Name _____

Greene County Elementary School
Student/Parent Handbook
2025-2026



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447521_8104

Handbook
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Greene County Elementary School

Mission

Our Mission at GCES is to sustain a culture of high expectations. Our culture connects students, parents, and team members to a shared purpose of personalized learning. This learning will focused on literacy, problem solving, and social and emotional development.

Vision

GCES will be recognized as an exemplary school in Georgia. We focus on:

- Instilling the value of being a **hard worker**
- **Engaging** students in an academically challenging environment
- Showing **respect** to all stakeholders
- Displaying **organizational**integrity

School Pledge

I pledge to do my best at Greene County Elementary School. I will show respect for my school and community. I will help keep our school clean and obey the rules. I will work hard in class. I will be kind at all times. I will do my best to make our school a School of Excellence, even if it takes all I have.

WELCOME TO GREENE COUNTY ELEMENTARY SCHOOL

Dear Parents and Families,

Welcome to a new and exciting school year at Greene County Elementary School! We are thrilled to have your child as part of our school community, and we look forward to a productive partnership with you to ensure that every child can achieve their highest potential.

We believe that student success is built on a strong foundation of support from both home and school. As partners in your child's education, we share the responsibility for their academic and personal growth, and we want you to know that we are committed to doing our very best to fulfill our role in that partnership.

We ask for your continued support in guiding your child's learning by ensuring that they:

- Attend school daily and arrive on time, ready to learn
- Complete all homework assignments
- Read daily to develop a love of reading and strengthen literacy skills
- Share school experiences with you
- Let you or a teacher know when they need additional support

We are proud to share that the previous school year ended on a high note, with strong academic progress thanks to targeted interventions, dedicated teamwork, and the perseverance of our staff. We are determined to build on this success and continue to promote and celebrate excellence through hard work and determination.

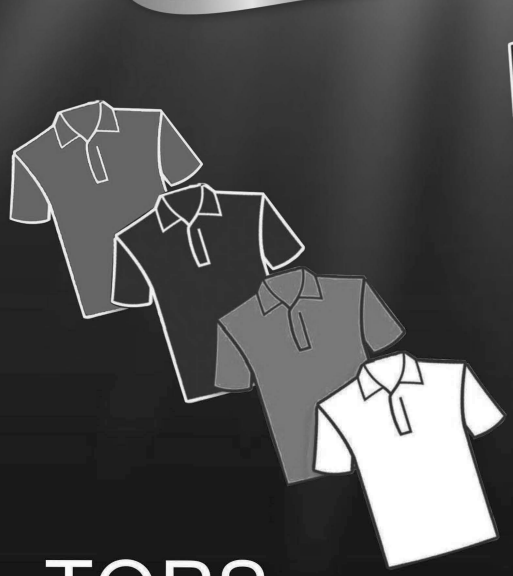
Please do not hesitate to reach out to us if you have any questions or concerns about your child's experience. We encourage you to stay connected by signing up for ClassDojo and visiting our Facebook page for regular updates and school news.

It is an honor to serve as part of this school family. Thank you for your trust, your partnership, and your continued support. Together, we're looking forward to another successful year of learning and growth!

Warm regards,
The Greene County Elementary School Team

GREENE COUNTY ELEMENTARY SCHOOL

DRESS CODE 2025-2026





TOPS

(Collared shirts or blouses)

Any solid color,
No patterns or stripes!

BOTTOMS

(Pants, shorts, skirts, & jumpers)

Navy blue, black, khaki

Solid color, no stripes!

Special Instructions

No jeans, except on specified days

DRESS CODE APPLIES 5 DAYS A WEEK

GC logo shirts may be purchased from the GCSS online store at
www.greene.k12.ga.us

Greene County School System

2025 – 2026 Academic Calendar

BOE Approved 11/21/24

JULY 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	23	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Distance Learning Days May Be Set at the Discretion of the Superintendent

Notes

- *July 22-24: New Teacher Orientation & Virtual Pre-Planning*
- *July 28-31: Pre-Planning*
- *Aug 1: First Day of School for Students*
- *September 1: Labor Day Holiday / No School*
- *September 2: Student Digital Citizenship Day (Distance Learning) & Teacher Planning/PL*
- *October 3: End of First grading period*
- *October 6 - 10: Fall Break*
- *October 14: Fall FTE Date*
- *October 17: Parent Conference Day & Student Digital Citizenship Day (Distance Learning)*
- *November 24 - 28: Thanksgiving Holidays*
- *December 1: Student Digital Citizenship Day (Distance Learning) & Teacher Planning/PL*
- *December 19: End 2nd Grading Period/Early Release*
- *December 22 - January 2: Holiday Break*
- *January 5: Student Digital Citizenship Day (Distance Learning) & Teacher Planning/PL*
- *January 6: Students Return from Winter Break*
- *January 19: MLK Holiday / No School*
- *February 16: Student Digital Citizenship Day (Distance Learning) & Teacher Planning/PL*
- *February 17-20: Winter Break*
- *March 5: Spring FTE Date*
- *March 13: End of Third Grading Period*
- *March 20: Parent Conference Day & Student Digital Citizenship Day (Distance Learning)*
- *April 6-10: Spring Break / No School*
- *May 22: Last Day of School/Early Release*
- *May 25: Memorial Day Holiday*
- *May 26-28: Post-Planning*

Students (180)	**Staff (190)**
90 Days Semester 1	97 Days Semester 1
90 Days Semester 2	93 Days Semester 2

Greene County School System

Code of Student Conduct

2025-2026

The Greene County School System is committed to excellence in education and preparation of all our students with the knowledge, skills and ethics required for responsible citizenship and productive employment.

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Code of Student Conduct

Georgia law requires the Greene County School System ("GCSS") Board of Education to have policies "designed to improve the student learning environment by improving student behavior and discipline." These policies must include a Code of Student Conduct ("Code") that contains standards for student behavior and discipline consequences. This Code also states the GCSS's guiding principles on school culture and climate through implementation of the Positive Behavioral Interventions and Supports ("PBIS") framework in each GCSS school and through the use of objective, consistent, equitable, and progressive discipline when necessary. The Code will be taught by all teachers during the first two weeks of school. All students will receive a copy of the Code in their agendas and parents have access to the Code through the school district website at https://www.greene.k12.ga.us/.

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Guiding Principles

The Greene County School System is committed to providing a safe and orderly environment and believes a positive school climate promotes a productive learning environment. Greene County schools use a PBIS framework to approach behavior and student discipline in a preventive manner. PBIS is an evidence-based framework that assists school teams in improving the quality of the school experience for all stakeholders. All Greene County schools have developed an individual PBIS plan that strives to teach students expected behaviors and acknowledges students when they are successful.

This Code is comprised of policies, rules, and expectations by which order is established and maintained for the benefit of all stakeholders. Discipline within a school must have the qualities of objectivity, consistency, and equity. It is the responsibility of all school personnel, students, parents, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

This Code is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, grade level, social, emotional and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Greene County School System expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the Guiding Principles: Participate Fully in the Learning Process, Contribute to a Safe and Productive School Environment, and Show Respect for Yourself and Others. Each school will create its own Behavior Expectations as part of their PBIS plan.

Stakeholders' responsibilities are outlined below:

Student Responsibilities:

- *Arrive on time to school daily, be prepared for class, and complete assignments to the best of their ability*
- *Follow the Student Code of Conduct and school-wide behavior expectations*
- *Model and practice the expected behaviors and guiding principles*
- *Notify school staff about any dangerous behavior, bullying, or activity that occurs on school grounds or off school grounds when it may result in disruption of the educational setting*
- *Accept and respect individual differences and people*
- *Bring only those materials to school that are allowed*
- *Keep parents informed of school related issues*
- *Ask school personnel or other trusted adults for help in solving problems*

Parent/Guardian Responsibilities:

- *Read the Student Code of Conduct with your child(ren)*
- *Make certain your child(ren) attends school regularly and on time*
- *Notify the school of absences or tardies in a timely manner*
- *Monitor your child(ren)'s academic and behavioral progress*
- *Talk to your child(ren) about school and behavioral expectations*
- *Visit your child(ren)'s school as necessary*

- *Play an active role and support your child(ren)'s educational experience*
- *Teach and model for your child to respect the rights and property of others*

Teacher Responsibilities:

- *Teach and review the Student Code of Conduct*
- *Use well planned, creative, and engaging instructional plans daily*
- *Set expectations, teach, model, and reinforce positive behavior*
- *Use appropriate classroom management strategies to maintain a learning environment that supports academic success*
- *Provide students with meaningful and relevant feedback on their behavioral and academic progress*
- *Maintain a safe and orderly classroom by using prevention and intervention strategies*
- *Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct*
- *Use professional judgment to prevent minor incidents from escalating*
- *Keep parents informed of students' academic progress and behavior through regular communication*
- *Refer students in need of additional support to the appropriate resources*
- *Request additional training and/or staff development as needed*

Administrator Responsibilities:

- *Distribute the Student Code of Conduct to school stakeholders*
- *Implement the Student Code of Conduct in a fair and consistent manner*
- *Implement all* Greene County School System *policies in a fair and consistent manner*
- *Maintain a safe and orderly school by using prevention and intervention strategies*
- *Provide students will meaningful and relevant positive feedback on their behavioral and academic progress*
- *Communicate policies, expectations, and concerns and respond to complaints or concerns from students and parents in a timely manner*
- *Use professional judgment to prevent minor behavioral incidents from escalating*
- *Monitor, support, and sustain the effective implementation and maintenance of Positive Behavioral Interventions and Support (PBIS)*
- *Define, teach, model, reinforce, and support appropriate student behaviors to create positive school environments*
- *Provide meaningful opportunities for parent participation and involvement*
- *Identify appropriate training and resources as needed to implement positive behavior interventions and supports*
- *Establish a Threat Assessment Team comprised of persons with expertise in counseling, instruction, school administration, and law enforcement. Their duties include coordination of resources, assessments and intervention for students whose behavior poses a threat to the safety of school and /or staff*

Additional School-based Staff Responsibilities:

- *Maintain a safe and orderly school environment by modeling and supporting appropriate student behaviors*
- *Provide students with meaningful and relevant positive feedback on their behavioral progress*
- *Provide appropriate corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct*
- *Monitor, support, and sustain the effective implementation and maintenance of a positive school culture and learning environment*
- *Use professional judgment to prevent minor incidents from escalating*

District Staff Responsibilities:

- *Create and implement policies and procedures that encourage safe and orderly schools for all students, school staff, and principals*
- *Protect the legal rights of school staff, principals, students and parents*
- *Provide appropriate training and resources to implement positive behavior interventions and supports at each school*
- *Assist parents who are unable to resolve issues at the school level*
- *Utilize individual school discipline data to identify and allocate professional development services for school administrators and staff*
- *Support school Threat Assessment Teams*
- *Review and revise the Student Code of Conduct annually*

Stakeholders are collaborative partners in education and each plays an important role in the commitment to educating all students to reach their highest potential.

Student Conduct and Behavior

All GCSS students are expected to:

- Participate fully in the learning process. Students should report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, complete assignments to the best of their ability, and avoid disrupting the learning environment.
- Contribute to a safe and productive school environment. Students should comply with expected behaviors and avoid behaviors prohibited by the Code of Student Conduct.
- Show respect for yourself and others. Students should respect the knowledge and authority of teachers, administrators, and other school personnel. Students should follow directions and use acceptable and courteous language.

Positive Behavioral Interventions and Supports (PBIS)

Our commitment to a preventive approach to student behavior is reflected in our use of Positive Behavioral Interventions and Supports ("PBIS"). PBIS is an evidence-based framework that assists school teams in improving the quality of school life, otherwise known as "school climate." Every GCSS school has developed an individual PBIS plan designed to create a positive school climate. PBIS is an evidence-based framework that assists school teams in implementing systems change. In general, the

plans focus on (a) teaching expectations at the beginning of each year and re-teaching as needed, (b) acknowledging when students meet behavioral expectations, thus improving motivation and engagement, and (c) examining when, where, and why misbehaviors are occurring to find solutions and address unmet needs. PBIS plans focus on preventing problems by teaching expectations at the beginning of each year, reviewing expectations as necessary, and treating minor misbehavior as a learning opportunity. Teaching desired behaviors to reduce misconduct as much as possible is based on three principles:

- All behavior is learned;
- Any repeated behavior is serving a purpose for the student; and
- Student behavior can be changed.

Confidentiality Regarding Discipline

Confidentiality is an important part of student discipline. Federal and state law requires GCSS to protect the confidentiality of individual student information including any disciplinary action. In some circumstances, a student may be involved in a behavior incident that includes other students. GCSS may not provide information to parents about disciplinary actions imposed on students other than their own.

Scope of Code of Student Conduct

The Code of Student Conduct applies:

- On school property, including on school buses and at school bus stops in the community
- Off school property while attending and/or traveling to or from a school-related activity, function, or event
- Any conduct of a student outside of school hours or away from school, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which, disrupts the educational process. This may include conduct outside of school via social media. (O.C.G.A.§20- 751.5(c)).

Student conduct on school buses is a very serious matter. Of particular note:

1. Students shall be prohibited from acts of physical violence, bullying, battery or physical assault, or verbal assault of other persons on the school bus; disrespectful conduct toward the school bus driver or other persons on the school bus; or other unruly behavior (O.C.G.A.§ 20-2-751.5(b)(1)(A)).
2. Students shall be prohibited from using any electronic devices during the operation of a school bus (including cell phones, audible radios, headphones, or any other electronic device) in any manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
3. 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.

Dress Code

Tops

- Colors: any solid color
- Shirts, blouses, or tops must have a collar
- No designs, stripes, contrasting colors, etc. allowed (Solid colors only)
- T-shirts may not be worn except for on designated "Spirit Days"
- School or GCSS logos and small manufacturers' logos will be allowed (ex. small horse, alligator, boot, etc.)
- Any vests, including sweaters worn over collared shirts, must be in compliance with dress code colors
- Lanyard (if required - see school Handbook for additional information) with student identification cards must be worn around the neck and should be visible outside the top layer of clothing; student photos must not be obscured or altered

Bottoms

- Colors: black, khaki or navy blue
- Must be worn at natural waist
- Shorts and skirts must be no more than 2 inches above the knee
- Clothing that is too tight or too loose will be considered inappropriate
- No jeans, cargo pants, or pants with large side pockets
- No leggings, yoga pants, sweat pants, or overalls

Hoodies, Jackets, Sweaters, Sweatshirts

- Hoodies may be worn in black, gold, gray, or white colors
- Hoods may not be worn on the head at any time during the school day
- Only light or fleece jackets are permitted to be worn during the school day; heavy jackets/coats must be stored in a locker or other approved location prior to entering homeroom or first period
- Jackets worn during the school day must open in the front (snaps or zippers permitted), be solid in color (black, white, gold, or gray)
- Jackets must fit appropriately; oversized outer garments are prohibited
- Outerwear cannot be printed with large logos, insignia, emblems, or slogans. A small manufacturer's logo or school or school system logo will be allowed

Shoes

- Must be tied or properly fastened at all times
- Shoes must be closed toe
- No high heels, pumps, mules, LED lights, house slippers, flip-flops, slides, or clogs allowed

Headwear

- May not be worn on campus. This includes, but is not limited to, bandanas, rags, combs, scarves, hats, or hair curlers (Weather related headgear is permitted to and from school)
- Earbuds, air pods, headphones and other audio devices may not be worn during the school day

Athletic Wear

- School-sanctioned sportswear may be worn by student athletes during the school day on game days as approved by school administration
- Sportswear not in compliance cannot be worn during the school day

Spirit/Jean Days

- On "Spirit Days" or "Jean Days," students are allowed to wear approved logo shirts and/or jeans
- Jeans must not have any rips or tears
- Jeans must have pockets; No spandex or jeggings
- Jeans must be worn at the natural waist

Special Considerations

- Parents/Students may request an exemption based on:
- Bona fide religious beliefs
- Medical purposes or disabilities

Academic Dishonesty

Academic dishonesty includes giving or receiving information from another source or person with regard to completion of a quiz, test, exam, homework, independent class activity, or any other assignments where the student is expected to produce his or her own work (including authorized assistance from parents). Giving or receiving information can include, but is not limited to, directly copying information from another source (plagiarism), talking, signaling, failing to cite proper documentation or authorship, using someone else's research, logging on to school software programs and completing work under someone else's name, or other similar activities. The GCSS Code delineates the consequences for academic dishonesty.

Prohibited Items

The following items are expressly forbidden at all times on buses and during the school day and will be confiscated immediately with possible legal action taken against the person found to be in possession:

- **Electronics to Include Cell Phones, Smartwatches, Earbuds, Airpods, Listening Devices -** Allowed on person, but must remain powered off and completely out of sight during the school day, except for purposes authorized by school administrators
- **Personal Items of Value** (electronic games, music players, large amounts of cash, jewelry) - the school is not responsible for lost, stolen, or damaged personal items
- **Flowers, balloons, stuffed animals, gifts -** the delivery of said items will not be accepted
- **Glass containers -** water bottles or other such containers can be used only during lunch
- **Animals/pets**
- **Chains and heavy necklaces**
- **Weapons to Include Firearms of any kind, Ammunition; Knives, Box Cutters, Razors, or Other Sharp Objects**
- **Drugs, alcohol, or other controlled substances**
- **Fireworks or explosives**
- **Tobacco products** (vaping cartridges, lighters, matches, or associated paraphernalia)
- **Laser lights/pointers**
- **Obscene items** (books, magazines, pictures, clothing)
- **Toys** (skateboards, playing cards, dice, trading cards, yo-yos, etc.)
- **Water pistols, balloons, paint/stink bombs**
- **White-out and irritant chemicals**
- **Items for sale** (unless in conjunction with an approved school fundraiser)

Items confiscated from students may be returned on the last day of school unless picked up earlier by a parent. Students are to notify school staff immediately when prohibited items are brought to school,

found in the school, found on the school grounds, or found on the school bus. Students are advised not to handle found items, but to report items to an adult immediately.

Bus Safety Regulations & Transportation Procedures

Discipline problems generally fall into two (2) categories:

1. General violations to bus conduct rules
2. Serious misconduct.

General Violation of Bus Conduct Rules

Behavior in this group includes, but is not limited to, the following types of action:

1. Failure to remain seated
2. Loud and /or disruptive behavior
3. Bothering other students and/or their belongings
4. Disrespectful behavior to driver
5. Extending arms, legs, or feet out of bus window
6. Eating or drinking on the bus

First Offense - Driver verbally warns students and documents actions on a Bus Courtesy Notice. Report and contact parents, and maintain copies at all times.

Second Offense - Driver counsels privately with student and documents actions on Bus Courtesy Notice. Report and contact parents, and maintain copies at all times.

Third Offense - Driver reassigns student a seat, documents actions and submits Bus Conduct Report to school officials, along with proof of courtesy notices for offense 1 and 2.

Subsequent Offense - Driver completes and submits Bus Conduct Report to school officials.

Serious Misconduct

A Bus Conduct Report should be issued each time an incident occurs which endangers the safety or well Being of others and/or causes damages to the bus. This includes, but is not limited to, the following.

Types of Actions:

1. Instigating a fight on the bus
2. Physical or verbal abuse of the bus driver or passengers, i.e. vulgar language, threatening actions etc.
3. Vandalism of the bus
4. Possession of controlled substance, alcohol, tobacco, or dangerous weapons on the bus.
5. Igniting an incendiary object on or throwing it into a bus
6. Any action which may potentially constitute a serious threat to the safety and/or well-being of others.

Authority of School Leaders

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by this Code, the Principal may impose reasonable corrective measures which he or she believes to be in the best interest of the student involved and the school. The Progressive Discipline Guide contained herein is a guideline for school leaders to use when providing interventions and responses for student misbehavior. Based on the circumstances of a disciplinary violation, Principals have the authority and discretion to impose consequences ranked higher or lower or outside of the Progressive Discipline Guide than indicated for each behavior except in cases where state law requires certain actions.

Authority of the Teacher

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

Prevention and Progressive Discipline Actions

The prevention of student misbehavior by teaching appropriate behaviors is always preferable. The GCSS takes a school-wide approach to promoting positive behavior. The district strives to infuse social emotional learning into a culturally responsive curriculum that engages students. Faculty and staff meet regularly to ensure a comprehensive student support program is in place including counseling services, opportunities for social-emotional learning, student engagement opportunities, and behavioral supports to encourage and motivate pro-social student behavior and positive connection to the school environment. All schools have systems in place for early identification of students in need of intervention and/or support services.

Despite these intervention and supports, it is developmentally appropriate and expected that there will be a need for discipline as students move through childhood and adolescence. When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

This Code provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with appropriate behaviors. Disciplinary actions that may be imposed include, but are not limited to: warning and/or conferencing

with a teacher, administrator, or counselor; loss of privileges; parent notification or conference; detention; in-school suspension; short-term suspension; or placement in an alternative education setting. The maximum punishment for an offense includes long-term suspension or expulsion/permanent expulsion. Maximum punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Progressive discipline means the interventions and responses become more and more serious, if student misbehavior continues. The GCSS progressive discipline model is divided into levels. Each level represents progressively more serious misbehavior and discipline responses. The level of response imposed shall be based on the severity of the misbehavior and should be used in a graduated fashion. For example, Level 1 responses should typically come before Level 2 responses, and if behaviors continue, staff should increase the disciplinary response.

The most serious discipline consequences that can be imposed on a student is out of school suspension (OSS) or expulsion. It is the practice of GCSS, that OSS or expulsions will only be used (a) if prior less serious responses have been used, but have not been successful in correcting the student's behavior, (b) if suspension is necessary to assure the safety of the student or others, (c) if suspension is necessary to allow continuation of the educational process, or (d) if suspension is required by law. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Levels of Infractions

Violations of the Code of Conduct are grouped into four levels (Classroom-Managed, Level 1, Level 2, and Level 3). Before determining the level of a violation, the principal or assigned administrator will review the facts and consult with individuals necessary to make this determination. In the case of a student with an IEP/504, which is a legally binding document, this document shall be reviewed. All Behavior Intervention Plans (BIPs) contained therein must be addressed. Please refer to the Georgia Board of Education Rule 160-4-7-10 – Discipline, if clarification is needed. Once the level of the violation has been determined, appropriate disciplinary procedures will be implemented.

For minor Classroom-Managed behaviors, the teacher will use research based interventions for positive behavior support, and where appropriate, will contact the student's parent(s) or guardians(s). If the student's behavior does not improve, or the disruption is severe, or when local Board of Education policy or state or federal law has been violated, a referral will be made to the principal or assigned administrator. Misbehavior on the bus may be treated in the same manner as misbehavior in the classroom or on school property. Riding the school bus is a privilege, not a right.

Administrators will follow a progressive discipline process whenever discipline is to be imposed, including bus misbehavior. However, the degree of the discipline to be imposed for any violation, including the first time a student had committed a disciplinary infraction, will be in proportion to the severity of the violation. When considering the discipline to be imposed, administrators will take into account any and all relevant factors to assure that the appropriate degree of discipline is imposed. These factors include: the seriousness of offense, the student's prior disciplinary history as part of the permanent record; the degree of pre-meditation, impulse of self-defense, the student's age, and/or

disability, and the student's attitude and willingness to cooperate.

Offenses severe in nature will be referred to the district's Discipline Liaison. The Discipline Liaison reviews documents submitted and in compliance with the district's code of conduct makes the determination of whether a tribunal hearing should be held or if a waiver is appropriate. A Hearing Officer will preside over the tribunal hearing and determine whether the student should be assigned to the Alternative Program, suspended, or expelled. For the purpose of this Code, minor offenses will be defined as behavior that temporarily impedes instruction. Major offenses will be defined as behavior that stops instruction. The violations, for which referral to the school district's Hearing Officer will be made include offenses listed in Level 2 which are serious in nature and offenses listed in Level 3. In some situations, parents will be given the option to waive the Student Due Process Disciplinary Hearing from the Discipline Liaison. The Discipline Liaison will obtain a recommendation from the school and apply it to the waiver. The parent will be contacted by the Discipline Liaison to complete the waiver process.

Students are reminded of restrictions during disciplinary action. Students shall not be allowed to participate or attend any school sponsored activities including, but not limited to school dances, athletics, and marching band and are restricted from attending any school events where Greene County students are guests during the period of time that they are being disciplined through an assignment to In-School Suspension (ISS), OSS, Alternative School, or Expulsion. A roster will be provided to the Athletic Department, SRO's and other designees to curtail restriction violations. Further, the student may not enter into any GCSS building or onto property owned and operated by the GCSS. Failure to comply with this restriction may result in the student being arrested for trespassing and could result in expulsion from GCSS.

Teachers and administrators will report to the principal the names of students who have committed aggravated assault with a firearm, aggravated battery, sexual offenses, and possession of a deadly weapon and commission of drug offenses. Such students will be reported to the Superintendent, School Resource Officers, and the District Attorney as required by O.C. G.A. § 20-2-1184. These students are also restricted to their assigned campus unless otherwise approved. NOTE: Students in grades K-5 are subject to the Code, and may be referred to the District Discipline Liaison where appropriate.

For the purpose of this Code of Conduct, Levels of Infractions will be defined as below:

Classroom-Managed. These behaviors are minor and occur in the classroom and/or in other settings throughout the school. These behaviors are handled by the teacher or staff member in charge. These behaviors are not typically referred to the office unless they are excessive in terms of damage, loss, disruption, or injury whereupon, they become a Level 1 event (or higher). Any Classroom-Managed behavior that shows a pattern of repetition in spite of teacher intervention will be referred to the office as a Level 1 (or higher at the Principal's discretion).

Level 1. These are Classroom-Managed or state-coded(see page_____of this Code for definitions and examples) behaviors that have become excessive in terms of damage, loss, disruption, injury, or show a pattern of repetition in spite of teacher intervention. These behaviors will result in an office referral as a Level 1 (or higher at the Principal's discretion).

Level 2. This is the category of moderate to major offenses and are behaviors that cannot be managed in the classroom. These behaviors result in referral to the office for administrative action. The

administrator will choose actions based on the facts generally following the continuum in the Progressive Discipline Guide. Repeat behaviors will result in increasing penalties and may be handled as Level 3 behaviors. Behaviors that are excessive in terms of damage, loss, disruption or injury become Level 3 events.

Level 3. This is the category of serious offenses. It includes dangerous, defiant, and highly disruptive behaviors. Repeated behaviors at Level 3 may result in recommendation to an alternative program or expulsion. This category includes repeated fights or assaults, assault on a staff member, possession of deadly weapons and sale or transfer of drugs. In addition, these behaviors may result in action by law enforcement, charges being filed and/or in expulsion from the GCSS.

The charts on the following pages outline the classroom and administrative actions taken for the Levels of Infractions explained above. Complete GaDOE definitions and examples of all behaviors included herein are provided on page 32 of the Code.

Classroom-Managed

Classroom-Managed. In an effort to fully implement (PBIS) and reduce the loss of instructional time, the GCSS expects that each school will utilize a wide variety of corrective strategies and actions. Teachers must utilize and document a **minimum of three** research-based interventions prior to writing and submitting a discipline referral on a classroom-managed behavior.

CORRECTIVE STRATEGY	***DESCRIPTION - Responses are delivered in a calm, consistent, respectful manner***
Redirection	Restate the desired behavior using specific directions that prompt or alert the student to stop the undesired behavior and engage in the desired behavior.
Reteach Expectations	State and model the behavior. Have the student demonstrate. Provide immediate feedback.
Provide Choice	Provide choice(s) to complete task in another location, order of task completion, alternate supplies to complete the task, or for a different type of activity that accomplishes the same instructional objective. Choices should lead to the same outcome.
Planned Ignoring	Deliberate and consistent teacher inattention to the occurrence of the undesired behavior(s). Reinforce appropriate behaviors.
Conference With Student	Private time with a student to discuss behavior interventions/solutions. This can include direct instruction of expected or desirable behaviors: describe the problem; describe the alternative behavior; tell why the alternative is better; practice; provide feedback.
CLASSROOM ACTIONS	***DESCRIPTION - Actions are delivered in a calm, consistent, respectful manner***
In-Class Time-out	Predetermined consequence for breaking classroom rules of short duration (ten minutes or less, usually separated from group, but remains in class) or brief withdrawal of attention and other reinforcers (a time for student to reflect on his or her action). Time-out procedure must be taught to students before implementing.
Conference With Parent(s)	Teacher communicates with student's parent(s) through a telephone conversation, email, written notes, or in person about the problem.

Out-of-Class Time-out	Student is assigned to another supervised environment for a period of time-out (i.e., another classroom), slightly longer duration than in-class time-out (30 minutes or less). Time-out procedure must be taught to students before implementing.
Corrective Assignment/ Restitution	Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior. (*i.e.,* cleaning-up, helping another person).
TeacherDetention	Required attendance for a monitored period of time, generally after/before school or during lunch.
Privilege Loss	Incentives given for positive behavior are lost, (i.e., five minutes off computer free time).
ClassroomSuccess Contract	Student, teacher, and parent(s) may formulate a document expressing the student's intention to remediate or stop further occurrences of a problem behavior. Written contract should be positive in tone and it should include incentives, but may also include consequences for misbehavior.

Classroom-Managed - Progressive Discipline Guide

CLASSROOM-MANAGED

These behaviors are minor and occur in the classroom and/or in other settings throughout the school. These behaviors are handled by the teacher or staff member in charge. These behaviors are not typically referred to the office unless they are excessive in terms of damage, loss, disruption, or injury whereupon, they become a Level 1 event (or higher). Any Classroom-Managed behavior that shows a pattern of repetition in spite of teacher intervention will be referred to the office as a Level 1 (or higher at the Principal's discretion).

BEHAVIORS

- Class Disruption (noise, callingout, horseplay, out of seat)
- Defiance (refuse to follow directions)
- Disrespectful Behavior
- Dress Code
- FalseInformation
- Inappropriate Language (profanity, inflammatory statements, vulgar comments/jokes)
- Out of Assigned Area
- Public Display of Affection
- PhysicalAggression
- Property Destruction
- Tardy to Class
- Unauthorized Cell Phone
- Unauthorized Food (candy,gum, drinks)

RANGE OF CORRECTIVE STRATEGIES PRIOR TO ADMINISTERING CLASSROOM ACTION

- Redirection (**M**)
- Reteach Expectations (**M**)
- Conference WithStudent (**M**)
- Provide Choice
- Planned Ignoring

TEACHER RESPONSIBILITIES

- **1ST Offense**
  - Redirection (**M**)
  - Reteach Expectation (**M**)
  - Conference with Student (**M**)
- **2ND Offense**
  - Redirection (**M**)
  - Reteach Expectation (**M**)
  - Conference with Student (**M**)
  - Classroom Action (**M**)
- **3RD Offense**
  - Redirection (**M**)
  - Reteach Expectation (**M**)
  - Conference with Student (**M**)
  - Conference With Parent(s) **M**)
  - Classroom Action (**M**)

M = Mandatory

RANGE OF ACTIONS

The teacher or staff member will select from the following Classroom Actions after the range of Corrective Strategies have been used and documented. If the student reaches a 4TH Offense for the same behavior, the teacher or staff member will process an Office Discipline Referral. School Administrators may authorize use of Level 1 (or higher) Actions for repeated, serious, or habitual Classroom-Managed behaviors.

CLASSROOM ACTIONS

- In-ClassTime-out
- Conference With Parent(s)
- Out-of-Class Time-out
- Corrective Assignment/Restitution
- TeacherDetention
- Loss of Privilege
- Reflective Assignment
- Classroom SuccessContract

4TH+ OFFENSE(S) OF SAMEBEHAVIOR:

- Referral to Office

Level 1 - Progressive Discipline Guide

LEVEL 1

These are Classroom-Managed or state-coded behaviors that have become excessive in terms of damage, loss, disruption, injury, or show a pattern of repetition in spite of teacher intervention. These behaviors will result in an office referral as a Level 1 (or higher at the Principal's discretion).

BEHAVIORS

- AcademicDishonesty(intentional)
- Alcohol (unintentional)
- Battery (intentional; no injuries)
- Bullying (1st offense)
- Class Disruption (noise, callingout, horseplay, out of seat)
- Defiance (refuse to follow directions)
- DisorderlyConduct(moderate disruption)
- Disrespectful Behavior
- Dress Code
- Drugs (unintentional)
- Electronic Smoking Device
- FalseInformation
- Fighting (no injury)
- Inappropriate Language (profanity, vulgar comments/jokes)
- Larceny/Theft ($25-$100)
- Out of Assigned Area
- PhysicalAggression
- Possession of Unapproved Items
- Property Destruction
- Public Display of Affection
- Repeated Offenses
- Sexual Harassment
- Sex Offenses
- Student Incivility (failure to comply)
- Tobacco
- Tardy to Class
- Unauthorized Cell Phone
- Unauthorized Food (candy,gum, drinks)
- Weapons-Knife (unintentional)
- Other - Attendance Related

ADMINISTRATOR RESPONSIBILITIES

- Parent/Guardian Contacted **(M)**
- Conference with Student **(M)**

M = Mandatory

RANGE OF ACTIONS

Where appropriate, School Administrators should apply discipline in a progressive manner. School Administrators may authorize use of Level 1 (or higher) Actions for repeated, serious, or habitual Classroom-Managed behaviors.

LEVEL 1 ACTIONS

- Conference With Parent(s)
- Administrative Time-out
- Detention
- Loss of Privilege
- Confiscation
- Behavior Success Contract
- ISS (1-2 days)
- Bus Suspension (1-2 days)
- OSS (1-2 days)

Level 2 - Progressive Discipline Guide

LEVEL 2

This is the category of moderate to major offenses and are behaviors that cannot be managed in the classroom. These behaviors result in referral for administrative action. Repeat behaviors or behaviors that are excessive in terms of damage, loss, disruption or injury will result in increasing penalties and may be handled as Level 3 behaviors.

BEHAVIORS

- AcademicDishonesty(intentional)
- Alcohol (under influencewithout possession)
- Arson (attempt without damage)
- Battery (intentional; mild/moderate injuries)
- Bullying (2nd offense)
- Computer Trespass (unauthorized use)
- Disorderly Conduct (busviolations, substantial disruption)
- Dress Code (suggestiveclothing)
- Drugs (except Alcohol & Tobacco)
- Electronic Smoking Device
- Fighting (mild/moderate injury)
- Gang-Related (apparel, communication)
- Larceny/Theft ($100-$250)
- Possession of Unapproved Items
- RepeatedOffenses
- Robbery (without weapon)
- Sexual Harassment (suggestivejokes or lewd gestures)
- Sex Offenses (sexting, lewd behavior)
- Student Incivility(insubordination)
- Threat/Intimidation
- Tobacco
- Trespassing
- Vandalism
- Weapons-Knife(withoutintent)
- Weapons-Other (unintentional)
- Other Incident (pattern of offenses)

ADMINISTRATOR RESPONSIBILITIES

- Investigate **(M)**
- Parent/Guardian Contacted **(M)**
- Conference with Student **(M)**
- Notify School Resource Officer
- Referral to School-based support team (IEP/504/MTSS)
- Witness Statements (as applicable)

M = Mandatory

RANGE OF ACTIONS

Where appropriate, School Administrators should apply discipline in a progressive manner. School Administrators may authorize use of Level 2 (or higher) Actions for repeated, serious, or habitual Classroom-Managed behaviors.

LEVEL 2 ACTIONS

- Conference With Parent(s)
- Administrative Time-out
- Detention
- Loss of Privilege
- Confiscation
- Behavior Success Contract
- ISS (1-5 days)
- Bus Suspension (1-5 days)
- OSS (1-5 days)

Level 3 - Progressive Discipline Guide

LEVEL 3

This is the category of serious offenses. It includes dangerous, defiant, and highly disruptive behaviors. Repeated behaviors at Level 3 may result in recommendation to an alternative program or expulsion. These behaviors may result in action by law enforcement, charges being filed and/or in expulsion from the GCSS.

BEHAVIORS

- Academic Dishonesty (exams)
- Alcohol
- Arson (with damage)
- Battery (intentional; severe injuries)
- Bullying (3rd offense)
- Breaking &Entering-Burglary
- Computer Trespass(hacking)
- Disorderly Conduct (severe disturbance)
- Dress Code (3+ offenses)
- Drugs
- Electronic Smoking Device(3+ offenses)
- Fighting (3+ offenses)
- Gang-Related (solicitation of others)
- Homicide
- Kidnapping
- Larceny/Theft (+$250; 3+ offenses)
- Motor Vehicle Theft
- Possession of Unapproved Items
- Repeated Offenses (severe)
- Robbery (with weapon)
- Serious Bodily Injury
- Sexual Battery
- Sexual Harassment (3+ offenses)
- Sex Offenses
- Student Incivility (pattern)
- Threat/Intimidation
- Tobacco (3+ offenses)
- Trespassing (3+ offenses)
- Vandalism (3+ offenses)
- Violence Against Teacher
- Weapons-Knife (with intent)
- Weapons-Other (intentional)
- Weapons-Handgun/Rifle/Shotgun

ADMINISTRATOR RESPONSIBILITIES

- Investigate **(M)**
- Parent/Guardian Contacted **(M)**
- Conference with Student **(M)**
- Notify School Resource Officer
- Referral to School-based support team (IEP/504/MTSS)
- Witness Statements

M = Mandatory

RANGE OF ACTIONS

Where appropriate, School Administrators should apply discipline in a progressive manner. School Administrators may authorize use of Level 3 (or higher) Actions for repeated, serious, or habitual Classroom-Managed behaviors.

LEVEL 3 ACTIONS

- Conference With Parent(s)
- Administrative Time-out
- Detention
- Loss of Privilege
- Confiscation
- Behavior Success Contract
- ISS (5-10 days)
- Bus Suspension (5-10 days)
- OSS (5-10 days)
- Recommendation for Long Term Suspension or Expulsion

Definitions of Administrative Discipline Actions

Most instances of unacceptable behavior are addressed through positive behavioral interventions and supports. When such strategies fail to correct student behavior, students may be subject to alternative disciplinary procedures. This section describes short-term suspension (including ISS and OSS), long-term suspension, Disciplinary Hearing processes, expulsion, and the role of law enforcement on the rare occasions when the student may be subject to legal consequences outside of school-based discipline.

1. **Administrative Time-out** - Temporary removal of a student from his or her regular classroom for the remainder of that segment/period/block. Student remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. These time-out settings are typically referred to in schools as *Respect Room*, *Opportunity Room*, or *Admin Time-out*.

2. **Detention** - Disciplinary action consisting of the assignment of a student to a certain area of the school outside of regular school hours (before school, after school, on a non-school day) for one or more school days or the equivalent hours, or the loss of a privilege during the school day (i.e., lunch detention). Due Process Procedure: The parent/guardian must be notified in writing at least 24 hours before the detention. The notification must explain the reason(s) for the detention and inform the parent/guardian that necessary transportation will be their responsibility.

3. **In-School Suspension (ISS)** - Temporary removal of a student from his or her regular classroom(s) for at least half a school day. Student remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. Due Process Procedure: The parent/guardian should be notified of the reason(s) and length for the in-school suspension assignment. Students assigned to a school's in-school suspension classroom shall be counted present and shall be required to work on classroom assignments at the direction of in-school suspension personnel. Students assigned to in-school suspension may also be excluded from participation in school-related activities and events.

4. **Out of School Suspension (Short-Term)** - Suspension of a student for ten school days or less (O.C.G.A. § 20-2-751) Note: See Students With Disabilities section below. Due Process Procedure: As part of an investigation of a disciplinary incident, the principal or designee shall:
    a. Tell the student, orally or in writing, the allegation(s) against the student and give the student an opportunity to tell his/her side of the story. If the principal or designee finds the student in violation of the Code of Student Conduct and determines that short-term suspension should be imposed, steps i. and ii. will be followed:
        i. Attempt to contact the parent/guardian by telephone to inform them of the suspension;
        ii. Within one (1) school day after the suspension begins, send the parent/guardian notice by regular mail informing them of the reason(s) for the suspension and of their right to discuss the details of their child's misbehavior with school officials

    b. A principal or assistant principal may suspend a student without notice of the reason for the suspension or an opportunity to provide an explanation if the student is intoxicated, under the influence of drugs, or where his/her presence otherwise poses a continuing

danger to others or a disruption to normal school operations. In such cases, however, the informal hearing outlined above shall occur as soon as practicable.

c. Students who are suspended are barred from all Greene County School System campuses and related activities during the length of their suspension.

5. **Long-Term Suspension or Expulsion -** Long-term suspension means the student loses the right to attend school or participate in school activities for more than ten (10) consecutive days but not beyond the current school quarter or semester (O.C.G.A. § 20-2-751). Expulsion means the student loses the privilege of attending school or participating in school activities for the remainder of the grading period, remainder of the school year or longer. (O.C.G.A. § 20-2-751). Note: See Students With Disabilities section below.
   a. Long-term suspension and/or expulsion may only be imposed by action of the Tribunal, except as provided in cases where a tribunal is required, after the student has been afforded notice, opportunity for hearing and other procedural rights prior to such expulsion or suspension becoming effective. Students under suspension or expulsion are not allowed on school district property or at school related functions/activities. Although elementary school students are subject to long-term suspension or expulsion, this discipline is imposed for only the most severe offences.
   b. In the case of a student of middle or high school age who is suspended for more than ten (10) days or is expelled, the Superintendent or his/her designee may, instead, permit that student to attend an Alternative Education Setting for the period of suspension or expulsion.
   c. Rights of Student Where Long Term Suspension or Expulsion is Recommended
      i. The right to written notice of the specific charges that have been made against the student
      ii. The right to a due process hearing
      iii. The right to be represented by legal counsel at the hearing
      iv. The right to testify and present witnesses
      v. The right to cross-examine witnesses who testify against the student
   d. Due Process Procedure:
      i. The principal or assistant principal must initially recommend long-term suspension or expulsion to the Disciplinary Hearing Officer
      ii. A hearing before the Disciplinary Tribunal will be scheduled as soon as possible but not later than ten (10) school days after the student has been removed from school
      iii. If the hearing date is more than ten (10) school days after the student has been removed from school, and the delay in scheduling is not caused by the student or his parent/guardian, the student may resume attendance to the school at the end of the ten (10) day period
      iv. Written notice will be sent to the parent/guardian by regular mail. This notice shall inform the parent/guardian of the following: the violation alleged; the date, time, and place of the hearing; the names of witnesses; and the punishment recommended. In addition, the notice shall inform them of the right to be represented by legal counsel at the hearing; the right to testify and present witnesses; and the right to cross-examine witnesses presented by the school district
      v. A verbatim electronic or written record of the hearing will be made and will be available to the parent/guardian or legal counsel of the student charged
      vi. If long-term suspension or expulsion is imposed, the parent/guardian will be notified of the decision in writing and of the right of appeal. This notice will be

sent by regular mail within ten (10) days of the completion of the hearing

vii. If there is an appeal, the Superintendent may in his/her discretion temporarily withhold implementation of the suspension or expulsion and return the student to school during the appeal process, but only if this will not endanger others or disrupt normal school operations

e. Appeals - The decision of the Disciplinary Tribunal may be appealed to the Board of Education by the student's parent/guardian.

i. The appeal process begins with a written request for review of the Disciplinary Hearing Officer's decision addressed to the Superintendent. This request must be made within twenty (20) calendar days of the date the decision is rendered

ii. The Board of Education will consider only the record of the hearing before the Disciplinary Tribunal. A transcript of that hearing will be made only upon receipt of a letter of appeal to the Superintendent. A copy of that transcript will be made available in the office of the Disciplinary Tribunal upon request

iii. The Board of Education has the power to uphold the Hearing officer's decision or to find that the student did not violate the Student Code of Conduct. The Board of Education may also reduce or increase the severity of punishment imposed or may impose a different kind of punishment

iv. The decision of the Greene County Board of Education may be appealed to the State Board of Education. Notice of any such appeal must be filed with the Superintendent of the Greene County School System within thirty (30) calendar days of the date the Greene County Board of Education renders its decision. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia is contained in O.C.G.A.§20-2-1160

Attendance

School attendance is a priority because it highlights the importance of having an education in our society. It also helps students develop good work habits that will carry over in life. Good attendance relates strongly to grades and other measures of academic achievement. The responsibility of school attendance is that of both parents and students. The following steps reflect our commitments to promote the educational progress of all children and families in Greene County and to enforce attendance as required by the O.G.C.A. 20-690.1 for all children in the County between 6 and 16 years of age.

Student enrollment and withdrawal

1. Parents are expected to complete a withdrawal form at the school and return all borrowed technology and other materials if a student is transferring to another educational program.
2. The School Social Worker may become involved when a withdrawal form or records request is not received within five(5) school days from the last date of attendance and/or efforts to contact the parents are unsuccessful.
3. Appropriate school personnel are authorized to withdraw a student who:
   a. Has missed more than 10 consecutive days of unexcused absences;

b. Is not subject to compulsory school attendance; and
c. Is not receiving instructional services through homebound instruction or Special Education.
d. The parent, guardian, or other person who has charge of a student if the school system will be notified if the school plans to withdraw a student under 18 years of age who is not subject to compulsory school attendance.

4. Specific school staff should withdraw a student who is still subject to compulsory attendance if the school discovers that the student no longer lives in Greene County or is enrolled in a private or home school program.

The State of Georgia and Greene County School System both require schools to give parents, guardians, or other persons in charge of each student a written summary of possible consequences and penalties for failing to comply with compulsory attendance. This will be completed by September 1 of each school year or within 30 school days of a student's enrollment in the school system. This information is distributed through the student handbook, for which parents and students over age ten (10) will sign a receipt. Parents are to review and sign the parent notice of understanding concerning the Attendance policy. This signed document will be retained by the school until the end of the school year.

Attendance Definitions

Excused Absences

It is the policy of the Greene County Board of Education to excuse students from school for the following reasons, as directed by Georgia educational rules:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Authorization by high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.
5. The observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to student health or safety.
7. Out of School Suspension (OSS).
8. A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
9. College and career visitation days for high school students meeting criteria.

When a student is absent, a **written** statement from parent/guardian or medical provider is required. This written statement must contain the following information:

1. The date(s) of the written statement(s).
2. The date(s) and day(s) of the absence(s).
3. The reason for the absence(s).
4. The signature of the parent/guardian or medical provider.

A maximum of ten (10) absences will excused via parent note per school year. **Phone calls are not accepted as excuses. Parents may submit valid excuses via written note, email, or texting app used to communicate with classroom parents.**
Once parent notes are exhausted, all other absences must be documented medically (e.g. physician's statement) or legally (e.g. court summons) or they shall be unexcused. To waive this requirement, a parent may submit a physician statement specifically indicating that:

1. The student is experiencing a chronic or extended acute medical condition that is primarily managed at home with planned re-evaluation.
2. The student requires intermittent absences from school.

For students meeting either of the exception requirements above, the school will assess the need to develop an appropriate MTSS plan, 504 plan, IEP, or Hospital Homebound service plan to address the student's needs and ensure appropriate accommodations for learning.

Tardies

A student is considered tardy in all schools of the Greene County School System when he/she arrives to homeroom or first period any time after the published school start time or if he/she arrives to a specific class after the second class change bell for each individual class period at the middle and high school grades. Late bus arrivals are the only exception. It shall be the responsibility of each school's principal to determine what action will be taken in regard to a student's tardies and early check-out.

Excessive unexcused tardies or early checkouts will result in contact being made with the student and/or parents and may also result in disciplinary consequences for students per the Code of Conduct.

Grades and Absences

Students are expected to make up all missed work, regardless of the reason for the absence.

Procedures

The Greene County School System will make a good faith effort to notify the parent, guardian, or other person in charge of a student who has attendance concerns and intervene to improve student attendance. Chronic absenteeism will be defined as missing ten percent (10%) or more of enrolled school days during the school year. Truancy will be defined (per law) as any child subject to compulsory attendance who during the school year has more than five (5) days of unexcused absence.

Available Supports for attendance improvement

- Attendance data available in real time in the Infinite Campus Parent Portal
- Regular contact from the schools regarding absences and tardies
- Academic and Behavior Supports through SEL, PBIS, MTSS, 504, Special Education, and School Social Work
- Attendance Support Team (School level)
- Attendance Panel (District Level)

Consequences

Criminal Prosecution for Violation of School Attendance Law

O.C.G.A. Section 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six (6) and sixteen (16) to enroll and send that child to school, including public, private and home schooling.

Court Procedures

A. The following procedures will apply when the limit of unexcused absences has been exceeded.

1. A warrant will be taken through the Magistrate Court against the parent or legal guardian.
2. Parents have a right to bring a lawyer.
3. Requirements can be set by the Magistrate Judge.
4. **The following penalties may be assessed:**
    a. **At least a $25 and not more than a $100 fine;**
    b. **Up to 30 days of jail time;**
    c. **Community service;**
    d. **Any combination of these penalties;**

B. Students who are 13-15 years of age who have exceeded the allowable number of absences will have juvenile charges filed against them through the Department of Juvenile Justice.

C. Parents of students who are 13-15 years of age who allow their child/children to exceed the allowable number of absences will also have a warrant filed against them through the magistrate court.

Student Attendance Acknowledgement

A minimum level of attendance is required for student achievement to occur and for students to acquire a level of basic knowledge and education. The more days of school students miss, the lower their academic performance. Regular school attendance is the responsibility of parents and students.

Each day your child misses school is another day of learning that is lost. The academic success of your child is important to us. This success is greatly impacted by whether or not he/she participates in learning experiences provided by Greene County School System. Please make sure your child has good school attendance to promote success for both your student and the school as a whole.

Please remember to submit a doctor excuse or parent note for any absences within three (3) days of returning to school. A maximum of ten (10) absences will excused via parent note per school year. After that, all excuses will require a note from a doctor, court etc. to be considered an excused absence.

Please be advised that O.C.G.A. Section 20-2-690.1 requires any person in Georgia who has control or charge of a child between the ages of six (6) and sixteen (16) to enroll and send that child to school, including public, private, and home schooling. Each day's absence from school is in violation of the Compulsory Attendance Law, and each five (5) days constitutes a separate offense. This Student Handbook further outlines the potential legal consequences for parents and students.

The following penalties may be assessed:

a. At least a $25 and not more than a $100 fine;
b. Up to 30 days of jail time;
c. Community service;
d. Any combination of these penalties;

Students who are 13-15 years of age who have exceeded the allowable number of absences will have juvenile charges filed against them through the Department of Juvenile Justice. Parents of students who are 13-15 years of age who allow their child/children to exceed the allowable number of absences will also have a warrant filed against them through the magistrate court.

Parents can logon to the Infinite Campus Portal at: www.greene.k12.ga.us to view current information (updated nightly) on attendance, discipline, class schedule, and grades.

I have read, understand and agree to abide by the Greene County School System Student Attendance Agreement as detailed in the Student Handbook.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Greene County School System Procedures

Accidents - Any accident occurring on school property or at a school-sponsored activity must be referred to the supervising teacher and to the school nurse. A written accident report must be filed with the nurse before the end of the day. The office will make every reasonable effort to contact parents if it is necessary for the student to leave school or see a doctor. The work number and home number of the parent or legal guardian of every student is required as part of the school's information file. In addition, one or more emergency numbers are requested. If a parent changes jobs, address or phone number, the office should be notified immediately.

Cafeteria Services - We welcome your child to the School Nutrition Program in Greene County School System. The school nutrition program is a self-sustaining program which operates from monies received through payments for meals and reimbursements from federal and state programs. Meal choices are offered daily. Monthly menus are posted on the Greene County School System web site at www.greene.k12.ga.us.

Conferences - The faculty welcomes the opportunity to engage in conferences with parents and students to discuss classroom performance, behavior, or any other concerns. Any parent/guardian who wishes to have a conference with a teacher should contact the office at least 24 hours in advance of desired meeting time to schedule (conferences will be scheduled around teacher planning periods, before, or after school). Phone calls will not be transferred to classrooms during the school day. If you have a concern or need to talk with someone other than your child's teacher, please do not hesitate to call the school counselor or school administrator.

Counseling Services - A school counselor is available for every student, not just for those who have experienced or are having trouble. School Counselor services are designed to produce positive changes in students with increased academic achievement, improved attendance, increased social skills, individual goal setting, and career exploration as the goals. The school counselor uses curriculum based on three domains: academic, personal/social, and career. Students are provided services through individual sessions, small groups, classroom guidance, and consultation. Any student desiring an appointment with the counselor must have a pass from the teacher or counselor. Parents are invited to contact the school counselor at any time for assistance or to share concerns.

Gifted Education Program - Greene County School System endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities. The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Greene County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or the district's program coordinator: (706) 453-7688.

Fire and Safety Drills - Safety drills will be held periodically to keep students and staff familiar with school safety procedures as set forth by the Greene County Board of Education. During the safety drills students will be directed by teachers as to procedures to follow. These drills may include, but not be limited to lockdowns, weather drills, locker searches by administration or law enforcement, drug dog searches, and the use of metal detectors. Fire drills will be signaled by the sounding of the fire alarm system. Upon hearing the alarm, students will wait in the classrooms until the Principal has announced that it is safe to exit the building. At that time, students will exit the building in an orderly manner following a route designated by the fire drill plan and posted in every classroom and area of the building. Upon reaching the designated area outside the building, the teacher will check attendance and report any missing students to the administration. Teachers and students are not to return to the building for any reason until the all-clear signal has been given. Fire drills may be announced or unannounced.

Hospital Homebound Services - Students who encounter long-term illness may be eligible for the Hospital Homebound Program and should apply for this program when they anticipate being absent for 10 or more consecutive days due to personal illness. A physician's statement that a student is too ill to attend school for 10 or more days is required to determine eligibility for the program. Application forms are available upon request from the school office. Regular attendance in school is vital for a quality education. We encourage all students to be present every day. Daily attendance will help you feel more a part of our school and will significantly improve your academic progress.

Medication - All medications that are to be administered at school must be accompanied by the "Administration of Medication Request Form." All medications, both prescription and nonprescription, must be brought into the school and signed in through the clinic by the parent/guardian or by a responsible adult designated by the parent/guardian. Students are not allowed to transport medications to and from school. There are exceptions—inhalers for asthma, Epi Pens, medications for diabetes, etc. Students who self-administer (carry on their own person) medications must have the medical authorization form completed by their physician and parent. No medications sent in a plastic bag will be given. All medications, which are to be given for a period greater than two weeks, will require the form to be completed and signed by the student's physician. Administration of prescription and non- prescription medications, even for a short period of time is discouraged. Parents/guardians should check with the student's physician regarding the need for medication to be administered during school hours. Medications prescribed three times daily often can be administered before school, after school, and at bedtime.

Role of Law Enforcement in Schools - The role of law enforcement in schools is specifically to create and maintain a safe and secure learning environment for students, staff, faculty, parents, and visitors in our schools. The role of police officers in schools is a nationally recognized proven resource of any modern school-safety plan that reduces violent behavior. Police in schools keep students safe and support the mission as informal mentors, counselors, and educators on matters of law enforcement. Officers also serve as a resource for students, teachers, and parents on matters pertaining to law enforcement, crime prevention and awareness. Clear evidence exists that healthy relational bonds of trust are often developed between students and the school police officer.

Police are proven and vital stakeholders. Our policing philosophy coincides with the vision for the future as we work to achieve a cohesive community based educational design. School based police are not school disciplinarians. They are not called to force students to comply with teacher instructions. Student discipline is the responsibility of school administrators. However, school police will respond in their capacity as law enforcement officers to incidents involving violations of criminal law and breaches of the peace that might place an individual or others in threat of physical harm.

State law requires that certain criminal offenses committed by a student while on school property or at

a school function be reported to the appropriate law enforcement authority and the district attorney. Such crimes include, but are not limited to: aggravated assault with a firearm involved, aggravated battery, sexual offenses, weapon in unauthorized locations, violations involving weapons in school safety zones, possession of a handgun by a person under 18, and controlled substances violations. (O.C.G.A. § 20-2-1184). Parents and guardians should 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.

Severe Weather Procedures - In the event of tornadoes and other severe weather alerts, a signal will be given for students to leave the classroom and proceed to their designated area immediately. If severe weather conditions occur in the area, schools may be closed in Greene County. Students and parents are asked to listen to early morning broadcasts from area radio or television stations for announcements about school closings. An automated phone call from the school district will also be made to notify parents and students about school closings. There may be times when schools have to close early due to threatening weather conditions. Again, repeated news broadcasts and automated phone calls and text messages are used to notify parents and the community about such emergencies. If such conditions exist, bus transportation services will run early or parents may pick their child up from school. If a child's bus leaves before we receive any word from a parent, the child will be sent home on his/her regular bus. When schools are closed for the day or when they close early, all after-school and extracurricular activities are automatically cancelled for that date. Schools are typically constructed to be one of the safest buildings in a community. In the case of a Tornado WARNING students cannot safely be released from the building to go outside into a car and should remain sheltered until the danger has passed.

Special Education Department - The Department of Special Education provides services to eligible students as determined appropriate through an evaluation process in compliance with state and federal laws and guidelines. It is our goal that all students are educated in the least restrictive environment to the greatest extent possible. A variety of service delivery options are available in order to promote student success. Students receiving services under the provisions of the Individuals with Disabilities Education Act (IDEA) are entitled to certain disciplinary safeguards in addition to the same due process procedures given to regular education students. A copy of Parents' Rights as they pertain to Special Education is available by contacting the Special Education Department at (706) 453-7434.

Student Reporting of Acts of Alleged Inappropriate Behavior by Employees- The Georgia Professional Standards Commission has determined that any student (or parent or friend of a student) who has been the victim of alleged inappropriate behavior by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Telephone - Use of the office phone is limited to emergency calls. If you need to get a message to your child, the school receptionist will make sure your child receives the communication. If there is a serious emergency, the parent should contact the front office and the student will be pulled from class. Students may not use the phone without a pass from a teacher and are subject to the discretion of office personnel. In most cases, students will not be permitted to use the phone. Office personnel or the school nurse will determine whether it is necessary for a student to call home due to illness. Telephone calls will not be transferred to classrooms during the school day.

Visitors - Parents are invited to visit their child's school regularly and to be involved in all school activities. For the safety of our students, all visitors are required to report directly to the main office when entering the school. A 24 hour advance notice must be given before visiting a classroom. After signing in, a visitor's badge will be issued and must be worn while on the school campus. Student visitors are not allowed. At no time are teachers/students to be disturbed during lessons. Observations should

occur with minimal distraction and school administrators will uphold this expectation.

Volunteers - If a person is interested in volunteering at a Greene County School to help meet the needs of students, contact is first made with the Volunteer Coordinator. The Volunteer Coordinator distributes the packet which includes an application with contact information and past experiences with volunteering, a code of conduct and release of liability form as well as a form with instructions on how to obtain a background check. Once the background check is completed, returned to the volunteer coordinator and approved, the volunteer will go through an in-person orientation with the coordinator which includes a handbook overview, mandated reporting requirements, volunteer options and an assignment to the appropriate school within the district. There is a person of contact at each school who then assists with making the match between a volunteer and a teacher's classroom. This person of contact at the school site serves as the liaison for future communications between the volunteer, the teacher and the school.

Withdrawal from School - If it becomes necessary to withdraw a student from school, a withdrawal form must be obtained from the attendance office and taken to the persons indicated on the form for signatures. All textbooks and library books must be turned in, and all money due for lost/damaged books or unpaid fees, etc., must be paid. A parent may call or send notice of a student's withdrawal. Twenty-four-hour notice is preferred. If prior notice is not given, please understand that the process may take up to an hour to complete while you wait. A parent's signature is required for the withdrawal process to be complete.

Georgia Law

Bullying (GA .29) - An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication;

1. Is directed specifically at students or school personnel;
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and
3. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is

not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

A student disciplinary hearing finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year will result in referral to the District Hearing Offer with a school recommendation of placement in the Alternative Program (O.C.G.A. § 20-2-751.4).

Suspension of Young Children- State law requires local school systems to conduct certain screenings, assessments, and reviews prior to expelling a student in grades preschool through third grade (O.C.G.A. §20-2-242). No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student's behavior endangers the physical safety of other students or school personnel. If such student is receiving or has received a multi-tiered system of supports, the school shall be deemed to have met the requirements of this Code section. The school or program shall comply with all federal laws and requirements required obtaining parental consent during any advanced tier within the system of supports prior to certain screenings or evaluations. In addition, prior to assigning any student in preschool through third grade out-of-school suspension for more than five consecutive or cumulative days during a school year, if such student has an Individualized Education Program (IEP) pursuant to the federal Individuals with Disabilities Education Act or a plan under Section 504 of the federal Rehabilitation Act of 1973, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such Individualized Education Program or Section 504 plan.

Provisions Applicable to Students with Disabilities - The Code of Student Conduct applies to all students including students with disabilities. However, students with disabilities are afforded specific due process protections. A student served by Section 504 of the Rehabilitation Act must have a manifestation determination before being suspended for more than ten (10) days.

- Students with disabilities can be suspended for a total of up to ten (10) consecutive or ten (10) cumulative school days in one school year without providing special education procedural safeguards and services. Saturday school and before/after-school detention do not count toward the ten (10) days. The district's Coordinator of Special Education should be notified of any special education student/504 student approaching 10 days of suspension, so that the appropriate supports are put into place.
- Suspension Beyond 10 Days in a School Year
    1. School provides written notice to parent/guardian of intervention or consequence being considered and date of Individual Education Program ("IEP") Manifestation Determination Reviews and 504 Plans. A meeting must be held within ten (10) days of the date of the decision to discipline a student. A copy of the Notice of Procedures Safeguards should be provided to parents.
    2. The IEP or 504 team will determine whether the misconduct is caused by the student's disability by reviewing all current and relevant information.
    3. If the behavior is a manifestation of the disability, the IEP team or 504 team will review and revise the behavior intervention plan specifically for the misconduct of the student. A disciplinary change in placement (expulsion) cannot occur if the behavior is a manifestation of the disability except in cases of weapons possession, drug possession, and infliction of serious bodily harm. If the following behaviors are determined to be a manifestation of the student's disability, the student can be placed at an alternative educational setting for up

to 45 days: Weapons possession, drug possession and infliction of serious bodily harm.

4. If the behavior is not a manifestation of the disability, school officials may apply the Code of Conduct interventions and consequences. However, the student may not be suspended for more than ten (10) consecutive or cumulative school days in a year without providing appropriate educational services.
5. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

Definition of Weapons, Firearms, or Hazardous Objects per O.C.G.A. §20-2-751.1;O.C.G.A. §16-11-127.1; O.C.G.A. §16-11-131:

1. "Dangerous weapon" means any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an anti-personnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.
2. "Firearm" means a handgun, rifle, shotgun or other weapon, which will or can be converted to expel a projectile by the action of an explosive or electrical charge.
3. "Hazardous Object" means any dirk, bowie knife, switchblade knife, ballistic knife or 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 chaka, nunchuck, nunchaku, shuriken, or fighting chain or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser as defined in subsection (a) of O.C.G.A.§ 16-11-106. Such term shall not include any of these instruments used for classroom work authorized by the teacher.
4. "Dangerous Devices and Compounds" include mace or chemical spray, knives of any type or size though not described in #3 above, any explosive, incendiary, over-pressure or dangerous device; or explosive or incendiary compound; or any device or substance that may reasonably be construed as such or that the student represents to be such. Without limitation, this prohibition extends to any type of detonator, fuse, ammunition, fireworks, smoke bomb, paint bomb or stink bomb.

Penalties for Weapons:

1. Firearms and Dangerous Weapons: A student who is determined to have possessed a firearm or dangerous weapon at school or school-sponsored function shall be expelled from school for a period of not less than one calendar year. However, the Tribunal, or the Board of Education on appeal from the Hearing Officer's decision, shall have the authority to modify such expulsion requirements on a case-by-case basis. A student violator can be assigned to an alternative education setting.
2. As to violations involving hazardous objects and dangerous devices and compounds not involving firearms or dangerous weapons, middle and high school students shall be disciplined per the Code of Student Conduct and depending on the circumstances, may be referred to the Tribunal who may impose an appropriate disciplinary action. Instances of such violations in elementary schools shall be reported by principals to the Tribunal; discipline may be imposed

at the school level or through a disciplinary due process hearing. Being in possession of, distributing, or using a vape or vaping device may result in alternative school placement.

3. False Claims: A student shall not falsely claim to be in possession of a weapon or dangerous device or compound, that another person is in possession of a weapon or dangerous device or compound, or that the student or another plans to bring a weapon to dangerous device or compound to school or a school-sponsored function.

Protection of Pupil Rights Amendment (PPRA) - PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed below are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described below. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in paragraph (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (A) and (B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described below in accordance with regulations developed by the Superintendent.

1. The administration of any survey containing one or more of the following items:
    a. Political affiliations or beliefs of the student or the student's parent;
    b. Mental or psychological problems of the student or the student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of other individuals with whom respondents have close family relationships;
    f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    g. Religious practices, affiliations, or beliefs of the student or student's parent; or
    h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students. You may, upon request, inspect any instructional material used as part of the educational curriculum for your student. The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights as described herein.

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

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

School Safety Hotline - The School Safety Hotline is sponsored by the Georgia Department of Education and is designed for crisis prevention. If students know of an unsafe situation in school (weapons violations, bomb threats, drugs or alcohol, bullying, etc.), students can **anonymously** pass on this information through the hotline, initiating immediate and appropriate action. The Hotline number is 1- 877-SAY-STOP (1-877- 729-7867). Depending on the urgency of the call, the hotline operator contacts the appropriate law enforcement agency and the local school system. During regular business hours, the operator at the Georgia Department of Education works the hotline. Hotline calls are transferred to the Georgia Department of Public Safety after regular business hours and on weekends and holidays.

Statement of Nondiscrimination - Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Greene County Board of Education does not discriminate in any educational programs, activities, or policies. The Assistant Superintendent is the employee responsible for coordinating the school system's effort to implement this nondiscrimination policy. Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504, and ADA to the policies and practices of the school system may be addressed to the assistant superintendent at the Greene County Board of Education, 101 E. Third Street, Greensboro, Georgia 30642; to the Georgia

Department of Education, Twin Towers East, Atlanta, Georgia 30334; and/or to the Regional Office of Civil Rights, Education Department, Washington, DC 20201.

Discrimination/Harassment Reporting - The Greene County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in employment decisions or educational programs and activities, including athletic programs. Any individual who believes he/she has been subjected to harassment or discrimination by students or employees of the school district based upon any factors listed should promptly report the same to any teacher, counselor, or school administrator.

Section 504 Procedural Safeguards 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's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. 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.

FERPA Notice to Parents/Guardians and Eligible Students of Your Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification 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 disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made and cannot be released to other parties without authorization.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, 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, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

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

(a) Student's name, address and telephone number;
(b) Student's date and place of birth;
(c) Student's e-mail address;
(d) Student's participation in official school activities and sports;
(e) Weight and height of members of an athletic team;
(f) Dates of attendance at schools within the district;
(g) Honors and awards received during the time enrolled in district schools;
(h) Photograph; and
(i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within ten days after officially enrolling in school or within ten days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district or in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school 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.

(7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district 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. Such complaints may be filed with the Superintendent's Office.

Handbook Notice of Clubs and Parental Opt-Out Form

SCHOOL SPONSORED CLUBS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

Parental Opt-Out of Club Participation Form

Student Name_____

School_____

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has not been provided is started after this information is distributed, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the student club(s) listed below:

_____

Parent/Guardian Name_____
(Please print)

Parent/Guardian Signature: Date:

_____ _____

State Behavior Definitions & Examples

Definitions, numbers 1-36 and severity level determinations contained herein are aligned with the Georgia Department of Education Discipline Matrix and state reporting guidelines.

1. Alcohol - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of students being under the influence of alcohol may be included, if it results in disciplinary action.

- Severity Level 1 - Unintentional possession of alcohol
- Severity Level 2 - Under the influence of alcohol without possession
- Severity Level 3 - Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol

2. Arson - Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.

- Severity Level 1 - N/A
- Severity Level 2 - Attempt to commit arson or use of matches, lighters, or incendiary devices at school; includes but is not limited to the use of fireworks or trash can fires without damage to school property
- Severity Level 3 - Intentional damage as a result of arson related activity or the use of an incendiary device; includes but not limited to setting fires to school property

3. Battery - Intentional touching or striking of another person to intentionally cause bodily harm. Note: The key difference between battery and fighting is that fighting involves mutual participation.

- Severity Level 1 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries; includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations
- Severity Level 2 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries; includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries
- Severity Level 3 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries; Severity Level 3 may be used for students that violate the school policy on battery three or more times during the same school year; includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.

4. Breaking and Entering (Burglary) - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

5. Computer Trespass - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

- Severity Level 1 - N/A
- Severity Level 2 - Unauthorized use of a school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view or send

inappropriate material, and violation of school computer use policy

- Severity Level 3 - Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization; includes but not limited to hacking

6. **Disorderly Conduct** - Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. Includes inciting, advertising or counseling of others to engage in prohibited acts. (Includes disruptive behaviors on school buses.) *Age and developmentally appropriate behavior are considered before using this code.*

- Severity Level 1 - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment, but doesn't pose a threat to the health or safety of others; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior
- Severity Level 2 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior
- Severity Level 3 - Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Severity Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year; includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise

7. Drugs, Except Alcohol and Tobacco - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Middle and high school students are allowed to carry over the counter non-prescription medications on their persons, in book bags, or in lockers only if a school medication consent form is completed and signed by a parent or guardian. This form should be on file in the office with the school nurse.

- Severity Level 1 - Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A.§ 20-2-776
- Severity Level 2 - Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A.§ 20-2-776
- Severity Level 3 - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A.§ 20-2-776

8. **Fighting** - Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Note: The key difference between fighting and battery is that fighting involves mutual participation. *Age and developmentally appropriate behavior are considered before using this code.*

- Severity Level 1 - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries;/ no injuries
- Severity Level 2 - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body

- Severity Level 3 - A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Severity Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention

9. Homicide - Killing of one human being by another

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Killing of a human being; includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

10. Kidnapping - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

11. **Larceny/ Theft** - The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery. *Age and developmentally appropriate behavior are considered before using this code.*

- Severity Level 1 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $25 and $100; includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
- Severity Level 2 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250; includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
- Severity Level 3 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding $250. Severity Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year; includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

12. Motor Vehicle Theft - Theft or attempted theft of any motor vehicle

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Theft or attempted theft of any motor vehicle; includes but not limited to cars, trucks, ATVs, golf carts, etc.

13. Robbery - The taking of, or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.

- Severity Level 1 - N/A
- Severity Level 2 - Robbery without the use of a weapon. taking something by force or threat of force
- Severity Level 3 - Robbery with the use of a weapon; weapons may include but are not limited to guns, knives, clubs, razor blades, etc.

14. Sexual Battery - Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Oral, anal, or vaginal penetration against the person's will or where the victim

did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent: includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy

15. Sexual Harassment - Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

- Severity Level 1 - Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals; includes but not limited to insensitive or sexually suggestive comments or jokes
- Severity Level 2 - Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals; includes but not limited to insensitive or sexually suggestive comments or jokes; leering
- Severity Level 3 - Physical or non-physical sexual advances; requests for sexual favors; Severity Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

16. **Sex Offenses** - Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. *Age and developmentally appropriate behavior are considered before using this code.*

- Severity Level 1 - Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3; public groping or inappropriate bodily contact
- Severity Level 2 - Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts
- Severity Level 3 - Engaging in sexual activities on school grounds or during school activities; oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts

17. Threat / Intimidation - Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack

- Severity Level 1 - N/A
- Severity Level 2 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack
- Severity Level 3 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying; includes but not limited to bomb threats or unauthorized pulling of the fire alarm.

18. Tobacco - Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events and on transportation to and from school. Per Exhibit GAN-E(1) - 100% Tobacco Free Schools - the definition of tobacco products and tobacco use are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, e-cigarettes, vaping products cigarette packages or smokeless tobacco containers, lighters, ashtrays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, use electronic nicotine delivery systems or other combustible tobacco products.

- Severity Level 1 - Unintentional possession of tobacco products
- Severity Level 2 - Intentional use of or knowledgeable possession of tobacco products
- Severity Level 3 - Distribution and/or selling of tobacco products; Severity Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year

19. Trespassing - Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.

- Severity Level 1 - N/A
- Severity Level 2 - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
- Severity Level 3 - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Severity Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year

20. Vandalism - The willful and/or malicious destruction, damage, or defacement of public or private property without consent, including the marking, defacing, or destroying the property of another student

- Severity Level 1 - N/A
- Severity Level 2 - Participating in the minor destruction, damage or defacement of school property or private property without permission
- Severity Level 3 - Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Severity Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year

21. The Georgia Department of Education does not include a state reportable Code #21.

22. Weapons - Knife - The possession, use, or intention to use any type of knife.

- Severity Level 1 - Unintentional possession of a knife or knifelike item without intent to harm or intimidate
- Severity Level 2 - Intentional possession of a knife or knife-like item without intent to harm or intimidate
- Severity Level 3 - Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate

23. Weapons - Other - The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms but does include fireworks).

- Severity Level 1 - N/A
- Severity Level 2 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm; includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
- Severity Level 3 - Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm; includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, and tasers, etc.

24. Other Incident for a State-Reported Disciplinary Action - Any other discipline incident for which a student is administered detention, in-school or out-of school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A.§ 20-2- 738)

- Severity Level 1 - Any other discipline incident for which a student is administered detention, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A.§ 20-2- 738)
- Severity Level 2 - Severity Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types; includes but is not limited to parking violations, etc.

- Severity Level 3 - N/A

25. Weapons - Handgun - Possession of a firearm that has a short stock and is designee to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm

26. Weapons - Rifle / Shotgun - The term ''rifle'' means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term ''shotgun'' means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm

27. Serious Bodily Injury - The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death

28. Other Firearms - Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1⁄4 ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1⁄2 inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

- Severity Level 1 - N/A
- Severity Level 2 - N/A
- Severity Level 3 - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives; includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1⁄4 ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1⁄2 inch in diameter; any combination or parts either

designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

29. Bullying - A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property (cyber-bullying), on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

- Severity Level 1 - First Offense of bullying as defined in O.C.G.A.§ 20-2-751.4; includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
- Severity Level 2 - Second incident of bullying as defined in O.C.G.A.§ 20-2-751.4; includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate. "Hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
- Severity Level 3 - Repeated acts, as defined in O.C.G.A.§ 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so; any display of force that puts the victim in fear of harm; any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment; includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate

30. Other - Attendance Related - Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, failure to comply with disciplinary sanctions, or failure to comply with compulsory attendance as required under O.C.G.A.§ 20-2-690.1. The State of Georgia considers a student truant if they have 6 or more unexcused absences.

- Severity Level 1 - Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions
- Severity Level 2 - N/A
- Severity Level 3 - N/A

31. Other - Dress Code Violation - Violation of school dress code that includes standards for appropriate school attire.

- Severity Level 1 - Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Severity Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other headwear worn inside school building
- Severity Level 2 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Severity Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students;

creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments

- Severity Level 3 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Severity Level 3 may be used for students that violate the school dress code policy three or more times during the same school year

32. Academic Dishonesty - Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

- Severity Level 1 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments; may include but is not limited to failure to cite sources
- Severity Level 2 - Intentional plagiarism or cheating on a minor classroom assignment or project; includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.
- Severity Level 3 - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery); includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; includes the falsification of school records; forgery; Severity Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year

33. Other - Student Incivility -Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

- Severity Level 1 - Failure to comply with instructions or the inadvertent use of inappropriate language; may include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions
- Severity Level 2 - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth/profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination
- Severity Level 3 - Blatant and repeated insubordination or intentional misrepresentation of the truth; issuing false reports on school staff; Severity Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year

34. Other - Possession of Unapproved Items - The use or possession of any unauthorized item disruptive to the school environment. Although cell phones may be allowed, please see individual student handbooks for guidelines regarding cell phone possession and use at school. Note: The use of fireworks or incendiary devices must be coded as Arson.

- Severity Level 1 - The possession of any unauthorized item; does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous; includes but is not limited to possession of toys, unauthorized use of cell phones and mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray
- Severity Level 2 - The use of any unauthorized item (i.e. toys, cell phones and mobile devices, or gadgets); does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous; includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc.; includes the use of pepper spray without injury
- Severity Level 3 - The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; includes the possession of matches, lighters, incendiary devices or fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury; The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Severity Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items

35. Gang-Related - Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

- Severity Level 1 - N/A
- Severity Level 2 - Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang; possessing or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang related activity
- Severity Level 3 - The solicitation of others for gang membership; the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang; the requirement or payment for protection or insurance through a gang; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; Severity Level 3 should be used for students who display a pattern of violating the school policy related to gang activity

36. Repeated Offenses - Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

- Severity Level 1 - Collection of minor incidents
- Severity Level 2 - Collection of moderate incidents
- Severity Level 3 - Collection of severe incidents

42. Electronic Smoking Device - Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen, nicotine delivery system or any cartridge or other component of the device or related product.

- Severity Level 1 - Unintentional possession of an electronic smoking device
- Severity Level 2 - Use or knowledgeable possession of an electronic smoking device
- Severity Level 3 - Distribution and/or selling of electronic smoking devices; Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year

44. Violence Against a Teacher - Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

- Severity Level 1 - N/A
- Severity Level 2 - N/A

  Severity Level 3 - Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Code of Conduct Acknowledgement Form

The Greene County School System Code of Conduct establishes a safe, comfortable atmosphere, which assures that each student can learn and grow as an individual in a safe environment.

Included in the Code of Conduct are the general requirements of the school as well as penalties and consequences of the compulsory attendance law as established by the state of Georgia

It is important for each student to understand and learn to deal with the consequences of inappropriate choices as well as rewards for appropriate behavior(s). No student may interfere with the educational process and impede the work of teachers and/or other students.

I have read, understand, and agree to abide by the Greene County School System Code of Conduct as detailed in the Greene County Elementary School Student Handbook.

STUDENT SIGNATURE:_____DATE:_____

PARENT/GUARDIAN SIGNATURE:_____

DATE:_____

School-Parent Compact

Greene County Elementary School

2025 - 2026

Dear Parent(s)/Guardian(s),

Greene County Elementary School, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved academic student achievement, as well as school and parents building and developing a partnership that fosters student achievement and well-being.

Jointly Developed

The parents, students, and staff at Greene County Elementary School agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership which supports students' achievement, as outlined by Georgia's state standards.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

Greene County School District's GOALS:

The percentage of students scoring at Developing Learner or above on the Georgia Milestones Assessment System English Language Arts End of Grade will increase by five percentage points, per Greene County School System's district goals.

Greene County Elementary School's GOALS:

Greene County Elementary School will increase the percentage of students in third grade scoring at the proficient and distinguished learner levels in ELA and Math on the Georgia Milestones. To help your child meet the district and school goals, the school, you, and your child will work together to:

SCHOOL/TEACHER RESPONSIBILITIES:

Greene County Elementary School will:

- Demonstrate professional behavior and a positive attitude
- Come to school ready to teach
- Believe in each students' ability
- Provide families with knowledge of students' assignments and assessments
- Demonstrate effective classroom management
- Keep an open line of communication with the parent/guardian

PARENT RESPONSIBILITIES:

We, as parents, will:

- Play an active role in monitoring, reinforcing, guiding, and facilitating our child's out-of-school learning
- Develop a structured learning area and time for our child's learning
- Have knowledge of the child's current school work and school activities
- Have standards and expectations for the child's school work
- See that our child is punctual and attends school regularly
- Support the school in developing positive school behaviors

STUDENT RESPONSIBILITIES:

Students will:

- Attend school regularly and on time
- Show respect for others
- Obey and follow the rules
- Do your best in your school work
- Work cooperatively with classmates, teachers, and other school staff
- Complete classroom and homework assignments
- Ask questions if you do not understand

COMMUNICATION ABOUT STUDENT LEARNING:

Greene County Elementary School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Class newsletters to parents
- Parent Portal
- Classroom Dojo
- Parent-Teacher conferences
- Student Agendas
- Emails to parents on student's progress
- Text messaging
- Call outs
- School Website and GCES Facebook page

ACTIVITIES TO BUILD PARTNERSHIPS:

Greene County Elementary School offers ongoing events and programs to build partnerships with families.

- Parent-Teacher Conferences
- Title I Meetings
- PTO Meetings
- Curriculum Nights

- Parent Resource Center
- Volunteering
- Family Fitness Nights
- Georgia Farm Bureau activities
- Novelis

Signature Page for Parent/Student/School Compact

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent partnership.

School Representative Signature:_____ **Date:** _____

Parent/Guardian Signature:_____ **Date:** _____

Student Signature:_____ **Date:** _____

Title II-A PARENTAL NOTIFICATION REQUIREMENTS

Right to Know Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Every Students Succeeds Act, Greene 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:

Whether the student's teacher -

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

If you wish to request information concerning the qualifications of your child's teacher(s) and/or paraprofessional(s), please contact:

Dr. Russell Brock
Executive Director of Human Resources
101 East Third Street
Greensboro, Georgia 30642

GCSS RESPONSIBLE TECHNOLOGY USE STUDENT AGREEMENT

The GCSS Responsible Technology Use Student Agreement is adopted pursuant to 47 U.S.C. 254(l).

I. Introduction

All students and their parent and/or guardian shall sign a GCSS Responsible Technology Use Student Agreement saying they have read and understand the administrative procedures set forth for using the Greene County School System (GCSS) telecommunication infrastructure and the resources provided via said infrastructure.

Consistent with GCSS's Board of Education Electronic Communications Policy (IFBGA) and consistent with the educational mission and goals of GCSS, all students and employees are provided access to its telecommunication infrastructure for educational purposes. The Greene County School System believes the use of telecommunications in instructional programs is an educational tool that facilitates communication, access to information, resource sharing, and innovation.

Due to the complexity of accessible networks and the magnitude of potential information available via the Internet, students and employees using telecommunications will comply with the GCSS Board of Education Electronic Communications Policy (IFBGA) and system administrative procedures with regards to technology use including Bring Your Own Tools (BYOT). Bring Your Own Tools means that users bring their own personal electronic devices to school for educational purposes.

For the purpose of BYOT, the Greene County School System defines technology as meaning any privately owned wireless and/or portable hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, personal digital assistants (PDAs), hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture and/or recording, sound recording, information transmitting/receiving/storing.

Because of the changing nature of technology and due to changes recommended or required by federal law, the Board of Education reserves the right to amend the GCSS Board of Education Electronic Communications Policy (IFBGA) and/or its procedures. GCSS administration reserves the right to make further restrictions based on specific needs.

The Board of Education makes no assurances of any kind, expressed or implied, regarding any telecommunication services provided. Neither the school system nor individual schools in the system will be responsible for any damages the student/user suffers. Use of any information obtained via the system's telecommunication infrastructure is at the user's own risk. The school system specifically denies any responsibility for the accuracy or quality of information or software obtained through its electronic services. The Board of Education can assure parents that employees will be trained and reasonable precautions-- including content filtering and monitoring-- will be taken to keep GCSS users safe from illegal and/or offensive material in compliance with FCC guidelines.

II. Staff Training and Monitoring

Greene County School System employees will become familiar with the GCSS Board of Education Electronic

Communications Policy (IFBGA) and its applicable procedures as well as the GCSS Responsible Technology Use Student Agreement. Employees will be trained in the use of appropriate telecommunications and informed of "no right to privacy." The Technology Director and/or designee will lead this instruction. The instruction will include training and any needed clarification on policy and applicable procedures established and/or amended during the school year. No employee shall have access to the Internet within a classroom or other school setting unless the employee has completed appropriate training and signed the GCSS Responsible Technology Use Employee Agreement. When, in the course of their duties, any employee becomes aware of violation of the GCSS Responsible Technology Use Student Agreement, they must correct the student and address the matter in accordance with this procedure and the procedures outlined in the school's Code of Conduct which is consistent with the GCSS Board of Education's general disciplinary policies and procedures.

The Board of Education, through its administrative staff, reserves the right to monitor and filter all computers, electronic mail, voice mail, Internet, and all other forms of electronic activity and/or use by students and employees. The Internet network structure makes it extremely difficult for the Board of Education and/or schools to regulate completely and filter the information received or sent by users. As such, the Board of Education and/or schools cannot assure that students will not access undesirable materials or send or receive objectionable communications.

In doing the most controlled monitoring possible, school administrative personnel will enforce administrative procedures. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges and disciplinary and/or appropriate legal action for both students and employees. A copy of the procedures shall be distributed to each school system employee. The Superintendent will instruct the administration at each school to provide a student copy in the form the school deems appropriate (student handbook, parent and student information sheet, etc.). The school library at each school and the central office shall house a copy for public examination. In addition, copies of this GCSS Responsible Technology Use Student Agreement will be found on the school web pages (http.//www.greene.k12.ga.us), and a hard copy will be housed at the Technology Department along with a copy of the Children's Internet Protection Act.

It shall be the policy of the Greene County Board of Education that the school system shall have in continuous operation, with respect to any electronic devices providing access to global communication, the following:

A. A qualifying "technology protections measure," as that term is defined in Section 1703 of the
B. Children's Internet Protection Act of 2012; and
C. Procedures or guidelines developed by the Superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are:
    a. obscene, as that term defined in section 1460 of title 18, United States Code;
    b. child pornography, as that term defined in section 2256 of title 18, United States Code; or
    c. harmful to minors, as those terms are defined in Section 1703 of the Children's Internet Protection Act of 2012. Such procedures or guidelines shall be designed to:
        i. Provide for monitoring the online activities of users to prevent, to the extent practical, access to inappropriate matter on the Internet or the World Wide Web; ii. Promote the safety and security of users when using electronic mail, chat rooms, or any other form of electronic communications;

iii. Prevent unauthorized access, including so-called "hacking," and other unauthorized online activities;

iv. Prevent the unauthorized disclosure, use or dissemination of personal identification information;

v. Restrict access to materials "harmful to minors" as that term is defined in Section 1703 of the Children's Internet Protection Act of 2012 which states *The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that*

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors

III. Network Security

The user is responsible for all of his/her actions and activities involving the Internet and the system's telecommunications infrastructure. Network security is a high priority. If either an employee or a student identifies or perceives a security problem or a breach of these responsibilities on the Internet, network, or telecommunications infrastructure the user must immediately notify the GCSS security contact (SRO). THE USER MUST NOT DEMONSTRATE THE PROBLEM TO OTHER USER(s). Any student or employee identified as a security risk will be denied access to the system wide network during which time an investigation will be conducted.

Examples of prohibited conduct include but are not limited to the following: A.

Accessing, sending, or posting materials or communications that are:

a. Damaging to another person's reputation, the school's reputation (e.g., photos, videos, blogs messages), the community's reputation, or intended to cause emotional abuse in visual or verbal format.
b. Abusive, obscene, sexually oriented, pornographic, intended to cause intimidation, threatening or violent.
c. Harassing or contrary to the GCSS Board of Education's policy on harassment, cyber bullying, and illegal or controlled substance.

B. Using the telecommunication infrastructure or any other electronic devices for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of Federal or State regulations.

C. Copying or downloading any material, other than appropriate resources, to a server or workstation connected to the school network **without** proper permission for approved/assigned classroom projects.

D. Utilizing any software for the purpose of monitoring the network, performing remote administration, registry management, or any other activity that might cause damage to the school's network system or any other system. This includes but is not limited to electronic

devices that may contain viruses.

E. Attempting to read, delete, move, copy, or modify any file on the network system or deliberately interfering with the ability of other system users on the network.

F. Wastefully using resources, (time-on- line, paper for printing, ink, or instructional time, etc.).

G. Gaining access to unauthorized resources or materials or invading the privacy of individuals.

H. Using the network to send, receive, or view messages and/or images that are inconsistent with the GCSS educational goals, objectives, and conduct guidelines.

I. Using the network(s) in a manner inconsistent with directions from teachers and/or other school staff.

J. Using the network while access privileges are suspended or revoked.

IV. Password Security

Passwords shall be kept confidential. Students or employees who reveal passwords to students or other employees will be responsible for compensating the GCSS for any losses, costs or damages incurred by the school system relating to or arising from any violation of this policy or applicable procedures. Additionally, the following actions and any other inappropriate or illegal actions are strictly prohibited and violations will result in accordance with the GCSS Code of Conduct.

Those actions include but are not limited to:

A. Creating materials and signing another person's name without consent or forging electronic mail messages.

B. Attempting to log onto the network using another person's password or falsely posing as a school network administrator, another student or employee.

V. Network Etiquette

All users of Greene County School System's telecommunication infrastructure must behave in an ethical and legal manner, mindful that their action reflects upon the system as a whole. All users are expected to abide by the generally accepted rules of network etiquette.

These include but are not limited to the following:

A. The user must be polite and use appropriate language. Use of abusive language, swearing, vulgarity or bullying will not be tolerated and will result in disciplinary action.

B. GCSS users may not reveal, publish, or post personal addresses or telephone numbers on the Internet. Responsible use allows revealing this information on a college application, a resume, or any other appropriate document.

C. The user must recognize that Internet use, e-mail, online chatting, and voice mail accounts are not private. Greene County Board of Education provides no expectation of privacy in regards to computer or other technology use.

D. The user must consider all communications and information accessible via the data and telephone network to be the Greene County Board of Education's private property with **no expectations** of privacy.

Note: Technicians, network administrators and certain identified GCSS administrators who operate the system at the school or system network level have access to web, e-mail, and telephone monitoring,

software, computer history, voice mail and e-mail accounts. Messages relating to illegal activities will be reported to the appropriate authorities and may result in legal action.

TERMS AND CONDITIONS

Access to the GCSS Internet and networks is provided for educational purposes. To that end, the following is identified:

VI. Privileges

The use of the Greene County School System telecommunications infrastructure is a privilege, not a right. Inappropriate use of the Greene County School System telecommunication infrastructure may result in cancellation of privileges. The Superintendent and/or designee will make all decisions regarding user violation of this policy. Computer network use is also governed by federal and state laws which specify punitive legal actions that can be taken as well as terms of imprisonment and/or financial fines.

The principal and/or designee of each school will maintain accurate records that include the following:

a. A signed copy of the GCSS Responsible Technology Use Student Agreement,
b. A signed copy of the GCSS Responsible Technology Use Employee Agreement,
c. A signed copy of the GCSS Responsible BYOT Use Student Agreement, and
d. A signed copy of the GCSS Responsible BYOT Use Employee Agreement.

VII. Vandalism and Compensation

Vandalism is defined as "any malicious attempt to harm or destroy the system's network hardware, data or software," e. g., intentional uploading, downloading, or creation of computer viruses, or any other harmful activity. Vandalism is also defined as utilizing any software for the purpose of monitoring the network, performing remote administration, registry management, or any other activity that might cause damage. Vandalism may result in cancellation of privileges and other disciplinary and/or legal action

Each user of the GCSS electronic infrastructure is responsible for compensating the school system for any loss, cost, or damage incurred by the school system relating to or arising from any violation of this policy or applicable procedures formulated that guide this agreement.

VIII. Access, Suspension/Termination, and Reentry

Upon completion of the appropriate GCSS forms and required training, all GCSS students and employees may obtain access to the GCSS telecommunications infrastructure.

Upon either suspension or termination of employment from the GCSS, employee access to the system's telecommunication infrastructure is discontinued.

Upon graduation, withdrawal, expulsion or termination from the GCSS, student access to the system's telecommunication infrastructure is discontinued.

Upon reentry to the GCSS as either an employee or a student, all procedural forms must be revalidated before access to the system's telecommunication system is granted.

IX. Bring Your Own Tools Responsible Use

GCSS students and parents/guardians who participate in the GCSS BYOT must adhere not only to the GCSS Responsible Technology Use Student Agreement but must also adhere to classroom standards set by classroom teachers and/or administration. These procedures will include but will not be limited to the following: technology permitted, permitted times and uses, restricted times and uses, and other considerations. Teachers permitting BYOT will include an administrative approved procedure guideline with the class syllabus. Acknowledgment of guidelines requires parental/guardian and student signature. Violation of the BYOT contract will result in appropriate disciplinary action as outlined in the GCSS Board of Education Electronic Communications Policy (IFBGA).

X. Updating User Identification Information

When making application for using the Greene County System telecommunication infrastructure, all applicants are required to provide current contact information. Occasionally, Greene County School System may require new or updated information from users of the system's telecommunications infrastructure. Users must provide all such information as requested.

Note: Students who choose BYOT will sign terms and conditions for classroom use of those tools

XI. Responsible Technology Use Student Agreement—Copy will be kept on file in the school library by the school librarian.

GCSS RESPONSIBLE TECHNOLOGY USE STUDENT AGREEMENT SIGNATURE PAGE

I have read the terms and conditions regarding the legal and ethical use of technology resources, e-mail, and the Internet for GCSS. My child has permission to access the Internet at school. I understand that if my child violates the terms and conditions set forth in the GCSS Responsible Technology Use Student Agreement, such action may result in cancellation of privileges and/or incur other disciplinary actions.

STUDENT SIGNATURE:_____DATE:_____

PARENT/GUARDIAN SIGNATURE:_____

DATE: _____

GREENE COUNTY SCHOOL SYSTEM PHOTO RELEASE FORM

I hereby consent to the photographing, videotaping or interviewing of my child while at school or while participating in school functions. I consent to the use of my child's photograph or likeness in printed publications (e.g., newspapers, magazines, yearbooks, programs and bulletin boards); public displays (e.g., posters, display boards, exhibits and banners); websites (e.g., local school, district, state, and/or other academic or promotional sites); and any other student or employee intellectual property that promotes the positive image(s) of any Greene County School System student, employee or school group.

As the child's parent or legal guardian, I agree to release and hold harmless Greene County Elementary School and the Greene County School System. I also agree that no monies or other consideration will become due to me or my child because of my child's participation in these activities.

Student's name:_____

Parent/Guardian Signature: _____ Date: _____

OR **(SIGN ONLY ONE)**

If you do not consent to having your child photographed, videotaped or interviewed while at school or while participating in school functions, please fill out your child's name and sign below.

Student's name:_____

Parent/Guardian Signature: _____ Date: _____

Greene County School System (GCSS) Homeless Education Program (HEP)

STUDENT RESIDENCY STATEMENT

School: Greene County Elementary School Date: _____

Child's Name (PLEASE PRINT)_____Birth date:_____Grade_____

Siblings (PLEASE PRINT):

Name:_____Birth date: _____
School Name:_____Grade:_____
Name:_____Birth date: _____
School Name:_____Grade:_____
Name:_____Birth date:_____School Name:_____Grade:

Information provided on this form is confidential.

1. Do you live in any of these following situations?

__sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.) in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations

___in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing through MUST, Center for Family Resources or other shelter or agency

___have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans

___in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

___None of the above

2. How long do you anticipate living at this location? _____

Address:_____Phone: _____

Parent or Guardian's Signature:_____Date:_____

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact your local school or Jennifer Newkirk, GCSS Homeless Education Liaison, at 706-817-2098 with any questions or concerns.

SCHOOL USE: Send the completed form through county mail to Jennifer Newkirk, Homeless Education Liaison, at the GCSS Board of Education office.



SOCIAL EMOTIONAL CURRICULUM

One item in the Greene County Strategic plan is to implement a social emotional curriculum for all of Greene County students. Social Emotional Learning (SEL) is necessary for students to be able to effectively navigate today's world and develop those skills that are embedded in every SEL program model.

Data from the Collaborative for Academic, Social, and Emotional Learning (CASEL), cites Durlak, Weissberg et. al's meta-analysis of 213 studies of SEL in schools. Findings include:

- **Better academic performance**
- **Improved attitudes and behaviors**
- **Fewer negative behaviors**
- **Reduced emotional distress**

The Greene County Elementary School will use "The Voyage: Adventures in Character" Curriculum to educate the whole child and focus on character development, values, and life principles. Character education is the foundation for effective leadership, soft skills, and social-emotional development that enables students to better perform academically and prepare them for middle school and beyond. The Voyage creates a common language school-wide that inspires students to positively influence their classrooms, homes, and communities. This research-based curriculum will provide elements of the Social Emotional Learning required by the state.

Procedural Use of the Agenda and Handbook

This agenda is a multi-purpose document that will provide you a communication tool with your child's teachers, school procedures, code of conduct, and general information regarding our school. The calendar section provides a tool for you to check student progress and communicate with the teachers on a daily basis. This handbook supports the policies and procedures of our school to ensure compliance with:

1. **Southern Association of Colleges and Schools (AdvancEd)**
2. **Georgia and Greene County school boards' policies and procedures**
3. **Providing a safe environment for students and staff**
4. **Providing a challenging curriculum for all students**
5. **A consistent disciplined atmosphere for allstudents**

We welcome the opportunity to clarify any procedure noted in our agenda. Please telephone or schedule a conference with our administrative team at GCES if you have questions or concern.

ARRIVAL & DISMISSAL

The school will provide supervision for students beginning at 7:15a.m. each school day and 30 minutes following first dismissal. Car riders must load and unload at the designated area for parent pickup. Students riding buses will board buses parked in the bus lanes around the front loop of the school. All students who ride in cars are to be picked up in the area specifically designated for parent pick-up no later than 3:15p.m.

CELL PHONES & PERSONAL ITEMS of VALUE

Students are allowed to carry cell phones; however, they must remain **powered off throughout the school day**. If a phone rings or is seen during the school day administrators will confiscate the phone. A parent/guardian must pick up the phone from the front office and sign a copy of the regulation. ***Students should not bring personal items of value to school (electronic games, fine jewelry, music players, lots of money, etc.). The school is NOT responsible for any lost, damaged, or stolen personal items.**

CHEATING POLICY

Cheating includes giving or receiving information from another source or person during a quiz, test, exam, homework, independent class activity, or any other activity where the student is expected to produce his/her own work. Giving or receiving information can include, but is not limited to, directly copying information from another source (plagiarism), talking, signaling, or any other form of communication.

EARLY CHECKOUT

Please avoid early checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instructional delivery. We respectfully request that early checkouts be reserved for emergencies or medical/dental appointments that cannot be scheduled after school hours. Whenever a student is called from the classroom for early pick-up, instruction is interrupted for all students. Some studies indicate that it takes seven minutes for students to regain their instructional focus after such a disruption. Further, early checkouts, as well as calls related to changes in transportation, can create an unmanageable situation for office staff.

Please help us provide your child every advantage for success in school by supporting our efforts. Please note that due to a disruption in the dismissal process, **NO check outs** will be allowed after **2:00 p.m.** In the event you must check your child out, plan to arrive before this time. Early checkouts will be tracked throughout the school year. The following procedures are among those used to reduce early checkouts: telephone calls; first- class letters; referral to the Attendance Committee.

Please Note: Students are not allowed to leave the school campus prior to dismissal without the permission of parent, guardian, or other person (as defined by O.C.G.A. 20-2-690-1). On the rare occasion when it is absolutely necessary that a student leave before dismissal, the parent, guardian, or other person (as defined by O.C.G.A.20-2-690.1) must come to the front office to complete the sign-out process. The transportation form that the parent or guardian completes during the registration process will be used to verify those adults who have been authorized to check out an individual student. Please be prepared to provide personal identification if requested. Check out will be denied to those individuals not listed. Office personnel will notify the student of the dismissal via the intercom.

END OF THE YEAR AWARDS

Greene County Elementary School will host an awards program at the end of the year. Date and time TBD.

- Principal's List Honor Roll (All A Honor Roll for the year)
- A/B Honor Roll (All grades 80 or higher)
- Perfect Attendance (No absences and three or fewer tardies)
- Tiger Citizenship – Awarded to students who show a positive attitude toward classmates, school, and community; display an understanding and appreciation of responsibility; possess strength and courage to do what is right.
- Striving for Excellence Award/Most Improved - This is awarded to students that have exhibited remarkable academic growth during the school year.

FIELD TRIPS

Field trips may be taken by classes and groups of the Greene County School System as an extension of regular educational experiences. Students participating in field trips must present written permission to school officials from parents for such participation and must observe the same rules of conduct as prescribed for regular classroom activities. It shall be the responsibility of teachers and other school personnel to properly supervise and plan field trips in order that they shall accomplish some worthwhile educational objectives. If a child misses the trip due to misbehavior, a refund will not be given. The Greene County Board of Education shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip. During a pandemic, field

trips may be called off for safety reasons.

FLOWERS, GIFT DELIVERY, and BIRTHDAYS

There are two official parties during the year at each grade level. One is scheduled for the last day before Winter Holidays in December and one on the last day of school. In conjunction with local police and GEMA, one parent per child is allowed to attend the inside parties. No birthday parties, as such, are allowed. However, a small birthday treat may be sent to be served during lunch. Please refrain from meal type snacks such as pizza. If you choose to send a drink, please only send non-flavored bottled water. Please work with your child's teacher in advance if you plan to send a snack in recognition of your child's birthday.

Please Note: Unless you include all students within your child's classroom, party invitations may not be passed out at school. Also, no balloons or flowers are allowed on the bus. Please be aware of the system decision in regards to Valentine's Day. ***Valentine's Day deliveries will not be accepted for students at the school.***

GRADING SYSTEM

In an effort to assure uniformity in the assignment of grades, the following guidelines are provided:

Kindergarten

The big ideas and learning progressions we use for documenting and reporting student progress come from GaDOE. They were created by the Georgia Department of Education (GaDOE) and provided to school districts as part of the kindergarten formative assessment, GKIDS 2.0. Each school system has the autonomy to use GKIDS 2.0 formative assessment tools as best fit their needs. Using the learning progressions from GKIDS 2.0 for the report card allows our teachers and parents to understand expectations of knowledge and skills a student needs to be prepared for first grade.

Student progress in Kindergarten shall be recorded as follows:

Beginning
Emerging
Developing
Demonstrating
Exceeding

X: Not assessed at this time.

Work Habits shall be recorded as follows:

E (Exemplary)
S (Satisfactory)
N (Needs Improvement)
X (Not Assessed)

1st Grade

1st grade Academic Performance Indicators

The purpose of the report card is to communicate to students, parents, and staff the progress each student is making toward accomplishing performance-based standards. The indicators are defined and will be recorded as follows:

Below Standard (1): The student requires more support, frequent re-teaching, and additional practice to understand the content.

Approaching Standard (2): The student is applying learned skills but needs some teacher support to meet grade-level expectations fully.

Meets Standard (3): The student is performing at grade level, producing quality work with little to no teacher support, and fulfilling grade-level expectations.

Exceeds Standard (4): The student works above grade-level, consistently producing outstanding, independent work.

X: Not assessed at this time.

Work Habits shall be recorded as follows:
E(Exemplary)
S(Satisfactory)
N(Needs Improvement)
X(Not Assessed)

Grades 2-3

Numeric grades will be used on report cards for English Language Arts/reading courses and math courses. Letter grades of E, M, N, F, or INC will be used in social studies and science courses.

Letter grades of P and F will be used in grades K-4 specials courses (e.g.: music, physical education, art, etc.).

GUM, CANDY, SNACKS

Chewing gum and candy create maintenance problems and are potentially disruptive. Therefore, gum and candy are **NOT** allowed in the classroom at any time during the school day including lunch. No glass containers of any sort are allowed. Water bottles or other such containers may not be used during the school day except at lunch. The school simply cannot monitor what is in bottles brought in by students.

HOMEWORK

Homework supplements class work, provides practice, and develops study habits, independence, and responsibility. The amount and type of homework varies by grade level, teacher, and individual needs. Homework may consist of such activities as reading with a parent or silently, collecting materials for classroom projects, completing work begun in the classroom, completing additional practice on skills learned in the classroom, or using digital resources to practice skills/complete assignments. Please talk with your child's teacher about his/her policy on homework. Children should do their own homework with parents serving as a resource. Time should be set aside each day for children to complete their homework and to read for enjoyment. Parents can help by designating a place to do homework, encouraging their child to read, supplying library books that are of interest and on the appropriate level, praising children's efforts and desire to read, and reading themselves.

LOST AND FOUND

Please **label your children's clothes**, school supplies, etc. A rack located in the cafeteria serves as the lost and found. When this fills to overflowing, the items are donated to charitable organizations. Donations will also be made at the end of the first semester and at the end of the school year. Please plan accordingly to check for lost clothing.

MAKE-UP WORK

A student with excused absences is allowed two days from the day of his/her return to make arrangements with the classroom teacher to make up the work missed. The teacher and student will decide upon a reasonable time for completing and handing in make-up work. It is the student's responsibility to request make-up work and to return it as arranged. If you are absent for three or more days, a parent should call the office and request your assignments. **Please allow 24 hours for teachers to get assignments ready.** These assignments can be picked up in the front office. Make-up work for a one-day absence must be turned in within five days of returning to school.

MEDICINE

All medications that are to be administered at school must be accompanied by the "Medication Authorization Form." All medications, both prescription and nonprescription, must be brought into the school and signed in through the clinic by the parent/guardian or by a responsible adult designated by the parent/guardian. Students are not allowed to transport medications to and from school. There are exceptions—inhalers for asthma, Epi Pens, medications for diabetes, etc. Students who self-administer (carry on their own person) medications must have the medical authorization form completed by their physician and parent. No medications sent in a plastic bag will be given. Administration of prescription and non-prescription medications, even for a short period, of time is discouraged. Parents/guardians should check with the student's physician regarding the need for medication to be administered during school hours. Medications prescribed three times daily often can be administered before school, after school, and at bedtime.

MONDAY FOLDERS

Our "Monday Folders" come home with your child each week on Mondays. This folder will contain newsletters and information from the school and district, as well as any flyers that have been approved by the district. We try to reduce the amount of paper we produce by sending these types of communication home one per family. The Monday Folder will also contain notes from your child's teacher and graded work. Please make a habit of reading the items in your Monday Folder each Monday night and returning it the following day.

REPORT CARDS

Report Cards are published at the end of each nine week grading period. Progress reports are published at the end of each 4 ½ grading period. Report cards are now online, so please make sure that you are signed up for parent portal to view your child's grades on a daily basis.

SCHOOL LIBRARY

The Greene County Elementary School library operates on a flexible schedule. It is open each day from 8:00 am until 3:30 p.m. Students are welcome to visit the library to check out books, read for pleasure, conduct research, and work on projects. Teachers are encouraged to plan with the school librarian to co-teach lessons supporting the Georgia Standards of Excellence.

Students at Greene County Elementary are encouraged to use the Accelerated Reader program and the Chromebooks available. The Greene County Elementary School librarian is available to support all students and staff members as they develop life-long reading and information literacy skills. Parents are welcome to visit the school library.

SELLING ITEMS AT SCHOOL

Students are not allowed to sell items on school property or at school-sponsored events unless in conjunction with an approved school fundraiser.

SEVERE WEATHER PROCEDURES

In the event of tornadoes and other severe weather alerts, a signal will be given for students to leave the classroom and proceed to their designated area immediately. If severe weather conditions occur in the area, schools may be closed in Greene County. Students and parents are asked to listen to early morning broadcasts from area radio or television stations for announcements about school closings.

An automated phone call from the school district will also be made to notify parents and students about school closings. There may be times when schools have to close early due to threatening weather conditions. Again, repeated news broadcasts and automated phone calls and text messages are used to notify parents and the community about such emergencies. If such conditions exist, bus transportation services will run early or parents may pick their child up from school. If a child's bus leaves before we receive any word from a parent, the child will be sent home on his/her regular bus.

When schools are closed for the day or when they close early, all after-school and extracurricular activities are automatically cancelled for that date. Schools are typically constructed to be one of the safest buildings in a community. **In the case of a Tornado WARNING students cannot safely be released from the building to go outside into a car and should remain sheltered until the danger has passed.**

TARDIES/TRUANCY

Students will be considered tardy if not in homeroom by 8:00 a.m. When tardy, students must report to the office to sign in. Students with excessive unexcused tardies will be subject to further disciplinary action. After five tardies, an after-school detention will be assigned. After seven tardies the student will receive a disciplinary referral possibly resulting in ISS. Subsequent tardy issues will be handled accordingly by administration. Penalties can include multiple days of ISS or OSS.

TECHNOLOGY

Students today are fortunate to have access to an abundance of current technology. Each classroom is equipped with at least one computer connected to the school wide network. Internet access is functional on all machines. (See also Internet Acceptable Use and Guidelines for Use.) We strongly encourage you to purchase head-sets/earphones for your child for sanitary reasons.

TEXTBOOKS

All textbooks and lab equipment such as computers, microscopes, etc. are loaned to the students by the Greene County Board of Education at no cost to the student. All textbooks are issued by number and the condition is noted when issued. Loss, unusual wear, damage, or destruction of school property will result in the student being charged a replacement fee. It is strongly recommended that book covers be used to minimize wear on books. Fines for damages can be expensive as some current textbooks cost more than $40. Having a textbook stolen does not release the student from responsibility for the book. Students are strongly encouraged to keep up with books and use their locker appropriately.

TRANSPORTATION REQUESTS

Your child's well-being and safety are our first and foremost priority at all times. Therefore, we encourage you to keep your child's after school routine as consistent as possible. However, we realize that there will be times when you will need to alter your normal routine. For these occasions:

Please write a note detailing all information regarding the transportation change and include your signature. Please include the child's first and last name, teacher's name, and change of plans (bus number, street name and address, or car rider). Please ensure you or your child turn this note into the main office upon arriving to school. **All changes must be made by 1:30 and you must notify the office.** Teachers are involved in monitoring students and do not always have time to check DoJo or their email.

TRANSPORTATION SAFETY REGULATIONS

If you have questions or concerns regarding transportation, please call 706-486-4117.

- Be at the bus stop five minutes before pick up time.
- Wait quietly on the side of the roadway where you live or at a designated stop.
- Stand back from the moving traffic.
- Cross only in front of the bus. Never get close enough to touch any part of bus.
- Wait for hand signal from the bus manager before crossing the roadway.
- Look in both directions for traffic. Left, right, left again.
- Look at the bus manager. If the bus manager can be seen, the bus manager can see you.
- Signal the bus manager with a waving motion if you drop something. Wait for the bus manager to

give you a signal before picking up what you have dropped.

- Use the handrail as you go up or down the steps.
- Sit the safe way – back against the back of the seat, bottom against the bottom of the seat.
- Stay seated until time to get off the bus. The open bus door is your signal to get up from your seat.
- Be totally silent at railroad crossings.
- To ride a different bus or get off the bus at a different stop, you must give the bus manager a signed permission note before leaving the school grounds. The note must be signed by a parent or guardian and a school official.
- Safety procedures require that the bus manager be in charge at all times.
- Students are not allowed to extend their heads or arms outside the bus and are expected to stay seated unless boarding or exiting the bus.
- Gum, food, and drinks are not allowed on any bus.
- Each manager has the right to designate a special seat on the bus for any or all students.
- Students should wait for the bus quietly on the side of the road. They should move toward the bus only after it has completely stopped. A bus manager is not expected to wait on a student who is not ready.
- Students are not allowed to get on or off the bus at any place other than the student's regular stop or at their designated school without written permission. Requests for special permission must be presented to the homeroom teacher during homeroom. Requests will be reviewed and initialed. Students may retrieve them from the attendance office during lunch.

VISITORS

We welcome your presence in our school, however, we follow the CDC regulations for visitors in the building. For the safety of our students, all visitors sign in and out through the front office upon entry and exit as per state law. Persons entering a school building between the hours of 7:30 a.m. and 3:30 p.m. who are not students or employees of the school must check in at the office and provide a reason for his/her presence in the building. Failure to check in and obtain a visitor's pass may result in a misdemeanor of a high and aggravated nature and charges being filed.

STUDENT RECORDS AND CONFIDENTIALITY

Each student enrolled at Greene County Elementary has a permanent record. This confidential folder contains information to maintain your child's school experiences and achievements. The records contain a student's social security number, grades, test scores, immunization and health history. These records are confidential and are available to our teachers working with your child.

Report cards are issued each nine weeks. Additionally, interim progress reports, grade level checklists, system letters and individual teacher reports will be sent throughout the school year. Please review the reports carefully and contact the school if you have any questions.

TRANSFER AND WITHDRAWALS

Students transferring into Greene County Schools who have become residents of Greene County must furnish evidence of their attendance and a transcript of their school record from the school from which they are transferring. Without such records, the principal of the school to which the student is transferring may suspend admission until such documents are received except in the case of "homeless students" [see policy JBC(1)].

If the principal elects to make tentative placement and allow admission, he/she is invested with the authority to do so. However, no admission is final until the proper transcripts and records are received. Placement shall be the responsibility of the principal based on interpretation of student records and data ascertained from locally adopted assessments will be used to assist for placement purposes. However, no placed student will be able to graduate from Greene County High School without receipt of proper transcripts and earning the required credits by the Greene County

High School.

If a student has withdrawn, been suspended or expelled from a public or private school because of low grades, misconduct or for any other reason, the principal shall obtain the records from the last school attended, review them and make a recommendation to the Superintendent for the student's placement.

In order to provide for proper grade placement and diagnosis of student need, all students not having pre-test data in a cumulative record shall be given the locally adopted assessment.

The Board maintains the authority to transfer students from one school to another within the school system just as the Board has the authority to make initial school assignments. Permission to move students within the school system must be obtained from the Superintendent.

An unemancipated minor who is older than the age of mandatory attendance who wishes to withdraw must have the written permission of a parent or guardian. Prior to accepting the withdrawal, the principal or the principal's designee will make reasonable efforts to conduct a conference with the parent and the student. During the conference, the principal or the designee should share with the student and parent/guardian the educational opportunities available, including the option of a G. E. D. diploma. Additionally, the principal or the designee must explain the consequences of a student's failure to obtain a high school diploma, including lower lifetime earnings, fewer jobs for which he or she will be qualified, and the inability to pursue higher educational opportunities. Forms will be provided to all principals of grades six through twelve for parental signature. Such form shall include a statement of the information set forth in this paragraph.

GREENE COUNTY SCHOOL SYSTEM

Dr. Chris Houston
Superintendent of Schools

Board of Education Members:

Dr. Otho Tucker- Board Chair

Steve Kilgore- District 1

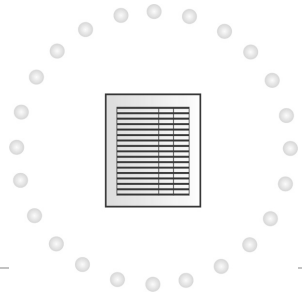
Joe Bashore- District 2

Regina Gainer- District 3

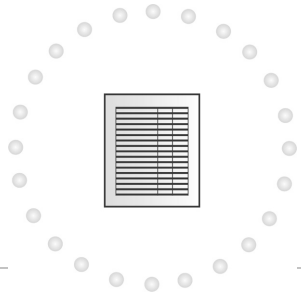
Maggie Combs- District 4

101 East Third Street, Greensboro, Georgia 30642
www.greene.k12.ga.us

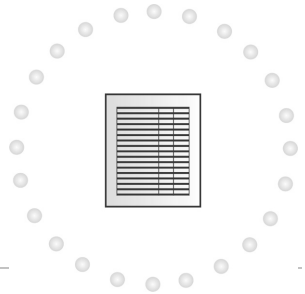
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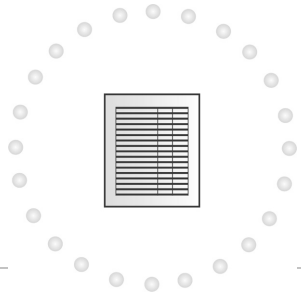
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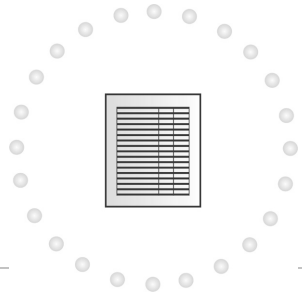
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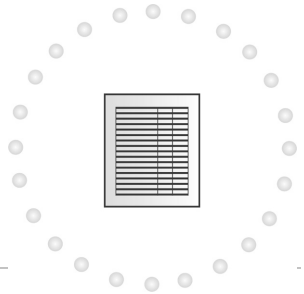
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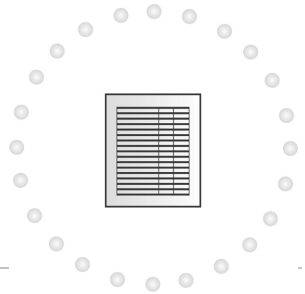
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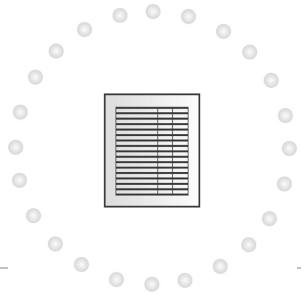
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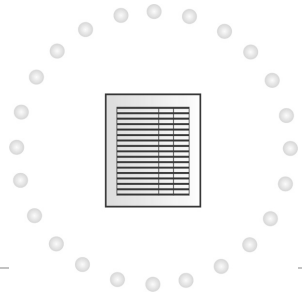
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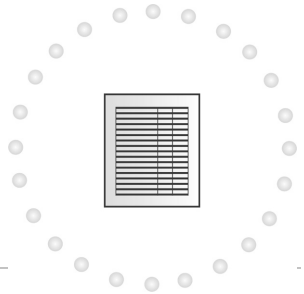
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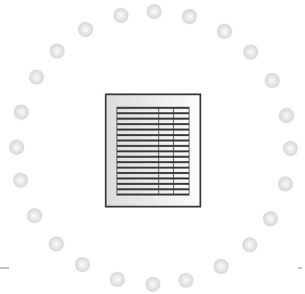
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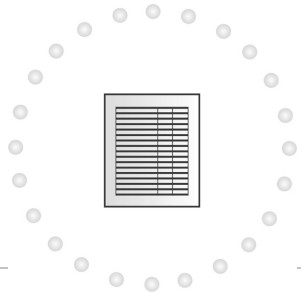
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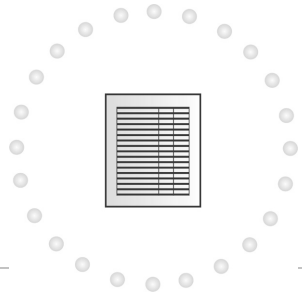
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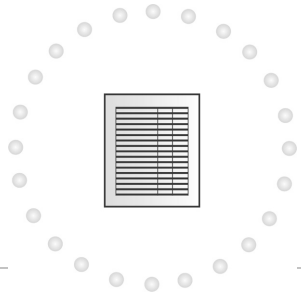
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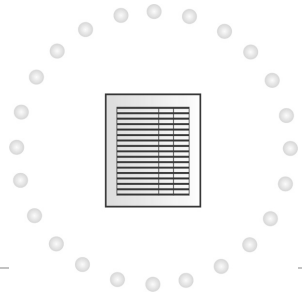
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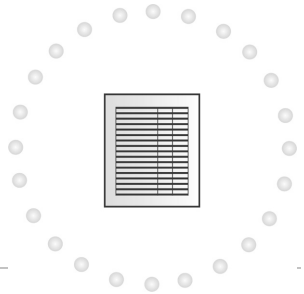
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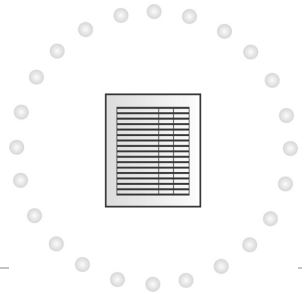
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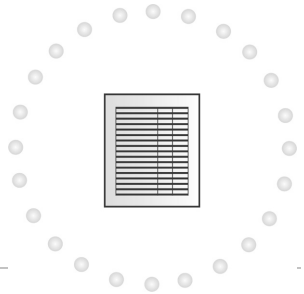
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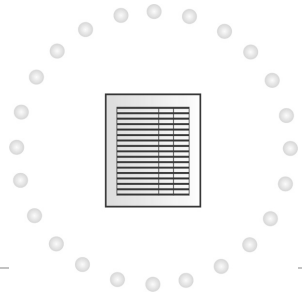
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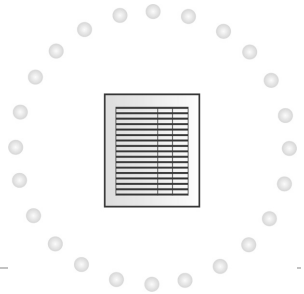
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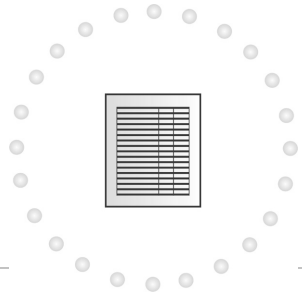
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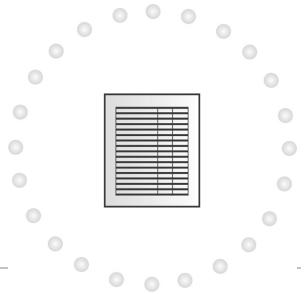
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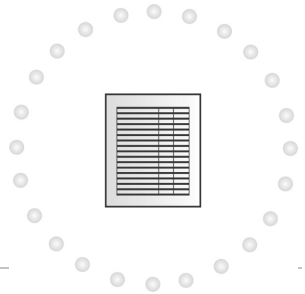
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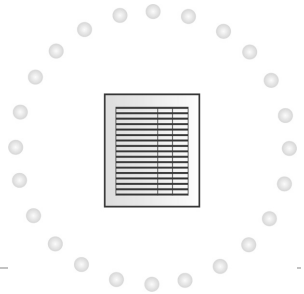
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