

# **Social Circle City Schools**



## **PROCEDURES & CODE OF CONDUCT**

2026-2027

**Matt Remillard**  
**Superintendent**  
147 Alcova Drive  
Social Circle, GA 30025  
Telephone: (770) 464-2731

## **POLICIES AND PROCEDURES**

### **Asbestos Management Plan Notification**

The Social Circle City Schools' AHERA Management Plan is available for public inspection upon request at the Social Circle City Schools Administrative Office in Social Circle, GA. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987.

Anyone interested in reviewing this plan should contact:

Walt Martin, Executive Director of Operations

Social Circle City Schools

147 Alcova Drive

Social Circle, GA 30025

Telephone: (770) 464-2731

### **Attendance**

#### **Purpose**

The Social Circle City Board of Education ("Board of Education") believes that punctual and regular attendance is important and expected. Student academic progress is more likely to occur when the student attends school regularly. Regular attendance in school is the joint responsibility of the student and their parents/guardians.

The parents/guardians, or other persons having charge of any child(ren) ages 6 through 16, are required by law to enroll and send such child(ren) to a public or private school or utilize a home study program.

All children enrolled for twenty (20) school days or more in the public schools of this state before age 6 shall become subject to all of the provisions of O.C.G.A. 20-2-690 through 20-2-702 and the rules and regulations of the State Board of Education relating to compulsory attendance even though they have not attained 6 years of age.

#### **Georgia Compulsory Attendance Laws:**

Age 6 through 16: Mandatory attendance is required for children ages 6 through 16. Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child during the ages of mandatory attendance shall be responsible for enrolling the child in a public school, private school, or home school program (O.C.G.A. § 20-2-690.1).

Age 5 and younger: All children enrolled for twenty (20) school days or more in a public school before age 6 shall become subject to the compulsory attendance law even though they have not attained 6 years of age (O.C.G.A. § 20-2-150).

In accordance with Georgia law, unemancipated minors who wish to withdraw from school must have parental permission.

#### **School Attendance Procedures**

- Excused Absences: As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:
  1. Personal illness or a condition for which attendance at school would endanger the health of the student or others.
  2. Serious illness or death in the immediate family, which necessitates absence from school.
  3. Mandated order of governmental agencies, including pre-induction physical examinations or tests for service in the armed forces (*aligned with SB 123*).

4. Absence for the purpose of registering to vote or voting.
5. Celebration of religious holidays.
6. Conditions that render attendance impossible or hazardous to health or safety.
7. Absences approved by the principal/designee based on extenuating circumstances.
8. Children who are serving as pages of the Georgia General Assembly shall be credited as present by the school in which they are enrolled for days missed from school for this purpose.
9. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
10. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2.
11. A student participating in activities or programs sponsored by 4-H, in the same manner as an educational field trip, shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

***All other absences will be considered unexcused.***

- Documentation and Limits for Excused Absences
  - **Documentation Deadline:** The parent/guardian must submit to the front office a written excuse (note, email, or medical/governmental document) for the student's absence within **three (3) school days** of the student's return.
  - **Parent-Note Limit:** Parent-signed notes for illness are limited to a maximum of **ten (10) days per school year**. A doctor's note will be required for any further absences to be considered excused.
  - The school district reserves the right not to accept parent notes as valid excuses when they are not received promptly. It has the authority to require additional proof of the legitimacy of the excuse. The school district also reserves the right to verify the accuracy of physicians' notes/excuses. The student must bring a written excuse from a parent/guardian within the three-school-day deadline. It is the student's and/or the parent/legal guardian's responsibility, not the teacher's, to make arrangements for make-up work.
- Unexcused Absences: Any absence that is not covered by the above categories or is not properly documented within the three-school-day deadline will be counted as unexcused (i.e., vacations or travel, missing the school bus, not waking up on time, babysitting, or not wanting to attend school that day).
- Students present for at least one-half (1/2) of the instructional day shall be counted as present.
- Students who encounter a long-term illness that will result in absences lasting longer than ten (10) days should apply for hospital homebound services. Please contact the school social worker for more information.

**Student Illness**

The main reasons for keeping your student home from school are that they are too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact school administration immediately for notification and guidance.

## Reasons Your Child May be Sent Home from School

1. Fever is greater than 100.4 degrees Fahrenheit
  - a. Students sent home with a fever must be fever-free for 24 hours without fever-reducing medication before returning to school unless a doctor's note is provided stating the child is not contagious.
2. Vomiting or Diarrhea
  - a. Students should stay home with one (1) occurrence of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or is accompanied by fever, rash, or weakness. Students need to be without symptoms for 24 hours before returning to school.
3. Drainage from a wound, rash, or eyes
  - a. Students should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment and to rule out the possibility that the student is contagious to others.
4. Head Lice
  - a. Students should stay home until after treatment is complete and the student has no live lice.
5. Scabies
  - a. Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
6. Unexplained Rash
  - a. Students should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for one (1) full school day.
7. Any other medical reasons as approved by the school nurse.

When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

**Truancy Definition:** A student subject to compulsory attendance is considered **truant** if they accumulate **more than ten (10) days of unexcused absences** during the school calendar year.

- The school district reserves the right to not accept parent notes as valid excuses when not received in a timely manner and has the authority to require additional proof of the legitimacy of the excuse. The school district also reserves the right to verify the accuracy of physicians' notes/excuses.

## Attendance Support Team (AST)

- The Attendance Support Team (AST) is a multidisciplinary team essential to addressing chronic absenteeism and truancy, as required by SB 123. The AST will review student absences, develop intervention plans, and address the underlying causes of non-attendance.
  - **Membership:** The team will consist of the principal/designee, school social worker (SSW), school counselor, appropriate faculty member(s), and the parent/guardian.
  - **Function:** The AST meets to perform a root cause analysis of the student's attendance issues, develop an Attendance Contract, and connect the family with relevant community and mental health resources to remove barriers to attendance.
  - **Consequence for Noncompliance:** Failure by the parent/guardian to attend the mandatory AST meeting or to comply with the signed Attendance Contract is considered a refusal to cooperate and serves as a primary trigger for the subsequent legal referral process.
- Responsibilities of Staff
  - **Teachers:** After a student accumulates three (3) unexcused absences, the teacher will attempt to contact the family. Document the contact in the Infinite Campus General Contact Log. Refer concerns to school administration or school counselors.
  - **Administration:** Review all attendance letters, sign off on all letters and meetings, and lead attendance meetings.

- **Attendance Clerk:** Print attendance letters for the principal to sign, set up AST meetings with staff and caregivers, ensure attendance is submitted daily by teachers, and enter excuses submitted to the front office.
- **School Counselor:** Work to create a positive school climate that encourages daily attendance. Provide support and guidance for students struggling with attendance.
- **School Social Worker:** Students are referred after ten (10) unexcused absences. Work with families to address the underlying barriers to attendance and student success, refer to community resources and agencies as needed, and refer to Juvenile Court for truancy when needed.
- **School Resource Officer:** The school social worker will make the SROs aware of truancy complaints and educational neglect referrals made to the Division of Family and Children Services.
- **PBIS Team:** Work to create a positive school climate that encourages daily attendance.

### **Consequences and Penalties for Violating Georgia Attendance Laws:**

Social Circle City Schools (SCCS) is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the district, parents should receive communication informing them a case is being filed with Juvenile Court. All truancy violations will be filed with the Walton County Juvenile Court and may result in the parents and/or students being served a summons to appear in court.

Any violations or noncompliance by the parent(s) or guardian occurring beyond a contempt charge may immediately be referred to the District Attorney's Office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of the Code shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine not less than \$25.00 and not greater than \$100.00; imprisonment not to exceed thirty (30) days; community service; or any combination of such penalties.

- **Filing a Complaint:** A truancy referral shall be filed by the Superintendent's Designee or the School Attendance Officer only after all reasonable intervention efforts (including the AST contract) have been exhausted, and the parent/guardian and/or student has demonstrated a clear pattern of non-cooperation with school interventions, as defined in the signed AST contract.
- **Required Documentation:** All documentation, including the signed Compulsory Attendance Law Notice, all certified mail receipts, records of phone calls, AST meeting notes, and the signed Attendance Contract, must be submitted with the complaint to the court.

| <b>Unexcused<br/>Absence Count<br/>(Cumulative)</b> | <b>Staff Action (Notification &amp; Intervention)</b>                                                                                                                                                 |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Day                                               | <b>Daily Contact:</b> School Attendance Clerk/Designee/Attendance System makes an attempt (call/email) to notify the family of the absence or tardy.                                                  |
| 3 Days                                              | <b>Teacher Contact:</b> Teacher will attempt to contact the family to check in on them. The teacher will then refer to administration or school counselors if there are barriers or further concerns. |
| 5 Days                                              | <b>Level 1 Written Notification:</b> Send a formal letter/notification to the parent/guardian.                                                                                                        |
| 8 Days                                              | <b>Level 2 Legal Notification:</b> Send a formal letter to the parent/guardian.                                                                                                                       |

|          |                                                                                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 Days  | <b>Level 3 Mandatory Intervention:</b> Principal/Designee contacts the family to schedule a <b>MANDATORY Attendance Support Team (AST) Meeting</b> . Send a letter to the parent/guardian.                                                                                              |
| 10+ Days | <b>Truancy Determination:</b> If unexcused absences continue and the parent/guardian fails to cooperate with the signed AST contract, the case is referred for legal prosecution. Send a final letter via certified mail to the parent/guardian notifying them of the truancy referral. |

### **Early Checkout and Tardy**

Social Circle City Schools has adopted the following policies governing early checkouts and tardiness across all grade levels to promote academic success and ensure instructional continuity. The progression of consequences will be defined in each school-level handbook.

- **Early Checkouts (grades pre-K through 12):** An early checkout occurs when a student leaves school before the scheduled end of the day without a valid reason.
  - A parent/guardian listed in Infinite Campus must check students out through the front office.
  - Early checkouts are discouraged, except in cases of medical or family emergencies.
  - Checkouts for convenience (e.g., avoiding traffic, lunch, etc.) are unexcused.
  - Excessive unexcused checkouts from school may result in the student receiving disciplinary action or loss of privileges (i.e., field trips, reward days, etc., as determined by the school administration).
  - Students in grades pre-K through 6 must be present for at least 50% of the school day to be counted present.
  - Students in grades 7 through 12 must be present for at least 50% of the class period to be considered present.
- **Excused Early Checkouts**
  - Medical/dental appointments, court appearances, or school-authorized activities will be counted as excused with proper documentation.
  - All other early checkouts will be unexcused unless the parent provides one of their allocated ten (10) parent notes.
- **Tardy to School (grades pre-K through 12):** A student is considered tardy to school if they are not in their assigned location when the school day begins, unless the tardiness is excused through previously defined valid excused documentation.
  - All students arriving after the start of the school day must report to the front office to be signed in and receive a pass.
  - A tardiness without documentation is considered unexcused.
- **Excused Tardiness to School**
  - Valid excused reasons include medical appointments, court appearances, funeral attendance, or other events approved by the administration.
  - Excessive tardiness to school may result in the student receiving disciplinary action or loss of privileges (i.e., field trips, reward days, etc., as determined by the school administration).
- **Tardy to Class (grades 7 through 12):** A student is tardy to class if they are not present inside the classroom when the bell rings, without a valid excuse.
  - A student who misses more than five (5) minutes of a class period without documentation will be considered absent or AWOL (skipping class).
  - Tardiness is cumulative across periods and may reset at the beginning of each semester.

### **Family Engagement Reminder**

Parental support is critical in helping students understand the importance of punctuality and full-day attendance. We recognize that emergencies may arise; however, consistent unexcused early dismissals or tardiness will result in missed instructional time and may lead to disciplinary interventions or conferences.

### **Chain of Command**

The Social Circle City Board of Education welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to perform their tasks more effectively.

Social Circle City Schools does not recognize social media (Facebook, Instagram, X, blogs, and similar channels) as the primary means of communication regarding student, parent, personnel, or school district issues. If you wish to address a concern, please contact the school and/or district personnel via email, phone, letter, or in person to attempt to resolve the matter. Additionally, please follow the prescribed Chain of Command to address concerns.

Members of the Board of Education have confidence in the professional staff and desire to support their actions so that they are free from unnecessary, spiteful, or negative criticism and complaints. The Board advises the public that the proper steps and most effective way to resolve complaints involving instruction, discipline, transportation, or learning materials is to contact the individual at your student's school who is designated by position in the chart below to deal with such concerns. The principal should address any issues not listed in this chart. The Board will consider hearing complaints when they cannot be resolved through the use of the channels below:

| <b>Discipline</b>             | <b>Curriculum</b>             | <b>Transportation</b>         |
|-------------------------------|-------------------------------|-------------------------------|
| Teacher                       | Teacher                       | Assistant Principal           |
| Assistant Principal           | Assistant Principal           | Principal                     |
| Principal                     | Principal                     | Transportation Supervisor     |
| Assistant Superintendent      | Assistant Superintendent      | Assistant Superintendent      |
| Superintendent                | Superintendent                | Superintendent                |
| Board of Education            | Board of Education            | Board of Education            |
| State Department of Education | State Department of Education | State Department of Education |

The Board will consider hearing citizen complaints when the administration is unable to resolve them. Matters referred to the Board must be in writing, include the address, contact phone numbers, and the complainant's signature, and specify the desired action.

After reading such complaints, if more information is needed that might challenge or question an individual's good name or character, the Board shall consider this in an executive session. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level or if the proper chain of command has not been followed.

## **Challenging Materials**

The time and effort of many individuals have gone into choosing the instructional material used in Social Circle City Schools. However, at times, a person may wish to challenge the use of certain material in the school district. A formal procedure exists for challenging materials. Please contact the principal for information concerning these procedures.

## **Child Find**

Social Circle City Schools has an obligation under the Individuals with Disabilities Education Act (IDEA) to identify, locate, and evaluate all students with disabilities or those suspected of having a disability residing in the district who require special education and related services between the ages of 3 and 21. This includes students attending public, private, or home schools in Social Circle. If you have a child or know of a child who has a disability or is suspected of having a disability, please contact:

Allison Clarke, Special Education Director

[allison.clarke@socialcircleschools.org](mailto:allison.clarke@socialcircleschools.org)

770-464-2731

## **Dexter Mosley Act (Grades 6 through 12)**

Under the Dexter Mosley Act, home study students and students attending approved virtual schools per Georgia law, in grades 6 through 12, are eligible to participate in extracurricular and interscholastic activities in Social Circle City Schools.

To participate, students must meet all requirements under Georgia law. Participation is only available at the public school where the student would be enrolled based on their residence. Parents/guardians of eligible students should complete the SCCS Dexter Mosley Act: Parent Request to Participate and the ONLINE REGISTRATION form. Once the forms are completed, a school-level representative will contact the parent/guardian with additional information.

Please note: Families interested in enrolling under the Dexter Mosley Act must complete the same online enrollment application as full-time SCCS students. When completing the Student Demographics Section of the application, please check the box labeled “Is this student enrolling under the Dexter Mosley Act?”

State law requires parents to provide a 30-day notice to the resident school before the semester in which the student intends to participate.

## **Distraction-Free Education Act**

The Distraction-Free Education Act was signed into law in 2025. This bill prohibits students in kindergarten through grade 8 from using personal electronic devices, including but not limited to cell phones, tablets, smartwatches, and headphones, during school hours. In 2026, legislatures also included students in grades 9 through 12 under the same provisions. School-issued devices, as well as devices specifically needed to accommodate a student’s medical plan, IEP, or Section 504 needs, are allowed.

## **Edna Mae McGovern Act**

Learning to swim and be safe around water is important in Social Circle. The role that water safety courses and swimming lessons play in saving lives is paramount. The National Drowning Prevention Alliance states that “Learning to swim can reduce the risk of drowning by 88% for 1-4 year olds who take formal swim lessons.”

Currently, the following are known opportunities for swimming lessons or water safety classes in the areas surrounding Social Circle City Schools.

Walton County YMCA  
1101 Double Springs Church Road  
Monroe, GA 30656  
770-267-9622

Covington YMCA  
2140 Newton Drive  
Covington, GA 30014  
770-787-3908

Morgan County Aquatic Center  
1151 East Avenue  
Madison, GA 30650  
706-342-1495

For more information on water safety or swimming lessons in our vicinity, contact the American Red Cross or National Drowning Prevention Alliance.

## **Enrollment and Student Withdrawal**

### **Student Admission Requirements:**

In order for a student to enroll in Social Circle City Schools, the following records must be presented and maintained on file:

1. Proof of Residence: Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to a fine and/or imprisonment (O.C.G.A. 16-10-20).
2. Birth Certificate: A certified copy of the birth certificate or an alternate document authorized by the State Board of Education must be presented at the time a student enrolls in school.
3. Immunization Requirements for all Students: A completed and updated Georgia Certificate of Immunization Form (Form 3231, provided by your physician or the health department) must be provided to the school or school district. Failure to present an updated Certificate of Immunization within thirty (30) days of enrollment may result in the withdrawal of the student from school unless a waiver is granted in accordance with state law.
4. Form 3300 Examination Requirements:
  - Dental Screening
  - Vision Screening
  - Hearing Screening

### **Enrolling Parent:**

Social Circle City Schools adheres to Georgia Code Section §20-2-780 regarding laws associated with the enrolling parent. Please call the Social Circle City Schools Administrative Office at 770-464-2731 for more information regarding the Enrolling Parent Rule.

### **Health and Immunization Records**

All students entering or attending grades pre-K through 12 in Social Circle City Schools are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law, O.C.G.A. 20-2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Public Health, or have a medical or religious exemption on file at the school. Note that students should also meet the grade 7 and grade 11 immunization requirements prior to entering those specific grades. Students may be withdrawn from school if the form, or updated form for grades 7 and 11, is not submitted within thirty (30) days of enrolling in Social Circle City Schools unless the student is eligible for a waiver as provided by state law.

All students enrolled in a Georgia public school for the first time are required to file a completed Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31. Students may be withdrawn from school if the form is not submitted within thirty (30) days of enrolling in Social Circle City Schools unless the student is eligible for a waiver as provided by state law.

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

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

**Student Withdrawal:**

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Social Circle City School District shall withdraw students in accordance with the requirements of SBOE Rule 160-5-1-.28.

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

Students withdrawing from school must obtain and complete a form from the registrar at the school. **All financial obligations must be met and all student Chromebook items, if applicable, must be returned before withdrawal is complete.**

**Equal Educational Opportunities (Policy JAA)**

Social Circle City Schools does not discriminate on the basis of race, color, national origin, sex, or disability in any of its student programs or activities. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.

Any student, applicant for admission, parent or guardian, or another person who believes they or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined in Policy JAA.

**Every Student Succeeds Act - Complaint Procedures**

Any individual, organization, or agency may file a complaint with the Social Circle City Board of Education if that individual, organization, or agency believes and alleges that the Social Circle City Board of Education, the Georgia Department of Education, or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under the Every Student Succeeds Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing. A copy of the Complaint Procedures under the Every Student Succeeds Act is available in the school office, the Administrative Office, and on the district website.

## **Gender Equity in Sports Nondiscrimination Notification**

Georgia state law prohibits discrimination based on gender in athletic programs of local systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Social Circle City Schools, the local school district, does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school district is:

Mr. Craig Hargrove, Assistant Principal  
craig.hargrove@socialcircleschools.org  
154 Alcova Drive, Social Circle, GA 30025  
770-464-2611

Inquiries or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

## **General Grievance Process**

If stakeholders have concerns that cannot be addressed through regular school channels, they may submit a written general grievance. All complaints should:

- Be addressed initially at the lowest appropriate level (e.g., teacher, then principal).
- Be submitted in writing with the date, description, and desired resolution.
- Follow the SCCS Chain of Command for escalation if the issue is not resolved at the school level.

## **Gifted Program**

The Social Circle City Schools Gifted Program aims to provide differentiated services to address the exceptionalities of students in kindergarten through grade 12 who demonstrate high intellectual, academic, creative, and artistic abilities. The curricula for gifted students align the goals of gifted education with the Georgia state standards. Curriculum objectives focus on developing cognitive, research, and metacognitive skills at each grade level, utilizing principles of differentiation.

The goals of the Social Circle City Schools Gifted Program are:

- To help students become critical thinkers and problem solvers
- To guide students in developing and applying a growth mindset
- To provide opportunities for students to become self-directed learners
- To challenge students with a more rigorous curriculum

## **Hospital Homebound Services**

Hospital Homebound (HHB) services are provided to students who are physically or mentally unable to attend school for ten (10) consecutive or intermittent school days due to medical needs. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance. Students must be enrolled in a public school in Georgia in order to receive HHB services. HHB eligibility requires medical documentation and approval. Parents must contact the school's counselor or the district HHB coordinator for referral procedures. For assistance, contact:

Ms. Crystal Sanford, Director of Student Services  
crystal.sanford@socialcircleschools.org  
770-464-2731

## **Impaired/Handicapped Access**

Social Circle City Schools wishes to meet the needs of all of its students and families. If any family member needs assistance or has any questions regarding mobility-impaired issues or handicapped access, please contact the principal of your local school.

Revised 7.26.2026

## **Insurance**

We encourage all students involved in any school club or activity to purchase insurance. PeachCare for Kids is available to families who meet the qualifications. For more information, call 1-877-GAPEACH (877-427-3224) or visit [www.peachcare.org](http://www.peachcare.org).

## **Internet Acceptable Use (Policy IFBG)**

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

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Social Circle City School District. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Everyone using district technology, resources, networks, devices, and accounts must be advised that privacy is not guaranteed.

It is also essential to recognize that the internet is a global, fluid community that remains largely unregulated. While it is an extremely valuable tool for educational research, some sections are not commensurate with community, school, or family standards. The Board believes that the internet's advantages far outweigh its disadvantages. The Social Circle City School District will, through its administrative staff, provide an internet screening system that blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the internet and computer resources is a privilege, not a right. Therefore, users violating the Board of Education's Internet Acceptable Use Policy and administrative procedure(s) shall be subject to revocation of these privileges and potential disciplinary action and/or appropriate legal action.

In order for a student to gain access to the internet, the student and student's parent(s)/guardian(s) must have a signed Internet Access Agreement on file. Students disobeying the Internet Acceptable Use Policy may be subject to disciplinary action up to and including referral to a Student Disciplinary Tribunal Hearing.

## **McKinney-Vento Act**

The McKinney-Vento Act, 40 U.S.C. 11432(g)(6), is designed to address the challenges that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including public preschool education, as other children and youth.

The McKinney-Vento Act defines "homeless children and youth" as "individuals who lack a fixed, regular, and adequate nighttime residence." However, because the circumstances of homelessness vary with each situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis. The SCCS Liaison for Homeless Children and Youth must gather information from the family or youth and determine eligibility. For more information, please call the Liaison for Homeless Children and Youth:

Joslyn Holton, District McKinney-Vento Liaison  
[joslyn.holton@socialcircleschools.org](mailto:joslyn.holton@socialcircleschools.org)  
770-464-2731

## Media Release

Social Circle City Schools continually shares its successes with the community. To make our information as attractive and interesting as possible, we often include pictures of people involved in school functions alongside textual details. Various types of student work (e.g., creative writing, artwork, slide presentations, multimedia projects) and student photographs (groups or individuals) are used in the following types of media:

- School- or district-based websites and social media accounts
- Local or school radio, television, or cable broadcasts
- Local or school newspapers or newsletters
- Local or national educational periodicals

The use of text information about a person or a picture of a person will generally be restricted to the minimum necessary to tell the story of the program and make it engaging and visually appealing. We will not publish home addresses, telephone numbers, personal email addresses, or materials protected by federal regulations.

## Medications (Policy JGCD)

All medications, whether prescription or over-the-counter, may be administered only in accordance with the guidelines as outlined in JGCD-R (1). Any student possessing prescription or over-the-counter medication not in accordance with this policy or these guidelines will be considered in violation of the district's drug policy and shall be subject to the discipline set forth in the Student Code of Conduct and/or the Student/Parent Handbook.

Refer to “Student Health Services Information” for more information regarding medications at school.

## Multi-Tiered System of Supports (MTSS)

The mission of Social Circle City Schools is to “create learning experiences that empower each student to succeed in life and make a positive impact on the world.” Achieving this goal and positively impacting student learning requires tailoring instruction to meet students' individual needs.

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous improvement framework in which data-driven problem-solving and decision-making are practiced across all levels of the educational system to support students. The idea behind the MTSS framework is that all students should be given access to adequate instruction. Then, those who are unsuccessful should be given additional support, which becomes more intensive and individualized as necessary (Ciolfi & Ryan, 2011). *The MTSS framework begins with the assumption that instructional deficits are the primary cause of academic or behavioral difficulties, rather than assuming that a student is disabled in some way.* Given this assumption, students experiencing academic or behavioral challenges receive increased academic and behavioral support. If, after sufficient instructional problem-solving, the student does not “respond” to the increased support, the student may be referred for a comprehensive evaluation to determine if there is a disability that is impeding adequate performance.

MTSS is a framework designed to provide high-quality instruction and interventions tailored to students' needs. MTSS addresses academic, behavioral, and social-emotional development. It includes three tiers:

- Tier I: Universal supports for all students
- Tier II: Targeted interventions for students at risk
- Tier III: Intensive, individualized support

School-level MTSS contacts are available at each school:

- Michael Wright, SCES MTSS Coordinator, [michael.wright@socialcircleschools.org](mailto:michael.wright@socialcircleschools.org)
- Dave McCollum, SCMS MTSS Coordinator, [dave.mccollum@socialcircleschools.org](mailto:dave.mccollum@socialcircleschools.org)
- Heather Parkerson, SCHS MTSS Coordinator, [heather.parkerson@socialcircleschools.org](mailto:heather.parkerson@socialcircleschools.org)

## **Notice of Nondiscrimination**

The Social Circle City School District does not discriminate on the basis of race, color, national origin, sex, or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. For additional information or referral to the appropriate district coordinator, contact the Superintendent's Office at 147 Alcova Drive, Social Circle, GA 30025 or at (770) 464-2731.

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination or sexual harassment complaints procedure under Policy JAA (Equal Educational Opportunities) and/or Policy JCAC (Sexual Harassment of Students), as appropriate, or under Policy IDFA (Equity in Sports) is located in the Social Circle City Board of Education Policy Manual which is available in the school office, the Administrative Office, and on the district's website.

## **Parent Portal**

Parents are encouraged to contact their child's school or the district's Administrative Office to request an Infinite Campus username and password, which will allow them to access their child's grades, attendance records, online payments, and other important school information. In the event a parent or guardian needs assistance with the parent portal on Infinite Campus, the parent or guardian should contact the principal or the registrar at their child's school.

## **Professional Qualifications for Teachers**

In compliance with the Every Student Succeeds Act requirements, Social Circle City Schools 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:

- Teachers' state qualification and licensing criteria for the grade levels and subject areas in which they provide instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field or discipline of their certification;
- Paraprofessional qualifications, if applicable.

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

- Social Circle Elementary School:
  - Dr. Maria Hargrove, maria.hargrove@socialcircleschools.org, (770) 464-2664
- Social Circle Middle School:
  - Mrs. Rachel Ernst, rachel.ernst@socialcircleschools.org, (770) 464-1932
- Social Circle High School:
  - Mr. Tim Armstrong, tim.armstrong@socialcircleschools.org, (770) 464-2611

## **Promotion/Retention**

The Social Circle City Board of Education authorizes each school to develop procedures or regulations that specify how the state-adopted assessments will be used in making decisions concerning the promotion, placement, or retention of students, as well as which local promotion criteria will be considered (Policy IHE).

## **Proof of Residence**

Proof of residence is subject to investigation. Parents/guardians are expected to notify the registrar at the school or district office immediately if there is a change in residency. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged

tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and/or imprisonment (O.C.G.A. 16-10-20).

## **Restraint Compliance Notification**

Social Circle City Schools complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-35. Consistent with this rule, physical restraint will be used only in situations where the student is in immediate danger to themselves or others and is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their child has been restrained. Social Circle City Schools maintains written policies and procedures governing the use of restraint and seclusion.

## **Safe Schools Plans**

Social Circle City Schools is committed to providing a safe, secure, and orderly learning environment for all students, staff, and visitors. The district works closely with national, state, and local public safety agencies and first responders to ensure that every school is prepared to respond effectively in the event of an emergency.

The district maintains a comprehensive Safe Schools Plan that serves as the foundation for emergency preparedness across all schools. Each school is responsible for implementing the district plan and developing site-specific procedures tailored to its campus and unique needs. School administrators review and update these procedures annually and provide staff training to ensure familiarity with emergency protocols and response procedures.

Every school has a Safe School Team that provides leadership in implementing safety initiatives and emergency preparedness efforts. Teams typically include administrators, counselors, department heads, grade-level leaders, coaches, and teachers. In addition, key staff members are assigned specific roles and responsibilities to perform during emergency situations.

Safe Schools Plans address a wide range of potential hazards, including injuries and illnesses, fires, severe weather, hazardous materials incidents, utility failures, bomb threats, civil disturbances, acts of violence or terrorism, and other emergencies. The plans also outline procedures for communicating emergency information to students, staff, families, and community partners, with information presented in age-appropriate ways for students.

To ensure readiness, all schools conduct emergency drills throughout the school year and regularly review response procedures. The district's emergency response framework is aligned with guidance from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), enabling coordinated responses with local emergency personnel when needed.

School Resource Officers (SROs), employed by local law enforcement agencies, are assigned to each school campus. In addition to helping maintain campus safety, SROs serve as educators and partners, working collaboratively with students, staff, and administrators to promote a safe school climate and support emergency preparedness efforts.

School safety is a shared responsibility. Students, staff, parents, and community members all play an important role in maintaining secure learning environments. Students are expected to follow school rules and promptly report safety concerns. Parents and guardians are encouraged to become familiar with their school's safety procedures and communicate any concerns to school administrators. Reporting suspicious, unsafe, or illegal behavior to appropriate authorities is one of the most important ways members of the school community can help keep schools safe.

The Board of Education recognizes that emergencies and crises can occur at any time. Accordingly, the district is committed to providing appropriate, sensitive, and timely responses to emergency situations. The primary objective of school personnel during any crisis is to protect students and staff while minimizing disruption and supporting the well-being of the school community.

## **School Bus Information, Safety Guidelines, and Procedures**

Students residing within the Social Circle City Schools' attendance area can utilize district-provided school bus transportation. School bus safety procedures - Safety, Order, and Respect (S.O.A.R.) - will be issued to students in compliance with SB 291 and reviewed by the bus manager (driver). Failure to comply with all school bus safety procedures will result in the implementation of appropriate consequences and/or removal from the bus. The opportunity to use district-provided school bus transportation is a privilege, not a right.

### **THE FOLLOWING BUS SAFETY RULES WILL BE ENFORCED:**

1. The school district and local school discipline rules are enforced on school buses.
2. Students should limit conversation and should speak to the driver only when necessary.
3. Distraction of the driver in any way may jeopardize the safety of students on the bus.
4. As music can be a distraction to the driver, playing music aloud is prohibited. Students may listen to music with earbuds as long as they use only one earbud at a time.
5. Seats are designed for three (3) students. Seat saving will not be permitted.
6. The driver and principal have the authority to assign seats or seating orders.
7. Students and the driver share the responsibility of keeping the bus clean. Help keep the interior clean and free of dirt and debris by placing trash in the designated container located at the front of the bus.
8. Students should stand on the curb or sidewalk while waiting for the bus. Always remain clear of the bus until it has come to a complete stop before attempting to load.
9. Take your seat promptly when boarding the bus.
10. State regulations require that bus windows be lowered no more than halfway. Students' body parts (arms, head, legs, etc.) should remain in the bus at all times.
11. When loading or unloading, students should pass at least 12 feet in front of the bus. Be sure to look both ways before crossing the road and always cross in front of the bus, never behind it. The driver will signal when it is safe to load or unload. Follow the driver's hand signals before crossing.
12. Per recommendations from the Georgia Division of Family and Children's Services, students age eight (8) or younger must be met by a parent, guardian, or other approved designee at the bus stop in the afternoon.
13. Students are to be transported to the school where they attend. The driver is not permitted to make unauthorized stops at stores or businesses.
14. Students shall not be permitted to change buses without written approval from the parent and consent of the principal. They should ride their regular assigned bus to and from school.
15. Students should remain quiet at all railroad crossings and must respect the driver's request for silence at any time.
16. Standing is not permitted while the bus is in motion. No student is allowed to ride in the step well or anywhere within the driver's seat area.
17. No pushing or shoving when loading or unloading is permitted. Remain seated while the bus is in motion.
18. Students shall not carry drink bottles, cans, or glass containers onto the bus.

### **Bus Discipline:**

To ensure the safety and effective management of our school bus, we are providing written notification of our bus discipline procedures. The driver will do everything possible to handle mild misconduct on the bus by conferring with the student and parent, assigning a seat, and providing verbal warnings and reminders as needed. If misbehavior continues, the bus driver will complete a bus discipline referral, which will be given to the principal or assistant principal. The administrators will confer with the student, contact the parent or guardian, and issue a written warning. Chronic misbehavior or incidents that jeopardize the safety of the students may result in the following disciplinary action(s):

Consequences are at the discretion of the administrator and may range from bus suspension or expulsion, conference with the student, warning, parent conference, before- or after-school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), assignment to the WIN room, in-school detention (ISD), in-school suspension (ISS), out-of-school suspension (OSS), or a referral to a Student Disciplinary Tribunal Hearing which may result in long-term suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

### **Important Transportation Information:**

**Bus Routes:** The district provides transportation to our in-district students and students residing in Zone 5. *Bus transportation is not offered to students from outside the district.* To plan our bus routes correctly and efficiently, we need accurate information for each student in our student information system, Infinite Campus. Parents/guardians are required to provide an updated address and contact information for each student annually. We will also require proof of residency for every student.

**Bus Riders:** Students riding a bus are expected to ride their designated bus. A designated bus means the Transportation Department has approved the student to ride the bus to and from the assigned bus stop. The Transportation Department must approve a student's address/bus stop before they can ride a bus.

**Bus Transportation Changes:** To ensure the safety of each student, please reserve bus change requests for emergencies only. Every time a student's transportation routine changes, there is a chance for error. If a student needs to ride a different bus, that student can only be dropped off at an approved bus stop. Bus stops can only be approved by the Transportation Department.

*Bus stops are identified based on safety and logistical variables. For safety purposes, students will only be dropped off at an approved bus stop.*

Whenever a student's transportation needs change due to an emergency or an address update, a parent or guardian must complete an online Transportation Change Form through the SCCS website. Any written notes, emails, or phone calls to teachers or a school office staff member will not be accepted or processed. If a student's address has been changed due to a move or relocation, the parent will need to call the appropriate school registrar to complete residency affidavits. The parent will be required to submit the paperwork to the registrar and update the address information in Infinite Campus before the Transportation Department can process a permanent bus change.

Parents or guardians must use the Transportation Change Form available on the district website if a transportation change is needed after the school day has begun. *All transportation changes must be submitted before the last two hours of the school day.* This is the only way to ensure the notice will be received and communicated to the student before dismissal. All of these measures are intended to ensure the safety of all our students.

**New Enrollees:** The Transportation Department may require up to three (3) school days to assign a bus and bus stop to a new student.

- Once the stop has been approved, new students will receive a bus pass from the Transportation Department. The Transportation Department will give the bus pass to the registrar or a school office staff member to deliver to the student.

**Proof of Residency:** It is the responsibility of the parent/guardian to update student records annually and provide current proof of residency. Falsifying residency information may result in withdrawal from SCCS and referral to appropriate legal authorities.

**Student Bus Pass:** Students can only ride a bus other than the one assigned to them with a bus pass approved by the Transportation Department.

We appreciate your support as we do everything possible to ensure a safe ride on our school buses.

For assistance, please contact:

Megan Chastain, Transportation Supervisor

[megan.chastain@socialcircleschools.org](mailto:megan.chastain@socialcircleschools.org)

770-464-4850

## School Nutrition Plan

As an educational partner, the School Nutrition Program plays a crucial role in fostering a successful academic experience. It encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume nutritious, appealing meals served by caring professionals in a pleasant environment.

This year, Social Circle City Schools will be able to provide free breakfast and lunch to each student through the Community Eligibility Provision. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and districts. CEP enables schools and districts to provide breakfast and lunch at no cost to all enrolled students, eliminating the need for household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals, determined by their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF) program.

Meal costs for the 2026-2027 school year are as follows:

|                     | <b>Meal</b>       | <b>2026-2027 Fees</b> |
|---------------------|-------------------|-----------------------|
| Student First Meal  | Breakfast & Lunch | No cost               |
| Student Second Meal | Breakfast         | \$2.50                |
| Student Second Meal | Lunch             | \$5.00                |
| Staff & Visitors    | Breakfast         | \$2.50                |
| Staff & Visitors    | Lunch             | \$5.00                |
|                     | Extra Entrée      | \$2.00                |
|                     | Extra Side        | \$0.50                |
|                     | Extra Milk        | \$0.50                |

- Payments to a student's account can be made online using your Parent Portal account by clicking Food Service.
- Refunds or transfers between student accounts shall be processed through the Administrative Office by submitting a Refund and Transfer Request Form.
- Students are not permitted to bring drinks in glass bottles to school at any time.

For assistance, please contact:

Melinda Marshall, Director of School Nutrition

[melinda.marshall@socialcircleschools.org](mailto:melinda.marshall@socialcircleschools.org)

770-464-4833 x1123

Revised 7.26.2026

## **Section 504 of the Rehabilitation Act of 1973**

Notice of Rights of Students and Parents Under Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to ensure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact the district's Section 504 Coordinator:

Allison Clarke, Special Education Director  
allison.clarke@socialcircleschools.org  
770-464-2731

## **Section 504 Statement**

Any student, parent, or guardian ("grievant") may request an impartial hearing due to the school district'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 district's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school district's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school district's Section 504 Coordinator.

The school district'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 district's Administrative Office located at 147 Alcova Drive, Social Circle, GA 30025. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found on the district website or may be picked up at the Administrative Office or at any of the school offices.

## **Sexual Harassment of Students (Policy JCAC)**

Social Circle City Schools prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers, or others over whom the district has authority in any district education program or activity. An education program or activity includes locations, events, or circumstances over which the district exercises substantial control, affecting both the respondent and the context in which the sexual harassment occurs. Social Circle City Schools intends to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the district shall comply with such requirements.

Reports or complaints made to the district regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with Policy JCAC. SCCS investigates all reports of sexual harassment in accordance with Title IX guidelines. A formal complaint triggers an impartial investigation led by the Title IX Coordinator. The complainant and respondent will be notified of their rights, interim measures will be provided, and a written decision will be rendered following the completion of the process. In order to comply with Title IX, the Title IX Coordinator for the district is:

Dr. Mike Bedosky  
mike.bedosky@socialcircleschools.org  
147 Alcova Drive, Social Circle, GA 30025  
770-464-2731

The district's Title IX Coordinator should be contacted regarding any grievances, questions, or complaints dealing specifically with Title IX. Regular communication channels, from the student to an administrator to the Board of Education, must be followed before initiating the student grievance procedure.

## **Special Education Services**

Special education services mean specially designed instruction to meet the unique needs of a child with a disability. These services are not a “one-size-fits-all” approach. Special education is tailored to address the unique needs of students eligible to receive services.

Special education services and supports are provided at no cost to parents and include the related services a student needs to access their educational program. Students who qualify for special education services will have their needs addressed through an Individualized Education Plan (IEP).

## **Standards of Instruction**

The Georgia Department of Education provides a framework for the knowledge and skills needed for student success in college or the workforce. The standards were developed in collaboration with K-12 teachers, postsecondary educators, business and industry leaders, parents, and other educational agencies. The standards are regularly reviewed to ensure an appropriate level of challenge and relevance.

## **Student Dress Code**

Students are required to dress appropriately for school. Each local school will establish and publish a dress code applicable to that school. In addition to the requirements established by the local school, prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing that is disruptive to the learning environment.

## **Student Health Services Information**

Social Circle City Schools has an established school health nurse program in accordance with Official Code of Georgia Annotated 20-2-771.2 to support the health and well-being of students throughout the school district.

### **School Nurses**

School nurses provide a variety of health services for students, including administering medication, assessing illness, treating minor injuries, reviewing immunization records, and checking for head lice. First aid supplies and emergency medications (Tylenol, Benadryl, EpiPen, and Narcan) are maintained in each school clinic at all times. If the nurse is not available, a staff member may provide assistance.

Clinic services are provided within the school nurse’s scope of practice and focus on non-invasive care that can be safely administered in the school setting. When a student’s needs require procedures or treatments beyond the scope of school nursing services, families may be referred to an appropriate healthcare provider. Examples of services not typically provided in the school clinic include removing embedded splinters, extracting foreign objects from the ears or nose, and pulling teeth.

In collaboration with parents/guardians and the child’s healthcare provider, school nurses review and follow the guidelines of the developed Individualized Healthcare Plan (IHP) by the healthcare provider to help manage your student’s medical conditions at school. Parents/guardians should contact the school nurse if they believe their child requires an IHP during school hours. Students with chronic illnesses, such as asthma, diabetes, and seizure disorders, must have an IHP completed by their healthcare provider and submit it to the school nurse. Parents are encouraged to inform and update their child’s bus driver and school nurse regarding any concerning health conditions as well.

### **Medication at School**

To ensure students can safely participate in the educational program, some students may need medication, either prescription or over-the-counter medication, during school hours. All medication must be delivered to the school nurse by the parent/guardian. Parents/guardians must complete the appropriate paperwork for the medication to be stored and administered at the school. All medications must be unexpired. Students are not

allowed to carry any medication on their person except for previously approved emergency medication with proper paperwork. Medications containing aspirin products are not permitted at school. School personnel may only administer medications when all required forms have been properly completed and the medication is provided in its original container.

Teachers are not permitted to administer medication to students. Medication may only be administered by the school nurse or a designated nurse representative. Parents/guardians are responsible for notifying the school nurse of any changes to emergency contact information or medication details.

Parents/guardians may choose to:

- Come to the school and administer medication to their child at the appropriate time(s).
- For long-term prescription medications, obtain a medication authorization form from the school. The student's healthcare provider must complete the form, including medication name, dosage, and administration schedule. Both the healthcare provider and parent/guardian must sign the form. Prescription medication must be provided in the original pharmacy-labeled container. Pharmacies can supply a second labeled bottle for school use.
- For over-the-counter or short-term medications, provide the medication in its original container labeled with the student's name, medication name, dosage, and administration times. A signed medication permission form, including a parent/guardian contact number, is also required. **Medications should never be sent with a student on the bus.**
- Students may carry emergency medications, such as inhalers, insulin supplies, or epinephrine auto-injectors, if an "Authorization to Carry Prescription" form has been completed and signed by the physician, parent/guardian, and student. The completed form must be submitted to the school nurse and administration before the student may carry the medication.

### **Permission for School Nurse Treatment**

The school nurse may provide the following treatments and supplies as needed:

- |                   |                         |                    |
|-------------------|-------------------------|--------------------|
| • Aloe            | • Warm compresses       | • Vaseline         |
| • Anti-itch cream | • Elastic support wraps | • Cough drops      |
| • Bandages        | • Eye rinse             | • Lotion           |
| • Calamine lotion | • Peppermint (soft)     | • Orthodontic wax  |
| • Cold packs      | • Saltwater gargles     | • Contact solution |

Parents/guardians should contact the school nurse if any modifications or restrictions are needed for their child. Questions regarding medications or treatments should be directed to the school nurse.

### **Students with Diabetes**

School personnel will receive training to follow each student's Diabetes Medical Management Plan, which must be provided by the student's physician. With written authorization from the parent/guardian and physician, as documented within the management plan, students may self-manage their diabetes and carry necessary supplies and equipment at all times. The plan should be updated annually and resubmitted at the beginning of each school year and whenever updates are made.

### **Students with Seizure Disorders**

School personnel will be trained to implement a student's Seizure Action Plan. This plan must be created and signed by the student's parent/guardian and treating physician. The plan should be updated annually and resubmitted at the beginning of each school year and whenever updates are made. Parents/guardians should contact the school nurse with questions or for additional information regarding a Seizure Action Plan.

### **Students with Allergies**

Revised 7.26.2026

School personnel will be trained to implement a student's Allergy Action Plan. This plan must be created and signed by the student's parent/guardian and treating physician. The plan should be updated annually and resubmitted at the beginning of each school year and whenever updates are made. Parents/guardians should contact the school nurse with questions or for additional information regarding an Allergy Action Plan.

### **Students with Asthma**

School personnel will be trained to implement a student's Asthma Action Plan. This plan must be created and signed by the student's parent/guardian and treating physician. The plan should be updated annually and resubmitted at the beginning of each school year and whenever updates are made. Parents/guardians should contact the school nurse with questions or for additional information regarding an Asthma Action Plan.

### **Student Injury or Accident**

It is important that all accidents be reported to the teacher. In the event of an accident, students will be brought to the office or nurse for first aid. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. We will attempt to contact parents to help make decisions when a child is sick at school.

### **Emergency Transportation and Treatment Release**

School personnel have permission to contact your child's healthcare provider for further medical information as it relates to treatment provided at school. In case of serious illness or injury, the school may call Emergency Medical Services (911) for immediate transportation to the hospital. By enrolling your child in Social Circle City Schools, you authorize transport by EMS and treatment by the hospital emergency staff for your child. (While a parent or guardian will be contacted as soon as possible for medical direction concerning their child, our primary concern will be to stabilize the student as EMS advises.)

### **Student Records**

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

### **Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) – Notice to Parents/Guardians and Eligible Students**

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 principal or appropriate official 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.
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:  
Social Circle City Schools  
147 Alcova Drive  
Social Circle, Georgia 30025  
Attention: Assistant Superintendent

## **Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents**

The Protection of Pupil Rights Amendment affords parents and eligible students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and specific physical examinations. The rights and protections established by the PPRA include:

- Instructional Materials: The parent or eligible student has the right to inspect any instructional material used in the student's educational curriculum.
- The parent or eligible student has the right to inspect any survey created by a third party prior to its administration or distribution and to opt the student out of participation in any such survey.
- In addition, before a student may be required to submit a survey that reveals protected information, the written consent of the parent or eligible student is required.
- Finally, a minor student may not be required to participate in a survey that reveals protected information without providing the student's parent with prior written notice of the study's administration and an opportunity to opt out of the survey. Protected information is information in the following categories:
  - Political affiliations or beliefs of the student or the student's parent
  - Mental and psychological problems of the student or the student's family
  - Sex behavior and attitudes
  - Illegal, anti-social, self-incriminating, and demeaning behavior
  - Critical appraisals of other individuals with whom respondents have close family relationships
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
  - Religious practices, affiliations, or beliefs of the student or parents
  - Physical Examinations: Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

A parent or eligible student who believes their rights under PPRA may have been violated may contact the Director of Student Services at 770-464-2731 and file a written complaint. Complaints must contain specific allegations of fact that give reasonable cause to believe a violation of PPRA has occurred.

## **Student Searches**

We strive to provide a safe and supportive learning environment for all our students. Therefore, we periodically review and update our procedures to ensure that our high expectations for safety are met for all students, teachers, staff members, and facilities. Individual student searches shall be conducted by school officials without the aid of law enforcement officers except in unusual circumstances. No search shall be conducted of a student's person, whether by a metal-detector wand, a trained detection dog, or another authorized method, except where based on reasonable grounds for suspecting that the search will turn up evidence that the particular student has violated, or is violating, state or federal law or a school rule. Such a search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Students may be charged with, but not limited to, Other-Student Incivility up to Level III of the Student Code of Conduct for failure to comply. See "Search of a Student by Administrators" in the definitions of terms.

## **Title I, Family and Community Engagement Plan**

In support of enhancing student academic achievement, Social Circle City Schools has developed this parental engagement plan along with the faculty, leadership, PTO, Parent Advisory Council, School Council, and all parents that establishes the district's expectations for family engagement and guides the strategies and resources that strengthen school and parent partnerships in the Social Circle City Schools. This plan outlines the district's commitment to engaging families in their children's education and to enhancing the district's capacity to implement family engagement strategies and activities that support academic achievement goals for both the district and its students.

When schools, families, and communities collaborate to support learning, children tend to perform better in school, stay in school longer, and enjoy their educational experience more. Title I, Part A provides for substantive parental involvement at every program level, including the development and implementation of district and school plans, as well as the implementation of district and school improvement provisions. Section 1010 of the Every Student Succeeds Act of 2015 (ESSA) contains the primary Title I, Part A requirements for schools and school systems to engage parents in their children's education. Consistent with Section 1010, SCCS will ensure that the required school-level parental engagement plan meets the requirements of Section 1010(b), and each includes, as a component, a school-parent compact consistent with Section 1010(d) of the ESSA.

## **Visitors, Volunteers, and Chaperones**

### **Visitors and Volunteers**

All visitors or volunteers must report to the front office and sign in upon arrival.

Social Circle City Schools may ask all visitors to present identification (driver's license) to be scanned into our digital visitor management system. This is a districtwide program, so all schools will continue to follow the procedures outlined. The system will require visitors to scan a valid driver's license prior to obtaining a badge to enter the school or pick up a student. Upon entry into the office, visitors should present their ID to the front desk, at which time the employee will scan the license into the kiosk. Using the information from a driver's license or state identification card, the system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on campus. Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. The badge must be worn at all times throughout the visit. Any visitor who is not wearing a badge should be escorted back to the front office until proper procedures have been followed. All visitors must check out before exiting the building and leaving campus.

If you are checking out your child from school, you will not receive a visitor badge after the scan. You will be instructed to complete the normal checkout system for students.

\*\*\* If you do not have a driver's license, please bring another form of valid photo ID or call ahead of time to speak with the staff in the main office.

If you have further questions, please contact your school administration.

### **Chaperones**

Chaperones must complete the required application and background check prior to participating in school activities. If you would like to inquire about being a chaperone for any district or school event, please contact the front office of the school or the SCCS Administrative Office at 770-464-2731 for details on the chaperone approval process.

## **Weapons/School Safety Zone**

It is the policy of the Social Circle City Board of Education that a student shall not possess, use, handle, or transmit any object that can reasonably be considered a weapon on property or in a building owned or leased

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by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two (2) 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 weapons, or any flailing instrument consisting of two (2) or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two (2) 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. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum one-year expulsion. The Superintendent shall have the authority, either before or after the student is referred for a Student Disciplinary Tribunal Hearing, to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the Board of Education, the Board may reduce the mandated sentence. In doing so, the Board shall consider whether the superintendent and/or tribunal previously considered a reduction and, if so, the rationale for denying it.

Students who possess other weapons or hazardous objects, as described in paragraph 2, will be subject to discipline as specified in the Student Code of Conduct.

## **Wellness Policy Notification (Policy EEE)**

SCCS follows Board Policy EEE to promote student health and wellness. The policy includes goals for nutrition education, physical activity, and other wellness-related activities. Families may request to review the policy by contacting the School Nutrition Director or visiting the SCCS website.

## **STUDENT DISCIPLINE AND CODE OF CONDUCT**

### **Student Code of Conduct**

The purpose of the Social Circle City School District is to operate each school in an orderly manner, providing for the welfare and safety of all students who attend the schools within the district. For that purpose, it is the policy of the Social Circle City Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student conflicts with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the policies, regulations, and rules outlined in the Code of Conduct. The rules contained in the Code of Conduct apply to students, both during and outside regular school hours, who are:

- On district property
- Off district property while attending a school activity, function, or event
- On the way to or from school or school-related activities

- Off district property if (a) the student's off-campus conduct could result in the student being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student's continued presence at school a potential danger to the educational environment or disrupts the school environment or (b) the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyberbullying [threats or harassment], or texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff, or others and/or a risk of substantial disruption to the school, program, or school environment.
- School bus stops

Severe offenses, including but not limited to drug and weapon offenses, can lead to schools being designated as Unsafe Schools under the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option. The General Assembly of Georgia requires that this Code of Conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

As required by law, teachers or other school employees will report to the principal or his or her designee those students who have committed aggravated assault with a firearm, aggravated battery, sexual offenses, possession of a deadly weapon, and commission of drug offenses. Such students will be reported to the superintendent, local police authority, and the district attorney as required by O.C.G.A. § 20-2-1184.

Parents are encouraged to familiarize themselves with the Code of Conduct and to support it in their daily interactions with their children and others in the community. Parents and students are required to acknowledge receipt of the Code of Conduct.

## **Authority of the Principal**

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

## **Discipline Code**

The Discipline Code serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school. Parents and guardians are encouraged to inform their children that certain acts of misconduct could result in legal charges. It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs.

## **Student Discipline Code**

The purpose of the Social Circle City Schools' Discipline Code is as follows:

1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school and possible penalties for violations of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the school.
4. To provide for enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school-sponsored activity, or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

## **Standards for Student Behavior**

Standards for student behavior are designed to create the expectation that students will behave themselves in a manner that facilitates a positive learning environment for themselves and other students. The standards are designed to encourage students to respect each other and school district employees, to motivate students to obey student behavior procedures, and to obey student behavior rules established at each school within this school district.

Each student is expected to:

- Demonstrate respect and courtesy toward all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the dress code expectations set forth at each school;
- Respect the rights and privileges of other students, teachers, and other employees of Social Circle City Schools;
- Respect the property of others, including Social Circle City Schools property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Student Code of Conduct.

## **Discipline Code Information**

1. Students are to notify an administrator or staff member when dangerous or illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal, poses a threat to the safety of themselves or others, or is against school rules. Student vehicles brought on campus, student 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 confiscated from students due to suspicion of use in violation of Code of Conduct are subject to having their contents searched. Students are required to cooperate with all reasonable requests of the search of personal property (bags, cell phones, lockers, vehicles, etc.) brought on campus. Metal detectors and dogs trained to detect drugs or weapons 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.
3. Students should be aware that any adult employee of Social Circle City Schools has the authority to ask for a student's identity or to see other appropriate information. District employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions may result in serious disciplinary action.
4. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies may be contacted and prosecution may follow.
5. Student disciplinary records are maintained separately; however, Georgia law requires the transfer of those records for grades 6 through 12 to another Georgia school district.
6. These regulations apply to students:
  - a. who are on the school grounds during, immediately before, or immediately after school;
  - b. who are on the grounds at any other time that the school is being used by a school group;
  - c. who are off the school grounds while the student is in attendance at any school activity, school function, or school event; is engaged in activity that could have a direct effect on the orderly function of the school; or is otherwise subject to the jurisdiction of school authorities. This may include being convicted of, being adjudicated to have committed, being indicted for, or having any information filed against the student for the commission of any felony or any delinquent act which would be a felony if

- committed by an adult;
- d. who are off campus and create or participate in conduct that interferes with the educational process of any student;
  - e. who create electronic communications which present a potential danger to persons or property at the school or which disrupt the educational process; or are otherwise subject to jurisdiction of school authorities;
  - f. who are en route to or from any school functions and at bus stops.
7. The district reserves the right to discipline behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's Discipline Code.
  8. The maximum penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board may permit the student to attend an alternative school or program. If the student is in grades K through 8, the local board may permit a student to re-enroll in the regular school program for grades 9 through 12. If there is no alternative program for students in kindergarten through grade 6, the local board may permit such a student to re-enroll in the public school district. Students committing acts of physical violence against school employees may also be referred to juvenile court authorities.
  9. Students suspended or expelled from school are not allowed on the school campus or at any school function during the suspension or expulsion.
  10. Students assigned to or enrolled in the Social Circle City Schools Alternative Education Program may not enter another district campus, attend school functions, or participate in extracurricular activities or assemblies during the period of assignment or enrollment unless prior written permission is granted by the appropriate school principal or district administrator.
  11. Students assigned to in-school suspension or out-of-school suspension may not participate in extracurricular activities or assemblies during the time of the assigned consequence.
  12. Failure to serve disciplinary action will result in additional consequences.
  13. Consequences for rule violations will be administered as consistently as possible for all students while taking individual circumstances into consideration. In addition, habitual behavior problems may be referred to the Multi-Tiered Systems of Supports Team accompanied by data from tiered interventions.
  14. Any teacher or staff member has authority, at any time, over any student, as long as the student is in the building, on school grounds, or attending school functions.
  15. Discipline records sent home should be reviewed by the parent/guardian.
  16. Rule violations may be serious enough that a suspension of more than ten (10) days is necessary. When this occurs, a Student Disciplinary Tribunal Hearing will be conducted at the Social Circle City Schools Administrative Office to allow student due process.
  17. Students under short-term suspension must make up any academic work missed during the suspension to receive credit. Academic work will be provided during any suspension and will be the responsibility of the student to request the format (hard copy, online, Google Classroom, etc.) in which the work will be provided from school administration.
  18. Bus Conduct – School bus transportation is a privilege afforded students by the Board of Education. It is not a right. To protect the safety and well-being of all involved, students must adhere to established bus conduct rules. The bus transportation privilege may be revoked if students violate the bus conduct expectations and/or the Discipline Code.

### **Consequences of Student Misconduct**

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, without limitation, student conference, parent conference, before- or after-school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), assignment to the WIN room, in-school detention, in-school suspension, bus suspension, out-of-school suspension for up to ten (10) days per incident, referral to a Student Disciplinary Tribunal Hearing which may

result in long-term suspension or expulsion, and, depending upon the severity of the offense, law enforcement officials may be contacted.

### **Discipline Procedures, Notifications, and Explanations**

Any student receiving a discipline referral from school staff will meet with an administrator for a conference to discuss the referral. All infractions, including infractions occurring on school-provided transportation, will be investigated by the administrator. The administrator will then decide on any consequences for the student. Consequences are at the discretion of the administrator and may range from bus/transportation suspension or expulsion, conference with the student, parent conference, before- or after-school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), assignment to the WIN room, in-school detention (ISD), in-school suspension (ISS), out-of-school suspension (OSS), or a referral to a Student Disciplinary Tribunal Hearing which may result in long-term suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

Students are responsible for notifying parents or guardians of any detention or discipline referrals. The student is also responsible for notifying the parent or guardian of the consequence of the referral. Local school administration will make a reasonable attempt to notify the parent of disciplinary consequences involving before- or after-school detention, ISS, and OSS.

All consequences are at the discretion of local school administration and may be changed accordingly.

### **Parental Involvement Process**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to freely communicate their concerns about student behaviors that detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents/guardians and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents/guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a school official identifies a student as a chronic disciplinary problem, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any student identified as a chronic disciplinary problem is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such

treatment as the court deems appropriate to improve the student's behavior, or both.

Each code shall require disciplinary action for each infraction of the code.

### **Student Removal from Class**

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the Student Code of Conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student's class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Board Policy JDF.

## **Definition of Terms**

### **Level Three Offenses**

The range of disciplinary actions is at the discretion of the school administrators depending upon circumstances. Each offense may result in in-school suspension, out-of-school suspension, or referral to a Student Disciplinary Tribunal Hearing which may result in long-term suspension or expulsion. Level Three offenses may be heard by a Discipline Tribunal or Hearing Officer after initial investigation is completed and temporary consequences (suspension) are assigned by school administrators. The Discipline Tribunal/Hearing Officer shall determine the appropriate discipline in each case based on its individual merits. The principal may recommend an appropriate discipline for the Tribunal/Hearing Officer to consider. Appropriate compensation/restitution shall be paid to replace losses to the school district resulting from commission of any offense. Due to their serious nature, Level Three offenses may be considered cumulative throughout grades 6 through 12.

### **Level Two Offenses**

The range of disciplinary actions is at the discretion of the school administrators depending upon circumstances. These major offenses are cumulative for the school year. An accumulation of multiple Level Two offenses may result in a Level Three offense. Generally, consequences may include, but are not limited to, a student conference, parent conference, before- or after-school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, bus suspension, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), assignment to the WIN room, in-school detention (ISD), in-school suspension (ISS), out-of-school suspension (OSS), etc. However, offenses may result in referral to a Student Disciplinary Tribunal Hearing which may result in long-term suspension or expulsion. Appropriate compensation/restitution shall be paid to replace losses to the school district resulting from commission of any offense. Principal's discretion may be used in handling Level Two offenses.

### **Level One Offenses**

Consequences for these minor offenses are at the discretion of the school administrators. Generally, consequences may include but are not limited to a student conference, parent conference, before- or after-school detention, lunch detention, Saturday Detention, Extended School Year Detention, Saturday School, restitution, bus suspension, loss of privileges (parking, extracurricular activities, field trips, non-instructional activities, etc.), assignment to the WIN room, in-school detention (ISD), in-school suspension (ISS), out-of-school suspension (OSS), etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures.

**Academic Dishonesty:** Receiving or providing unauthorized assistance on classroom projects, assignments, or exams. Academic dishonesty may result in a grade reduction, additional work assigned, and/or additional disciplinary consequences.

Level 1: Receiving or providing unauthorized assistance, plagiarism, or cheating on a minor assignment.

- Level 2: Plagiarism or cheating on a major assignment, exam, or assessment.
- Level 3: Plagiarism or cheating on a major exam or project, statewide assessment, falsification of school records, including forgery, or repeated offenses of academic dishonesty during the same school year.

**Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

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

**Attendance-Related:** Repeated or excessive unexcused absences or tardiness.

**AWOL:** Absent from a class without notification, including but not limited to skipping class, failure to report to class, leaving campus without permission, etc.

- Level 1: N/A
- Level 2: Absent from a class without notification, including but not limited to skipping class, failure to report to class, leaving campus without permission, etc.
- Level 3: Leaving campus without permission or multiple/repeated AWOL infractions.

**Battery:** Intentional touching or striking of another person with the intent to cause bodily harm. (Note: The key difference between battery and fighting involves mutual participation.)

- Level 1: Intentional physical attack with the intent to cause bodily harm, resulting in no bodily injuries.
- Level 2: Intentional physical attack with the intent to cause bodily harm, resulting in mild or moderate bodily injuries.
- Level 3: Intentional physical attack with the intent to cause bodily harm, resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students who violate the school policy on battery three (3) or more times during the same school year.

**Behavior Plan:** A Behavior Plan is a formal written agreement between the student, parent/guardian, and school staff that outlines specific expectations for student behavior, responsibilities of all parties, and consequences for continued misbehavior. Behavior Plans are used as part of the progressive discipline process and are often implemented prior to or in conjunction with other disciplinary interventions.

**Bomb Threat/Explosions:** Any act that threatens an explosion intended to cause property damage, bodily injury, or disruption to school district property, at a school function, or at an extracurricular activity, or the persons on the property or attending the function. This offense also includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on district property, at a school function, or at an extracurricular activity. Violations may result in disciplinary action up to and including a Level 3 offense.

**Breaking and Entering/Burglary:** The unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

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

**Bullying:** Bullying is defined in O.C.G.A. § 20-2-751.4. Depending on the circumstances, bullying may consist of a single sufficiently serious act or repeated conduct. Specifically, bullying is defined as follows:

1. Any act that is a willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any act that is an intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any act that is an intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;
  - 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 including, but not limited to, extracurricular activities. The term also applies to acts of cyberbullying that originate on school property or involve the use of school equipment, including, but not limited to, acts that occur within a school-sponsored online activity.

- Level 1: First substantiated offense of bullying as defined in O.C.G.A. § 20-2-751.4
- Level 2: Second substantiated offense of bullying as defined in O.C.G.A. § 20-2-751.4
- Level 3: Third substantiated offense of bullying as defined in O.C.G.A. § 20-2-751.4. Students in grades 6 through 12 who commit a third substantiated offense during the same school year shall be assigned to an alternative educational program as required by O.C.G.A. § 20-2-751.4.

**Bus Suspension:** A student may be suspended from riding the bus to and from school for inappropriate bus conduct and/or violating the disciplinary code.

**Cannabinoid Products:** Possession, use, sale, or distribution of cannabinoid products, including CBD, delta-8 THC, delta-9 THC, delta-10 THC, and similar products, is prohibited on school property, at school-sponsored events, and on district transportation and may result in disciplinary action up to and including a Level 3 offense.

**Chronic Discipline Problem Student:** A student who is chronically disruptive may be charged with repeated violations of school rules. Intervention attempts may include consideration by the Student Support Team, parent notification, parent observation, and development of a behavioral contract.

**Classroom Disruption:** Conduct or behavior which interferes with or disrupts the teaching/learning process. See Disorderly Conduct.

**Criminal Law Violations:** Any behavior of a student, either on campus or off campus, 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. A student who has been convicted of, adjudicated delinquent for, indicted for, or formally charged with a felony or an act that would constitute a felony if committed by an adult may be charged with a Level 3 infraction and may be recommended to a Student Disciplinary Tribunal Hearing.

**Computer Trespass:** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network to delete, obstruct, interrupt, alter, damage, or in any

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way cause the malfunction of the computer, network, program(s), or data.

- Level 1: N/A
- Level 2: Unauthorized use of school computers for anything other than instructional purposes.
- 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 district computer network without proper authorization.

**Destruction of Property:** Injury to real or personal property through another's negligence, willful destruction, or by some act of nature. The amount of recovery for property damage may be established by evidence of replacement value, cost of repairs, loss of use until repaired or replaced or in the case of heirlooms or very personal property by substantive testimony as to sentimental value.

**Detention:** The student shall report to a specific school location and to a designated teacher or school official. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school. The school principal will develop rules for detention.

**Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function, disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. (This includes disruptive behaviors on school buses.)

- Level 1: Mild Disorderly Conduct: Any conduct which is reasonably likely to distract other students or interfere with learning for a short duration.
- Level 2: Moderate Disorderly Conduct: Any conduct that minimally interferes with the operations of the schools. Such disruption is one which does not result in personal injury or property damage, does not require any kind of "lockdown" or evacuation of students, or does not require the involvement of law enforcement.
- Level 3: Severe/Repeated/Threatening Disorderly Conduct: A student shall not engage in behavior which is reasonably likely to disrupt the learning environment; create a threat to the health and/or safety of others; or interfere with the normal operation of the school, class, program, or activity.

**Dress Code:** Students are required to dress appropriately for school. Each local school will establish and publish a dress code applicable to that school. In addition to the requirements established by the local school, prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing that is disruptive to the learning environment.

- Level 1: Violation of school dress code.
- Level 2: Repeated dress code violations.
- Level 3: N/A

**Drugs:** Unlawful use, being under the influence, 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 drug-like substance or substance thought to be illegal drugs, or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

- Level 1: Unintentional possession of prescribed or over-the-counter medication. Does not include the possession of narcotics or any illegal drugs.
- Level 2: Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival at school.

- Level 3: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, being under the influence, or importation of any controlled drug or narcotic substance, or any drug-like substance or substance thought to be illegal drugs, or equipment or devices used for preparing or using drugs or narcotics.

**Electronic Smoking Device:** Any device used to deliver nicotine or any other substance intended for human consumption that a person may use 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, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system, or any cartridge or other component of the device or related product.

- Level 1: Possession, intentional or unintentional, and/or use of an electronic smoking device.  
Level 2: Repeated infractions for possession, intentional or unintentional, and/or use of an electronic smoking device.  
Level 3: Distribution and/or selling of electronic smoking devices: Level 3 may be used for students who violate school policy on electronic smoking devices three (3) or more times during the same school year.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal, or in the case of intentional physical violence resulting in physical harm to school personnel, by the board acting on the recommendation of a disciplinary tribunal.

**Extent of School Jurisdiction:** Students are accountable for behavior on school property, at school functions, en route to or from school functions, and at bus stops.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Felony:** Any offense punishable as a felony under Georgia law or federal law. (See Criminal Law Violations).

**Fighting:** 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 participation.)

- Level 1: A physical confrontation between two (2) or more students with the intent to harm resulting in no bodily injuries.  
Level 2: A physical confrontation between two (2) or more students with the intent to harm resulting in mild or moderate bodily injuries.  
Level 3: A physical confrontation between two (2) or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students who violate the school policy on fighting three (3) or more times during the same school year.

**Firearms:** Firearms other than handguns, rifles, or shotguns as defined in 18 U.S.C. § 921, includes any weapon (including starter gun or pistol) 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., a 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 of 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.

- Level 1: N/A  
Level 2: N/A  
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.

**Forgery:** The making of false or misleading written communication to a school staff member with the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

**Gambling:** Any participation in games (or activities) of chance for money and/or items of value. Gambling is strictly prohibited on all campuses, buses, or at any school-related functions and may result in disciplinary action.

**Gang-Related:** A gang member is a person who is part of an association of three (3) or more people, associated for a common purpose, that engages, individually or collectively, in illegal behavior and/or disruptive school behavior. The group of three (3) or more individuals may also have a common name or common identifying signs, symbols, tattoos, graffiti, or attire.

Level 1: N/A

Level 2: Wearing or possessing gang-related apparel; communicating verbally or nonverbally to convey membership or affiliation with a gang.

Level 3: The soliciting of others for gang membership, defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, requiring or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

**Harassment:** Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited.

**Hazing:** Any action or situation which subjects a student to an activity which endangers or is likely to endanger the physical or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is strictly prohibited on all campuses, buses, or at any school-related functions and may result in disciplinary action.

**Hearing Officer:** A district administrator or other person who conducts the Student Disciplinary Tribunal Hearing procedures.

**Horseplay:** Intentionally making physical contact with another person including, but not limited to, hitting, slapping, pushing, tripping, and wrestling. Horseplay is strictly prohibited on all campuses, buses, or at any school-related functions and may result in disciplinary action.

**Inappropriate Behavior:** Any student behavior which is inappropriate for the school setting.

**In-School Detention (ISD):** Removal of a student from class and assignment of that student to an alternative setting isolated from peers for a specified period of time. Class assignments will be sent to the student by the teacher(s).

**In-School Suspension (ISS):** Removal of a student from class or regular school program and assignment of that student to an alternative setting isolated from peers for a specified period of time. Class assignments will be sent to the student by the teacher(s). Students should serve the entire time assigned to ISS (bell-to-bell) in order to fulfill the assigned consequence. Students arriving late or checking out early from ISS will be assigned an additional day. Students may also be assigned additional days of ISS for violations of ISS rules and procedures. Students may not attend or participate in any extracurricular activities while assigned to ISS.

**Insubordination:** Refusal or failure to comply with a direction or an order from a school district staff member; failure to comply with state law, Board policy, local school rule, behavior contracts, or classroom rules. (See Student Incivility)

**Intimidation:** See Threats/Intimidation

**Larceny/Theft:** The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence, or bodily harm.

- Level 1: The unlawful taking of property belonging to another person or entity that does not belong to the student (property valued at less than \$100).
- Level 2: The unlawful taking of property belonging to another person or entity that does not belong to the student (property valued at \$100 through \$250).
- Level 3: The unlawful taking of property belonging to another person or entity that does not belong to the student (property valued at more than \$250). Level 3 may be used for students who violate the school policy on larceny/theft three (3) or more times during the same school year.

**Long-Term Suspension:** The student receives an out-of-school suspension for more than ten (10) consecutive school days. Any suspension of more than ten (10) consecutive school days may be assigned only by the Student Disciplinary Tribunal or by the Board of Education.

**Misconduct on School Bus or Other School-Approved Transportation:** Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. In addition to consequences for offenses on a bus, students may lose the privilege to ride the bus.

**Out-of-School Suspension:** Removal of a student from the regular school program for a period not to exceed ten (10) days (short-term) or for a period greater than ten (10) days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities, including practices, competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

**Parent Conference:** A conference with school administration and the parent/guardian of a student regarding the student's behavior at school.

**Possession of Unapproved Items:** The use or possession of any unauthorized item disruptive to the school environment.

- Level 1: The possession of any unauthorized item.
- Level 2: The use of any unauthorized item.
- Level 3: The use or possession of unauthorized items that can be construed as dangerous or harmful to the learning environment. Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

**Prescription Drug:** A drug (medication), authorized by a registered physician, that is prescribed for the student. Students and/or parents should inform the school administration or its designee if the use or possession of the medically prescribed drug is needed on the school campus. Prescription drugs are strictly prohibited on all campuses, buses, or at any school-related functions and may result in disciplinary action unless the appropriate procedures are followed (see Student Health Services Information).

**Profane, Obscene, or Abusive Language/Materials:** The use of either oral or written language, gestures, objects, or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

**Public/Inappropriate Display of Affection (PDA):** The practice of kissing, embracing, and other similar types of activities are not in good taste in the school setting. Events of this nature may be deemed inappropriate by school staff or administration and the students may face disciplinary action. All students should conduct themselves in a mature manner.

**Prohibited Substance:** A prohibited substance is any substance prohibited from school premises by state or federal law or district rules. Examples of prohibited substances include, but are not limited to, narcotics, tobacco, vapes, alcoholic beverages, weapons, and firearms.

**Repeated Offenses:** Repeated violations of the Code of Conduct that occur on a single school day or across multiple school days.

Level 1: N/A

Level 2: N/A

Level 3: Multiple disciplinary infractions and Code of Conduct violations during the course of the school year.

**Restitution:** Reimbursement for damage or loss of property.

**Robbery:** The taking of, or attempting to take, anything of value that another person or organization owns 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.)

Level 1: N/A

Level 2: Robbery without the use of a weapon.

Level 3: Robbery with the use of a weapon.

**Search of a Student by Administrators:** School administrators 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 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 are subject to having their contents searched if needed and within the scope of the investigation. Students are required to cooperate with all reasonable requests related to the search of personal property (book bags, cell phones, lockers, vehicles, etc.) brought on campus. At the discretion of administrators, metal detectors or wands and dogs trained to detect drugs or weapons may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus.

Confiscated items will be turned over to a parent or the appropriate law enforcement agency or disposed of if the items pose a threat to the health and safety of the students or campus security. Failure to pick up confiscated items will result in proper disposal.

Refusal to be searched or failure to cooperate and comply with the search by school administration may result in a violation of the Student Code of Conduct for insubordination/student incivility. The violation could result in consequences up to and including a Student Disciplinary Tribunal Hearing.

**Sexual Battery:** Oral, anal, or vaginal penetration against the person's will or where the victim did not consent or was incapable of consenting; 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 consent or was incapable of consenting.

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- Level 1: N/A
- Level 2: N/A
- Level 3: Oral, anal, or vaginal penetration against the person's will or where the victim did not consent or was incapable of consenting; 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 consent or was incapable of consenting.

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

- Level 1: Comments that perpetuate gender stereotypes or suggestive jokes that are not directed toward specific individuals.
- Level 2: Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed toward specific individuals or a group of individuals.
- Level 3: Physical or nonphysical sexual advances; requests for sexual favors. Level 3 may be used for students who violate the school policy on sexual harassment three (3) or more times during the same school year.

**Sex Offenses:** Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

- Level 1: Inappropriate sexually based physical contact, including, but not limited to, inappropriate bodily contact or any other sexual contact not covered in Levels 2 or 3.
- Level 2: Inappropriate sexually based behavior, including, but not limited to, sexting, lewd behavior, public groping, possession of pornographic materials, and simulated sex.
- Level 3: Engaging in sexual activities on school grounds or during school activities.

**Short-Term Suspension:** A suspension of one (1) through ten (10) days out of school by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. During the period of suspension, the student is excluded from all school-sponsored activities including practices, competitive events, and/or activities sponsored by the school or its employees. Students may complete academic work for credit while serving OSS. It is the responsibility of students to contact teachers for any assignments missed during OSS. The completed assignments should be turned in to individual teachers. Any assignment not turned in may receive a grade of zero.

**Student Conference:** A conference with school administration and the student regarding the student's behavior at school.

**Student Disciplinary Tribunal:** A disciplinary hearing body, consisting of a hearing officer, panel, or tribunal appointed by a local board of education, authorized to conduct hearings, receive evidence, make findings of fact, and determine disciplinary action in cases involving recommended long-term suspension, expulsion, or other matters specified by Georgia law.

**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.

- Level 1: Failure to comply with instructions or the inadvertent use of inappropriate language.
- Level 2: Disrespect/insubordination or the use of inappropriate language directed toward school staff or peers; intentional misrepresentation of the truth.
- Level 3: Blatant and/or repeated disrespect/insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

**Suspension:** When the term suspension is used in the Discipline Code, it may be interpreted to mean in-school suspension or out-of-school suspension.

**Tardiness:** Excessive late arrival to school or class.

**Theft:** See Larceny/Theft

**Threat/Intimidation:** Any written, verbal, electronic, or physical threat or act that creates a fear of harm and/or conveys a serious expression of intent to cause harm or commit violence without displaying a weapon and without subjecting the victim to actual physical attack.

- Level 1: N/A
- Level 2: Physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.
- Level 3: Districtwide physical, verbal, written, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

**Tobacco/Nicotine:** Possession, use, distribution, or sale of tobacco, nicotine, or other look-alike products on school grounds, at school-sponsored events, and on transportation to and from school.

- Level 1: Unintentional possession of tobacco, nicotine, or other look-alike products.
- Level 2: Use of or knowledgeable possession of tobacco, nicotine, or other look-alike products.
- Level 3: Distribution and/or selling of tobacco, nicotine, or other look-alike products; Level 3 may be used for students who violate the school policy on tobacco, nicotine, or other look-alike products three (3) or more times during the same school year.

**Trespassing:** Entering or remaining on a public school campus or district facility without authorization or invitation and with no lawful purpose for entry.

- Level 1: N/A
- Level 2: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.
- 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; Level 3 may be used for students who violate the school policy on trespassing multiple times during the same school year.

**Truancy:** Violation of state attendance laws.

**Unauthorized Electronic Device:** The unauthorized use of electronic devices can significantly distract students from learning in the classroom or school environment. The Distraction-Free Education Act was signed into law in 2025. This bill prohibits students in kindergarten through grade 8 from using personal electronic devices, including but not limited to cell phones, tablets, smartwatches, and headphones, during school hours. In 2026, legislatures also included students in grades 9 through 12 under the same provisions. School-issued devices, as well as devices specifically needed to accommodate a student's medical plan, IEP, or Section 504 needs, are allowed. The use of unapproved electronic devices may result in disciplinary action.

**Vandalism:** The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

- Level 1: N/A
- Level 2: Minor property damage.
- Level 3: Major/malicious property damage; Level 3 may be used for students who violate the school policy on vandalism three (3) or more times during the same school year.

**Violence Against a Teacher/District Employee:** Intentional physical attack against a teacher with the intent to cause bodily harm, resulting in severe injuries or any physical attack against a teacher.

Level 1: N/A

Level 2: N/A

Level 3: Intentional physical contact that causes physical harm.

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

The maximum punishments for a particular offense include long-term suspension or expulsion. This may include permanent expulsion. Any punishment may be determined by a disciplinary tribunal as outlined in the JCEB Board Policy JCEB.

**Weapons - Handgun:** Possession of a firearm that has a short stock and is designed 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.

Level 1: N/A

Level 2: N/A

Level 3: Possession/use of a handgun.

**Weapons - Knife:** The possession or use of, or intent to use any type of knife.

Level 1: Unintentional possession of a knife or knife-like item without intent to harm or intimidate.

Level 2: Intentional possession of a knife or knife-like item without intent to harm or intimidate.

Level 3: Intentional possession, use, or intent to use a knife or knife-like item with the intent to harm or intimidate.

**Weapons - Other:** The possession or use of, or intent 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).

Level 1: N/A

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.

Level 3: Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm.

**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.

Level 1: N/A

Level 2: N/A

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.

## DISCLAIMER

Any policy or procedural changes that occur after the publication of the Code of Conduct may be shared with families electronically. Such changes will supersede any information listed in the Code of Conduct.

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