams at the end of the semester.

In grades 5-12, a student who has met the following criteria may elect to exempt his/her semester exam:

- had perfect attendance for the semester;
- remained at school all day, every day during the semester;
- arrived at school on time every day; and
- averaged 90 or above in the course.

Note: No state required End-of-Course tests may be exempted.

C. Physical Education Grades:

Students in kindergarten through fourth grade will receive grades based on their participation and cooperation. Dressing out is not a requirement for students in kindergarten through fourth grade.

Students in grades five through eight will receive alphanumerical grades (P/F) based on participation and cooperation. Students in grades nine through twelve will receive numerical grades based on participation, performance on skills tests, written exams, and other assessments. Dressing out is a requirement for grades 5-12. Students must change pants, shirts, and wear tennis shoes daily. Students will not be allowed to wear their PE clothes to class after they have exited the PE class. Students failing to dress out will not be permitted to participate in PE activities, but will be assigned alternate activities.

Students are permitted one unexcused dress cut per nine weeks without penalty. Each time thereafter when a student fails to dress out, points will be deducted. Upon the tenth time a student fails to dress out, a referral to the principal's office for disciplinary action may be made and the student will receive one day of after school detention.

Students who do not dress out but bring excuses from home stating that there are medical reasons for their non-participation will not be penalized. Extended illnesses of more than three consecutive days require doctor's excuses in order to avoid having points deducted.

D. Academic Honors:

Honor Graduates and Honor Guard:

Graduating seniors whose cumulative grade point average (GPA) is 90 or above are identified as honor graduates. Grades considered in the determination of honor graduate status include grades in all courses attempted in grades 9-12 through the 1st semester of the senior year.

To be eligible for valedictory or salutatory honors, a student must be enrolled in Glascok County School no later than the first day of eleventh grade and remain a student at Glascok County School until Senior graduation.

The Valedictorian, Salutatorian, and honor graduates shall be selected from the senior class student body. The Valedictorian, Salutatorian, and Honor Graduates shall be determined by utilizing a minimum grade point average.

Due to the passing of Senate Bill 211 in May of 2017 which prohibits school systems from excluding students participating in Dual Enrollment opportunities from valedictorian and salutatorian honors, changes to the selection process were necessary. Because colleges do not provide nine week grades, beginning with the class of 2018 courses taken during second semester of their senior year will not be included in the calculations for valedictorian, salutatorian, and honor graduates. It will be the responsibility of the student to provide official grades of Dual Enrollment courses taken first semester for all honors calculations by January 31st other than those provided through WCCA. Incomplete grades/transcripts will cause a student to be ineligible from all honor graduate status.

The senior class Valedictorian shall have the highest Grade Point Average rounded to the hundredths place at the end of first semester of the year in which the student is a graduating senior.

The senior class Salutatorian shall have the second highest Grade Point Average rounded to the hundredths place at the end of the first semester of the year in which the student is a graduating senior.

The senior class Third and Fourth Honor Graduates shall have the third and fourth highest Grade Point Average rounded to the hundredths place at the end of the first semester of the year in which the student is a graduating senior.

Class rank shall be determined by grade point average which includes utilization of the course weight schedule for higher level coursework.

Numerical grades will be accepted from approved Dual Enrollment programs and averaged within the secondary cumulative grade point average.

In the event of a tie in class ranking for Valedictorian, each student shall be publicly recognized as Co-Valedictorian. In the event of a tie in class ranking for Salutatorian, each student shall be publicly recognized as Co-Salutatorian.

If scholarships or financial assistance grants are to be awarded based on class ranking for Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students involved, the Scholastic Aptitude Test (SAT) scores will be used to determine the award.

Students suspended through a formal tribunal hearing, or who attend the Alternative School because of a disciplinary infraction(s) are automatically ineligible for valedictory or salutatory honors.

Honor graduates wear honor stoles and gold tassels at graduation to distinguish them among their classmates. Beta Club participants are distinguished by wearing gold cords draped about the neck. National Honor Society members wear blue chords. No additional regalia except as allowed through partnerships between the Glascok County Board of Education and Post-Secondary Institutions may be displayed. In addition, students who earn a state or national level title (state winner/champion) through a school AND state sponsored club or group will be allowed to wear cords earned with such awards.

Juniors whose cumulative grade point average is 90 or higher through the first semester of the student's junior year are identified as honor guards. Honor guards with the six highest GPA's may be assigned a duty during the graduation ceremony.

Academic Honor Roll

Glascok County Consolidated School has established an honor roll to recognize the outstanding scholastic achievements of students in grades three through twelve. Yearly Honor Roll will be calculated through the end of the 3rd nine weeks' report cards for grades 3-12 for year-long courses and through the end of the 4th nine weeks' progress report for the spring semester-long courses.

Yearly academic honor roll is calculated as follows:

- Honor Roll: 90 overall average
No average below 80 for nine weeks or semester at any grade level

- Principal's Honor Roll 90 overall average
No average below 90 for nine weeks or semester at any grade level

Quarterly honor roll will be announced at the end of each nine weeks for students who have an overall A average with no grade less than an 80.

President's Award for Academic Excellence

This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average and teacher recommendations. Students at each award level (elementary, middle, or high school) must meet the requirements. The President's Award for Academic Excellence is an exit year (4th grade, 8th grade, and 12th grade) recognition of the accumulation of the student's work in that grade cluster.

1. Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade. Note: Elementary schools are not to include K-2 in their computations.

2. Recommendations from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core

curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

*Please note the principal plays a leading role and has sole discretion in choosing recipients.

Grade/Course Honors

Course Honors will be calculated through the end of the 3rd nine weeks' report cards for grades 3-8. Course Honors in the 9th-12th grade will be calculated at the 4th nine weeks' progress report. Year-long courses in grades 9th-12th will be calculated through the end of the 3rd nine week's report card.

Georgia Scholar Recognition:

A Georgia Scholar is a graduating senior exhibiting excellence in all phases of school life, community activities, at home, and meeting the following criteria:

- Minimum SAT score of 1360 or ACT score of 31.
- Minimum of 22 units and participation in the college preparatory program.
- Academic study in visual arts, music, dance, theater, or other arts areas.
- Minimum 3.75 GPA on a 4.0 scale in all courses in grades 9-12 or ranks in the upper ten percent of his/her graduating class.
- Maintain ninety-five percent or better attendance in grades 9-12.
- Participation in a minimum of three interscholastic events or has achieved recognition in interscholastic events like section leader of a band or chorus, athletic team captain, placing in athletic events, debates, livestock projects, vocational competitions, or other similar activities.
- Leadership in at least two extracurricular, school-sponsored activities.
- Leadership in a minimum of two different youth activities outside the school.
- Registration to vote if student is eighteen.
- Evidence of self-esteem and concern for others in day-to-day activities.

E. Regulation for National Honor Society Membership:

Students who maintained a 92 or above average their freshman year are eligible for induction into the NHS, an organization that recognizes outstanding academic achievement at the sophomore, junior, and senior levels. To remain a member, the student must maintain a cumulative average of 92. Averages will be rounded up from the nearest decimal. If the student's average falls below 92, he/she will be on probation the following semester. For the student to remain in the NHS, he/she must not be on probation more than twice. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Grades will be averaged on the Hope Scholarship criteria.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension (within a full year) the membership of the student will be permanently terminated.

F. Regulations for Junior/Senior Beta Club Membership:

Prospective Junior Beta members must have a cumulative average of 90 or above based on their GPA from the 4th, 5th, 6th and 7th grades. This 90 average must be maintained for one full year for a student to be eligible to be invited to become a member. Averages will be rounded up from the nearest decimal.

Upper level middle school students must have a cumulative average of 90 or above based the GPA of the preceding year(s). For example, 7th graders must have a 90 for their 6th grade year and 8th graders for their two years in middle school.

For a student to remain in Junior Beta he/she must maintain a 90 average. If a student's average falls below 90, he/she will be placed on probation the following semester. After a second probationary period, membership will be permanently terminated.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension (within a full year) the membership of the student will be permanently terminated.

Senior Beta Club Membership

Prospective freshman members for Senior Beta must have a cumulative average of 90 or above based on their GPA from the 8th grade and 1st Semester of the 9th grade. Averages will be rounded up from the nearest decimal. Students will be invited to join after the first semester of their 9th grade year.

Upper classmen must have a cumulative average of 90 or above based on the GPA of the preceding year(s). For example, sophomores must have maintained a 90 average their freshman year to be invited into Beta. Juniors must have a 90 for their freshman and sophomore years; seniors, for their first three years in high school. Grades will be averaged based on courses used for the Hope Scholarship.

For a student to remain in Beta, he/she must maintain an average of 90. If the student's average falls below 90, he/she will be on probation the following semester. After a second probationary period, membership will be permanently terminated.

Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be both academic and behavioral. Any incident resulting in an out of school suspension will automatically place the member on probation. After a second out of school suspension (within a full year) the membership of the student will be permanently terminated.

G. Gifted Program Education:

In order to qualify for gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. In Glascok County, students are screened for possible referral for gifted education services each year. A student may be automatically referred based on a norm or criterion reference test score. A student may be referred for consideration to receive gifted education services by anyone with knowledge of the student's abilities such as teachers, counselors, administrators, parents, peers, or self. Referral forms are available in the school office.

A student will not be screened more than three times. It is recommended that students tested and not meeting eligibility requirements not be retested the following year. Exceptions to this may be made for students who have a qualifying score in mental ability, achievement, or creativity the previous year.

Screening will begin in the spring of each year. Teachers and administrators will be given referral forms to complete on any student they believe may be eligible. Further testing will be conducted in the summer with services beginning in the fall. Only students new to the system will be tested

during the school year. Written consent for testing will be obtained prior to testing from parents or guardians of students who are being considered for gifted education services.

ACE Program students are to be held responsible for mastery of all standard curriculum objectives. However, due to the unique nature of the ACE Program and the workload that these students are expected to carry, they may be excused from daily and related homework assignments given while participating in ACE Program classes. While all classroom assignments are important, requiring ACE Program students to make up all work is actually a penalty to the gifted student. The following are guidelines to be used when making decisions regarding work missed while attending ACE Program classes:

1. Each teacher should help ensure that ACE students have the opportunity to receive appropriate services without penalty. Our students should not feel punished by being overloaded with class work, homework waiting for them when they return from ACE class, sending homework to them while they are in the ACE class, or missing break to make up work. If this happens, we are penalizing our students, rather than supporting their right to service in their special needs area.
2. Students who are pulled out of class for ACE are counted present in every class missed because their ACE service is a part of their educational plan. They should not be required to make-up all of the assignments missed in the regular classroom.
3. ACE students should not be denied academic recognition and awards due to time or work missed while receiving ACE services.
4. Any scheduled tests, labs, reports, projects, and major or long range assignments should not be made-up before or after school. The teacher and student should work together to make alternate arrangements to assure that the assignment is completed in a reasonable time period agreed upon by the teacher and the student.
5. Time spent in the ACE program is governed by State Regulations. Therefore, students are not to miss any of the scheduled time for ACE. Classroom assignments due on the day the student is to attend ACE are to be turned in the next scheduled class time.
6. If at any time a gifted student is experiencing difficulty in the regular education classroom, the regular education and gifted education teacher should meet to discuss the problems and ways to assist the student.

ACE students should succeed in their academic classes. By not requiring all daily assignments in addition to ACE assignments for these students, the classroom teacher can take some of the pressure off and encourage their success. The thinking skills gifted students are learning and practicing in ACE can only enhance their performance in regular education classes

Continuation Plan for Gifted Services and Probationary Period

Students shall maintain a passing grade in all academic subjects and a grade of 80 or higher in content area courses each semester. The gifted teacher will check grades at the end of each semester. During this time the student will continue to receive gifted services. The gifted teacher will confer with regular classroom teachers as well as the student to check periodically on progress during this time. After the probationary period the student's grades will be reviewed. If performance does not improve during this time, the student can be withdrawn from the program. If at the end of the probationary period, the student meets the specified criteria, regular status will be restored. Parents will be notified in writing when a student is placed on probation and in the event of withdrawal.

Students in grades 3 – 8 must have a passing grade in the gifted resource class. A failing grade for the semester will result in probationary status. If performance does not improve the student will be withdrawn from the program.

H. No Pass / No Participate Rule:

All school sponsored competitive activities including cheerleading, sports, literary, and vocational will follow Georgia High School Association guidelines as they exist. Students in grades six through eight must have passed 5 out of 6 classes the preceding semester. Students in high school must have earned 2 ½ units the semester preceding participation. High school students must also be on track for graduation as defined below before they can participate in competitive activities:

- During the first year of high school a student must earn a minimum of 5 units.
- During the second year of high school a student must have accumulated a minimum of 11 units.
- During the third year of high school a student must have accumulated a minimum of 17 units.

I. Waivers to the No Pass/No Participate Rule:

Request for waivers of the no pass/no participate rule may be made to the Georgia Department of Education by students, parents, or guardians, the principal, the superintendent, or the Glascok County Board of Education. Waiver request should include the basis for the request, documentation of medical conditions (if appropriate), grade reports and transcripts for the student, principal's statement regarding the request, and the activity in which the student wishes to participate.

J. Summer School/Credit Recovery

Students wishing to participate in summer school should check with the school principal or counselor. A contract will be issued outlining the students' participation in summer school/credit recovery. Credit for summer school/credit recovery will be granted only in accordance with the Glascok County Board of Education policies.

K. Transfer of Records

School records will be sent upon request to other educational facilities in which a student seeks or intends to enroll, including youth detention centers and hospital-based educational programs. Records will be sent to private individuals and to non-educational facilities only upon receipt of a written request from the student's parent or guardian.

L. Parents' Bill of Rights*

A parent of a minor child at any school within the district may exercise his or her parental rights using the following procedures:

1. A parent may review records relating to his or her minor child by contacting the office at his or her child's school and requesting the same. A mutually agreeable time for parent record review will be scheduled during regular business hours.
2. A parent may learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the child's classroom, by contacting the Federal Programs Director and requesting the same. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on site upon a parent's request made during the review period.

3. A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher by contacting the Federal Programs Director.
4. A parent may withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Parents will be notified in advance of the sex education course content and parents will be given the opportunity to opt his or her minor child out of participation by notifying the minor child's teacher in writing.
5. A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the minor child's school in writing upon the child's enrollment.

* Pursuant to Georgia Code 20-2-786 (f)

M. The Family Educational Rights and Privacy Act (FERPA)

A. FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may ask Glascok County School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202

B. The Georgia Student Data Privacy, Accessibility, and Transparency Act afford parents and students who are 18 years of age or older ("eligible students") the right to file a complaint with their local school system regarding a possible violation of rights under O.C.G.A. 20-2-667 or under other federal or state student data privacy and security laws.

Superintendent Jim Holton
738 Railroad Avenue
Gibson, GA 30810

C. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)), unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of

information from the student's education records in certain school publications, such as the annual yearbook, school website, graduation or sports activity programs, and honor roll or other recognition lists.

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

- (a) Student's name and address;
- (b) Student's date of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height;
- (e) Dates of attendance in the Glascok County School System;
- (f) Honors and awards received during the time enrolled in the Glascok County School System;
- (g) Photograph; and
- (h) Grade level
 - From time to time students may be photographed, videotaped, or interviewed by the news media, school staff, or student designee at school or school activity event. Parents or guardians may object in writing to the principal to your student being photographed, videotaped, or interviewed. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal. Videos used as part of the district's security footage or used as evidence in student disciplinary matters are not designated as directory information.
 - The Glascok County Board of Education designates students' work in all multi-media formats, including photographs and videos, as property of the school system. Unless a parent or eligible students makes a written request to the principal of the school that said documents may not be used, these documents will not be considered confidential and may be used by the school and district for educational, instructional, or promotional purposes in broadcast and electronic media formats.

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 your school principal in writing within 15 days after the first day of the school year or the day the student first enrolls in the Glascok County Consolidated School District, whichever is later.

Hatch Amendment/Protection of Pupil Rights Act (PPRA)

Parents and students have certain rights under a federal law:

- (20 U.S.C. &1232h) commonly known as the Hatch Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes or other supplementary materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the students. In addition, no students shall be required to submit to a survey, analysis, or evaluation that reveals any information concerning any of the following without prior written consent of the parent:
 - Political affiliations
 - Mental or psychological problems potentially embarrassing to the student or his family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating and demeaning behavior
 - Critical appraisals of other individuals with whom the students have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers or income

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 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 be provided an opportunity to opt out their child 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 Glascok County School District will 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 out his or her child out of participation of the specific activity or survey.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

N. Student Support Process

The student support process is an education process designed to best meet the needs of students experiencing difficulties in the regular classroom. The student support team may consist of some or all of the following individuals: principal, counselor, all teachers working with the student, the parent(s) or legal guardian(s), and/or any other appropriate individuals.

The student support team is a problem-solving group that looks for alternative ways to help students become successful in the regular classroom. The process addresses both behavioral and academic difficulties. The teacher, student, and parent(s) or guardian(s) must work together closely in order for this process to be successful.

III. Graduation Requirements

A. High School Diploma

The high school diploma is the official document certifying completion of attendance requirements, minimum units, and other graduation requirements. A certificate of attendance will be awarded to students assigned to special programs and have completed all requirements of their individual education programs.

B. Units:

Units are earned for successful course completion in grades nine through twelve including ninth grade courses taken in eighth grade.

High School Promotion Requirements:

The following minimum number of units must be earned in order to be promoted to the next grade. Half credits are only awarded for Civics and Tools for College but may be awarded to transfer students who qualify.

Class of 2001 and thereafter:

- Promotion from 9th to 10th grade 6 units
- Promotion from 10th to 11th grade 13 units
- Promotion from 11th to 12th grade 19 units
- Graduation from High School 27 units

C. GA Milestones/End of Course Assessments

Georgia statue O.C.G.A 20-2-281 states:

Schools are required to administer state developed tests to students in grades 1-8 and to high school students in certain courses;

SBOE Rule 160-3-1-.07-Student Assessment, (4)(k) “In accordance with applicable state promotion and retention policies and laws, students who do not participate in state mandated tests shall not be promoted to the next grade.”

SBOE Rule 160-4-2-.11-Promotion, Placement and Retention, (3)(c)6

A student’s failure to take the state adopted assessment in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the State Board of Education and the local board of education shall result in the student being retained.

- GA Milestones End of Course Assessment (EOC) – Assessments administered at the completion of core high school courses specified by the State Board of Education to measure student achievement in the four content areas of English/Language Arts, Mathematics, Science, and Social Studies.

D. Minimum Units

The Glascok County Board of Education (the Board) shall provide secondary school curriculum and instructional/support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-.48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in this policy.

To be eligible for participation in graduation ceremonies, students must complete all requirements for a diploma and all state assessment requirements.

The Board does not allow students to graduate early except under SB 2 in which an alternate path to graduation is declared. A student must be enrolled in high school a minimum of eight (8) semesters during regular school terms to be considered a candidate for graduation. All students must take a full load of classes.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.

High School Graduation Requirements

The Board shall make available to all students the required areas of study.

AREA OF STUDY	UNITS REQUIRED
English/Language Arts*	4
Mathematics*	4
Science* (4 th science course may meet both science & elective requirement)	4
Social Studies*	3
CTAE** and/or Modern Language/Latin and/or Fine Arts	3
Health and Physical Education*	1
Electives	4
STATE REQUIRED UNITS	23
Additional locally required or elective units	4
TOTAL UNITS	27

*Required Courses and/or Core Classes

The Glascok County Board of Education requires the following courses for students:

Introduction to Business and Technology **OR Introduction to Digital Technology can be used as the required course for students who entered high school in or before the 2021/2022 school year. Beginning in the 2022/2023 school year, Introduction to Business and Technology **OR** Introduction to Software is a required course.

To be eligible for graduation, students must be enrolled for 8 semesters and earn 27 units.

As there are frequent changes to requirements for admission to the University System of Georgia institutes, students planning to attend a 4 year university are advised to review “High School Curriculum Requirements for the University System of Georgia” at:

http://www.usg.edu/student_affairs/students/admissions_enrollment

Students planning to attend a 4-year university are advised to complete two years of foreign language.

For the graduating classes of 2023 and 2024, the courses weights will carry the given weight factor when calculating a student's GPA as listed in the chart's middle column. Effective for the graduating class of 2025 and beyond, the following courses will carry the given weight factor when calculating a student's GPA in the far right column.

Category	For Classes of '23 & '24	For Class of '25 & Beyond
Advanced Placement Courses	1.05	1.05
USG/GICA Core Classes	1.05	1.05
TCSG Core Classes	1.025	1.05
**Advanced Content Courses	1.05	1.05
Chemistry	1.025	1.025
Physics	1.025	1.025
Pre-Calculus	1.025	1.025
Anatomy	1.025	1.025

**High school courses taken through the 8th grade honors program will be weighted as Advanced Content Courses.

The maximum weighted or non-weighted grade for any course is 100.

Students should be aware that in calculating HOPE eligibility, the Georgia Student Finance Commission (GSFC) strips the weighting, converts the numeric grade to a 4.0 scale and adds .5 to AP and Dual Enrollment courses. This action may impact a student's HOPE eligibility if grades fall below 3.0 as a result of stripping weights.

Glascok County Consolidated School wishes to award students for the rigor and increased workload for courses deemed to be more demanding over the course of a student's high school career.

The grade displayed on your student’s report card and transcript will reflect the non-weighted grade as HOPE eligibility calculations require a non-weighted grade; however, the weighted score will be reflected in the term and overall GPA which is used in determining class rankings and honors. Refer to the following chart for grade conversions.

Grade	1.025 Weight	1.05 Weight	Grade	1.025 Weight	1.05 Weight	Grade	1.025 Weight	1.05 Weight	Grade	1.025 Weight	1.05 Weight
100	100	100	85	87	89	70	72	74	55	56	58
99	100	100	84	86	88	69	71	72	54	55	57
98	100	100	83	85	87	68	70	71	53	54	56
97	99	100	82	84	86	67	69	70	52	53	55
96	98	100	81	83	85	66	68	69	51	52	54
95	97	100	80	82	84	65	67	68	50	51	53
94	96	99	79	81	83	64	66	67	49	50	51
93	95	98	78	80	82	63	65	66	48	49	50
92	94	97	77	79	81	62	64	65	47	48	49
91	93	96	76	78	80	61	63	64	46	47	48
90	92	95	75	77	79	60	62	63	45	46	47
89	91	93	74	76	78	59	60	62	44	45	46
88	90	92	73	75	77	58	59	61	43	44	45
87	89	91	72	74	76	57	58	60	42	43	44
86	88	90	71	73	75	56	57	59	41	42	43

E. Substitutions and Exemptions:

Substituting and/or exempting courses required for graduation is prohibited. Credit earned in some courses in the high school may be transferred to Oconee Fall Line Technical College or any other technical institute in the state of Georgia provided students have proven their competency at required levels. Students interested in any program should see the counselor for further information.

F. Dual Enrollment:

Glascok County School offers many Dual Enrollment opportunities for students. Dual Enrollment courses provide opportunities for Georgia High School students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Students may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education. Courses may be taken before, during, or after regular school hours, on the college campus, or on-line at the high school during the regular school day. Students and/or parents interested in Dual Enrollment should see the counselor.

Dual Enrollment students must meet Dual Enrollment application deadlines in order to attend the following school term.

Dual Enrollment students must meet the admission requirements of the postsecondary institution the student chooses to attend. For more information on Dual Enrollment visit the following website:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx>

For students who participate in approved Dual Enrollment programs, all grades and amount of credit for each approved course shall be placed on the student's high school transcript and shall be used in computing the grade point average, even in circumstances where the student demonstrated unsatisfactory academic progress. If a student withdraws from any Dual Enrollment course without prior permission from the Guidance Counselor, the course will be placed on the student's high school transcript with a grade of "F" (65) as required by the GADOE and Dual Enrollment guidelines.

Any letter grade submitted will be calculated as follows: A+ 98, A 95, A- 92, B+ 88, B 85, B- 82, C+ 78, C 75, C- 73, D 71, F 65. Numeric grades will be accepted from approved programs only if provided by the college on an official transcript. First semester grades for Dual Enrollment courses must be received by GCCS by January 31st. Second semester grades for Dual Enrollment courses must be received by GCCS a week prior to graduation/last day of school.

Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours - .5 unit; 3 to 5 semester hours = 1 unit.

Postsecondary quarter hours credit shall be converted to high school unit credit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.

Students can only take courses that are on the list of approved courses for the program. Courses "in the process" of being approved are not allowed. Once enrolled in the program and registered for classes during the regular school year, students are not allowed to drop below 4 courses per semester.

School pictures are scheduled in advance with a professional photographer which limits the potential dates available. Every effort will be made to include all students; however, students who participate in off-campus opportunities or are not present may not be included.

G. Work-Based Learning:

The Work-Based Learning Program provides an opportunity for students to combine classroom learning with “on the job” work experience. In order to qualify for the WBL program, students must:

- be on track for graduation and classified as either a junior or senior and at least 16 years of age.
- have a minimum GPA of 75.
- have an Individual Career Plan.
- have a job placement related to the student’s career goal and to at least one course on the student’s transcript.
- have NO excessive absences (no more than 14 total absences for the current or previous school year).
- have no excessive nor severe discipline referrals and has followed class and school policies concerning discipline in the present and previous years.
- must not have had more than one conference scheduled for failure to submit WBL assignments and time sheets in a timely manner if a student has previously participated in WBL

Interested students will complete the WBL application. Once a student is determined eligible, completion of the WBL packet is required. Program guidelines are detailed in the WBL packet. If a student is consistently late turning in assignments and time sheets or has more than one missing assignment and time sheet, he/she will be scheduled for a conference with the WBL coordinator. If more than one conference is needed during a semester, that student will not be eligible for WBL in future semesters.

H. Courses from Independent Study Schools:

Glascok County Consolidated School will accept credit from an independent study school accredited by the Georgia Accrediting Commission or one of the accrediting agencies that is a member of the Georgia Private Accreditation Council and/or Southern Associates of Colleges and Schools or one of its regional equivalents. However, the parent(s) and student are totally responsible for applying for the course(s), completing the course(s), and having the transcripts forwarded to the school. All work must be completed outside of the school. Information about accredited schools is available from the counselor’s office.

I. Initial Credit/Credit Recovery Software and the Georgia Virtual School

The Initial Credit/Credit Recovery Software and the Georgia Virtual School are computer-based, on-line learning programs that provide a standards-based curriculum for self-paced instruction. Both programs provide a curricular foundation for local credit recovery and credit accrual.

Students participating in these programs must be self-directed learners who take responsibility to manage and direct their own learning. To be considered for participation in the program(s), the student must submit a request for participation. An eligible student must meet at least one of the following criteria:

- Is unable to earn initial course credit through regular scheduling.
- Is unable to earn recovery credit through regular scheduling.
- Is enrolled in a course or program that includes the Initial Credit/Credit Recovery Software lessons as a resource tool.
- Is enrolled in the Alternative School Program or summer school program.
- Is one whose request has been approved by the committee.

J. Career, Technical, & Agricultural Education--End of Pathway Assessment (EOPA)

Glascok County Consolidated School offers several pathway options to students in agriculture and business education in addition to a variety of pathways available through Georgia Virtual School. Upon completion of the pathway, students are expected to participate in an End of Pathway Assessment (EOPA).

The Georgia Department of Education utilizes EOPA results as a contributing indicator in the evaluation of school systems; therefore, as a prerequisite to participation in graduation ceremonies, the Glascok County School System expects each student who successfully completes the course requirements for a pathway to participate in the End of Pathway Assessment.

IV. Statewide Student Assessment Program

A. Purpose:

Glascok County Consolidated School, in compliance with state law, has established a testing program designed to facilitate instructional planning, to provide feedback to students and parents, and to evaluate the effectiveness of its educational programs. State level administrators use test data to monitor achievement and to determine the needs of students throughout the state, to allocate remedial education funds, to help local systems implement and evaluate curriculum improvement plans, and to assist in the development of policies related to curriculum, instruction, teacher certification, and administration.

B. Quality Basic Education Act Assessment Regulations:

Schools are required to administer state developed tests to students in grades 3-8 and to high school students in certain courses:

- The Georgia Milestones Test in grades 3 through 8.
- GA Milestones End of Course (EOC) – Assessments administered at the completion of core high school courses specified by the State Board of Education to measure student achievement in the four content areas of English/Language Arts, Mathematics, Science, and Social Studies.
- Readiness assessments prior to entering kindergarten
- Georgia Kindergarten Inventory of Developing Skills (GKIDS) to kindergarten students three times each year.
- Local school systems may require additional tests. Contact the counselor's office for a complete explanation of our testing program.

C. Test Terminology:

- Achievement Test: A test designed to measure the actual learning of an individual.
- Aptitude Test: A test designed to measure the learning potential of an individual.
- Norm-Referenced Test: A norm-referenced test compares the achievement of individuals to the average achievement of a reference group comprised of a sampling of scores from throughout the country.
- Standard Score: A score calculated based on the actual number of items correct on a test.

- **Percentile Rank:** A score that compares an individual's achievement to that of a reference group. For example, a student scoring above the seventieth percentile scored equal to or better than seventy percent of the reference group.
- **Grade Equivalent:** A score expressed in school years and months that represents the average of students at a given level. A second grader who scores 2.7 in the seventh month of school shows average achievement. If the same student were to earn a score of 4.0, it would show above average achievement. A score of 4.0, however, would not indicate that a student is performing at a fourth grade level.
- **Stanine:** A standard score divided into nine equal units. A stanine of 1, 2, or 3 indicates below average achievement. A stanine of 4, 5, or 6 indicates average achievement. A stanine of 7, 8, or 9 indicates above average achievement.

D. Test Results:

Copies of score reports are made available for parents and guardians to review. Parents and guardians are encouraged to discuss test results with teachers, administrators, and the school counselor in order to have a better understanding of their children's strengths and weaknesses and to plan learning experiences that meet the needs of their children.

GA Milestone End of Course shall be used as the final exam in the courses assessed by a state assessment. GA Milestones EOC reports shall provide students, parents, and educators with individual scores on each GA Milestones EOC taken; student scores must be recorded on, in, or with the individual student report card. A student's numeric score on the GA Milestones EOC shall count for 20% of the student's final numeric grade in the course assessed by the GA Milestones End-of Course.

V. Attendance Regulations

A. Attendance Policy:

The Glascock County Board of Education requires that a child attend school on a regular basis. Absences exceeding the following may constitute failure of courses involved:

- more than seven days per semester for grades nine through twelve;
- more than seven days per semester for semester courses or fourteen days per year for year- long courses for grades six through eight; and
- more than fourteen days per year for students in kindergarten through fifth grade.

High school students who exceed the number of absences allowed by this policy for more than one semester may be assigned to the Alternative School for the following semester. Middle school students whose absences exceed the number of absences allowed by this policy may be assigned to the alternative school for the first semester of the following school year.

Glascock County Consolidated School will be contacting parents or guardians of students that have excessive absences. The school will work with local law enforcement officials to see that the state's school attendance law is enforced.

B. Glascock County School Absenteeism Protocol Revised October 10, 2013

Step 1:

Following three (3) unexcused absences the attendance clerk will send a letter to parents stressing the importance of regular school attendance and reminding parents that their child has missed three (3) days of school and is subject to being retained if she/he does not meet the local attendance requirements.

Step 2:

After six (6) unexcused absences of the school year a follow-up letter from the attendance clerk discussing both legal action and danger of failing will be mailed to the home. The Sheriff's Office will follow-up with a visit to the parents to discuss this issue.

Step 3:

On the eighth (8th) unexcused absence of the school year, the principal will make phone contact with the parent concerning the absences and to schedule a meeting with the Attendance Support Team which includes the

Parents, School Administration, the Sheriff's Office, the school Nurse, the Guidance Department, Department of Family and Children's Services and the Department of Juvenile Justice. The attendance clerk will send a letter home explaining that DFACS along with DJJ will be notified about the large number of unexcused absences. (An official notice will be filed by the school to the agencies concerning the absence issues with the student.)

**Excused Absences / Unexcused Absences—see next section, B on this page.*

C. Excused Absences / Unexcused Absences:

To qualify an absence as excused, parents or guardians may submit a doctor's excuse or school nurse excuse. **Parents or legal guardians may hand write and sign sickness excuses but only three per semester documenting a valid reason for the absence from each class.** All excuses must be submitted to the school within three days after the student's return to school. After three days the absence will be documented as unexcused and will not be changed or reconsidered by the school administration. **Excuses will not be accepted after parent/guardian notification that the course credit has not been awarded or will not be awarded due to excessive absences.**

A student whose parent or legal guardian is in the 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.

D. Tardy to School

Parents need to make sure child/children is/are at school by 7:55 a.m. This applies to students in grades Pre-K through 12. Tardy to school and early dismissals can result in a child missing a great deal of instructional time reducing his/her chance for success in school. Also, being tardy and leaving school early will result in the student not being eligible for the perfect attendance award.

E. Impact of Absences on Grades:

Teachers will be required to assign “0’s” for all assignments missed—written or non-written (i.e. oral reports)—due to unexcused absences. Any zeros earned for missed assignments when a student was absent and the absence was unexcused may not be made up at a later time. Absences start over each semester in grades 5-12.

F. State Definitions

According to Georgia State Board of Education policy and Georgia Law, excused absences are absences that may be classified under one of the following categories:

- absence when a student is ill so that attendance in school would endanger the student’s health or the health of others;
- absence caused by serious illness or death in the student’s immediate family;
- absence on the occasion of a religious holiday observed by the student’s faith;
- absence mandated by governmental agencies, including pre-induction physical examination for service in Armed Forces, or by court order;
- absence on the occasion of registering to vote or voting, for a period not to exceed one day;
- absence due to conditions that render attendance impossible or hazardous to one’s health or safety.

In addition, the Glascock County Board of Education recognizes any medical doctor’s excuse as an excused absence. Students shall be permitted and required to make up work for excused absences.

G. Counting Students Present or Absent

The Glascock County Board of Education shall count students present when they are in attendance at least one half of the instructional day; and, when serving as pages of the Georgia General Assembly. Students should remember that attendance is counted period by period. Students missing more than half a class period will be counted absent for the entire class.

H. Signing Out of School

Students may leave school early when, within the first instructional period of the day, they present to the office a written excuse from a parent or guardian that includes a telephone number where the authorizing adult can be reached for verification purposes or when parents or guardians appear in person in the office to sign a student out of school. The Glascock County Board of

Education authorizes the school to release students to individuals other than custodial parents or guardians only upon written request and verbal verification from custodial parents or guardians. Early dismissals must meet the criteria for an excused absence if the student is to be permitted to make up any missed assignments.

Students leaving school early must sign out in the front office. Students should then promptly leave the campus.

Parents and guardians are asked to use discretion regarding their requests for early dismissals. Students signing out of school early miss valuable instructional time, and although students leaving for excused or approved/unexcused reasons will be permitted to make up assignments, there is no substitution for regular attendance in all classes.

In order to assure a safe and orderly dismissal at the end of the school day, checking children out of school or changing the process that children will get home (changing from car rider to bus rider or vice versa) must be completed prior to 2:15 PM each day. After 2:15 PM, children will be dismissed beginning at 3:00 PM through their regular way home. Checking out of school or changing the process for getting home will not be allowed between 2:15 PM and 3:00 PM. In case of extreme family emergencies, parents may see one of the principals between 2:15 PM and 3:00 PM if the family emergency requires parents to check their child out of school after 2:15 PM.

I. Make- Up Work

Make up work will be permitted only when all of the following conditions are met upon returning to school:

- An absence must be either an excused absence or an approved unexcused absence. Students will not be allowed to make up work missed due to unexcused absences, including out of school suspension.
- Make up work must be complete within three days of returning to school unless other arrangements are made with the teacher.
- It is a student's responsibility to approach teachers about make up assignments on the first day he/she returns to school.
- Students who miss a class or classes but come in during the day should see the teacher for assignments missed before leaving school on that day.
- Work assigned prior to the absence is due promptly upon the student's return to school or on the original due date, whichever is later.

J. Out of Town Trips

Parents or guardians may request the principal to validate absences as approved unexcused absences when children attend planned out of town trips provided arrangements are made with the principal a minimum of five days in advance, or within a reasonable period of time in the event of a family emergency.

Neither the Glascok County Board of Education nor the administration of Glascok County Consolidated School sanctions senior skip days or senior trips other than the senior trip organized by the school.

K. Absences for School-Sponsored Non-Instructional Activities

Georgia State School Standards prohibit students from being absent from class because of school-related non-instructional activities for more than ten days per class during the school year. In grades nine through twelve a student may be absent due to involvement in school-sponsored non-instructional activities such as participation in athletics or club functions on the local, state, or national level beyond ten days if the student receives a specific exemption from the ten-day rule from the Glascok County Board of Education.

The days missed by a student for school-sponsored non-instructional activities are not computed as part of the attendance policy that establishes a maximum number of absences from class.

Students who wish to participate in a school-sponsored non-instructional activity that will require them to exceed the ten days per class per year maximum must apply for an exemption as follows:

- Exemptions shall be considered on an individual basis. Groups, clubs, and teams may not request blanket exemptions.
- Requests for exemptions must be made in writing to the superintendent who will present them to the Glascok County Board of Education.
- The written request must include rationale and all supporting documentation.
- Exemptions must be granted by the Glascok County Board of Education prior to the student's participation in the activity for which an exemption is requested.
- The official minutes of the Glascok County Board of Education will reflect the granting of an exemption that includes the name of the affected student and the nature of the activity that required the exemption.

Any questions regarding the applicability of this policy to specific student functions should be directed to the principal of the school.

L. Truancy

The Georgia Compulsory Attendance Law requires that children from age's six (6) through sixteen (16) attend school. Students and their parents or guardians who are in violation of the Georgia Compulsory Attendance Law will be referred to law enforcement agencies for intervention.

M. Withdrawing from School

Parents/guardians of students withdrawing during the school year must complete a withdrawal form. Teachers and office personnel will summarize the withdrawing student's progress and prepare records for transfer to another school system.

To withdraw your student who is transferring to another school; transferring to traditional homeschool; or transferring to online homeschool, please see the registrar to fill out the required forms.

When a sixteen or seventeen-year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

VI. GCCS's Athletic Department

A. Purpose:

Glascok County Consolidated School offers a wide variety of athletic programs in which students can participate. Participation in school sponsored athletic programs serves multiple purposes including developing and maintaining a positive self-image, motivating students to achieve academically, promoting physical development, enhancing school spirit and pride, and promoting social skills through cooperative effort and competition. Students interested in athletic programs should contact the school's athletic director or one of the members of the coaching staff.

B. Eligibility:

All school sponsored competitive activities including cheerleading, sports, and literary and vocational meets, will follow Georgia High School Association guidelines as they exist. All eligibility criteria must be satisfied prior to a student's participation in any such activity. Eligibility questions should be directed to the school's athletic director who maintains current records regarding each student's eligibility to participate.

C. Letter Jacket Policies:

Jackets will be ordered in the fall immediately following football season. This is the only time jackets will be ordered each year.

- Only students who have received two or more letters in the same sport can order jackets. Cheerleading will earn one letter per year.
- Each student ordering a jacket will be required to pay a \$50 deposit.
- Students ordering new letters will be required to pay a \$10 deposit.
- Full payment is required before a student can receive the jacket.
- The approximate cost of the jackets is \$150.00.
- Seniors are required to pay in full for any jackets and/or letters ordered.
- The GCCS Booster Club will pay \$35.00 per jacket for each student with two or more letters when purchasing his/her first jacket.

D. Student Insurance Program – Athletics

All students participating in interscholastic athletics or other extra-curricular activities, including seasonal practice, off-season conditioning, and cheerleading must be insured. Insurance coverage is a prerequisite to participation. A signed statement from a student's parent(s)/guardian(s) stating they have adequate coverage of their own for their child will be a

suitable substitute for coverage offered under the school system insurance program. The statement must include the name of the insurance company and policy number. Students participating in varsity football must have separate insurance in addition to a school plan that is specifically for “football coverage.”

The activity sponsor will be responsible for distributing and collecting all forms. Forms will be maintained on file in the Athletic Director’s office.

E. Equity in Sports

It shall be the policy of the Glascok County Board of Education to prohibit discrimination based on gender in its athletic programs. In accordance with the Georgia Equity in Sport Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

The athletic director will serve as the sports equity coordinator for the school system. Students and parent(s) may report complaints concerning sports equity by contacting the sports equity coordinator at (706) 598-2121 or sending written complaints to Sports Equity Coordinator Mr. Chris Kelly, Glascok County Consolidated School, 1230 Panther Way, Gibson, GA 30810.

F. Responsibilities

The privilege to participate in our sports programs is extended to all students providing they are willing to assume certain responsibilities. A student’s greatest responsibility is to be a credit to his parents, school, and community. Therefore, the Athlete team member at all times must:

- Display high standards of social behavior.
- Display outstanding sportsmanship.
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Display a spirit of cooperation.
- Dress with special care when attending all athletic contests.
- Use language which is socially acceptable.

- Strive for achievement to the best of his/her abilities.
- Display the qualities of commitment, hard work, loyalty, and pride.

G. Attendance at Practice

Deciding to participate in a sport is a commitment and should be adhered to throughout the season.

H. Profanity

Profanity or vulgar talk will not be tolerated on or off the field. Punishment may range from a verbal reprimand, conditioning drills, or removal from the team by the head coach. In addition, multiple profanity infractions may lead to suspension of participation in athletics for up to one calendar year as determined by the athletics director and principal. Athletes who use profanity during a game may be subject to an ejection by a GHSA official.

I. Inappropriate Behavior or Disrespect

An athlete who represents the Glascok County School System in a negative manner or who is disrespectful to anyone including the coaches, other players, or officials may be subject to removal from the team by the head coach. In addition, multiple inappropriate behavior or disrespect infractions may lead to suspension of participation in athletics for up to one calendar year as determined by the athletics director and principal. Behavior such as this during a game may lead to an ejection by GHSA officials.

J. Fighting

The team's coach will handle any fights that may occur during an athletic event. The punishment may range from a verbal reprimand, conditioning drills, or removal from the team. In addition, multiple fighting infractions may lead to suspension of participation in athletics for up to one calendar year as determined by the athletics director and principal. Fighting during a game will lead to an ejection by GHSA officials.

VII. Disciplinary Procedures

A. General Information:

This section of the Glascok County Consolidated School Student Handbook outlines and addresses policies and procedures that govern the daily activities of students, teachers, and administrators. Described in this section are the more common disciplinary measures used by teachers and administrators and the relevant procedures followed whenever such measures are required. Questions regarding any portion of this section of the handbook should be directed to the school's administration.

B. Policy of Non-Discrimination:

It is the policy of the Glascok County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the principal of their school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. The Section 504 and Americans with Disabilities Act coordinator is Jessica Miller. The Title VI and Title VII Coordinator is Candy Beggs. The Sports Equity and Title IX coordinator is Chris Kelley. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination. (Glascok County Board of Education Policy GAAA.)

Jessica Miller, Title II, Section 50, ADA, & ADEA Coordinator
738 Railroad Avenue
Gibson, GA 30810
(706) 598-2291 or jmiller@glascock.k12.ga.us

Candy Beggs Title VI and VII Coordinator
738 Railroad Avenue
Gibson, GA 30810
(706) 598-2291 or cbeggs@glascock.k12.ga.us

Chris Kelley, Sports Equity and Title IX Coordinator
1230 Panther Way
Gibson, GA 30810
(706) 598-2121 or ckelley@glascock.k12.ga.us

C. Search and Seizure Policy:

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, or a student's automobile and seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term "unauthorized" is defined as any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in published school rules.

D. Personal Searches:

A student's person and personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it shall be in private by a school official of the same sex and with an adult of the same sex witness present.

When a school official has reason to believe that a student is in possession of an item imminently dangerous to the student or others, a more intrusive search of the student's person may be immediately conducted. Such searches shall be conducted in private by a school official in the presence of another adult witness of the same sex, and only with the approval of the superintendent or a designee.

The Glascok County School System reserves the right to use walk through and hand-held metal detectors and drug detection canines at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

E. Student Lockers/Locker Searches:

Student lockers are the property of the school and are at all times under the control of the school; however, students are expected to assume full responsibility for the security and contents of lockers assigned to them. School authorities, for any reason, may conduct periodic general inspections of the lockers at any time without further notice, without student consent, and without a search warrant.

F. Break Detention:

Break or recess detention may be assigned by teachers or administrators in order to address inappropriate conduct or other violations of the school's discipline code. Parents are generally not notified each time a student is

assigned to break or recess detention; however, a record is maintained by teachers and is available for review upon a parent's request.

G. Lunch Detention:

Lunch detention may be assigned by teachers in order to address inappropriate conduct or other violations of the school's discipline code. Parents are generally not notified each time a student is assigned to lunch detention; however, a record is maintained by the school and is available for review upon a parent's request. Students who do not attend lunch detention on their assigned day and are present at school will be assigned an additional five days of lunch detention.

H. After School Detention:

After school detention may be assigned by teachers or administrators in order to address inappropriate conduct or other violations of the school's discipline code. Parents or guardians are notified each time a student is assigned to after school detention.

If previously scheduled medical appointments or a family emergency creates a conflict with a student's ability to serve after school detention days, an allowance may be made with the approval of the principal upon receipt of written notification or a telephone call by a parent or guardian of such an appointment or emergency one day in advance, if possible. After school detention dates may not be changed as a matter of convenience for students or parents.

Students who fail to report to after school detention will be disciplined according to the After School Detention Noncompliance rule.

I. In-School Suspension

The In-School Suspension Program is a means of working with students who commit a severe behavior infraction by removing them from their regular classroom setting without removing them from school. Parents or guardians are notified each time a student is assigned to in-school suspension.

The program is not to replace any of the workable means of school discipline used by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is utilized to enhance the overall school climate.

Purpose of In-School Suspension

The purpose of the In-School Suspension program is:

1. To provide alternatives for dealing with student misconduct other than removal from the academic setting (out of school suspension).
2. To reduce the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension.
3. To allow a student to continue his academic progress while preventing him from being in contact with his peers until his behavior improves.
4. To provide opportunities for the in-school suspension student to examine his system of values in relationship to the values of the school and society at large.

After admittance to In-School Suspension, the student will continue his or her academic studies and must remain on task for the entire day. A student in In-School Suspension cannot attend any after-school/school-sponsored activity until 3:00 on the last day of suspension. Any act of disobedience while serving in-school suspension can result in out of school suspension. Multiple assignments to In-School Suspension will result in an additional consequence. See the Code of Conduct for consequences for Habitual Offenses resulting in In-School Suspension.

J. Out of School Suspension:

The purpose of out of school suspension is to completely remove, from the school setting for a temporary period of time, any student whose misbehavior or other violation of the school's discipline code creates a danger to others, is disruptive to the learning environment, is severe in the discretion of the school's administration, or follows a pattern of behavior that has been previously addressed by other disciplinary interventions. Additionally, a student who, when involved in a disciplinary conference, becomes belligerent or insubordinate may be suspended out of school. Parents or guardians are notified by mail each time a student is suspended out of school.

All absences resulting from out of school suspension are unexcused, and a suspended student will receive zeros in all classes. Make up work is not permitted. A student suspended out of school cannot attend any after-school/school-sponsored activity until the day of returning to the regular school setting.

Before implementing a suspension, a student has the right to a conference with the school principal and the reporting teacher. In this conference the details of the event will be explained. If the student denies responsibility or guilt, the evidence against the student will be outlined. The student will have an opportunity to offer his or her version of the event in question. In appropriate circumstances, students may be referred to a student disciplinary tribunal with a recommendation for long-term suspension or expulsion.

K. Student Complaints and Grievance Hearing Procedures:

Rights guaranteed by the Constitution of the United States afford individuals the protection of due process of law; therefore, constitutionally and legally sound practices, procedures, and policies have been developed regarding the administration of discipline at Glascok County Consolidated School.

- Every effort will be made by administrators and faculty members to resolve problems through effective utilization of the school system's resources in cooperation with students and their parents or guardians.
- An opportunity for a hearing if desired by students or their parents or guardians shall be guaranteed. Hearings should be requested of the principal within ten days of the initial offense, and are initiated through the principal's office. A hearing will then be scheduled to provide an opportunity for the facts leading to a disciplinary sanction to be contested, to contest the severity of the sanction, or to allege unfair handling by the school administrator responsible for imposing the disciplinary sanction.
- The hearing authority may request an attempt at conciliation; however, a hearing will be scheduled as quickly as possible if a student and parent(s) or guardian(s) declines the conciliation request.

The following procedural guidelines will govern the processes of scheduling and convening a hearing:

- Notification of the hearing must be either mailed or delivered by hand to all involved parties including parents and guardians. The notification shall include the time and location of the hearing, the nature of the hearing, the charges to be discussed, and a statement advising all involved parties of their rights to present evidence and to have an attorney present.
- Parents or guardians must attend the hearing.

- The student and parents or guardians may have an attorney present to represent their interests at the hearing provided the superintendent of Glascock County Schools has been informed, a minimum of forty-eight hours in advance, of the intention of a parent to have an attorney present.
- The student will have an opportunity to offer his or her version of the facts and their implications, and may offer the testimony of witnesses as evidence and present other evidence.
- The student will be permitted to examine all evidence and question all witnesses.
- The hearing will be conducted by an impartial hearing authority that will make a determination based solely upon the evidence presented during the hearing.
- A record of the hearing will be made.
- The hearing authority's decision must be presented in writing within ten days of the hearing. The decision made may be appealed before the Glascock County Board of Education by filing with the superintendent a request for an appeal. Any disciplinary action pending may be postponed until after the appeal.
- The Glascock County Board of Education must render its decision in writing within ten working days.
- Any decision made by the Glascock County Board of Education shall remain final.
- Legal counsel may represent all involved parties while the records and evidence are reviewed, and until a final decision is made.

VIII. CONDUCT REGULATIONS FOR GRADES K – 4

Glascok County Consolidated School has developed a discipline plan that ensures all school rules are imposed fairly and consistently. The conduct regulations are effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school activity, function or local event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system.

The administration of Glascok County Consolidated School will make and enforce rules in addition to those specifically outlined in its code of conduct in order to ensure the safe, orderly, and efficient operation of the school. Disciplinary action taken by school officials will be dependent on the circumstances surrounding the case. A more severe punishment may be given at each offense level if the circumstance clearly warrants a more severe punishment. Circumstances which may be considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude of student, cooperation of the parents, willingness to make restitution, and the seriousness of the offense.

The commission of any act by a student (on school campus or at a school related function) that would likely be prosecuted by law outside of school can be subjected to law enforcement involvement as deemed appropriate by the school officials.

Minor infractions to the Code of Conduct may be teacher managed or office managed based on the discretion of the teacher and/or principal. Teacher managed minor infractions will be handled according to individual teacher classroom management. Repeatedly failing to meet teacher expectations can result in an office referral.

Teachers in grades K-4 may use warnings, break detention, lunch detention, and after school detention as consequences for behavior infractions. When these attempts have failed, the student may be referred to the principal or his designee, who may assign out of school suspension or referral to a student disciplinary tribunal for further action.



A. Student Conduct on Buses:

Riding a school bus is a privilege. Students are expected to demonstrate appropriate behavior while waiting at the official bus stop, while riding the school bus and while departing the school bus. The school administration will administer consequences as the below listed rules are violated. These punishments shall be progressive and age appropriate. Misbehavior not listed in the Student Code of Conduct will be handled at the discretion of the administration.

All bus riders who are not going to ride their usual bus on any given day must bring a note to the school secretary before 2:15 PM. She will prepare a note for the student to give the bus driver notifying him/her that this student has permission to ride his/her bus.

By Georgia law, if a student is found to have engaged in behavior defined in the student conduct code (*Policy JCDA-R*) as acts of physical violence or bullying toward another student or other person on a school bus, the same consequences shall apply as in any other school setting. The definition of ‘physical violence’ is included in Board of Education Policy JDCA.

As with other infractions that may occur during the school day, bus infractions will be identified as minor rule infractions and major rule infractions. Minor infractions to the Bus Rules may be managed the driver or office managed based on the discretion of the driver and/or principal. Driver managed minor infractions will be handled according to individual driver discretion. Repeatedly failing to meet driver expectations can result in an office referral.

Bus Rules

(Minor Bus Infractions)

- Students are to stay seated with their feet on the floor while buses are on the route except when drivers give permission to move
- Students must keep all parts of their bodies and all objects inside the bus.
- Students may not eat or drink on regular bus routes.
- Although talking is expected, loud noises, yelling, etc. are prohibited.
- Failing to respond to bus driver directions or requests.

(Major Bus Infractions)

- Students are to be ready and waiting for the bus at the official bus stop at least five (5) minutes before the time of the bus to arrive. In order to stay on schedule and to keep from holding up traffic, the bus will not wait for prolonged periods.

- Students must not throw anything while on the bus.
- No glass objects or weapons are allowed on the bus.
- Any dangerous animals (dead or alive) are not allowed. Exceptions will be made for class projects on an individual basis. These animals must be contained in a non-glass, non-breakable container.
- Personal items such as toys, nail polish, lip stick or gloss, perfume, deodorant, etc., are not allowed to be out while on the bus route.
- Fighting or physical play is prohibited.
- Students must be quiet at railroad crossings.
- Students crossing a street will cross in front of the bus in full view of the driver at the driver's signal to cross.
- Students cannot check mailboxes unless the box is 12 feet off the road.
- Parents are not permitted to board a school bus for any reason unless authorized by the bus driver and then for school purposes only.
- Profanity or obscene gestures are not allowed on buses.
- Parents/riders are not to use verbal or written abusive and/or profane language toward a student or school official while at or near the bus stop.

Minor infractions referred to school administration will be processed as Failure to Comply. The following actions will be taken when students are referred to the school administration for violating a major rule bus infraction as outlined above:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 3 days of bus suspension
- 3rd Offense: 5 days of bus suspension
- 4th Offense: 20 days of bus suspension
- 5th Offense: Bus suspension for the remainder of the year

In addition to the bus rules, while on the bus, all students shall abide by disciplinary rules found in this handbook and Board of Education policies. Violations of such disciplinary rules may result in disciplinary action, including suspension from school or referral to a student disciplinary tribunal.

State law O.C.G.A 20-2-751.5(b)(1) requires:

Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-

2-751.4, physical violence or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and unruly behavior.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape and compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined in Code Section 20-2751.6, the student shall be subject to the penalties set forth in such code section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and the appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for a progressive, age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to assigned seating, on-going parental involvement and suspension from riding the bus.

B. After School Detention Non-compliance:

Students who do not attend after school detention will be assigned half of day in the reflection room on the day after the assigned after-school detention. A parent conference will be requested for students that consistently skip after school detention.

C. Bullying:

As used in the Code Section O.C.G.A. 20-2-751.4, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

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

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
 - (a) causes another person substantial harm within the meaning of the Code Section 16-5-23-.1, or visible bodily harm as such term is defined in Code Section 16-5-23-.1,
 - (b) has the effect of substantially interfering with a student's education,
 - (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
 - (d) has the effect of substantially disturbing the orderly operation of the school.

In order to be considered bullying, a foundational event must be documented, and the behavior must be aggressive and include:

- **An Imbalance of Power:** people who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, 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.

Bullying is the intentional tormenting of others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation. Bullying can be physical—hitting, kicking, pushing, choking, or punching. Bullying can also be verbal—threatening, taunting, teasing, starting rumors, or hate speeches. Students will be disciplined as follows for any type bullying:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 5 days of after-school detention
- 3rd Offense: 1 day of out of school suspension
- 4th Offense: Out of school suspension and referral to a student disciplinary tribunal

Discipline for any act of bullying shall be within the discretion of the principal or his designee and may range from a reprimand to out-of-school suspension.

D. Cell Phones and other Electronic Devices at School*:

The administration of the school understands that parents feel that there is a need for their child to have a cell phone with him/her at all times. However, students cannot be permitted to have cell phones or smartwatches of any kind or brand in the classroom or out and in use while on the school bus. A student may bring a cell phone or smartwatch to school; however, the phone and/or smartwatch **MUST** be locked in the school's phone lockers as soon as they arrive on campus. Phone lockers may be purchased for \$10.00 for the school year. Students will not be allowed to use cell phones to call or text, including through a smartwatch or other electronic device, during the school day. This rule will be strictly enforced using the following consequences for all students violating this policy:

- 1st Offense: Device taken to the office and kept for the rest of the school day; phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).
- 2nd Offense: Device taken and student assigned 1 day of after school detention, and the phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).

- 3rd Offense: Device taken and student assigned 3 days of after school detention, and the phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).
- 4th Offense and every offense thereafter: Student will be assigned to 1 day of out of school suspension, and the device will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).

* Ear buds and headphones cannot be worn in the hallways or anywhere outside of classrooms and only used in class when expressly given permission by the teacher.

E. Disrespectful to Adults:

Being disrespectful and/or use of abusive language to adults will be disciplined as follows:

- 1st Offense: 5 days of break detention
- 2nd Offense: 1 day of after-school detention
- 3rd Offense: 2 days of after-school detention
- 4th Offense and every offense thereafter: 1 day in reflection room

F. Disrespectful to Peers:

Being disrespectful and/or use of abusive language to peers will be disciplined as follows:

- 1st Offense: 2 days of break detention
- 2nd Offense: 4 days of break detention
- 3rd Offense : 1 day of after-school detention
- 4th Offense and every offense thereafter: 2 days of after-school detention

G. Failure to Comply:

The following action will be taken when students are referred to the school administration for failure to comply:

- 1st Offense: 3 days of break detention
- 2nd Offense: 5 days of break detention
- 3rd Offense: 1 day of after-school detention
- 4th Offense and every offense thereafter: 2 days of after-school detention

H. Fighting:

Students may not fight on school grounds at any time, while attending a school-related activity, or while in transit to and from school. Fighting will not be tolerated. Students will be referred to the principal or his designee.

Discipline will be as follows:

- 1st Offense: 1 day of after-school detention
- 2nd Offense: 2 days of after-school detention
- 3rd Offense: 5 days of after-school detention
- 4th Offense and every offense thereafter: 2 days of out of school suspension.

I. Harassment (other than racial or sexual):


No student shall commit harassment toward a student based on actual or perceived disability, toward a student based on actual or perceived religion, or toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. Students or school personnel who feel that they have been the victims of harassment should report it immediately to school authorities.

Students violating this section will be disciplined as follows:

- 1st Offense: 1 day of after-school detention
- 2nd Offense: 2 days of after-school detention
- 3rd Offense and every offense thereafter will result in bullying and the bullying consequences will apply.

J. Hitting a Peer/Physical Contact:

Students may not hit or commit any physical violent act against a peer. Students will receive the following punishment.

- 1st Offense: 2 days of break detention
 - 2nd Offense: 1 day of after-school detention
 - 3rd Offense: 2 days after-school detention
 - 4th Offense and every offense thereafter: 3 days of after-school detention
- 

K. Horseplay:

Horse playing can lead to fighting, therefore it will not be tolerated. Discipline for horse playing will be dealt with at the discretion of the administration; however, it can lead to the same punishment as fighting.

Discipline will be as follows:

- 1st Offense: 2 days of break detention
- 2nd Offense: 3 days of break detention
- 3rd Offense: 1 day of after-school detention
- 4th Offense and every offense thereafter: 2 days of after-school detention.

Habitual offenders will be suspended out of school with 0's on all assignments.

Any horseplay toward or involving any school employee will be disciplined as follows:

- 1st Offense: 1 day of after-school detention
- 2nd Offense: 3 days of after-school detention
- 3rd Offense: 1 day of reflection room
- 4th Offense and every offense thereafter: 1 day of out of school suspension

L. Insubordination:

A student may not blatantly refuse to comply with a teacher/administrator's directions. Insubordination or hostile behavior towards a teacher, administrator, or any other school official or employee will not be tolerated. Violating students will be disciplined as follows:

- 1st Offense: 1 day of after-school detention
- 2nd Offense: 2 days of after-school detention
- 3rd Offense: 3 days of after-school detention
- 4th Offense and every offense thereafter: 1 day of out of school suspension and a parent conference at the school with the teacher and school administrator.

M. Making False Reports against School Employees:

Teachers, school administrators, and school employees are expected to maintain high moral standards, not only in the work place but also in the community they serve. For this reason, students should view school employees with the utmost respect. It is expected that no student will make false claims about any school employee. It is a serious offense to create false

accusations of inappropriate behavior toward a school employee. Such accusations could tarnish the reputation of said employees and could affect their ability to remain employed or seriously affect their teaching credibility. Therefore Part 2 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia has been revised in Code Section 20-2-751.5 to read as follows:

Any student who knowingly falsifies, misrepresents, omits or erroneously reports information regarding any instance of alleged inappropriate behavior of a teacher, administrator, or other school employee toward a student shall be disciplined in the following manner:

- 1st Offense: 2 days of out of school suspension
- 2nd Offense: 5 days of out of school suspension
- 3rd Offense: Student will be referred to a student tribunal hearing for further punishment

If the above complaint against a teacher, school administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee. In addition, if such an incident occurs, a written record of the complaint will be inserted into the student's permanent record along with the written outcome of such complaint.

N. Obscene Gestures:

Students may not make obscene gestures.

Students will receive the following punishment.

- 1st Offense: 3 days of break detention
- 2nd Offense: 5 days of break detention
- 3rd Offense: 1 day of after-school detention.
- 4th Offense and every offense thereafter: 2 days of after-school detention.

O. Accessing Obscene, Pornographic, Etc., Materials via the Internet:

Any student using a computer to access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses will be disciplined as follows:

- 1st Offense: 5 days of break detention and loss of privilege to use the internet for all non-teacher structured activities for one month
- 2nd Offense: 1 day of after-school detention and loss of privilege to use the internet for all non-teacher structured activities for one month

- 3rd Offense: 2 days of after-school detention and loss of privilege to use the internet for all non-teacher structured activities for 2 months.
- 4th Offense and every offense thereafter: 3 days of after-school detention, loss of privilege to use the internet for all non-teacher structured activities for the remainder of school year and call parent to come in for conference

P. Profanity/Vulgarity:

Use of profanity or vulgar comments to any one will be disciplined as follows:

- 1st Offense: 2 days of break detention
- 2nd Offense: 4 days of break detention
- 3rd Offense: 1 day of after-school detention
- 4th Offense and every offense thereafter: 2 days of after-school detention

Q. Racial Harassment:

No student shall commit racial harassment. Harassment includes, but is not limited to, conduct or speech of a racially demeaning nature, racially oriented “kidding” or “teasing,” or comments regarding physical or personality characteristics of a racial nature. The comments or conduct must be directed at a specific individual/s. Students or school personnel who feel that they have been the victims of sexual, racial or other harassment should report it immediately to school authorities. Students violating this section will be disciplined as follows:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 5 days of after-school detention
- 3rd Offense: 1 day of out of school suspension with 0’s on all assignments
- 4th Offense: Out of school suspension and referral to a student disciplinary tribunal

If the word or comment is not directed at a specific individual/s, students will be disciplined as follows:

- 1st offense: 5 days break detention
- 2nd offense: 1 day after-school detention
- 3rd offense: 3 days after-school detention
- 4th offense and every offense thereafter will be considered racial harassment and consequences for racial harassment will be applied.

R. Severe Disruptions:

Severe disruptions of the learning environment will be referred to the principal. A severe disruption is one in which the classroom instruction has stopped for all students in the classroom and the teacher has to tend to the concerns of one or more individual students.

_ If this occurs the punishment will be:

- 1st Offense: 5 days of break detention
- 2nd Offense: 1 day of after-school detention
- 3rd Offense: 2 days of after-school detention
- 4th Offense and every offense thereafter: 1 day in reflection room

S. Acts of Inappropriate Contact or of Indecent Exposure:

Any student engaging in an act of inappropriate contact or indecent exposure will be disciplined as follows:

- 1st Offense: 5 days of break detention
- 2nd Offense: 1 day of after-school detention
- 3rd Offense: 2 days of after-school detention
- 4th Offense and every offense thereafter will be considered bullying and the bullying consequences will apply.

Discipline for any act of inappropriate contact or of indecent exposure shall be at the discretion of the principal or a designee and may range from a reprimand to out-of-school suspension and referral to a student disciplinary tribunal. Parents and legal guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

T. Sexual Harassment:

No student shall commit sexual harassment. Harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, including subtle pressure or sexual activity, comments regarding physical or personality characteristics of a sexual nature, sexually oriented “kidding” or “teasing” or requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment. The comments or conduct must be directed at a specific individual/s. Students or school personnel who feel that they have been the victims of sexual, racial or other harassment should report it immediately to school authorities. Students violating this section will be disciplined as follows:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 5 days of after-school detention
- 3rd Offense: 1 day of out of school suspension with 0's on all assignments
- 4th Offense: Out of school suspension and referral to a student disciplinary tribunal

If the word or comment is not directed at a specific individual/s, students will be disciplined as follows:

- 1st offense: 5 days break detention
- 2nd offense: 1 day of after-school detention
- 3rd offense: 3 days of after-school detention
- 4th offense and every offense thereafter will be considered sexual harassment and the consequences for sexual harassment will be applied.

U. Tardiness:

Students are expected to be in their designated areas on time. Parents need to make sure their children are at school by 7:55 AM. Tardy to school and early dismissals can result in a child's missing a great deal of instructional time reducing his/her chance for success in school. Students in grades K-4 will be assigned the following after their third tardy (based on nine weeks).

- 1st Offense: School official will call parent
- 2nd Offense: Letter from principal
- 3rd Offense: Principal will call parent
- 4th Offense: Meeting with School Committee
- 5th Offense and every offense thereafter: Referral to appropriate agency.

After ten tardies or if a student checks out early more than ten times, he/she will not be eligible for an attendance certificate.

V. Terroristic Threats:

Students who make threats that can be interpreted as terroristic threats will be taken seriously by the administration of the school. A person commits the offense of a terroristic threat when he/she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or

facility of public transportation or otherwise causing serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience. In such cases, the student(s) may be suspended out of school and referred to a student disciplinary tribunal for possible long term suspension or expulsion, and law enforcement authorities may be notified.

W. Throwing Objects Inside and Outside Classroom:

Students will not be allowed to throw objects either in the classroom or elsewhere. This is dangerous to others in the same area. The student will be disciplined in the following manner:

- 1st Offense: 3 days of break detention
- 2nd Offense: 5 days of break detention
- 3rd Offense: 1 days of after-school detention
- 4th Offense and every offense thereafter: 2 days of after-school detention

X. Academic Dishonesty:

Cheating on academic tasks, including homework, is unacceptable, and students involved in cheating or other academically dishonest behavior (this includes but is not limited to plagiarism) will be disciplined in the following manner:

- 1st Offense: The student will be required to complete the assignment/s over for a maximum grade of a 60 and receive one day of afterschool detention.
- 2nd Offense: The student will be required to complete the assignment/s over for a maximum grade of a 60 and receive two days of in-school suspension.

Parent(s)/Guardian(s) will be notified by phone and by written notice.

Y. Behavior in Cafeteria:

All students will:

1. Refrain from talking in the serving line unless it is necessary
2. Sit at designated table or in designated seat
3. Clean up the area after lunch
4. Bring all items needed for lunch to the cafeteria
5. Sit in the seat and keep feet under the table
6. Talk quietly to others at the table

Students who do not follow the cafeteria rules will be disciplined as follows:

- 1st Offense: Sit in the quiet area where no talking is allowed
- 2nd Offense: 1 day of break detention
- 3rd Offense: 2 days of break detention
- 4th Offense and every offense thereafter: 1 day of after-school detention

Z. Dress code violations:

Students are expected to dress and to be groomed in a way that is conservative and conducive to learning. Student dress and grooming should not interfere with the operation of the school, distract the attention of other students, or cause a disruption. No clothing shall be worn which is excessive or extreme in appearance, displays messages that are profane, lewd, indecent or sexually suggestive, advocates criminal activity, or poses a safety problem such as baggy pants.

Principal approved special events may allow for limited deviation to the dress code; however, every effort should be made during these special events to meet the intent of the dress code. Dress for all awards and honors programs should comply with the everyday dress code even though these programs may be at night rather than during the school day. Students who do not comply with the dress code at these activities may not be allowed to participate.

The purpose of the dress code is not to inhibit any person's taste in attire but rather to better facilitate the process of education through reasonable guidelines of "dress" thereby instilling dignity and pride. Apparel or appearance that tends to draw attention to the individual rather than to a learning situation should be avoided.

Proper shoes and proper undergarments shall be worn at all times.

Prohibited clothing articles and items are included, but not limited to the following:

- shirts or tops that allow skin to be exposed between bottom or top or clothing that is translucent, or that is considered otherwise inappropriate or offensive by the faculty or administration
- bottoms that have logos across the seat
- distracting jewelry, sharp instruments in hair, or unnatural hair colors that are disruptive to the learning environment

- extreme designs and styles of clothing which may pose a safety problem such as baggy pants
- hats, or any other type of head gear including scarves, sweatbands, hoods (sweatshirt or T-shirt hoods cannot be worn on the head) cannot be worn (hats or any other type of head gear should not be worn during the school day unless for use in sports events, in special events, for recognized religious observances, or for special medical circumstances)
- sunglasses
- wheelie shoes
- pajamas or attire that resembles pajamas
- (For grades 3-4) tops with spaghetti straps, strapless tops, or off shoulder tops apparel with lettering or pictures deemed suggestive, inappropriate or otherwise inappropriate by the faculty or administration (all tops must have a strap that measures 2 inches)
- (For grades 3-4) jeans or pants of any material that have holes on the garment (except the gluteal area) unless leggings are worn under the garment and no skin is exposed
- (For grades 3-4) skirts, shorts, and dresses that do not reach the student's knees
- (For grades 3-4) leggings or tights that are translucent on any part of the garment

The administration of Glascok County Consolidated School may prohibit other inappropriate dress.

- 1st Offense: Warning and call home for change of clothes
- 2nd Offense: Change and 1 day of break detention
- 3rd Offense: Change and 2 days of break detention
- 4th Offense and every offense thereafter: Change and 1 day of after-school detention.

Principal approved special events may allow for limited deviation to the dress code; however, every effort should be made during these special events to meet the intent of the dress code. Dress for all awards and honors programs should comply with the everyday dress code even though these programs may be at night rather than during the school day. Students who do not comply with the dress code at these activities may not be allowed to participate.

AA. Consumption of Food/Drink or Chewing Gum

Eating and drinking is prohibited and will be handled at the discretion of classroom teachers. Teacher approved special events may allow for limited deviation to this policy on eating and chewing. Chewing gum is prohibited and will be handled at the discretion of classroom teachers.

BB. Personal Use of School Telephones:

Students will not be permitted to use the telephone unless they are sick or in the event of an emergency. Emergencies must be explained to office personnel before a student is permitted to use the telephone.

CC. Teacher's Ability to Remove Disruptive Students from the Classroom:

The superintendent and principal shall fully support the authority of every teacher to remove a student from the classroom who interferes with the teacher's ability to communicate effectively with students in the classroom and disrupts other students' opportunity to learn.

DD. Theft:

Theft will not be tolerated. Individual cases will be referred to the principal or his designee. The parent will be notified.

EE. Toys:

Bringing toys to school is strongly discouraged. The school will not take any responsibility for toys that are lost or damaged.

FF. Vandalism:

Students defacing or damaging real or personal property, destroying displayed materials, or the personal property of other students will be required to clean, repair, or replace such objects. This policy applies to school property and the personal property of students, staff members, and visitors. Students will be referred to the principal or his designee for discipline.

GG. Weapons:

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, on a school bus or other transportation furnished by the school. The term "weapon" means handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or any other dangerous weapon

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

Violation of this policy may result in immediate suspension, a referral to the student disciplinary tribunal for a tribunal hearing, and referral to appropriate law enforcement officials. Students who possess firearms on campus will be subject to a minimum of one calendar year expulsion. Guns, knives, etc. that are used for sport or recreation that are brought onto the campus or other school property are not exempt from this policy.

Note: A laser pointer may be considered a weapon and may be treated as such. This determination will be made at the discretion of the administration and punishment may range from a reprimand to out-of-school suspension.

HH. Incidents Not Expressly Covered

Any incident that may occur that is not specifically addressed by one of the infractions in this Code of Conduct will be considered by and contended with by the school administration.

IX. Conduct Regulations for Grades 5-12

Glascok County Consolidated School has developed a discipline plan that ensures all school rules are imposed fairly and consistently. The conduct regulations are effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school activity, function, or local event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system.

The administration of Glascok County Consolidated School will make and enforce rules in addition to those specifically outlined in its code of conduct in order to ensure the safe, orderly, and efficient operation of the school. Disciplinary action taken by school officials will be dependent on the circumstances surrounding the case. A more severe punishment may be given at each offense level if the circumstance clearly warrants a more severe punishment. Circumstances which may be considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude of student, cooperation of the parents, willingness to make restitution, and the seriousness of the offense.

The commission of any act by a student (on school campus or at a school related function) that would likely be prosecuted by law outside of school can be subjected to law enforcement involvement as deemed appropriate by the school officials.

Minor infractions to the Code of Conduct may be teacher managed or office managed based on the discretion of the teacher and/or principal. Teacher managed minor infractions will be handled according to individual teacher classroom management. Repeatedly failing to meet teacher expectations can result in an office referral.

Teachers in grades 5-12 may use warnings, break detention, lunch detention, and after school detention as consequences for behavior infractions. When these attempts have failed, the student may be referred to the principal or his designee, who may assign out of school suspension or referral to a student disciplinary tribunal for further action.

A. Student Conduct on Buses:

Riding a school bus is a privilege. Students are expected to demonstrate appropriate behavior while waiting at the official bus stop, while riding the school bus and while departing the school bus. The school administration will dispense punishment/consequences as the below listed rules are violated. These punishments shall be progressive and age appropriate. Misbehavior not listed in the Student Code of Conduct will be handled at the discretion of the administration.

All bus riders who are not going to ride their usual bus on any given day must bring a note to school secretary before 2:15 PM. She will prepare a note for the student to give the bus driver notifying him/her that this student has permission to ride his/her bus.

By Georgia law, if a student is found to have engaged in behavior defined in the student conduct code (Policy JCDA-R) as acts of physical violence or bullying toward another student or other person on a school bus, the same consequences shall apply as in any other school setting. The definition of ‘physical violence’ is included in Board of Education Policy JDCA.

As with other infractions that may occur during the school day, bus infractions will be identified as minor rule infractions and major rule infractions. Minor infractions to the Bus Rules may be managed the driver or office managed based on the discretion of the driver and/or principal. Driver managed minor infractions will be handled according to individual driver discretion. Repeatedly failing to meet driver expectations can result in an office referral.

Bus Rules

(Minor Bus Infractions)

- Students are to stay seated with their feet on the floor while buses are on the route except when drivers give permission to move
- Students must keep all parts of their bodies and all objects inside the bus.
- Students may not eat or drink on regular bus routes.
- Although talking is expected, loud noises, yelling, etc. are prohibited.
- Failing to respond to bus driver directions or requests.

(Major Bus Infractions)

- Students are to be ready and waiting for the bus at the official bus stop at least five (5) minutes before the time of the bus to arrive. In order to stay on schedule and to keep from holding up traffic, the bus will not wait for prolonged periods.
- Students must not throw anything while on the bus.
- No glass objects or weapons are allowed on the bus.
- Any dangerous animals (dead or alive) are not allowed. Exceptions will be made for class projects on an individual basis. These animals must be contained in a non-glass, non-breakable container.
- Personal items such as toys, nail polish, lip stick or gloss, perfume, deodorant, etc., are not allowed to be out while on the bus route.
- Fighting or physical play is prohibited.
- Students must be quiet at railroad crossings.
- Students crossing a street will cross in front of the bus in full view of the driver at the driver's signal to cross.
- Students cannot check mailboxes unless the box is 12 feet off the road.
- Parents are not permitted to board a school bus for any reason unless authorized by the bus driver and then for school purposes only.
- Profanity or obscene gestures are not allowed on buses.
- Parents/riders are not to use verbal or written abusive and/or profane language toward a student or school official while at or near the bus stop.

Minor infractions referred to school administration will be processed as Failure to Comply. The following actions will be taken when students are referred to the school administration for violating a major rule bus infraction as outlined above:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 2 days of in-school suspension
- 3rd Offense: 5 days of in-school suspension
- 4th Offense: 5 days of bus suspension
- 5th Offense: 10 days of bus suspension
- 6th Offense and every offense thereafter: 20 days of bus suspension.

In addition to the bus rules, while on the bus, all students shall abide by disciplinary rules found in this handbook and Board of Education policies. Violations of such disciplinary rules may result in disciplinary action, including suspension from school or referral to a student disciplinary tribunal.

State law O.C.G.A 20-2-751.5(b)(1) requires:

Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical violence or battery of other persons on the school bus, verbal assault of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and unruly behavior.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape and compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined in Code Section 20-2751.6, the student shall be subject to the penalties set forth in such code section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and the appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for a progressive, age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to assigned seating, on-going parental involvement, and suspension from riding the bus.

B. After School Detention Non-Compliance:

As a disciplinary measure teachers and administrators may assign students to after school detention. Detention periods are on Tuesday and Thursday afternoons beginning at 3:15 and ending at 4:15 and are served in designated detention rooms or in an individual teacher's classroom when requested by the teacher. Students are expected to remain silent and work

for the entire detention period. A reasonable attempt will be made to notify parents at least twenty-four hours in advance in order to arrange transportation. Students failing to report to after school detention will be disciplined as follows:

- 1st Offense: warning and reassigning of after-school suspension
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and Every Offense Thereafter: 1 day of out of school suspension

C. Bullying:

As used in the Code Section O.C.G.A. 20-2-751.4, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

- 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;
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
 - a) causes another person substantial harm within the meaning of the Code Section 16-5-23-.1, or visible bodily harm as such term is defined in Code Section 16-5-23-.1,
 - b) has the effect of substantially interfering with a student’s education,
 - c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
 - d) has the effect of substantially disturbing the orderly operation of the school.

In order to be considered bullying, a foundational event must be documented, and the behavior must be aggressive and include:

- **An Imbalance of Power:** people who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, 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.

The punishment for bullying shall be as following:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 4 days of in-school suspension
- 3rd Offense: Students in grades 5-12 will be assigned to the Alternative School after a tribunal finding of a 3rd bullying offense in a single school year.

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

D. Cell Phone or Other Electronic Device Use at School*:

The administration of the school understands that parents feel that there is a need for their child to have a cell phone with him/her at all times. However, students cannot be permitted to have cell phones or smartwatches of any kind or brand in the classroom or out and in use while on the school bus. A student may bring a cell phone or smartwatch to school; however, the phone and/or smartwatch **MUST** be locked in the school's phone lockers as soon as they arrive on campus. Phone lockers may be purchased for \$10.00 for the school year. Students will not be allowed to use cell phones to call or text, including through a smartwatch or other electronic device, during the school day. This rule will be strictly enforced using the following consequences for all students violating this policy:

1st Offense: Device taken to the office and kept for the rest of the school day; phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).

- 2nd Offense: Device taken and student assigned 1 day of in-school suspension with the phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).
- 3rd Offense: Device taken and student assigned 1 day of out of school suspension with the phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).
- 4th Offense: Device taken and a referral to a Student Disciplinary Tribunal for possible long term suspension or Alternative School. The phone will be returned to the parent upon his or her request (or to the parent's adult designee, not the student or another student).

* Ear buds and headphones cannot be worn in the hallways or anywhere outside of classrooms and only used in class when expressly given permission by the teacher.

E. Disrespectful to Adults:

Being disrespectful and/or use of abusive language to adults will be disciplined as follows:

- 1st Offense: Removal from class for the rest of the period and serve half a day (3 and half hours) in In-School Suspension (ISS). If the incident happens after 12:00 p.m., the student will serve the balance of the three and half hours not served on the day of the incident on the following school day.
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 3 days of in-school suspension and parent conference
- 4th Offense and every offense thereafter: 2 days of out of school suspension

F. Disrespectful to Peers:

Being disrespectful and/or use of abusive language to peers will be disciplined as follows:

- 1st Offense: 2 days of after-school detention
- 2nd Offense: 3 days of after-school detention
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 1 day of out-of-school suspension

G. Failure to Comply:

- 1st Offense: 2 days of after-school detention
- 2nd Offense: 4 days of after-school detention
- 3rd Offense: 1 day of in-school suspension
- 4th Offense and every offense thereafter: 2 days of in-school suspension

H. Fighting:

Students may not fight on school grounds at any time, as a spectator attending a school-related activity, on school field trips or while in transit to and from school. If an investigation of a fight results in the determination that a student was clearly a victim and did not, in any way, instigate the altercation or had no alternative to participating in the altercation, the victim will not be suspended.

Students who instigate fights between other students, although they may not be directly involved in an actual fight, are subject to the disciplinary consequences outlined in this policy.

Students in grades 5-8 will receive the following punishment.

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 1 day of out of school suspension
- 3rd Offense: Student may be suspended out of school for an extended period of time, expelled, or placed in the Alternative School

Students in grades 9-12 will receive the following punishment.

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 2 days of out of school suspension
- Further Offenses: Student may be suspended out of school for an extended period of time, expelled, or placed in the Alternative School

In the case of a more severe fight, discipline more severe than outlined above may be taken, including possible referral to a student discipline tribunal and/or law enforcement officials. (Note: The behavior of athletes at practice and games will be addressed by the coach and athletic director.)

Anyone demonstrating violent behavior against anyone while at school or at a school related activity can be suspended out of school for 10 days and be subject to a Student Tribunal Hearing.

I. Harassment (other than racial or sexual):

No student shall commit harassment toward a person based on actual or perceived disability, toward a person based on actual or perceived religion, or toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. Students or school personnel who feel that they have been the victims of harassment should report it immediately to school authorities.

Students violating this section will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 3 days of out of school suspension
- 3rd Offense: Student may be suspended out of school for an extended period of time and referral to a student disciplinary tribunal

J. Hitting a Peer/Physical Contact:

Students may not hit peers or commit any physical violent act against a peer. Students will receive the following punishment:

- 1st Offense: 2 days of after-school detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 3 days of in-school suspension

K. Horseplay:

Horseplay can lead to fighting, therefore it will not be tolerated. Discipline for “horse playing” will be dealt with at the discretion of the administration; however, it can lead to the same punishment as fighting. Students in grades 5-12 will receive the following punishment:

- 1st Offense: 2 days of afterschool detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 1 day of out of school.

Any student horseplay toward or involving any school employee will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 3 days of out of school suspension
- 3rd Offense: 5 days of out of school suspension and referral to a student tribunal hearing.

L. Insubordination:

A student may not blatantly refuse to comply with a teacher/administrator’s specific request or repeated failure to comply with general directions. A student who is insubordinate to a teacher, administrator, or any school official or employee will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 1 day of out of school suspension
- 3rd Offense: 2 days of out of school suspension
- 4th Offense and every offense thereafter: 5 days of out of school suspension

M. Making False Reports against Peers:

It is anticipated that no student will make false claims about any peers. It is a serious offense to create false accusations of inappropriate behavior toward a peer. Such accusations could tarnish the reputation of said peer and create suspension or wrongdoing.

Any student who knowingly falsifies, misrepresents, omits or erroneously reports information regarding any instance of alleged inappropriate behavior of a peer shall be disciplined in the following manner:

- 1st Offense: 2 days of afterschool detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 1 day of out of school

N. Making False Reports against School Employees:

Teachers, school administrators and school employees are expected to maintain high moral standards not only in the work place but also in the community they serve. For this reason, students should view school employees with the upmost of respect. It is anticipated that no student will make false claims about any school employee. It is a serious offense to create false accusations of inappropriate behavior toward a school employee. Such accusations could tarnish the reputation of said employees and could affect their ability to remain employed or seriously affect their teaching credibility. Therefore Part 2 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia has been revised in Code Section 20-2-751.5 to read as follows:

Any student who knowingly falsifies, misrepresents, omits or erroneously reports information regarding any instance of alleged inappropriate behavior of a teacher, administrator, or other school employee toward a student shall be disciplined in the following manner:

- 1st Offense: 5 days of out of school suspension
- 2nd Offense: Out of school suspension and referral to a student disciplinary tribunal.

If the above complaint against a teacher, school administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee. In addition, if such an

incident occurs, a written record of the complaint will be inserted into the student's permanent record along with the written outcome of such complaint.

O. Obscene Gestures:

Students may not make obscene gestures.

Students will receive the following punishment.

- 1st Offense: 2 days of after-school detention
- 2nd Offense: 1 days of in-school suspension
- 3rd Offense: 2 days of In-School Suspension
- 4th Offense and every offense thereafter: 3 days of in-school suspension

P. Accessing Obscene, Pornographic, Etc., Materials via the Internet:

Any student using any electronic device to access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses will be disciplined as follows:

- 1st Offense: 3 days of in-school suspension and lose privilege to use internet (teacher assigned work is exempted from this consequence) and to bring any electronic device to school for 20 school days
- 2nd Offense: 2 days of out of school suspension with 0's on all assignments and lose privilege to use internet (teacher assigned work is exempted from this consequence) and to bring any electronic device to school for the remainder of school year
- 3rd Offense: 5 days of out of school suspension and referral to a student tribunal hearing.

Q. Out of Designated Area:

During the school day, all students should be in their assigned areas. Any student who, without permission, is out of his or her designated area for 5 minutes or less will be disciplined as follows:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 3 days in-school suspension

R. Profanity/Vulgarity:

Use of profanity or vulgar comments to anyone will be disciplined as follows:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 1 days of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 2 days of out of school suspension

S. Public Displays of Affection:

Any student engaging in public display of affection will be disciplined as follows:

- 1st Offense: 2 days of after-school detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 3 days in-school suspension

T. Racial Harassment:

No student shall commit racial harassment. Harassment includes, but is not limited to, conduct or speech of a racially demeaning nature, racially oriented “kidding” or “teasing,” or comments regarding physical or personality characteristics of a racial nature. The comments or conduct must be directed at a specific individual/s. Students or school personnel who feel that they have been the victims of sexual, racial or other harassment should report it immediately to school authorities. Students violating this section will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 3 days of out of school suspension
- 3rd Offense: Student may be suspended out of school for an extended period of time and referral to a student disciplinary tribunal

If the word or comment is not directed at a specific individual/s, students will be disciplined as follows:

- 1st Offense: 2 days of in-school suspension
- 2nd Offense: 4 days of in-school suspension
- 3rd Offense and every offense thereafter will be considered general racial harassment and the consequences for racial harassment will be applied.

U. Severe Disruptions:

Severe disruptions of the learning environment will be referred to the principal. A severe disruption is one in which the classroom instruction has stopped for all students in the classroom and the teacher has to tend to the concerns of one or more individual students.

- 1st Offense: Removal from class for the rest of the class period and 1 day of in-school suspension
- 2nd Offense: Removal from class for the rest of the class period and 2 days of in-school suspension
- 3rd Offense: Removal from class for the rest of the class period and 3 days of in-school suspension
- 4th Offense and every offense thereafter: Removal from class for the rest of the class period and 2 days of out of school

V. Inappropriate Conduct or Indecent Exposure:

Any student engaging in an act of inappropriate conduct or indecent exposure will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 3 days of out of school suspension
- 3rd Offense: 5 days of out of school suspension and referral to a student disciplinary tribunal

Discipline for any act of inappropriate conduct or of indecent exposure shall be at the discretion of the principal or his designee and may range from a reprimand to out-of-school suspension and referral to a student disciplinary tribunal. Parents and legal guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

W. Sexual Harassment:

No student shall commit sexual harassment. Harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, including subtle pressure or sexual activity, comments regarding physical or personality characteristics of a sexual nature, sexually oriented “kidding” or “teasing” or requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment. The conduct or speech must be directed at a specific individual/s. Students or school personnel who feel that they have been the

victims of sexual, racial or other harassment should report it immediately to school authorities. Students violating this section will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 3 days of out of school suspension
- 3rd Offense: Student may be suspended out of school for an extended period of time and referral to a student disciplinary tribunal

If the conduct or speech is not directed at a specific individual/s, students will be disciplined as follows:

- 1st Offense: 2 days of in-school suspension
- 2nd Offense: 4 days of in-school suspension
- 3rd Offense and every offense thereafter will be considered sexual harassment and the consequences for sexual harassment will be applied.

X. Skipping Classes and Skipping School:

Students are expected to remain at school from the time they arrive on campus until the final bell. Once on campus, students are not to leave unless properly checked out with permission.

Students who skip more than 5 minutes of a class period will be disciplined as follows:

- 1st Offense: 1 day in-school suspension
- 2nd Offense: 3 days in-school suspension
- 3rd Offense: 5 days in-school suspension
- 4th Offense and every offense thereafter: 2 days of out of school suspension

Students who skip school for an entire school day will be disciplined as follows:

- 1st Offense: 2 days in-school suspension
- 2nd Offense: 3 days in-school suspension
- 3rd Offense: 2 days out of school suspension
- 4th Offense and every offense thereafter: 3 days out of school suspension

Y. Sleeping in class:

Students should not be permitted to sleep or have their head down during class. Attempt to find out why the student is sleeping. If a teacher cannot determine the reason and address it, the student should be referred to the school nurse or school counselor to determine the reason for this behavior. If the above personnel cannot determine a reason for the student sleeping in class, the student will be referred to school administration for punishment. The following action will be taken when students are referred to the school administration for sleeping in class or having their head down during class.

- 1st Offense: 1 day of after-school detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 1 day of out of school suspension.

Z. Smoking / Possession of Tobacco and Tobacco-Like Products/E-Cigarettes & Vaping Related Paraphernalia:

The use or possession of all tobacco products or any substance represented to be tobacco including electronic cigarettes or smoking devices (regardless of a presence of nicotine) and any product that contains nicotine on all school district property at all times during the school day, while in transit to and from school, on school buses or school vehicles and at all on-campus or off-campus school sponsored activities is prohibited, and violating students will be disciplined as follows:

- 1st Offense: 5 days of in-school suspension
- 2nd Offense: 2 days of out of school suspension
- 3rd Offense and every offense thereafter: 3 days of out of school suspension

AA. Tardiness:

Students are expected to be in their designated areas on time. Parents are expected to make sure their child/children is/are at school and in their designated classroom by 7:55 AM.

Students in grades 5-8 (tardy to school) and 9-12 (tardy to school) will be disciplined as follows for being tardy:

Grades 5-8*

- On the 5th documented incident of being tardy a parent conference will be scheduled.
- On the 7th tardy and every tardy thereafter, a parent conference will be scheduled.

Grades 9-12*

- On the 3rd documented incident of being tardy the student will receive one day of afterschool detention.
- On the 5th tardy the student will receive two days of afterschool detention or lose driving privileges for five days if student drives to school.
- On the 7th tardy and every tardy thereafter, student will receive two days of afterschool detention or lose driving privileges for ten days if student drives to school and a parent conference will be scheduled.

Note: Students will be considered tardy to school if he/she comes in any time after 7:55 AM. If an entire class period is missed the student must bring a legal excuse for missing the class or receive 0's for all graded assignments missed. (See "State Definitions" for legal excuse.) If an excuse is provided, the student will not be considered tardy to school even if an entire class period or more is missed. If no excuse is provided, the student will be considered tardy to school.

* Consequences reset at the beginning of each semester.

BB. Terroristic Threats:

Students who make threats that can be interpreted as terroristic threats will be taken seriously by the administration of the school. A person commits the offense of a terroristic threat when he/she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. In such cases, the student(s) may be suspended out of school and referred to a student disciplinary tribunal for possible long term suspension or expulsion, and law enforcement authorities may be notified.

CC. *Throwing Objects Inside and Outside Classroom:*

Students will not be allowed to throw objects either in the classroom or elsewhere. This is dangerous to others in the same area. The student will be disciplined in the following manner:

- 1st Offense: 3 days of after-school detention
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense and every offense thereafter: 1 day of out of school

DD. *Academic Dishonesty:*

Cheating on academic tasks, including homework, is unacceptable, and students involved in cheating or other academically dishonest behavior (this includes but is not limited to plagiarism) will be disciplined in the following manner:

- 1st Offense: The student will be required to complete the assignment/s over for a maximum grade of a 60 and receive one day of afterschool detention.
- 2nd Offense: The student will be required to complete the assignment/s over for a maximum grade of a 60 and receive two days of in-school suspension.

Parent(s)/Guardian(s) will be notified by phone and by written notice.

EE. *Acts of Violence against School Employees:*

No student shall commit or threaten to commit any act of violence to a teacher, school official, or employee. Students will be disciplined as follows:

The student(s) will be suspended and removed from school immediately. The student(s) also will be referred to a student disciplinary tribunal with a recommendation of expulsion without the opportunity for enrollment in the alternative school program. The violation will be reported to the proper law enforcement authorities.

FF. Consumption of Food/Drink or Chewing Gum

Eating and drinking is prohibited outside of designated areas and times and will be handled at the discretion of classroom teachers. Chewing gum is prohibited and will be handled at the discretion of classroom teachers. Teacher approved special events may allow for limited deviation to this rule. In addition, in special cases, lunch may be eaten in classrooms

GG. Dress Code Violations:

Students are expected to dress and to be groomed in a way that is conservative and conducive to learning. Student dress and grooming should not interfere with the operation of the school, distract the attention of other students, or cause a disruption. No clothing shall be worn which is excessive or extreme in appearance, displays messages that are profane, lewd, indecent or sexually suggestive, advocates criminal activity, or poses a safety problem such as baggy pants.

Principal approved special events may allow for limited deviation to the dress code; however, every effort should be made during these special events to meet the intent of the dress code. Dress for all awards and honors programs should comply with the everyday dress code even though these programs may be at night rather than during the school day. Students who do not comply with the dress code at these activities may not be allowed to participate.

The purpose of the dress code is not to inhibit any person's taste in attire but rather to better facilitate the process of education through reasonable guidelines of "dress" thereby instilling dignity and pride. Apparel or appearance that tends to draw attention to the individual rather than to a learning situation should be avoided.

Proper shoes and proper undergarments shall be worn at all times. Students in grades 5-12 are required to dress out for Physical Education including shirt, shorts, and athletic shoes. (Shorts should be appropriate length approved by the Physical Education teacher.)

Prohibited clothing articles and items are included, but not limited to the following:

- tops with spaghetti straps, strapless tops, halter tops, or off shoulder tops (all tops must have a strap that measures 2 inches); tops that expose the torso (shirts or tops that allow skin to be exposed in the chest area or midriff) such as bare midriff outfits, muscle shirts, tube tops, racerback tops, tank tops, halter tops, cut out shirts, or see-through garments (includes tops that are tied at the bottom that may rise above the waist).
- all bottoms, including skirts, pants, shorts, not well-fitted at the waist or not belted and worn at the waist (under garments of any kind must not show at any time); bottoms should not have logos across the seat; unacceptable bottoms include, but are not limited to, spandex-style bicycle shorts, cutoff jeans, short-shorts, running shorts, pajamas (or attire that resembles pajamas), and gym shorts and jogging pants (if too tight or revealing).
- skirts, shorts, and dresses that do not reach the student's knees in grades 5th-12th.
- jeans or pants of any material that have holes on the garment (except the gluteal area) unless leggings are worn under the garment and no skin is exposed.
- hats or any other type of head gear including scarves, sweatbands, hoods (sweatshirt or T-shirt hoods cannot be worn on the head) cannot be worn; hats or any other type of head gear should not be worn during the school day unless for use in sports events, in special events, for recognized religious observances, or for special medical circumstances (parents must provide documentation from the physician.).
- bandannas of any type worn on a student's body or exposed on book bag, athletic bag, or other items carried by students.

- apparel with any vulgar, obscene, or otherwise inappropriate symbols, language, or wording at school or school-sponsored events (including but not limited to clothes that advertise drugs, alcohol, tobacco products, stimulants, or display sexually inappropriate wording or pictures).
- clothing that is translucent, low, revealing, or anything that is considered offensive by the administration.
- leggings or tights that are translucent on any part of the garment.
- sunglasses and/or dark glasses are not to be worn inside the school building unless prescribed by a physician; parents must bring documentation from the physician.
- sharp instruments in hair and unnatural hair colors or any hair colors/styles that are disruptive to the learning environment
- visible body-piercing (except for ears and/or a single small stud in one nostril) or vulgar/offensive tattoos or those distracting to the learning environment.

The administration of Glascok County Consolidated School may prohibit other inappropriate dress that is deemed a distraction to the learning environment. Clothing, accessories, hair color, piercings, or other adornments that create a distraction or disruption to the learning environment will have to be removed, changed, or covered even if they meet the dress code. Dress code violations will be disciplined as follows:

- 1st Offense: Warning and call to parent to facilitate the necessary changes.
- 2nd Offense and every offense thereafter: Referral for failure to comply will be submitted and a call to parent to facilitate the necessary changes.

HH. Fire Alarm Offenses:

Any student who activates a fire alarm mechanism or in any way causes the school's automated fire/smoke alarm system to be activated shall be suspended from school for five days, and law enforcement authorities will be contacted.

II. Fireworks and or Combustibles:

Possession and use of any fireworks is prohibited and will result in three days out of school suspension and will be reported to law enforcement.

JJ. Gambling:

Gambling is strictly prohibited. Gambling devices, including playing cards and money will be confiscated, and all students involved will be suspended from school for three days. Suspected violations of criminal law will be reported to law enforcement officials.

KK. Habitual Offenses Resulting in Detention:

A student who is assigned multiple times to lunch detention or after school detention demonstrates a chronic disregard for the school's conduct regulations. For this reason, the administration of the school will impose the following consequence*:

Administration Assigned Lunch Detention:

- 10 days of administration assigned lunch detention will result in 2 days of after-school detention
- 15 days of administration assigned lunch detention and every five thereafter will result in 1 day of In-School Suspension

Administration Assigned After-school Detention:

- 5 days of administration assigned after school detention will result in 1 day of In-School Suspension
- 10 days of administration assigned after school detention and every five thereafter will result in 2 days of In-School Suspension

*These consequences will start over at the beginning of each semester.

LL. Habitual Offenses Resulting in In-School Suspension:

Students who acquire multiple assignments to in-school suspension will result in the following consequences:

- 10 days of assigned in-school suspension will result in 1 day of Out-of-School Suspension
- 15 days of In-School Suspension and every five thereafter will result in 1 day of Out-of-School Suspension

MM. Habitual Offenses Resulting in Out of School Suspension:

Students will be assigned no more than ten days of out of school suspension in a school year. Students exceeding this limit will be referred for a student disciplinary tribunal hearing at which an offending student may be suspended out of school for an extended period of time, expelled, or placed in the Alternative School.

NN. Illegal Drug Use Policy:

A student will not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind, or any substance represented or appearing to be drugs or alcohol, or drug-related paraphernalia. This policy is in effect at all times when a student is on school grounds, including before and/or after school hours and at any other time when school property is being used by any school group. This policy applies when students are off school grounds while attending any school activity, function, or event, and while students are in transit to and from school.

Compliance with this policy is mandatory. Parents/guardians and local authorities will be notified immediately when any suspected violation of this policy occurs. For the safety of an offending student and the safety of other students, no student will be permitted to remain on school grounds or at any school activity while under the influence of alcoholic beverages or other controlled substances as defined by Georgia law, or when there is a presence of an alcoholic odor about a person.

Any student violating any component of this portion of the discipline code will be immediately suspended from school for a period of time not to exceed ten days and referral to a student disciplinary tribunal for possible long-term suspension

Use of drugs authorized by a medical prescription from a licensed physician will not be considered a violation of this policy, provided the student complies with the regulations regarding the administration of prescription and non-prescription medications found on page 7.

It is the policy of the school system to take positive action through educational counseling, parental involvement, medical referrals, and police referrals when handling incidents involving the possession, sale, and/or use of illegal or controlled substances. Information about any drug and alcohol counseling and available rehabilitation and re-entry programs shall be made accessible to students through the counselor's office.

It is also the policy of the school system to provide an age-appropriate, developmentally based drug and alcohol education and prevention program for all students. This program is designed to address the legal, social, and health-related consequences of drug and alcohol use. In addition, the school will provide information to students about effective techniques for resisting peer pressure, information about counseling and rehabilitative services, and re-entry programs. This program will be reviewed and revised to insure its effectiveness.

***THE USE OF OR POSSESSION OF ENHANCEMENT SUPPLEMENTS OF ANY TYPE (POWERED, LIQUID, PILLS OR ANY SUCH FORM) SUCH AS C4 EXTREME, MUSCLE PERFORMANCE, PERFORMANCE FUEL, PRO PERFORMANCE, CRAZE OR THE LIKE IS PROHIBITED.**

OO. Personal Use of School Telephones:

Students will not be permitted to use the telephone unless they are sick or in the event of an emergency. Emergencies must be explained to office personnel before a student is permitted to use the telephone.

PP. Student Conduct in the Cafeteria at Breaks and at Lunch Time:

For the safe, orderly, and efficient operation of the cafeteria, the following rules apply at all times:

Basic rules of conduct and acceptable table manners are expected.

- Enter the cafeteria quietly, and stay in line. Running and breaking in line are not allowed.
- Students should remain seated while eating and return to their seats after taking trays to the window unless they have permission to or have been directed to do otherwise. Students should sit without straddling the table benches.
- All glasses, plates, forks, spoons, cartons, and napkins must be removed from the table and placed in proper areas.
- Food and drink may not be removed from the cafeteria.
- Students who need to go to the restroom during lunch may use the restroom in the cafeteria.
- Students will follow the directives of cafeteria workers and others who are designated to supervise the operation of the cafeteria.

All students are to report to the cafeteria for lunch and break. Loitering in the restroom, hallway, or a teacher's classroom will not be allowed and will be considered out of designated area and punished accordingly.

Depending upon the severity of an infraction, teachers may require students to dine in isolation, serve break detention, or serve after school detention when cafeteria rules are not observed. Serious infractions may be referred to the office.

QQ. Student Driving and Parking Lot Offenses:

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking areas and to conduct inspections of the exteriors of students' vehicles on school property. The interiors of students' vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students driving to school are required to register with the school secretary and have a numbered parking space assigned to them. Students presenting a driver's license, vehicle registration, proof of insurance, and a \$10.00 registration fee will be assigned a numbered space in which they will park their vehicles.

For the safety of all students, the following rules governing students driving and parking on campus apply at all times:

- Reckless driving will not be tolerated.
- The speed limit on school grounds is 15 M.P.H.
- Students are to park in assigned spaces only.
- Loitering in the parking lot is prohibited. No one should be sitting in automobiles at any time. Students should report to their designated areas immediately after arriving at school. They should leave the parking area after classes have been dismissed in the afternoons.
- Students are not to visit their vehicles during the school day without permission from a staff member and must be escorted by a staff member to the vehicle.
- Buses must depart from the school grounds before car riders will be dismissed.
- Music played in the school's parking lot must be played at a reasonable volume, and lyrics must be free of profanity or suggestive content.

- Once a student arrives on campus, either as a driver or passenger, he/she may not leave campus for any reason. There is to be no dropping off passengers or leaving with others then returning.

Students will not meddle or damage another person's vehicle that is parked on campus. See information under vandalism (Rule Q) for more details concerning this. Infractions of this portion of the discipline code will be addressed by the administration of the school and may result in disciplinary action. Severe infractions may be referred to law enforcement officials. The administration of the school has the authority to suspend or revoke a student's privilege to drive and park on the campus.

**GEORGIA'S TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT
(TAADRA)**

Senate Bill 100, signed into law on April 16, 2015, changes the Teenage and Adult Driver Responsibility Act by eliminating the requirements for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Beginning on July 1, 2015, schools will use the new Certificate of School Enrollment to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form.

RR. Student Misconduct Off-Campus:

The Glascok County Board of Education and the administration of Glascok County Consolidated School maintain the authority to discipline students who have engaged in off-campus misconduct at any time during the year, including summer break or other occasions when students are not attending class, based on the following:

A student who has committed any act off campus that is prohibited by the Criminal Code of Georgia and is punishable as a felony or that would be punishable as a felony if the student were an adult (regardless of whether the student has been arrested, charged, or convicted of the crime), and whose presence at the school is likely to endanger other students or staff or cause disruption to the educational process, may be subject to discipline at or exclusion from school.

Students who attend and participate in any activity conducted for the benefit of students, whether school sponsored or supported by private

organizations such as a booster club, sports organization, or similar groups, with prior approval of the superintendent, and without regard to whether the event takes place off school property, are subject to the discipline code during the activity or while traveling to and from the activity.

SS. Teacher's Ability to Remove Disruptive Students from the Classroom:

The superintendent and principal shall fully support the authority of every teacher to remove a student from the classroom who interferes with the teacher's ability to communicate effectively with students in the classroom and disrupts other students' opportunity to learn.

TT. Theft:

Theft will not be tolerated. Individual cases will be subject to disciplinary action by the principal, including referral to the student discipline tribunal for review and action and/or referral to appropriate law enforcement officials.

UU. Vandalism:

Students defacing or damaging real or personal property or equipment will be required to clean, repair, or replace such objects. This policy applies to school property and the personal property of students, staff members, and visitors. Law enforcement officials will be notified when necessary, and punishment shall be determined by the school's administration.

VV. Weapons:

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, on a school bus or other transportation furnished by the school. The term "weapon" means any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or

any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Violation of this policy may result in immediate suspension, a referral to the student disciplinary tribunal for a tribunal hearing, and referral to appropriate law enforcement officials. Students who possess firearms on campus will be subject to a minimum of one calendar year expulsion. Guns, knives, etc. that are used for sport or recreation that are brought onto the campus or other school property are not exempt from this policy.

Note: A laser pointer may be considered a weapon and may be treated as such. This determination will be made at the discretion of the administration and punishment may range from a reprimand to out-of-school suspension.

WW. Incidents Not Expressly Covered

Any incident that may occur that is not specifically addressed by one of the infractions in this Code of Conduct will be considered by and contended with by the school administration.

X. General Policies and Guidelines

Glascok County Consolidated School Policy on Internet Access

We are pleased to offer Glascok County Consolidated School students access to the school's computer network for use of the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the principal. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We do have Internet filtering software in place to lessen the likelihood of students gaining access to material that is obscene, pornographic, child pornography, harmful to minors, or otherwise inappropriate for educational use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards they should follow when using media and information sources. To that end, Glascok County Consolidated School supports and respects each family's right to decide whether or not to apply for access.

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway. Communication on the network is often public in nature. General school rules for behavior and communication apply.

The network is provided for educational purposes as determined by teachers. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school system servers and computers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.

The following is not permitted:

1. Sending or displaying offensive messages.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's folders, work, or files.
8. Intentionally wasting limited resources.
9. Accessing material that is obscene, pornographic, child pornography, information harmful to minors, or otherwise inappropriate for educational uses.
10. Engaging in illegal activities on the Internet.
11. Engaging in hacking or attempts to otherwise compromise system security.
12. Visiting chat rooms or downloading video or music content that is non-educational or non- instructional relevant.
13. Disclosing personal information.
14. Employing the network for commercial purposes.

Violations may result in a loss of access as well as other disciplinary or legal action.

GLASCOCK COUNTY CONSOLIDATED SCHOOL PROMOTION/ RETENTION POLICY
Definitions.

- a. Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in a compacted period of time.

- b. Additional instruction – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- c. Differentiated instruction – instructional strategies designed to meet individual student learning needs.
- d. Grade level – standard of performance, as defined by the Office of Education Accountability, on a Georgia Milestones Test.
- e. Placement – the assignment of a student to a specific grade level based on the determination that such a placement will most likely provide the student with instruction and other services needed to succeed and progress to the next level of academic achievement.
- f. Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestones Test. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones Test.
- g. Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.
- h. Retention – the re-assignment of a student to the current grade level during the next school year

PROMOTION STANDARDS AND CRITERIA

SBOE Rule 160-3-1-.07-Student Assessment, (4)(k) “In accordance with applicable state promotion and retention policies and laws, students who do not participate in state mandated tests shall not be promoted to the next grade.”

SBOE Rule 160-4-2-.11-Promotion, Placement and Retention, (3)(c)6

A student’s failure to take the state adopted assessment in grades 3, 5 and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the State Board of Education and the local board of education shall result in the student being retained.

**The Glascock County Board of Education reserves the right to waive the Georgia Milestones retest requirement and the state promotion/retention requirements pertaining solely to student performance on the Milestones.

STATE PROMOTION REQUIREMENTS FOR KINDERGARTEN

To be eligible for enrollment in the first grade of a state-supported primary grades program, a child must attain the age of six (6) by September 1, except as otherwise provided in O.C.G.A. 20-2-150 and specified in state board policy JBB (entrance age).

The purpose of the readiness assessment shall be to identify each student's strengths and weaknesses, to determine the appropriate placement for each student, and to assist in the design of appropriate instructional programs and teaching methods. Said readiness assessment shall include data obtained from multiple sources including but not limited to a state board adopted readiness instrument with accompanying state board approved score ranges and teacher's evaluation of the student's mastery of essential curriculum objectives as recorded on a state board adopted systematic checklist.

Placement decisions shall be made on an individual basis. Written documentation of evidence that supports the individual retention decisions will be on file in the student's permanent record. Social-emotional or physical development should not be used as the primary criterion for retention or placement. Every effort should be made to consult with the child's parent/guardian about placement. However, the school has final authority for placement decisions.

Students enrolled in kindergarten shall be assessed using the state board adopted readiness assessment within their kindergarten year. Students who were not enrolled in a Georgia public school kindergarten the previous year will be assessed using a locally determined diagnostic instrument for this purpose.

Individualized Educational Plans (IEP's) shall establish standards for promotion to or enrollment in first grade for students with a disability.

A second annual readiness assessment shall include the state adopted readiness instrument and shall be administered at the end of the student's placement or retention in kindergarten. If a student continues to experience difficulty demonstrating readiness on a second annual assessment, such student shall be referred to a student support team for consideration of special education services or Special Instructional Assistance. Referral to the student support team is appropriate at any time during a student's year in school. No student shall be retained in kindergarten after the second annual assessment.

Local Kindergarten Promotion Criteria

The following data can be used to inform retention and placement decisions:

1. Readiness level as established by the results of GKIDS.
2. End of the year mastery level as indicated by “Meets the Standard” or “Exceeds the Standard” in Mathematics and ELA on the student report card.
3. DRA and RTI universal screening assessment.
4. Teacher recommendation for promotion

STATE PROMOTION REQUIREMENTS FOR GRADES 1-8.

- (a) Each school principal shall distribute student data from the Georgia State Assessments to teachers prior to the beginning of each year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.
- (b) Each school principal or designee shall establish a student support team for each student in grades 1, 2, 4, 6, and 7 who does not achieve grade level on reading and/or mathematics sections of the Georgia Milestones Test. The student support team shall:
 1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student’s GA Milestones performance;
 2. Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the GA Milestone; and
 3. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- (c) Students shall be tested in accordance with requirements specified in State Board rule 160-3-1-07 Testing Programs–Students Assessment.
- (d) The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established in this policy.

Local First and Second Grade Promotion Criteria

The following data can be used to inform retention and placement decisions:

1. Readiness level as established by the results of the local assessments in the areas of ELA/reading and mathematics.
2. End of the year mastery level as indicated by “Meets the Standard” or “Exceeds the Standard” in mathematics and English language arts standards on the student report card.
3. Mastery level as indicated by RTI universal screening assessments and other relative assessments.
4. Teacher recommendation for promotion.

Local Third and Fourth Grade Promotion Criteria

The following data can be used to inform retention and placement decisions:

1. Readiness level as established by the results of the appropriate Georgia Milestone End of Grade (EOG) in the areas of ELA/reading and mathematics.
2. Average of 70 or above in ELA/reading and mathematics.
3. STAR Reading and STAR Math scores at the established proficiency level expected at completion of the grade level.
4. Teacher recommendation for promotion.

Local Fifth, Sixth, Seventh, and Eighth Grade Promotion Criteria

Glascok County Middle School students in grades five, six, seven, and eight must pass five subjects to be promoted to the next grade. Students who fail the same course(s) for two consecutive years may be retained. Any grade below 70 is failing.

STATE PROMOTION REQUIREMENTS FOR GRADES 3, 5, AND 8

(a) Promotion of a student shall be determined as follows.

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the GA Milestones in Reading/English Language Arts and meet promotion standards and criteria establish in this policy.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the GA Milestones in Reading/English Language Arts and mathematics and meet promotion standards and criteria established in this policy for the school that the student attends.
3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the GA

Milestones in Reading/English Language Arts and Mathematics and meet promotion standards and criteria established in this policy for the school.

4. The school principal or designee may retain a student who performs satisfactorily on the GA Milestone but who does not meet promotion standards and criteria established in this policy.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the GA Milestone specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the GA Milestone individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

(i) The student's below-grade level performance on the GA Milestone;

(ii) The specific retest(s) to be given the student and testing dates(s);

(iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the GA Milestone; and

(iv) The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the GA Milestone or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

(c) When a student does not perform at grade level on the GA Milestone in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student;
 - (i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
 - (ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and
 - (iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
 - (i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the GA Milestone or the alternative assessment instrument on which the student failed to perform at grade level.
 - (ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - (iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the GA Milestone or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends and make a determination to promote or retain.
 - (iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during

the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the GA Milestone specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the GA Milestone in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the GA Milestone in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

A student's failure to take GA Milestone in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

6. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

7. The decision of the placement committee may be appealed to the Glascok County Board of Education.

PROMOTION REQUIREMENTS FOR GRADES 9 – 12

Refer to High School Promotion/Graduation Requirements on page 30.

Glascok County Consolidated School Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Glascok County Consolidated School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs.

Homework assignments include:

Practice exercises to follow classroom instruction

Preview assignments to prepare for subsequent lessons

Extension assignments to transfer new skills or concepts to new situations

Creative activities to integrate many skills toward the production of a response or product

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Your child should have approximately 10 to 15 minutes of homework per night by grade level. In other words, grade one students might have 10 minutes of homework each night; grade two students might have 20 minutes; grade three, 30 minutes of homework, and so on...

If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher(s). Students are encouraged to pursue non-assigned, independent, leisure reading at all grade levels.

III. Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher.

Partial credit

No credit

After school detention

Missed recess so that homework can be completed

Communication with parents

Students who miss homework because of an absence that is excused or an approved unexcused absence will receive the opportunity to make up missed work. Make up work must be completed within three days of returning to school unless other arrangements are made with the teacher.

IV. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on Time

Title I Information

Title I Part A is a part of the Elementary and Secondary Act of 1965 (ESEA). This act provides federal funds through the Georgia Department of Education to local educational agencies and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging state academic content and student academic achievement standards.

Funds are used to provide students additional segments of reading and/or math instruction by a certified, highly qualified teacher and/or paraprofessional and provide support materials in reading and/or math.

Increasing parent involvement is a goal of the Title I program. The purpose of parental involvement under Title I is to promote active engagement among local school officials and staff, education leaders, technical assistance providers, parents, and others working to improve student achievement and learning.

Title I Complaint Procedures under the Elementary and Secondary Act of 2001

Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with Glascock County Public Schools (GCPS) if that individual, organization, or agency believes and alleges that GCPS is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

A. Federal Programs for Which Complaints Can Be Filed

1. Title I , Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title II, Part A: Teacher and Principal Training and Recruiting Fund
3. Title II, Part D: Enhancing Education Through Technology
4. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
5. Title IV, Part B: 21st Century Community Learning Centers
6. Title VI, Part B, Subpart 2: Rural and Low-Income Schools

7. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

B. Complaints Originating at the Local Level

As part of its Assurances within grant applications and pursuant to Section 9306 of the Elementary and Secondary Act, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Glascock County Public Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Glascock County Public Schools.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. A copy of the Complaint Form may be found on the school website at www.glascock.k12.ga.us.

The complaint must include the following:

1. A statement that Glascock County Public Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated
(include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:

Mr. James N. Holton, Jr.

Superintendent

Glascok County Board of Education

738 Railroad Avenue

Gibson, GA 30810

Once the complaint is received by Glascock County Public Schools it will be copied and forwarded to the Federal Program Director/Coordinator.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Glascock County Public Schools (GCPS) will issue a Letter of Acknowledgement to the complainant that contains the following information:

- a. The date GCPS received the complaint;
- b. How the complainant may provide additional information;
- c. A statement of the ways in which GCPS may investigate or address the complaint; and
- d. Any other pertinent information.

If additional information or an investigation is necessary, GCPS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included.

The sixty (60) day timeline may be extended if exceptional circumstances occur.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Glascock County Public Schools, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Glascock County Public Schools' decision and include a complete statement of the reasons supporting the appeal.

Junior-Senior Prom Policies & Guidelines Glascock County Consolidated School

The policies and guidelines for the Glascock County School Junior-Senior prom are as follows. The guidelines are based on previous proms.

There will be a chairperson or committee selected and appointed by the administration to oversee the prom. If necessary, these terms and rules are subject to change according to need and approval of the prom chairperson or committee or the principal and/or Board of Education. The committee can make adaptations and/or additions in conjunction with the administration.

- 1) The class sponsors (as appointed by the principal) will collect dues of \$180. The dues should be paid in \$60 increments each year for the first three (3) years of high school (freshman, sophomore and junior years). All money is due by the end of the first semester of each year and is non-refundable. A \$25 late fee will be added for Juniors paying during the month of January prior to the prom. No prom dues will be collected after the January deadline. Failure to pay the required dues by the January deadline will result in a student being excluded from the prom both their Junior and Senior years. The only exception to this will be for students who move to Glascock County. Those students will be considered on a case by case basis through the administration.
- 2) The prom is a class activity that requires much effort, cooperation, and planning. Each student is expected to do his/her part in the preparation, presentation, and clean up as requested by the chairperson or committee and sponsors.
- 3) Juniors must remember that the prom chairperson or committee will make the final decisions in the best interest of the class. Negative attitudes and undue criticism can only hamper the process.
- 4) Standard school rules are in force during the prom's planning, meetings, preparation, clean up, and during the dance. Guests will be expected to adhere to the rules as set forth in the student handbook. For the safety of an offending student and the safety of other students, no student will be permitted to remain at the prom while under the influence of alcoholic beverages or other controlled substances as defined by Georgia law, or when there is a presence of an alcoholic odor about a person. Parents/guardians and local law enforcement authorities will be notified immediately when any suspected violation of the illegal drug use policy occurs.

- 5) The class sponsors will be aware at all times of decisions being made about monies being allocated or spent. The class sponsors will be expected to help with the decorating and chaperoning of the prom.
- 6) Beginning the first month of school and continuing through the first semester, junior class members who have paid their dues will be allowed to attend monthly meetings. During the months of the second semester through the week of the prom, the class members who have paid dues and followed rules set forth will be allowed to attend weekly meetings. Dates for these meetings will be set and planned in advance and teachers notified. If the need develops, the group may have additional meetings which must be approved by the principal. (When possible, meetings will be scheduled before school, during breaks, during lunch, or after school so that instructional time will not be lost.)
- 7) The location of the prom will be discussed by the Junior class before October. The prom chairperson or committee will make the final decision in the best interest of the class with the approval of the administration and Board of Education.
- 8) There should be a set budget for each prom. A maximum of sixty-five hundred dollars (\$6,500) has been established as a limit for spending. This limit excludes the cost of catering (\$7,500 beginning with the 2019-2020 Prom). A maximum of twenty dollars (\$20) per plate has been established as a limit for the cost of catering. The chairperson or committee and sponsors must review all major expenses. The chairperson may approve expenses that are less than five hundred dollars (\$500). Final approval on all prom matters rests with the chairperson, committee, administration and/or Board of Education.
- 9) The direction of the prom will be determined by the theme, which should be decided as soon as possible. The junior class will propose two or three credible themes including plans, designs, and a mock budget. The chairperson or committee will approve these. A sample form to be completed by each group will be available. They will then be presented to the class. Class members who have paid at least \$120 for students in dues will be allowed to vote.
- 10) Class members will be allowed to choose if they want a band or professional disc jockey. Again, class members who have paid at least \$120 in dues will be allowed to vote.
- 11) The menu for the food will be planned in conjunction with the food committee and the prom chairperson or committee. Foods may be catered, provided by professionals and/or parents, or other supporters. A maximum of twenty dollars (\$20) per plate has been established as a limit for the cost

- of catering. In addition to students and sponsors, the food may include parents and teachers willing to assist in preparation and serving. Failure to procure the necessary funds to sustain the cost of catering may require students to purchase tickets at a cost not to exceed \$20 per individual.
- 12) In the event that a total of \$7,500 excluding the cost of catering, cannot be accrued by the end of the first semester of the prom year, the members of the class will be permitted to conduct valid fundraisers. The Board of Education will be asked to approve the fundraisers to be conducted. The class may propose ideas for fundraisers as early as the end of the freshman year, if a need is determined.
 - 13) Only high school students or older may attend the prom. Prom guests who do not attend GCCS must meet the qualifications of the Prom Guest approval process, be recommended by the principal, and be approved by the Board of Education. The dates must be under 21 years of age.
 - 14) Junior class members who have paid at least \$120 for students will nominate servers from grade nine (9). The chairperson or committee and/or principal must approve these nominations. Three girls and three boys or a total of six servers should be chosen. Servers will serve only if there is a permission form signed by a parent or guardian. Each server will provide/pay for the costume approved by the committee. No server will be allowed to dance or participate in the prom.
 - 15) Only paid juniors, their dates, paid seniors and their dates, and pre-approved invited guests may participate in the dance. Paid juniors may attend the dance alone. Because the prom is an event sponsored by the juniors in honor of the seniors, only present seniors who previously paid dues in accordance with established deadlines and are in good standing with the school may attend, invite a date, come as a date, or attend alone.
 - 16) The grand march is an event that we are proud to present for the community and guests. There is no charge. All attending students and their dates are expected to attend, participate, and take part in this traditional part of the prom. All guests are requested to leave shortly after the march, as the night is for the students and their guests.
 - 17) All staff and spouses/dates are invited to attend. There are years when additional help is required. If deemed necessary the administration may require high school teachers, in addition to the sponsors, to attend as chaperones to help with security and other duties.