



2026-2027

Student Handbook

With code of Conduct

Homeroom _____

Teacher _____

PLEASE NOTE: All of the new additions to the handbook have been shaded for your quick reference.

AFFIRMATION OF RECEIPT OF STUDENT HANDBOOK

(Please print)

I, _____,

Student's Last Name First Middle Preferred Name

have received a copy of the Emanuel County Schools 2026-2027 Student Handbook and the school supplemental handbook. The handbooks contain the student code of conduct, state law, state school board policy, and local policy on student attendance. I understand the policies, procedures, and directives set forth in these handbooks. Furthermore, I agree to abide by these policies, procedures, and directives.

Student Signature

We have read a copy (either electronic or paper) of the Emanuel County Schools 2026-2027 Student Handbook and the school supplemental handbook, which contain the student code of conduct, state law, state school board policy, and local policy. We expect our son/daughter/student to abide by these policies. The Emanuel County School System reserves the right to update the handbook when necessary. The most current and applicable version will be posted on the ECS website.

Telephone Consumer Protection Act Affirmation –Infinite Campus & Kinvo chat messaging system needs parent/guardian permission to receive automated or pre-recorded calls and text messages to a cellular telephone. The Emanuel County School System is not liable for text message charges that may incur. At the beginning of the year, you provided contact information, including a cell phone number, which the District will use for automated calling purposes to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated calls to your cell number, you may not receive time-sensitive or emergency information.

The District requires you to provide us notice of any changes in your contact information within ten days. This includes changes to cell numbers you provided. Correct contact information is needed so the District may provide you with information regarding school operations and any specific concerns related to your child. Failure to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

(Check One) YES ☐ NO ☐

Parent/Guardian Signature

Date

Parent/Guardian Signature

Please sign, date, and return to the school site within five school days.

Emanuel County Schools Annual Consent and Acknowledgment Form

School Year: 2026-2027

Student Name:

Grade:

School:

1. Student Handbook Acknowledgment

We have read a copy (either electronic or paper) of the Emanuel County Schools 2026-2027 Student Handbook and the school supplemental handbook, which contain the student code of conduct, state law, state school board policy, and local policy. We expect our son/daughter/student to abide by these policies. The Emanuel County School System reserves the right to update the handbook when necessary. The most current and applicable version will be posted on the ECS website.

2. Internet Use Consent

- ☐ Yes, I consent to my child's use of internet-connected devices and networks provided by Emanuel County Schools.
- ☐ No, I do not consent to my child's use of internet-connected devices and networks.

3. Photo and Video Release

Unless I notify the principal in writing within 10 days of the school year or enrollment:

- ☐ Yes, I consent to my child being photographed or recorded for school-related events, websites, publications, and local news media.
- ☐ No, I do not consent to my child being photographed or recorded.

4. Automated Calls and Texts (TCPA Notice)

- ☐ Yes, I consent to receive automated calls and text messages from Emanuel County Schools to the cell phone number I provided. I understand that standard text/data rates may apply and that I must notify the school of any phone number changes.
- ☐ No, I do not consent to receive automated calls or texts.

Parent/Guardian Name (Print): _____

Signature: _____ Date: _____

Please sign, date, and return to the school site within five school days.

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Section 1 — Welcome and District Information

School Board Members



Brandon Jones
District 1
Term expires December
2028
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om

Cherie Hooks
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District 2
Term expires December
2030



Del Brown
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Tanya Lane
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Elizabeth DeVane
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Jeanette Harden
District 6
Term expires December
2030
hardenjeanette@yahoo.c
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John Allen Bailey
District 7
Term expires December
2028
bailey.johna@gmail.com

Central Office Staff

Central Office Main Switchboard..... (478) 237-6674

Dr. Denise Warnock, Superintendent
Brandi Davis, Public Relations Specialist
Ann Rogers, Digital Systems Coordinator
Bailey Burke, Administrative Assistant to the Superintendent

Administrative Services and Operations

Jansen Ware, Assistant Superintendent of Administrative Services
Brandon Andrews, Director of Transportation
Bill Overstreet, Bus Shop Manager
Matt Braswell, Operations Project Manager
Rusty Kea, Safety Coordinator
Paula Amerson, Transportation Secretary
Gail McKenzie, Maintenance Secretary

Finance

Danielle Renew, Executive Director of Finance
Leila Donaldson, Staff Accountant
Angela Shaw, Accounting Specialist
Melissa Fleming, Payroll Specialist
Lynn Stevens, Accounting Specialist

Human Resources

Valorie Watkins, Executive Director of Human Resources
Kristie Johnson, Employee Benefits

School Food Service

Chandra Hooks, Executive Director of School Nutrition
Claudia Arledge, Bookkeeper

Teaching & Learning

Stefanie Mason, Executive Director of Teaching & Learning
Demita Clarke-Hubbard, Director of Student Services
Tracy Coxwell, Assistant Director of Student Services
Anetria Edenfield, Director of Federal Programs and Assessment
Dionne Gamble, Director of Attendance and System Social Worker
Olivia Golden, System Social Worker
Chip Fleming, CCA Coordinator/CTAE Administrator
Dr. Shannon Lawrence, Young Farmer/CTAE Administrator
Kelli Torpy, Data Collections Coordinator
Sandy Brantley, Teaching & Learning Department Secretary
Wendy Bullard, Student Services Department Secretary

Technology & Student Information Systems

Tom Williamson, Technology Coordinator
Hadley Irvin, Tech Specialist
Karen Morris, Tech Specialist
Brianna Screws, Tech Specialist

Our Philosophy

Education is a cornerstone of the American democratic tradition. Emanuel County Schools is committed to helping every student develop strong foundational skills, the ability to think critically, and the character needed to succeed in a free and democratic society.

Mission Statement

To prepare and inspire all students for college and career success through personalized learning and relevant experiences.

Vision Statement

To strengthen our community one student at a time.

Belief Statements

We believe:

- A strong educational program is the foundation for a thriving and progressive community.
- Meeting educational needs requires the active participation and support of home, school, and community.
- Everyone is unique, worthy, and capable of learning and achieving success.
- Learning is a lifelong process.
- Everyone is entitled to a safe and secure learning environment.

School Directory 2026–2027

School	Principal	Address	Phone
Swainsboro High School	<i>Rob Gray</i>	689 South Main Street, Swainsboro, GA 30401	478-237-2267
Emanuel County Institute	<i>Brooke Frye</i>	102 North College Street, Twin City, GA 30471	478-763-2673
Swainsboro Middle School	<i>Joshua Anderson</i>	200 Tiger Trail, Swainsboro, GA 30401	478-237-8047
Swainsboro Elementary School	<i>April Woods</i>	258 Tiger Trail, Swainsboro, GA 30401	478-237-7266
Swainsboro Primary School	<i>Sarah Tapley</i>	308 Tiger Trail, Swainsboro, GA 30401	478-237-8302
Twin City Elementary School	<i>Jessica Collins</i>	162 Parrish Pond Road, Twin City, GA 30471	478-763-2253
Site	Coordinator	Address	Phone
Early Learning Center	<i>Meghan Simonin</i>	308 Tiger Trail, Swainsboro, GA 30401	478-237-9593
Crossroads Transitional Academy	<i>Bob McNeely</i>	200 Tiger Trail, Swainsboro, GA 30401	478-419-1080
EDGE Career Academy	<i>Chip Fleming</i>	346 Kite Rd, Swainsboro GA, 30401	478-289-2278

About This Handbook

This handbook applies to all Emanuel County Schools students for the **2026–2027** school year. It contains the student code of conduct, district and school policies, state law, and other important information for students and families.

The Emanuel County School System reserves the right to update this handbook as needed. The most current version will always be posted on the ECS website at www.emanuel.k12.ga.us.

***Please note:** The policies in this handbook are regulatory in nature. The Board of Education, Superintendent, and school principals reserve the right to amend or modify any policy at any time in the best interest of students and the educational mission of Emanuel County Schools. The principal of each school has ultimate administrative responsibility and will address each situation based on what is best for the student, the school community, and the district as a whole.*

Section 2 — Student Attendance

Why Attendance Matters

Regular attendance is one of the most important factors in a student's success. When students miss school, they miss experiences and instruction that cannot always be recreated. Emanuel County Schools is committed to ensuring every student is in school, on time, every day.

Georgia Compulsory Attendance Law

***Plain-English Summary:** Georgia law requires all children between ages 6 and 16 to attend school. Parents and guardians are legally responsible for making sure their child is enrolled and attending. After 5 unexcused absences, the school will send formal notification. Each additional unexcused day after that notification is a separate legal offense and may result in fines, community service, or jail time for the parent or guardian.*

O.C.G.A. § 20-2-690.1 — Official Policy Language

Mandatory attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays, unless the child has successfully completed all requirements for a high school diploma.

Every parent, guardian, or other person having control or charge of a child of mandatory attendance age shall enroll and send that child to school. Failure to comply is a misdemeanor offense. Upon conviction,

penalties may include a fine of \$25–\$100, up to 30 days imprisonment, community service, or any combination of these penalties. Each unexcused absence after the school's formal notification of 5 unexcused absences constitutes a separate offense.

After two unsuccessful attempts to notify the parent or guardian, the school shall send notice by certified mail, return receipt requested. Schools shall retain signed acknowledgment forms through the end of the school year.

Excused Absences

The following absences are considered excused:

- **Personal illness** — when a student's attendance could be detrimental to their own health or the health of others; medical documentation may be required upon return
 - **Serious illness in the immediate family** necessitating absence from school; medical documentation may be required upon return
 - *Immediate family includes:* mother, father, stepmother, stepfather, or a blood/legal relative living in the student's household
 - **Death in the family** — immediate family as above, plus brother, sister, grandparents, great-grandparents, aunt, uncle, great-aunt, great-uncle, cousin, niece, or nephew
 - **Religious holidays** — recognized holidays observed by the student's faith
 - **Government mandate** — court order, jury duty, pre-induction military physical exam, or similar order from a governmental agency
 - **Conditions rendering attendance impossible or hazardous** to student health or safety
 - **Voter registration or voting** — up to 1 day to register to vote or vote in a public election
 - **Military family deployment (visit)** — up to 5 excused days per year to visit a parent in the U.S. Armed Forces or National Guard prior to deployment or during leave from a combat zone
 - **Military affairs sponsored events** — up to 5 excused days per year (not to exceed 2 school years) for students whose parent has served or is serving on active duty, to attend military affairs sponsored events; prior documentation required
 - **Georgia General Assembly Page** — with appropriate documentation
 - **Student Teen Election Participant (STEP) Program** — students participating in STEP are counted present; limited to 2 school days per year
 - **Foster care court proceedings** — a student in foster care is counted present (not absent excused or unexcused) when attending court proceedings related to their foster care status per O.C.G.A. § 20-2-692.2
 - **4-H activities** — student is counted present in the same manner as an educational field trip per O.C.G.A. § 20-2-692.3
 - **Other** — any absence the Superintendent or designee determines to have merit based on circumstances
-

Unexcused Absences

Any absence that does not meet the criteria above is considered **unexcused**.

Absence Documentation

Situation	What Is Required	Deadline
Up to 5 absences per year	Written note from parent/guardian stating reason	Within 5 school days of return
More than 5 absences per year	Medical documentation from a healthcare provider	Within 5 school days of return
Funeral/bereavement beyond 5 days	Copy of obituary or verification of funeral attendance	Within 5 school days of return

Note: Parent-written excuses are limited to 5 per school year. Any absence beyond 5 that is not accompanied by medical documentation will be recorded as **unexcused**.

Absence Thresholds and Consequences

Grade Level	Unexcused Absence Threshold	Consequence
K–8	More than 20 unexcused absences	May not be promoted to the next grade
9–12 (semester course)	More than 10 unexcused absences	Reviewed by School Attendance Hardship Committee
9–12 (yearlong course)	More than 20 unexcused absences	Reviewed by School Attendance Hardship Committee
Pre-K	10 consecutive absences	May be dropped from the program (per Bright from the Start)

- Students enrolled for only part of the year will have attendance thresholds prorated accordingly.
- Students receiving special education services will have the IEP Committee serve as the Hardship Committee.
- Students are responsible for all work missed due to any absence — excused, unexcused, or suspension.

Notification of Unexcused Absences

When a student accumulates **5 unexcused absences**, the school will notify the parent or guardian by Infinite Campus notification, text, letter, or mail. The notice will explain the possible penalties and state that each additional unexcused absence is a separate offense.

If the school cannot reach the family after two reasonable attempts, notification will be sent by **certified mail, return receipt requested**, before any legal action is taken.

Hospital Homebound Program

Students who expect to be absent **10 or more consecutive days** due to a medical condition or chronic illness should speak with their teacher, counselor, or administrator as soon as possible to apply for the Hospital Homebound program.

School Attendance Hardship Committee

When a student exceeds the maximum number of allowable absences, the school will initiate a review through the School Attendance Hardship Committee. Parents and students will receive reasonable notice and will have the opportunity to attend and provide documentation.

Committee Members:

- Assistant Principal (as designee of the Principal)
- One school counselor or system social worker (if requested by the principal)
- One of the student's academic teachers (appointed by the principal)
- One teacher representative (appointed by the principal)

Possible Outcomes:

Decision	What Happens Next
Hardship Exists — Waiver Granted	Attendance policy is waived. For grades 9–12, student must score 70% or higher on EOC or a comprehensive exam to receive course credit. Unexcused absences during the waiver period reduce the likelihood of a waiver being granted. A letter is mailed to the parent/guardian.
Hardship Does Not Exist	Retention or credit denial is supported. Parent/guardian receives written notice of the decision.

Appeals Process:

1. Appeal the Hardship Committee's decision → **School Principal**
2. Appeal the Principal's decision → **Superintendent / Board of Education** (final ruling)

The Board's role on appeal is limited to ensuring the committee followed policy and did not act arbitrarily or discriminate.

High School Note: Credit recovery may be available as an "absence forgiveness" option. However, students who use this option are not eligible for perfect attendance recognition, and attendance records will not be changed.

Late Arrivals and Early Departures

Every student is expected to be in school for the **full school day**. Arriving late or leaving early without an excuse is a violation of Georgia's Compulsory Attendance Law.

How Time Is Counted:

Time Missed from a Class	How It Is Recorded
Less than 30 minutes	Tardy or early departure
30 minutes or more	Absent for that class period

Excused Tardies / Early Departures — Accepted Reasons:

- Personal illness
- Illness or death in the immediate family
- Religious holiday
- Government mandate (jury duty, military physical, etc.)
- Georgia General Assembly Page duty
- Military family deployment (parent on active duty or returning from combat zone)

A parent/guardian notation on the school sign-in/sign-out sheet is accepted in place of a written note.

Consequences for Unexcused Tardies/Early Departures:

- **5 cumulative** unexcused late arrivals or early departures in a school year → formal notice sent home; considered a violation of compulsory attendance law
- **More than 5** unexcused tardies or early departures in a 9-week period → progressive discipline, which may include detention, in-school suspension, or out-of-school suspension

Previously Assigned Work

Work that was assigned while a student was present is due **on the day the student returns to school**, unless an administrator determines that expectation is unreasonable.

If a student was present when a test was scheduled but absent on the day of the test, the teacher may require the student to make it up on the first day back. Credit is awarded only if the absence is excused and documentation is submitted within 5 days.

Make-Up Work

Absence Type	What Can Be Made Up
Excused or pre-approved absence	All daily assignments, tests, and major projects
Unexcused absence	Tests and major projects only

Process:

- Students must arrange make-up work with their teacher within **5 days** of returning to school.
 - All make-up work must be completed within **5 days** of the last absence, unless the principal approves an extension.
 - If the teacher is on leave, the student's deadline is extended by the number of days the teacher is out.
 - No make-up work will be graded until the absence has been determined to be excused.
-

Extracurricular Eligibility (Grades 6–12)

To participate in extracurricular activities (clubs, pageants, field trips, etc.), middle and high school students must meet all three requirements each nine-week grading period:

Requirement	Standard
Grades	70% or higher in at least 75% of classes
Attendance	Fewer than 6 unexcused absences in the 9-week period
Discipline	4 or fewer referrals in the 9-week period

- A student is considered present for a full day if they attend at least 75% of their classes.
 - Students who do not meet these standards lose extracurricular privileges for the **following** nine-week period.
 - Students may regain privileges by meeting all standards in a subsequent grading period.
 - Middle school athletics follow high school eligibility — eligibility changes at the semester.
 - Students enrolled for only part of the year will have requirements prorated.
-

Perfect Attendance

To qualify for perfect attendance recognition, a student must:

- Have **no unexcused tardies** to school
 - Have **no early dismissals** from school
 - Be **present on campus for the full day**, every school day
-

Accident or Illness at School

Any accident serious enough to require first aid must be reported to the principal's office immediately. Parents will be notified of any serious accident or illness that occurs at school.

Driver's License and School Enrollment

Georgia Teen-Age and Adult Driver Responsibility Act (O.C.G.A. § 40-5-22)

A student's attendance and discipline record directly affects their eligibility for a Georgia driver's permit or license. Holders of a Class D license may not drive between 12:00 AM and 5:00 AM, and may not drive with non-family passengers under age 21 during their first six months of holding the license.

Certificate of School Enrollment

Students applying for a driver's license or permit must present a Certificate of School Enrollment, available from the school counselor's office.

Situation	Processing Time	Certificate Valid For
During the school year	48 hours (2 business days)	30 days
Prior to summer break	48 hours (2 business days)	90 days
Expired certificate	48 hours + \$5 fee	30 days

Students planning to get a license or permit over the summer should obtain their certificate **before** the last day of school.

Children in Need of Services (CHINS)

ECS believes early intervention is key to resolving attendance problems. When a student begins to accumulate absences, the school will intervene through:

- Phone calls to the parent or guardian
- Letters home
- Home visits
- Conferences about absences and available resources

If attendance problems continue after these interventions, the student will be referred for a **Children in Need of Services (CHINS) Hearing**. This hearing is designed to connect families with school and community support — it is **preventative**, not punitive.

Truancy is defined as 5 or more unexcused absences in a school year. A CHINS referral is made when a student reaches **10 unexcused absences**. Any student reported or found truant under O.C.G.A. §§ 20-2-698, 20-2-699, or 20-2-700 will be immediately referred for a CHINS hearing.

Note: Days missed due to out-of-school suspension (OSS) do not count as unexcused absences for the purpose of determining truancy.

Section 3 — Student Conduct and Safety

Our Commitment to Safe Schools

Creating and maintaining safe schools for students, staff, and visitors is one of ECS's highest priorities. The district works in partnership with the Emanuel County Emergency Management Agency and local, state, and federal law enforcement to develop and maintain emergency plans for every school.

If you see something, say something.

Agency	Contact
Emanuel County Sheriff's Department	478-237-7526
Swainsboro Police Department	478-237-8967 or police@cityofswainsboro.org
Twin City Police Department	478-763-4140

Emergency Drills and Alert System

All ECS schools conduct emergency drills throughout the school year. The **Centegix Alert System** is used in all schools to notify students and staff of emergencies.

Alert Color Guide:

Color	Alert Type
 Red	Lockdown
 Yellow	Lockout
 White	Hold
 Green	Evacuate
 Blue	Severe Weather

Other Signals:

Signal	Meaning
Continuous long sounds or verbal instructions	Fire Drill
Verbal instructions	Tornado Alert
Three sounds or verbal instructions	All Clear

What Parents Should Do During an Emergency

During an emergency, the most helpful thing a parent can do is **stay calm and stay away**. Here is what we ask:

- **Do not call or come to the school.** Phone lines must stay open for emergency communications. Traffic near the school can block first responders.
 - **Do not try to contact your child.** Students need to focus on instructions from school staff.
 - **Keep your contact information current.** Update your emergency contacts, phone numbers, and email addresses as soon as anything changes. List multiple contacts in case you cannot be reached.
 - **Monitor ECS communications.** Emergency information will be sent through the district's mass notification system (phone, email, and text) and posted on:
 - ECS website: www.emanuel.k12.ga.us
 - ECS Facebook and social media pages
 - Local media: Swainsboro Radio, *The Blade*, WTOG, WSAV, WJBF, WJCL
-

School Closings and Delayed Dismissal

The Superintendent makes decisions about school closings or schedule changes in consultation with county and municipal public safety agencies. The safety of students, staff, and families is always the top priority.

- Parents will be notified of closings or delays as early as possible through the district messaging system and local media.
 - During severe weather, dismissal may be delayed until conditions are safe.
 - Schools can safely continue operations and food service through most utility outages. **Do not come to pick up your child for a utility outage unless you receive specific instructions from the school.**
-

Emergency Student Release and Reunification

During or after an emergency, students will be released only to authorized adults following safe reunification procedures.

- Students will be released from a **designated area** — not from classrooms or hallways.
- Adults picking up students must show **valid photo ID**.
- Students may only be released to individuals listed as **emergency contacts** in school records.
- Noncustodial parents must be listed in the student's emergency contact information and show proper identification.
- If a parent or authorized contact cannot be reached, the student will remain **under staff supervision** until pickup.
- If students must be moved off campus, an **alternate pickup location** will be announced through the district messaging system and local media at the time of the event.

After a crisis, school counselors and school psychologists are available to provide emotional support to students and staff. Contact your school's principal or district Safety Coordinator with any questions:

Rusty Kea — 478-237-6674 or rkea@emanuel.k12.ga.us

School Bus Transportation

Bus transportation is a privilege, not a right. It may be suspended based on a student's conduct. All school rules apply on the bus and at bus stops — both are considered extensions of the school campus.

Bus Stop Rules

- Arrive at your stop **5 minutes before** the scheduled pickup time. Buses cannot wait for late students.
- Wait **12 feet away** from traffic in an orderly line.
- Do not speak to strangers or get into a vehicle with anyone you don't know. Report this to your driver, teacher, or parent immediately.
- Keep electronics packed away while boarding. You must be able to hear at all times.
- Respect the property and peace of the neighborhood around your stop.
- If you miss the bus, go home and get help — **never walk to another stop.**

Rules on the Bus

- Follow the bus driver's instructions at all times.
- Stay seated while the bus is moving. Keep hands, feet, and head inside the bus.
- Be completely quiet at all railroad crossings.
- No eating, drinking, or chewing gum. No glass containers.
- No profane, vulgar, or obscene language or gestures.
- No fighting, roughhousing, pushing, shoving, or physical contact of any kind.
- No tobacco, vaping, alcohol, drugs, weapons, or fireworks.
- No use of electronic devices, mirrors, lasers, or reflective devices that could distract the driver.
- No damage to any part of the bus interior or exterior.
- Personal belongings are the student's responsibility. The district is not liable for items left on the bus.

Parents are not permitted to view bus videos due to the privacy rights of other students. Video footage may be used in disciplinary hearings.

Bus Supervision Policy (O.C.G.A. / Policy 2104.4)

For the safety of young children at bus stops:

Age	Supervision Requirement
8 and under	Must have a visible adult present at the bus stop
9–12	May be alone for brief periods (less than 2 hours), based on maturity
13 and older	May be left alone and may babysit (up to 12 hours, with parental authorization)

Bus Discipline Procedures

The school principal — not the bus driver — handles all bus discipline. Drivers may reassign seats but do not administer discipline directly.

Elementary School:

Offense	Consequence
1st	Driver speaks with student or reassigns seat; contacts administrator if unresolved; documents actions
2nd	Principal counsels student; student placed on probation; parents contacted
3rd	1-day bus suspension
4th	3-day bus suspension
5th	5-day bus suspension
6th	10-day bus suspension
Subsequent 10+ days; additional discipline at principal's discretion	

Middle / High School:

Offense	Consequence
1st	Principal counsels student; student placed on probation; parents contacted
2nd	1-day bus suspension
3rd	3-day bus suspension
4th	5-day bus suspension
5th	10-day bus suspension
Subsequent 10+ days; additional discipline at principal's discretion	

Serious offenses (bullying, physical assault or battery on the bus) will require the parent or guardian to meet with school officials and sign a **school bus behavior contract**. The contract may include assigned seating, ongoing parental involvement, and suspension from bus privileges.

Student Dress Code (Grades 6–12)

Students are expected to dress neatly and appropriately at all times — at school, on the bus, and at school events. The principal or designee makes the final call on any questionable item of clothing or appearance.

Administrator Discretion Notice: All dress code provisions are enforced at the discretion of the school principal or designee in a manner consistent with applicable state and federal law.

High school students enrolled in pathway programs with required uniforms (JROTC, CTE, etc.) may wear those uniforms throughout the school day, provided they meet program requirements.

Standard School Day — Required Attire

Item	Requirements
Tops	Solid white, black, gray, or khaki polo or oxford shirt; or the school's designated color. Shirts with official collegiate logos are permitted. Political messages or symbols are permitted on clothing, accessories, and jewelry to the same extent that other non-offensive messages and logos are permitted, consistent with state law and the First Amendment. Insignia must be no larger than a credit card. Shirts more than 3 inches below the natural waist must be tucked in. No more than two chest pockets. School spirit shirts and sanctioned club shirts are allowed.
Bottoms	Solid khaki or black pants, slacks, shorts, skirts, skorts, or capri pants. Must be standard twill, cotton, or polyester. Must be worn at the natural waist with a belt. Shorts, skirts, and skorts must be no more than 2 inches above the knee.
Layering — Over Shirt	Jackets, windbreakers, sweaters, vests, sweatshirts, or fleece in school-approved colors. Hoods may not be worn inside the building. No prints, plaids, or camouflage.
Cold Weather Gear	Jackets and coats in solid gold, white, red, black, gray, khaki, brown, or combinations (e.g., Letterman jackets). No trench coats or dusters. No logos larger than a credit card.
Under Shirt	Solid white, black, or school color undershirt, camisole, or turtleneck.
Shoes	Safe and appropriate shoes required at all times. No bedroom shoes, heelies, stilettos, or heels taller than 3 inches. No flip flops or athletic shoes in lab settings.
Socks / Tights / Hose	Solid neutral, black, white, gray, or school color only.

Always Prohibited

Hats, caps, visors, scarves, rollers, sweatbands, bandannas, or sunglasses inside the building

- Torn, ripped, or holey clothing that exposes skin or undergarments
- Denim jeans, skirts, or shorts of any kind
- Leggings, jeggings, yoga/exercise pants, or athletic shorts
- Knit pants or footless tights
- Sagging clothing — clothes must fit properly
- Body piercings except earrings or a small nose stud. No grills, fronts, nose bars, chains, or gauges.
- Clothing, jewelry, or accessories displaying offensive, obscene, vulgar, or gang-related content. Political or ideological messages are not prohibited solely on the basis of their viewpoint, provided they do not otherwise violate the standards above.
- Visible tattoos depicting nudity, vulgarity, or gang imagery
- Extreme hair colors (blue, pink, purple, green, etc.) or styles that disrupt the learning environment. No mohawks.
- Belts with oversized, ornate, or offensive buckles

Dress Down / Spirit Days

On designated dress-down days, the following apply in addition to general standards:

- No see-through, sheer, or mesh garments. Undergarments must not be visible.
- No tank tops, halter tops, low-cut tops, or midriff-baring clothing
- No sundresses cut lower than the shoulder blades in the back, or with cut-out areas
- Skirts, shorts, and dresses must be no more than 2 inches above the kneecap
- All shirts more than 3 inches below the waist must be tucked in
- No chains or chained wallets
- No clothing bearing alcohol, tobacco, sexual, or offensive references
- Same shoe requirements apply
- Hair must be a natural color and style. No hats, caps, or bandannas. No sunglasses indoors (except prescribed eyewear with principal's approval).

Dress Code — Non-Compliance Consequences

Incident	Consequence
1st	Warning, parent contact, student must correct clothing
2nd	Loss of privileges, after-school detention, or ISS
3rd	Addressed under Code of Conduct; consequences based on severity and discipline history

Exceptions — A student is not considered non-compliant when:

- Within the first 2 weeks after transferring from another school system
- The principal has authorized a dress-down day or given special permission
- A teacher or advisor has obtained principal approval for a specific uniform (band, JROTC, sports team, etc.)

Search and Seizure

School administrators may search students, lockers, and vehicles when there is **reasonable suspicion** that a violation of school policy or law has occurred. Metal detectors may also be used on a random basis before, during, or after school.

Type of Search	Conditions
Personal search (student's person or belongings)	Reasonable suspicion that student possesses a weapon or prohibited item. Search will not be intrusive. Refusal to submit results in a 10-day suspension and a principal's recommendation for expulsion, with eligibility for re-enrollment.
Locker search	Lockers are school property. May be searched at any time, without notice or student consent.
Vehicle search	Students park on campus as a privilege. Exteriors may be inspected at any time. Interiors may be searched with reasonable suspicion of illegal or unauthorized items.
Campus safety searches	Drug- and weapon-sniffing canines and metal detectors may be used district-wide on unannounced dates in cooperation with law enforcement.

Any illegal or contraband materials found during a search will be turned over to the appropriate authorities.

Law Enforcement on Campus

Georgia law authorizes law enforcement to come onto school campuses to interview or arrest students. While ECS will make every effort to notify parents beforehand, the school cannot prevent law enforcement from carrying out their duties.

- Georgia law does **not** require law enforcement to have a parent present when questioning a juvenile.
- Law enforcement officers will be asked to **sign a release form** before removing a student from school.
- School staff are **required by law** to report certain criminal acts to law enforcement, including: aggravated battery; carrying a deadly weapon at a public gathering; possession, use, sale, or transfer of marijuana or illegal drugs; certain sexual offenses; and terroristic threats.

Section 4 — Technology and Communication

Personal Electronic Devices

The Emanuel County Board of Education believes all students achieve better academically in a learning environment free from distraction. ECS is committed to maintaining a distraction-free environment that minimizes interruptions, improves academic outcomes, and increases meaningful interaction and focused learning.

Students in grades K–12 are not permitted to access personal electronic devices while on school premises during school hours. This includes but is not limited to:

- Cell phones and smartwatches
- Tablets and e-readers
- Headphones and earbuds
- Any other device with wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission capability

Parents wishing to reach their child during school hours should contact the school's front office.

Any student found in violation of this policy during the school day is subject to progressive discipline consequences as outlined in the Student Code of Conduct (Section 8).

During school activities such as field trips, athletic events, and extracurricular activities, personal electronic devices may be used in accordance with appropriate use guidelines in the Student Code of Conduct.

Exceptions: A student whose IEP, Section 504 Plan, or medical plan explicitly requires the use of a personal electronic device shall be permitted access to that device as necessary to fulfill the requirements of their plan.

The district and individual schools are not responsible for the theft, loss, or damage of any personal electronic device brought to school.

HB 340 — Georgia Distraction-Free Education Act

Plain-English Summary: Georgia's HB 340 requires all K–8 schools to restrict student access to personal electronic devices during school hours and at school-sponsored events. The Emanuel County Board of Education has extended this distraction-free policy to all students in **grades K–12**, going beyond the minimum required by state law. Exceptions apply for devices required by an IEP, Section 504 Plan, or medical plan.

Official Policy Language

HB 340 requires local school systems and boards of education to establish clear policies and procedures to remove access to personal devices or personal electronic devices at school-sponsored events and during school hours ("bell-to-bell") for K–8 students. Exceptions apply for medical devices, certain district-provided devices, and device usage required by an IEP or 504 Plan.

District-Issued Technology (Chromebooks)

Students who are issued a school Chromebook are responsible for its care.

- Students are expected to ensure that district-issued devices are **not lost or damaged** beyond normal wear and use.
 - Loss or excessive damage to a Chromebook will result in the **student and/or parent being charged** for repair or replacement.
 - Georgia law holds parents and students financially responsible for materials loaned to them by the school.
 - Students will be notified in writing of any debt. If a family is unable to pay, the superintendent or designee may arrange for the student to satisfy the debt through services to the school district.
-

Internet Acceptable Use

Plain-English Summary: Internet access at ECS schools is a privilege provided for educational purposes. Students are expected to use the network responsibly and only for school-related purposes. Students may not access social media on school equipment except under direct supervision of school personnel for an approved

educational purpose. Misuse can result in loss of access, disciplinary action, and in some cases, legal consequences. Parents who wish to deny internet access — or restrict access to specific social media platforms — for their child may contact the principal's office. The district maintains content filtering on all school computers in compliance with federal and state law.

Official Policy Language — Board Policy IFBG, Adopted 05/11/2026

Internet use must be in support of education and research and consistent with the educational mission, goals, and objectives of ECS. Internet access is a privilege, not a right. The Superintendent or designee may deny, revoke, or suspend access at any time.

ECS maintains a qualifying technology protection measure (content filter) on all school computers with internet access, in compliance with the Children's Internet Protection Act (CIPA) and the Protecting Georgia's Children on Social Media Act of 2024. These filters are designed to block access to obscene material, child pornography, and material harmful to minors.

Social Media

Students are prohibited from accessing social media platforms on any school-owned, leased, or provided device or internet connection. The only exceptions are:

- When directed by school personnel
- For the exclusive purpose of accessing age-appropriate educational resources
- Under the direct supervision of school personnel
- During a school-related activity

Parent Rights Regarding Internet and Social Media Access

- Parents may request a copy of the full AUP at any time from the principal's office
- Parents may request information about which social media platforms may be accessed for educational purposes
- Parents may request that their child be prohibited from accessing one or more specific social media platforms on school equipment
- Parents may provide written consent for the principal to disable content filtering for their child for bona fide research or other lawful purposes

Student Responsibilities — Prohibited Conduct

Students are responsible for all actions and activities involving the school network. The following conduct is prohibited:

Accessing or sending any material that is:

- Damaging to another's reputation
- Abusive, obscene, or sexually oriented

- Threatening or harassing
- Contrary to ECS harassment policy
- Related to unauthorized access (hacking) or other unlawful activities

Other prohibited uses:

- Using the network for any illegal activity, including copyright violations
- Copying, downloading, or distributing copyrighted material without the owner's written permission
- Using the network for personal financial gain or commercial advertising
- Wasting network resources or using software designed to damage systems
- Gaining unauthorized access to any account, system, or entity
- Invading the privacy of others or using another user's account or password
- Posting material created by another person without their consent
- Posting anonymous messages or forging email
- Attempting to read, delete, copy, or interfere with another user's email
- Using the network while access privileges are suspended or revoked
- Using the network in a manner inconsistent with teacher or staff directions

Additional Responsibilities:

- **Security:** Report any security problem or breach immediately to the principal, designee, or appropriate staff. Do not demonstrate the problem to other students.
- **Vandalism:** Any malicious attempt to damage school equipment, data, or the network — including uploading viruses — will result in loss of privileges and additional disciplinary action.
- **Financial responsibility:** Students and parents are responsible for any losses or damages the school system incurs due to a violation of this policy. The Board assumes no responsibility for unauthorized charges, fees, or equipment costs.
- **Unauthorized disclosure:** Sharing personal information about minors is prohibited under CIPA and the Protecting Georgia's Children on Social Media Act of 2024.

Network Etiquette — Expected Behavior Online:

- Be polite — do not send abusive messages
- Use appropriate language — no profanity or vulgarity
- Do not share other students' personal addresses or phone numbers
- Understand that email is not private — system operators may access all messages, and messages related to illegal activity may be reported to authorities
- Do not disrupt other users' access to the network
- Treat all communications and information on the network as private property
- Limit streaming of music and video to educational purposes only

Internet Safety Instruction

ECS provides age-appropriate instruction to students on safe and appropriate behavior on social networking sites and chat rooms, behaviors that may constitute cyberbullying, and how to respond when subjected to cyberbullying.

Complaints

Any complaint regarding a possible violation of the AUP will receive a written response from an appropriate school or district official. Expedited review is available for any claim that the AUP is being applied in a way that wrongly restricts access to permitted material. Contact your school's principal to initiate a complaint.

Questions about this policy may be directed to the school principal, media specialist, or technology coordinator.

Cyberbullying

Cyberbullying is a serious offense and is treated the same as in-person bullying under the ECS Code of Conduct. Cyberbullying is defined as bullying committed through the use of data or software accessed through a school computer, computer system, computer network, or other electronic technology provided or owned by ECS.

Electronic communication includes any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic, or photo optical system.

See **Section 8** for full definitions and consequences related to bullying and cyberbullying.

Photo and Video of Students

Unless a parent or guardian submits a written opt-out request, ECS and news media may photograph or record students during sporting events, awards ceremonies, and general interest activities. These images may appear on school websites and in publications.

- To opt out, written notification must be submitted to the school principal **within 10 days of the start of the school year or the date of enrollment**.
- Photos or recordings that identify a student as receiving special education services will **not** be taken or shared without prior written approval.

District Recording of Students

The school system reserves the right to videotape or audiotape students:

- While on school premises
- During school events and extracurricular activities
- For student evaluation purposes
- On school bus routes and during field trip transport
- During any school meeting where a parent may be present

Infinite Campus Parent and Student Portal

Infinite Campus is ECS's online student information system, available as both a web portal and a mobile app with push notifications. It gives students and parents 24-hour access to:

- Grades and assignments
- Attendance records
- Historical state assessment data (through Georgia's Statewide Longitudinal Data System)
- Instructional resources

Access the portal at: <https://campus.emanuel.k12.ga.us/campus/portal/emanuel.jsp>

Additional information is available in the Parent Resources section of www.emanuel.k12.ga.us.

District AI Academic Integrity Policy

I. Purpose and Philosophy

Our district recognizes that Artificial Intelligence (AI) is an evolving tool in the modern landscape. In order to ensure a meaningful educational experience while also fostering AI Literacy, our district has implemented the following practices*.

II. Assignment Tiering System

To provide clarity, assignments will be categorized using a "Stoplight" tiering system:

- **Red (AI Prohibited):** The assignment must be completed entirely through original student effort without the assistance of generative AI.
- **Yellow (AI Restricted):** AI may be used as a supplemental tool for specific tasks (e.g., brainstorming, outlining) as directed by the teacher.
- **Green (AI Permitted):** Students are encouraged to use AI tools to enhance their work, provided all use is transparently documented.

III. Verification of Originality

To ensure students are making authentic progress, the following measures are in place:

- **Baseline Writing Samples:** All students will provide a supervised, hand-written original writing sample at the start of the term to establish their unique "voice" and skill level.
- **Quarterly Benchmarks:** Once per nine weeks, students will complete a summative task in a controlled, supervised environment without the use of AI or outside resources.
- **Process Documentation:** Teachers may require students to submit chat histories/prompts used with AI, provide "evidence commentary," or participate in short oral defenses of their work.

IV. Protocol for Suspected Misuse

If a teacher suspects AI has been used in a way inconsistent with the , the district defaults to a re-demonstration model. Students may be required to:

1. **Conference with their teacher**
2. **Complete a supervised re-demonstration**
 - **Successful Re-demonstration:** The work is graded normally or averaged with the re-demonstration.
 - **Partial Re-demonstration:** The student will perform targeted revisions in a controlled environment and complete a reflection on AI misuse.
 - **Failure to Re-demonstrate:** The initial submission will be invalidated, and the student must follow standard district academic integrity protocols, which may include redoing the assignment in a supervised setting.
3. **Review modules and educational materials about proper AI usage**

*These practices outlined above are based on current guidance, and may evolve as the technology evolves.

Section 5 — Student Services and Supports

School Counseling Services

Every ECS school has a guidance counselor available to help students with academic, career, and personal concerns. Students and parents are encouraged to reach out to their school's counselor at any time.

Counselors can assist with:

- Academic planning and course selection
- College and career exploration
- Scholarship and financial aid information

- SAT/ACT testing dates and preparation resources
- Personal and social concerns
- Referrals to additional support services

Parents are encouraged to schedule an appointment to discuss their child's progress or concerns with a counselor, faculty advisor, or teacher.

8th Grade Note: *Students and families will be notified by April 1 each year about Dual Enrollment opportunities available for the following school year.*

Multi-Tiered System of Supports (MTSS)

MTSS is ECS's framework for identifying and supporting students who need extra help to meet their educational goals. Teams of teachers at each grade level review student data and design targeted intervention plans for students who need additional support.

- Students identified as needing intervention are supported through the **Pyramid of Intervention**.
 - The MTSS team writes and implements **Tier 2 Intervention Plans**, which include regular progress monitoring to track each student's growth.
 - If a student continues to struggle, the team may recommend additional levels of support, including referral for special education evaluation.
-

Special Education Services

ECS Special Education Programs serve students ages **3 through 21**. A range of services and delivery models are available to help each student meet their individual goals.

- All special education decisions are made through a **committee team approach**, ensuring that the most appropriate environment and services are chosen for each student.
- Programs follow all federal and state guidelines and regulations.
- ECS collaborates across agencies, schools, and departments to help every student reach their potential.
- Special education promotion decisions are made by the student's **IEP Placement Committee**.

Contact your school's counselor or administrator for information about how to request a special education evaluation.

Section 504 of the Rehabilitation Act of 1973

Plain-English Summary: *Section 504 is a federal civil rights law that protects students with disabilities from discrimination. If your child has a physical or mental condition that significantly affects their daily functioning, they may qualify for accommodations at school — even if they do not qualify for special education services. The goal is to give students with disabilities an equal opportunity to participate in school, not a guaranteed outcome.*

Official Policy Language

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs that receive federal financial assistance. To be protected under Section 504, a student must be determined to have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. Section 504 requires school districts to provide a free appropriate public education (FAPE) to qualified students.

Child Find Responsibility: ECS is obligated to identify students who may have a disability and need related services or accommodations. A student does not have to demonstrate a need for a 504 Accommodation Plan to be determined eligible — eligibility and the need for a plan are separate determinations.

Evaluation and Eligibility: A Section 504 evaluation draws from a variety of sources, including cumulative records, work samples, observations, and interviews with students, parents, and school staff. A physician's diagnosis alone is not sufficient for eligibility, though medical documentation may be one source of information. The 504 team must include people knowledgeable about the student, evaluation data, and available placement options.

504 Accommodation Plan: A student who is eligible and requires accommodations to have their educational needs met as adequately as non-disabled peers will have a 504 Plan developed. The plan provides equal opportunity — not a guaranteed equal outcome — and is based on the student's individual needs and least restrictive environment.

Contact your school's **Section 504 Coordinator** for more information: **Demita Clarke-Hubbard, Director of Student Services**

Gifted Education

The ECS Gifted Program serves students in all grades. Referrals for screening may be made by administrators, teachers, parents, or automatically if a student scores at or above the **90th percentile** in reading or math on a standardized achievement test.

Evaluation Areas:

Area	Description
Mental Abilities	Cognitive reasoning and thinking skills
Achievement	Academic performance and knowledge
Creativity	Ability to think flexibly and originally
Motivation	Drive, persistence, and engagement in learning

A student must qualify in **3 of the 4 areas** to be eligible for gifted services. Eligibility is based on Georgia State Board of Education guidelines.

Criteria for continuation of gifted services will be shared with students and families at the beginning of each school year.

Immunizations

No student may be admitted to ECS without a current Certificate of Immunization on file.

Key Requirements by Grade:

Grade / Situation	Requirement
Entering or transferring into 6th grade	2 doses of Varicella (chickenpox) vaccine on or after the first birthday
Entering or transferring into 7th grade	Whooping cough (Tdap) booster and meningococcal vaccine
Entering or transferring into 9th grade	Tetanus and pertussis (Tdap) booster (if not already received at age 14)
Entering or transferring into 11th grade	Meningococcal conjugate vaccine (MCV4) booster, unless initial dose was given on or after the student's 16th birthday
Out-of-state transfer students	Must meet all Georgia immunization requirements; documentation must be on Georgia Form 3231

Waivers:

- A **30-day waiver** may be granted if documentation shows immunizations are in progress.
- A **90-day waiver** may be granted for out-of-state transfers or students entering kindergarten or 1st grade from out of state, provided immunizations are actively being received on schedule. This waiver cannot be extended.
- Vaccines for hepatitis B, measles, mumps, rubella, and varicella may be waived with serologic proof of immunity.
- Parents with **religious objections** must provide a notarized affidavit stating the immunization requirement conflicts with their religious beliefs.

During an epidemic or disease outbreak, unimmunized students may be excluded from school until they are immunized or the threat has passed.

Direct questions to your child's school nurse. Reference: O.C.G.A. § 20-2-771 and Chapter 290-5-4 (Rules of DHR and PH).

Medication at School

ECS encourages families to administer medications before and after school whenever possible. When medication must be given during the school day, the following procedures apply.

Authorization Requirements:

- A completed "**Authorization of Medication Administration**" form is required for every medication — prescription and non-prescription.
- A new form must be completed each school year, even if the medication has not changed.
- A new form is also required any time a dosage changes.
- Medications will **not** be given within one hour of school dismissal.

Delivering Medication to School:

Type	Container Required	Additional Requirement
Prescription	Original pharmacy-labeled container with student name, date, medication name, dosage, and expiration date	Signed physician's order required
Non-prescription	Original manufacturer's container with directions clearly visible	Physician's order required if given more than twice per day or more than 3 consecutive days

Medications in baggies, envelopes, or any unofficial packaging will **not** be accepted. Medications will **not** be sent home with students. Parents must pick up all medications by the last day of school.

Special Medication Notes:

- **Aspirin and salicylates** (Pepto-Bismol, Excedrin, Alka-Seltzer, etc.) will not be administered without both a physician's written order and parent/guardian consent, due to the risk of Reye's syndrome.
- **Vitamins, minerals, herbs, and dietary supplements** will not be administered by school staff unless prescribed by a physician.
- **Students with diabetes** will have an individualized health plan developed in coordination with their physician.
- **Specialized health procedures** (catheterization, tube feeding, ostomy care, etc.) require both a physician's order and parent/guardian consent. Parents are responsible for supplying all necessary equipment and supplies.

Self-Administration — Inhalers and Epi-Pens:

Students with asthma or severe allergies may carry and self-administer their inhaler or Epi-Pen during the school day, at school-sponsored activities, and on the school bus — provided all of the following are on file:

- Physician approval
- Parent/guardian approval
- Completed "**Authorization for Student to Carry a Prescription Inhaler or Epi-Pen**" form

This permission must be renewed each school year. Inhalers must be labeled with the student's name in permanent ink. Epi-Pens must have the pharmacy label and directions attached.

Per Georgia Senate Bill 126, school nurses and employees may administer a stocked Epi-pen or albuterol/Xopenex to any student or staff member experiencing an actual or perceived allergic or respiratory emergency — regardless of whether that person has a prescription. School employees acting in good faith are immune from civil liability in these situations.

Important — Medication Misuse:

The sale, transfer, or unauthorized possession of any drug or medication — or the creation of the appearance of doing so — is a violation of the Student Code of Conduct and will result in disciplinary action.

School Nutrition

All ECS students are encouraged to participate in the school breakfast and lunch programs. Meals are prepared daily and meet USDA dietary guidelines.

Meal Costs — 2026–2027:

Meal	Student Cost	Visitor Cost
Breakfast	Free (CEP Program)	\$5.00
Lunch	Free (CEP Program)	\$6.00
After-school tutoring snacks	Free	N/A

Parents are welcome to visit their child's school at mealtime with **prior reservations**.

À La Carte Items:

- Students may purchase extra items such as additional milk, fruits, vegetables, or approved smart snack items.
- Payment is due at the time of purchase — no charging allowed for à la carte items.
- Prepayment may be placed in the student's meal account. Send payment in a sealed envelope labeled with the student's full name and payment amount. Include the student's name on any checks.

Meal Selection by Grade:

Grade Level	Breakfast	Lunch
Pre-K – 2nd grade	Non-select (set meal)	Choice of entrée; no choice of sides
3rd – 12th grade	Choose 3–4 items from offerings	Choose 4+ food group components

All students must include at least **½ cup of fruit or vegetable** at both breakfast and lunch as required by the USDA School Nutrition Program.

Restaurant-purchased meals may **not** be delivered to students for lunch.

Food Allergies:

Parents of students with food allergies must provide the school nurse with physician documentation **before the start of each school year**. Documentation should include:

- Specific foods causing the allergy
- History of anaphylaxis, if applicable
- Emergency treatment procedures
- Signs and symptoms of a reaction
- Prescribed medications and the student's readiness for self-administration
- A list of acceptable substitute meals

The school nurse will share this information with school nutrition staff. Lactose intolerance is not considered a food allergy — Lactaid milk is available at all schools.

Menus are posted on each school's webpage and in the cafeteria. Questions? Contact the Director of School Nutrition at **478-237-6673**.

Section 6 — Academic Policies and Graduation Requirements

Grading System

Kindergarten:

Code	Meaning
0 / ND	Not yet Demonstrated
1 / BG	Beginning
2 / EM	Emerging
3 / DV	Developing
4 / DM	Demonstrating
5 / EX	Exceeding

Grades 1–12:

Range	Grade
90–100	A
80–89	B
70–79	C
69 and below	F
—	S (Satisfactory)
—	N (Needs Improvement)
—	U (Unsatisfactory)

Grade Distribution by Grade Band

Grade Band

Kindergarten Standards-based

Grades 1–2 40% Classwork/Homework, 50% Chapter Tests/Quizzes, 10% Unit Tests/Performance Tasks

Grades 3–5 50% Classwork/Homework, 40% Chapter Tests/Quizzes, 10% Unit Tests/Performance Tasks

Grades 6–8 50% Classwork/Homework, 20% Quizzes, 30% Unit Tests/Projects

Grades 9–12 25% Classwork/Homework, 25% Quizzes/Lab Work, 30% Tests, 20% Midterm/Projects/Final Exam

Honor Roll

Recognition	Requirement
Star Honor Roll (nine-weeks)	An A in every subject for the grading period
Honor Roll (nine-weeks)	90+ average AND no grade below 80 in any subject (not rounded)
Yearly Star Honor Roll	All A's on the report card for every grading period all year (MS/HS use periods 1–3)
Yearly Honor Roll	Yearly average of 90+ AND no grade below 80 in any subject, any grading period (not rounded)

Academic Promotion, Placement, and Retention Policy (Grades K–8)

Plain-English Summary: Promotion to the next grade is based on a student's overall academic achievement — not a single test. Students in grades 3, 5, and 8 must meet grade-level reading and/or math benchmarks on the Georgia Milestones Assessment to be promoted; if they don't pass on the first try, they get extra instruction and a second chance to test. If a student still doesn't meet the standard, a placement committee — made up of the parent, teacher, and principal — reviews the full picture and makes a final, unanimous decision. Parents always have the right to appeal a retention decision.

Key Terms:

Term	Meaning
Accelerated Instruction	Intensive, targeted instruction to bring a student up to grade level quickly
Additional Instruction	Extra instructional time (school day, before/after school, Saturday, or summer) for students not on grade level
Differentiated Instruction	Instructional strategies tailored to individual student needs
Placement Committee	Principal/designee + parent/guardian + relevant teacher(s); makes promotion/retention decisions when a student doesn't meet standards
Promotion	Assignment to a higher grade level based on meeting current-grade criteria
Retention	Reassignment to the same grade level for the next school year

Standards for Promotion

Grade(s)	Standard
Kindergarten	Readiness for 1st grade assessed using GKIDS, EIP data, report card, teacher recommendation, and MAP data
Grades 1–3	70+ yearly average in reading and math; grade-level achievement on Georgia Milestones (where applicable)
Grades 4–5	70+ yearly average in reading, math, and (science or social studies); grade-level achievement in reading and math on Georgia Milestones
Grades 6–8	70+ average in 3 of 4 core subjects (Reading/Language Arts, Math, Science, Social Studies); grade-level achievement in reading and math on Georgia Milestones; 70+ average in connection courses (2 of 4 eighteen-week courses, or 4 of 8 nine-week courses)

Special Requirements for Grades 3, 5, and 8

- **3rd grade:** Cannot be promoted to 4th grade without grade-level reading on the Georgia Milestones Assessment
- **5th grade:** Cannot be promoted to 6th grade without grade-level reading **and** math on the Georgia Milestones Assessment
- **8th grade:** Cannot be promoted to 9th grade without grade-level reading **and** math on the Georgia Milestones Assessment

A student may still be retained even after achieving grade-level performance on the Milestones, if they do not also achieve the required 70+ yearly average.

What Happens If a Student Doesn't Pass (First Test)

1. Within **10 calendar days** of receiving scores, the principal notifies the parent/guardian by mail of the failing score, the retest date, available accelerated/additional instruction, and the possibility of retention
2. The student receives instruction in the relevant subject(s) before retesting
3. The student retests using the Georgia Milestones or an approved alternative assessment

What Happens If a Student Doesn't Pass (Second Test)

1. The principal retains the student for the next school year (unless otherwise addressed through the appeals process)
2. The parent/guardian and teacher(s) are notified by mail of the retention decision and their right to appeal

Appeals Process

If the parent/guardian or teacher appeals a retention decision:

- A **Placement Committee** is formed: principal/designee + parent/guardian + relevant subject teacher(s)

- The committee reviews the student's overall academic record — not just the Milestones score — including MAP data, grades, and other assessments
- **The decision to promote must be unanimous.** The committee must determine the student is likely to reach grade level by the end of the next year with accelerated or additional instruction
- A continuous progress-monitoring plan is created for the year ahead
- **The committee's decision is final**

For students receiving special education services, the **IEP Committee** serves as the Placement Committee.

English Language Learners — Assessment Accountability

EL students enrolling in a U.S. school for the first time take all required state assessments, but their scores are **excluded from statewide accountability calculations during their first year**. These scores establish a growth baseline starting in year two. Both achievement and growth are included in accountability calculations beginning in the **third year** of enrollment.

End-of-Course (EOC) Testing

End-of-Course tests are administered in the **fall, spring, and summer** to students enrolled in any of the following courses, regardless of grade level:

- Literature and Composition II
- Algebra: Concepts and Connections
- Biology
- United States History

High School Grade Classification (Promotion/Retention)

Students are classified by grade level based on units earned, not age or years enrolled:

Grade	Block Units Required to Enter	Courses That Must Be Passed
10th	6	3 units in academic classes
11th	13	6 units in academic classes
12th	20	10 units in academic classes

- **Core courses must be passed in sequence** — for example, 9th grade Literature must be passed before a student may take 10th grade Literature. This applies to all core content areas.
- Students who do not pass a required course may make up the work through **Credit Recovery** (see below), which may involve a cost.

Graduation Requirements

Students must meet all unit requirements below, complete the Accelerated Career Diploma requirements, or meet the "Diploma of Performance" requirements specified in their IEP, in order to participate in graduation ceremonies.

Transfer Students: Juniors and seniors transferring into ECS may meet state graduation requirements and be exempt from system requirements if meeting system requirements would delay their graduation.

Standard High School Diploma — Course Requirements

Subject Area	Units Required
English/Language Arts	4
Mathematics	4
Science	4
Social Studies	4
CTAE / Modern Language / Latin / Fine Arts	3
Health and Physical Education (.5 unit each)	1
Electives	8
TOTAL (Minimum)	28

Accelerated Career Diploma (formerly "Option B")

The Accelerated Career Diploma — established under O.C.G.A. § 20-2-149.2 (formerly Senate Bill 2) — is an alternate graduation path for students who have already chosen a career direction. Students complete 9 required high school courses **plus** a technical credential, and may graduate as soon as coursework is finished. Students who finish early may appeal to walk with their original graduating class.

Course Requirements:

Subject Area	Units Required	Notes
English/Language Arts	2	Literature & Composition II/EOC required
Mathematics	2	Algebra: Concepts & Connections required
Science	2	Biology required
Social Studies	2	U.S. History recommended
Health and Physical Education (.5 unit each)	1	
TOTAL High School Units (Minimum)	9	

Plus one of the following Technical College credentials:

- Any one Associate Degree
- Two sequenced Technical Certificates of Credit (TCCs), as required by the Technical College
- Any one Diploma Program

Core Credit Note: A core course that has already been passed may not be repeated for credit, except when an administrator determines it's necessary for success in a later course — in that case, only elective credit is awarded.

Credit Recovery

Credit Recovery gives high school students who have failed a required course a chance to make up specific non-mastered standards **without repeating the entire course**, supporting on-time graduation. The program runs through Edgenuity or Georgia Credit Recovery — an online, module-based system managed by a facilitator rather than a classroom teacher. There is a **cost** associated with credit recovery courses.

Program Requirements:

Requirement	Detail
Eligibility	Grade of 60–69 in the course, or principal's written approval
Course load	Maximum 2 credits recovered per semester, unless the principal approves more
Intake	Student and parent/guardian must complete an interview with the counselor
Attendance	Early dismissal is not allowed; disruptive behavior or misuse of technology results in removal
EOC courses	Student must retake the EOC at the end of the recovered course
Transportation	Parent/guardian responsibility
Testing	All assessments must be taken in the presence of the facilitator

Awarding Credit: Credit is awarded only when all work is completed satisfactorily. Recovered credit appears on the transcript as a **repeat attempt** — it does not replace the original grade. Both grades are included in the student's cumulative GPA.

Important — NCAA Notice: This program is **not approved by the NCAA** for course credit toward college athletic eligibility. Students who earn credit through this program will not be eligible under NCAA guidelines.

Advanced Placement (AP) Program

AP courses allow students to study at a college level while still in high school, preparing them for College Board exams scored 1–5. Many colleges grant credit or advanced placement for qualifying scores; each college sets its own policy.

- Students enrolled in an AP course are strongly encouraged to take the corresponding exam
- Exam cost is the student's responsibility (approximately **\$95 per exam**)
- Fee waivers are available through the College Board for qualifying families — contact your school counselor

Honor Graduate

To qualify as an Honor Graduate (regular education diploma path), a student must:

- Attain a **non-rounded 90 or better** average across all four years of high school
- Earn at least **28 Carnegie credits**
- Have all transfer grades from a SACS-accredited school or equivalent

There is no residency requirement to qualify. Dual Enrollment grades are included in the average, and Honors/approved Dual Enrollment courses are weighted in the calculation.

Honor Graduate averages are computed at the conclusion of the **third nine weeks of senior year**.

Class Ranking and Grade Weighting

Course Type	Weight
Honors	1.05
Dual Enrollment	1.10
Advanced Placement	1.10

- Weighting applies to the **cumulative average calculation**, not to individual transcript grades
- Courses with no special identifier (including "Advanced") receive no weighting
- Class rank is computed on a 100-point scale using the weighted cumulative GPA
- **Beginning FY22**, new Dual Enrollment students in 9th and 10th grade are weighted **only** for courses covered by the 30 HOPE-paid hours
- This weighting affects class rank, Honor Graduate eligibility, and Valedictorian/Salutatorian distinction only

Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the students with the **highest** and **second-highest** weighted academic averages among college-prep diploma candidates.

Eligibility requirements:

- Must enroll at the high school within the **first 10 days** of senior year
- Must remain enrolled through the **final semester** of senior year
- Credit-in-lieu-of-coursework is **not** included in the academic average

Averages for Valedictorian/Salutatorian are computed at the conclusion of the **third nine weeks of senior year**.

Final grades for Dual Enrollment courses completed during the second semester of a student's senior year are not available from the postsecondary institution at the time class rankings and honors are calculated. Therefore, these grades shall not be included in the determination of Valedictorian, Salutatorian, or Highest Honors recognition.

Dual Enrollment — Grades, Weighting, and Academic Probation

Dual Enrollment allows eligible high school students to earn college credit while completing high school graduation requirements.

House Bill 444 (signed April 28, 2020) changed dual enrollment program funding. Visit the ECS Dual Enrollment webpage or contact your school counselor for current details.

Before Enrolling: Students and parents must sign both the **Student Participation Agreement (SPA)** and the **ECS Dual Enrollment Contract**, agreeing to all program guidelines and academic expectations set by the Georgia Student Finance Commission and ECS.

Grade Conversion (for institutions that issue letter grades only):

Letter Grade Numeric Equivalent

A	95
B	85
C	75
D	70
F	62

- A grade of **D** (or numeric 60–69) in a dual enrollment course earns high school credit for the course — **except** for students pursuing the Accelerated Career Diploma, who must earn a **C or better** in all dual enrollment courses
- Course weighting (1.10) applies to HOPE-eligible core courses (English, math, science, social studies, world languages) and CTAE courses aligned with GaDOE Career Clusters/Pathways

Academic Probation:

Situation	Consequence
Drops a course required for ECS graduation	One semester of dual enrollment academic probation the following term
Fails one post-secondary course	Academic probation warning
Fails a second (or subsequent) course	One semester of dual enrollment academic probation
On academic probation	Cannot take any dual enrollment courses that semester
Fails a post-secondary course needed for graduation	Must retake the equivalent course at the high school

Competitive Interscholastic Activities Eligibility (High School)

All students participating in GHSA-defined competitive interscholastic activities must be **on track for graduation** and meet eligibility requirements.

- Eligibility is based on subjects/units passed the previous term and being "on track," measured by accumulated units at the end of each school year
- **Summer school** counts as part of the second semester/term
- **First-year (9th grade) students** are automatically eligible academically; for the second semester, they must have passed at least **3 courses** the previous semester
- Students have **8 consecutive semesters (4 consecutive years)** of interscholastic eligibility, beginning with their first enrollment date taking 2+ high school subjects
- Students may not have reached their **19th birthday** before May 1 preceding the year of participation

Section 7 — School Operations

Visitors

All visitors — including parents and guardians — must follow the check-in procedure when entering any ECS school campus or building.

Upon arrival, every visitor must:

- Check in at the **principal's office**
- State the reason for their visit
- Sign the school registry with the date and time
- Obtain a **visitor's pass** before going anywhere else in the building

A school administrator may ask any visitor to explain their presence at any time, whether or not they have already signed in. Exceptions to this procedure are limited to those specifically provided under Georgia law.

Addressing Concerns

ECS encourages parents and students to work through concerns at the level closest to the issue first.

Step	Who to Contact
1	Classroom teacher — for concerns about a specific class or assignment
2	School administrator (principal or assistant principal) — if the issue is not resolved with the teacher
3	Central Office (Assistant Superintendent or appropriate director) — if the issue is not resolved at the school level

Enrollment and Transfer of Students

Key Definitions

Term	Definition
Emancipated Minor	A person under 18 who is no longer under parental authority by operation of law (e.g., validly married) or by court order granted by a juvenile court judge
Unemancipated Minor	Any minor who is not emancipated as described above
Other Person (In Loco Parentis)	An adult (18+) or emancipated minor (16+) residing within the school system who is not the parent/guardian but assumes parental duties such as providing food, shelter, clothing, or medical care
Withdraw	The removal of a student from the official enrollment roll of a school
Critical Records	Educational records as defined by O.C.G.A. § 20-2-670
Case Management Consultation	A consultation conducted by a school social worker, counselor, or designated administrator with the transferring student and their parent or legal custodian to determine needed services and facilitate continuation of any services from the previous school

New Student Enrollment

Registration must be completed at the attendance area school for the address where the student lives. Students are assigned to a school based on their custodial parent or legal guardian's home address.

The legal custodial parent or caregiver must accompany the student to register. The person who registers the student is also the person authorized to withdraw the student, unless other legally acceptable arrangements are made.

Required Documents for Registration:

Document	Notes
Parent/guardian valid photo ID	Driver's license, work ID, or military ID
Child's birth certificate	
Child's Social Security card	
Withdrawal form or most recent report card	From previous school
Georgia Immunization Certificate (Form 3231)	ECS will request records from the previous school, but all documentation must be provided to complete registration
Two proofs of residency	See acceptable documents below

Acceptable Proof of Residency (any two):

Receipt for monthly rent or mortgage payment

Rental agreement or mortgage document

- Water, telephone, or cable bill
- Property tax bill
- Homeowner's insurance policy or receipt
- Income tax form showing current address

If the family lives with someone else who owns or rents the home, a **notarized statement** from that person confirming the family resides with them is required. School personnel may verify residency information.

If custody is split between two parents, a **certified copy of the most recent court order** must be provided. Parents must notify the school immediately of any changes to custody arrangements.

Transfer Requirements (Grades 4–12)

Plain-English Summary: *When a student transfers into ECS in grade 4 or higher, the parent or legal custodian must complete a disclosure form and provide school records from the past two years before the student can be permanently enrolled. This form asks about the student's disciplinary history — including any suspensions, expulsions, felony adjudications, or pending disciplinary hearings. If records aren't received in time, the student may be temporarily assigned to remote learning until the process is complete.*

Official Policy Language — Board Policy JBCD

The parent or legal custodian of a student seeking permanent enrollment in grade 4 or higher must, as a prerequisite to permanent enrollment:

Complete a disclosure document confirming whether the student:

Has ever been adjudicated delinquent for a Class A or Class B designated felony act (including date, offense, jurisdiction, and sentence)

Is currently serving a short-term suspension, long-term suspension, or expulsion (including reason and term)

Is currently the subject of a notice of a disciplinary hearing

Is currently or has ever been subject to a notice of criminal action, notice of chronic disciplinary problem, disciplinary and behavioral correction plan, or report of the commission of a prohibited act

Provide critical records from each school attended in the previous 24 months, OR receive written confirmation that the receiving school has already received them

If critical records are not received: The receiving school may temporarily assign the student to **remote learning** until the records are received or a Case Management Consultation is completed.

If a student is found ineligible for enrollment under O.C.G.A. § 20-2-751.2, they will be dismissed from enrollment until they become eligible.

Parent notification of records transfer: Each time a student's education records are transferred to ECS, the parent or legal custodian will be notified in writing. Upon written request within **5 school business days** of that notice, the parent is entitled to receive a copy of the transferred records and may request a meeting with the principal or designee to correct any record content.

Records release timeline: Sending schools are required to release a student's complete education records by **5:00 PM on the third business day** following a request.

Agency-Placed Students (Foster Care / DHS Placements)

When a student is being placed by the Department of Human Services or another state agency into a new home or facility that requires a school change, ECS will consult with the student's custodian to determine whether the student should remain in their school of origin or be assigned to the appropriate school in the new district, in accordance with the **McKinney-Vento Homeless Assistance Act**.

Withdrawal from School

All student withdrawals must be made and documented in accordance with state enrollment and withdrawal rules and state law.

Students **ages 16 or 17 who have not completed all graduation requirements** must have **written parent or guardian permission** before withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to discuss available educational options (O.C.G.A. § 20-2-690.1(e)).

If a parent or guardian does not follow established withdrawal procedures, the Superintendent or designee will make every reasonable effort to notify the parent or guardian before the school withdraws the student.

A student may not be withdrawn for the following reasons:

Excused absences as defined in Board Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1(a)

While participating in the Hospital/Homebound Instruction Program

30-Day Consecutive Absence Rule:

If a student misses **30 consecutive school days** without notification, and the parent or guardian has not notified the school of withdrawal, enrollment in another school, or enrollment in a home study program, ECS will refer the matter to the **Division of Family and Children Services (DFCS)** and the **RESA Student Affairs Officer** to determine whether the withdrawal was intended to avoid educating the student.

Disputes regarding records requests involving the school district will be referred to:

First District RESA
149 S. Register Street
Metter, GA 30439
(912) 685-7372

Change of Address

If a student's family moves within Emanuel County during the school year, the parent or guardian must complete an **Address Verification Form** at the school. The school cannot update address records without this form on file.

Admission of Suspended or Expelled Students

ECS reserves the right — in accordance with Georgia law — to refuse enrollment to a student who is currently under suspension or expulsion from another school system. This includes students returning from Youth Detention Centers (YDC).

- A **placement committee** will determine whether students returning from a Regional Youth Detention Center will return to their home school or be placed in the Alternative Education Program.
- Students admitted from another system during a disciplinary period may be assigned to an alternative setting rather than a traditional school.

Admission of Students Charged with a Felony

***Plain-English Summary:** ECS may refuse to re-enroll or enroll a student who has been convicted of, charged with, or indicted for a felony. If enrollment is refused, the student and their family have the right to request a hearing. Whenever possible, the district will consider placing such students in an alternative educational setting rather than simply denying them access to education.*

Official Policy Language — O.C.G.A. § 20-2-768

Each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, adjudicated to have committed, indicted for, or having information filed for the commission of any felony or any delinquent act that would be a felony if

committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to Code Section 20-2-754.

A hearing officer, tribunal, panel, superintendent, or local board of education may place a student denied enrollment in an alternative educational program as appropriate and in the best interest of both the student and the broader school community. It is the policy of this state that reassigning disruptive students to alternative settings is preferable to suspension or expulsion whenever possible.

After-School Activities

All school-sponsored after-school activities are subject to the same rules and expectations as the regular school day.

- To participate in **non-GHSA activities**, students must have been present for at least **half the school day** on the day of the event, unless cleared by administration.
 - **GHSA-sanctioned activities** follow GHSA attendance participation rules.
 - All other activities are governed by the rules of the sponsoring organization.
-

Bicycles

Students who ride bicycles to school must **lock their bicycle** at the location designated by the principal or designee immediately upon arrival.

Book Bags

Book bag requirements are outlined in each school's **supplemental handbook**.

Transportation Changes

Any change to a student's regular transportation — whether by car or school bus — requires a **written request signed by the parent or guardian**, submitted to the school office and approved before the change is made.

Personal Belongings

Students are encouraged to leave personal belongings at home. The school is **not responsible** for lost, stolen, or damaged personal items — including items left in lockers or on the bus. This includes cell phones.

School Property and Student Debts

Students are responsible for the care of all school-issued materials, including textbooks and Chromebooks.

- Any student who marks, damages, or destroys school property will be required to **clean the item and/or pay for the damage**.
- Loss or excessive damage to a textbook or Chromebook will result in the student being **charged for repair or replacement**. Georgia law holds parents and students financially responsible for materials loaned by the school.
- Students will be notified in writing of any debt. They will have an opportunity to meet with a school official to discuss the charge.
- If a family is unable to pay, the Superintendent or designee may arrange for the student to **satisfy the debt through services** performed for the school district.

Classroom Materials

Students are expected to come to class every day prepared with:

- Textbooks
- Notebook paper
- Pencils

Failure to bring materials is not cause for a disciplinary referral. However, a student who is **defiant toward a teacher** regarding materials may be referred for discipline.

Report Cards and Progress Reports

- **Progress reports** are issued at the midpoint of each nine-week grading period.
- **Report cards** are issued at the end of each nine-week grading period.

See the ECS academic calendar for specific dates.

Academic Honesty — Plagiarism

Plagiarism — presenting another person's ideas or words as your own without crediting the source — will not be tolerated. Plagiarism is treated as a **cheating infraction** and will result in appropriate disciplinary consequences. See **Section 7** for related discipline codes.

State Assessments

All ECS students participate in state-required assessments. Testing is administered primarily online. Paper and Braille materials are available for students with disabilities who require them.

Assessment by Grade Level:

Grade	Assessment
Kindergarten	Georgia Kindergarten Inventory of Developing Skills (GKIDS)
Grades 3–8	Georgia Milestones — Language Arts and Math
Grades 5 and 8	Georgia Milestones — Language Arts, Math, and Science
Grade 8 (also)	Georgia Milestones — Social Studies
High School	End-of-Course (EOC) assessments (see below)

High School End-of-Course (EOC) Assessments:

Subject	Course
Language Arts	Literature and Composition II
Mathematics	Algebra: Concepts and Connections
Science	Biology
Social Studies	United States History

- EOC assessments are administered when the course is completed, regardless of the student's grade level.
- EOC scores count as **20% of the student's final course grade**.
- Middle school students enrolled in EOC courses take the EOC exam instead of the corresponding end-of-grade exam.

Title I — Family and Community Involvement

ECS is committed to meaningful family involvement in the education of all students. In schools receiving Title I, Part A funding, the district actively involves parents in planning, reviewing, and improving school programs.

How ECS Involves Families:

- Annual fall meetings to inform parents about Title I participation and programs
- "Open Letter" communications explaining the benefits of Title I
- Title I Advisory Council with parent representation
- Parent surveys and committee involvement
- District Parent Advisory Council
- Parent resource centers in Title I schools
- Collaboration with Head Start, Pre-K, and English Language Assistance programs
- Communications provided in formats and languages families can understand
- Regular updates through school websites, newsletters, and parent meetings

Title I — Every Student Succeeds Act (ESSA)

Plain-English Summary: Title I, Part A funds are federal dollars aimed at helping students in lower-income schools succeed. ECS uses these funds for targeted instructional support, qualified teachers, and research-based programs. All teachers in ECS schools meet Georgia's professional qualification standards. Paraprofessionals hired after January 8, 2002 must meet specific education requirements.

Official Policy Language

The purpose of ESSA Title I, Part A funds is to ensure all students have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on state-adopted content and achievement standards. Funds are used to close achievement gaps, particularly for low-achieving students in low-income schools, and between minority and non-minority students and socioeconomically disadvantaged and more advantaged peers.

Title I school-wide programs may use funds to upgrade the school's entire educational program. All Title I schools employ teachers who meet Georgia's professional qualification requirements.

Paraprofessional Requirements — Paraprofessionals hired after January 8, 2002 must have:

- Completed at least two years of study at an institution of higher learning, OR
- Obtained an associate's degree or higher, OR
- Demonstrated through an academic assessment the knowledge and ability to assist in the instruction of reading, writing, and math

Section 8 — Discipline Procedures

General Expectations

Students are expected to behave in a way that supports a positive learning environment for everyone. This means respecting fellow students, staff, and school property, and following all Board of Education policies and individual school rules.

- Fighting is not permitted under any circumstances. Students are encouraged to seek help from school staff to resolve conflicts.
- Student conduct rules apply at all times on school grounds, on school transportation, and at any school-sponsored activity or event — on or off campus.
- Violations of the Code of Conduct that occur outside of school in connection with school activities are subject to consequences. **Consequences follow the student** — if a student is transitioning to a new school, outstanding consequences transfer with them.
- Parents are encouraged to remind their children of the potential consequences — including criminal penalties — of underage sexual conduct and other offenses for which a minor can be tried as an adult.

How Discipline Works

Teachers handle disruptions first. Teachers are expected to address classroom behavior through in-class actions, parent contact, and conferences with school staff. A student should only be referred to the principal when teacher intervention has been ineffective or when the behavior substantially disrupts the class.

***Note:** Failing to bring required materials to class is not cause for a disciplinary referral. However, defiant behavior toward a teacher regarding materials is cause for referral.*

Violations of the Student Code of Conduct are grouped into **three classes** (I, II, and III). The principal or designee consults with the student and school staff before determining the classification. Once classified, appropriate disciplinary procedures are applied.

Parental Involvement in Discipline

The Code of Conduct works best when parents, guardians, teachers, and administrators work together. Parents are encouraged to:

- Participate in PTO, Boosters, and other school activities
- Stay actively involved in behavior support processes
- Contact the school principal directly with specific questions about the Code of Conduct
- Respond promptly when the school requests a conference

Student Support Processes

Every ECS school provides a variety of resources to help address student behavioral concerns before they escalate, including:

- Student Support Teams
- Chronic disciplinary problem student plans
- Peer facilitation and conflict resolution programs

These resources are designed to identify the root cause of behavioral challenges and connect students with the right support before formal discipline becomes necessary.

Corporal Punishment

Corporal punishment will **not** be administered to a student whose parent or guardian has submitted a written statement to the school requesting that it not be used as a disciplinary option.

Off-Campus Behavior

Off-campus behavior that could result in a felony charge and that poses a danger to the school community or disrupts the educational process will be handled in accordance with the felony admission guidelines in **Section 6**.

Out-of-School Suspension (OSS)

Out-of-school suspension is a disciplinary tool used to deter rule violations. Before a suspension is imposed, the student has the right to a conference with the principal or designee where:

1. The charges are explained
2. If the student denies guilt, the evidence is outlined
3. The student is given the opportunity to share their side

During OSS:

- Days missed count as **unexcused absences**
- A **zero** is assigned for any graded activity missed during the suspension
- Students may make up a **test or major project** within 5 days of returning
- The student may **not** be on school property for any reason during the suspension (except to attend hearings)
- The student may **not** participate in or attend any school-sponsored extracurricular activities, on or off campus, from the time OSS is assigned through the end of the last day of suspension
- The student may **not** attend or participate in field trips

ECS will make every reasonable effort to notify parents when a student is suspended. After a suspension, a parent conference and behavioral correction plan will be developed when chronic discipline issues are present. Suspensions will generally not be imposed during semester exam periods.

In-School Suspension (ISS)

ISS is an alternative to out-of-school suspension. Students assigned to ISS:

- Are **not** counted absent
- Will **not** receive zeros unless they fail to complete make-up work
- Are responsible for completing all missed work
- May **not** participate in or attend any school-sponsored extracurricular activities during the school day of the ISS assignment

When a student in grades 4–12 displays willful and persistent behavior, an administrator may assign **long-term ISS for up to 10 days** at Crossroads Transitional Academy.

Expulsion

When the principal recommends expulsion, written charges are provided to the student and their parent or guardian. The Board of Education may refer the matter to the **System Student Disciplinary Tribunal**, which will hold a hearing to determine guilt and appropriate punishment.

The tribunal reviews the student's academic record, disciplinary history, and the specific circumstances of the incident. The maximum punishment is **permanent expulsion** from the Emanuel County School System.

System Student Disciplinary Tribunal

A hearing before the Tribunal panel is required in the following situations:

- The principal recommends a suspension or expulsion **longer than 10 school days**
- A student is alleged to have committed **assault or battery on a teacher or other school employee**, if that employee requests a hearing

The Tribunal panel will:

- Review evidence and determine whether a violation occurred
- Consider the student's academic record, disciplinary history, and circumstances of the offense
- Determine appropriate punishment, including whether the student may apply to the Alternative Education Program
- Determine whether a student on alternative placement may attend or participate in school-sponsored activities
- Determine whether transportation to the Alternative school will be provided

A student found guilty of violations involving weapons, drugs, alcohol, sex offenses, assault on school personnel or students, or bullying **may not participate in any school activities** while assigned to an alternative program.

All Tribunal members must complete initial and ongoing training before serving in that capacity.

Physical Violence Against School Staff

Physical violence against a teacher, school bus driver, or any school official or employee is strictly prohibited under Georgia law.

Type	Definition
Type I — Without Physical Harm	Intentional physical contact of an insulting or provoking nature that does not result in injury
Type II — With Physical Harm	Intentional physical contact that causes physical harm to another person (self-defense as defined in O.C.G.A. § 16-3-21 is an exception)

Consequences:

Situation	Consequence
Any allegation of physical violence against staff	Student is immediately suspended pending a Tribunal hearing
Type I — found guilty	May be disciplined by short-term suspension, long-term suspension, or expulsion. Tribunal recommends whether and when the student may return.
Type II — found guilty	Permanent expulsion from ECS. Board may, at its discretion, allow the student to apply to the Alternative school for the remainder of their school career.
K–8 student, Type I	Board may permit re-enrollment in the regular school program for grades 9–12
K–5 student, Type II (no alternative school for that grade level)	Board may, at its discretion, permit re-enrollment

All students found guilty of physical violence against school staff — Type I or Type II — will be referred to Juvenile Court Services or the District Attorney's Office and reported to law enforcement.

These consequences will not be applied in a way that violates any right provided to students under IDEA, Section 504, or the ADA. No school system in Georgia may enroll a student who has been suspended for physical violence resulting in substantial injury to a teacher during the term of that suspension.

Bullying

Bullying in any form is strictly prohibited. ECS is committed to ensuring every student can learn in a safe environment. This prohibition is included in the Student Code of Conduct for all ECS schools.

Bullying is defined as any act that:

1. Is a willful attempt or threat to inflict injury on another person with an apparent present ability to carry it out
2. Is an intentional display of force that gives another person reason to fear or expect immediate bodily harm
3. Is an intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate — and that:
 - Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1, or visible bodily harm as defined in that section
 - Has the effect of substantially interfering with a student's education **or otherwise substantially infringing upon the rights of a student**
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
 - Has the effect of substantially disrupting the orderly operation of the school

Where bullying applies:

Bullying applies to acts occurring 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** — or through the use of data or software accessed through a school computer system, computer network, or other electronic technology of ECS.

Electronic communication includes any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic, or photo optical system.

Consequences:

- Bullying is addressed through the progressive discipline process
 - A student in grades 6–12 who commits bullying **for the third time** in a school year must be assigned to an alternative educational program
 - Each school will provide referrals, as appropriate, to age-appropriate interventions and counseling services for students found to have committed bullying **and** for targets or suspected victims of bullying
 - Upon any finding that a student has committed bullying or is a target or suspected victim, the administrator will notify the parent or guardian by phone call or written notice (which may be sent electronically)
-

Weapons and Dangerous Items

No student may possess, use, handle, or transfer any object that can reasonably be considered a weapon on school property, at school events, or on school transportation.

Category 1 — Firearms and Explosive Devices (minimum 1-year expulsion):

- Handguns, rifles, shotguns, or similar firearms
- Explosive compounds or incendiary devices
- Rocket launchers, bazookas, mortars, hand grenades, or similar weapons as defined in O.C.G.A. § 16-11-121

Category 2 — Other Dangerous Weapons and Hazardous Objects (disciplinary consequences per Code of Conduct):

- Knives of any kind (dirk, bowie, switchblade, ballistic, straight-edge razor, razor blade)
- Spring sticks, brass/metal knuckles, blackjacks, clubs, bludgeons
- Nunchaku/fighting chains, throwing stars, oriental darts
- Non-lethal air guns, stun guns, Tasers

| *Items in Category 2 used for authorized classroom work are excluded from this policy.*

Minimum Consequence for Category 1:

- Minimum **1 calendar year expulsion**
- The Superintendent may reduce the expulsion before or after a Tribunal referral if the one-year term appears excessive
- The Tribunal and Board of Education may also modify the expulsion on a case-by-case basis

Reporting Requirements: Any school employee who has reasonable cause to believe a student possesses a Category 1 weapon, is involved in an assault with a Category 2 weapon, or commits a second weapon offense must report it to the principal immediately. The principal must then notify the Superintendent, the appropriate law enforcement agency, and the district attorney. The student's parents or guardians will be notified immediately.

Definition of Possession: "Possession" means having a substance or object on one's person — including holding it for even a few seconds — or having it under one's control in any location, including a pocket, book bag, purse, vehicle, or locker.

Vaping and Electronic Smoking Devices

Possession, use, or transfer of any vaping device or electronic smoking device is a violation of the ECS Discipline Code.

Key Definitions:

Term	Definition
Vape / Electronic Smoking Device	Any purpose-made or homemade device that electronically vaporizes liquid for inhalation (e.g., vapes, Juuls, e-cigarettes, dab pens, vape sticks). Includes batteries, reservoirs, vaporizers, and chargers.
Vape Juice	The liquid used in the vaporizer; may contain flavoring, CBD oil, low-THC oil, or THC oil
CBD Oil	Derived from hemp; high CBD content, less than 0.3% THC
Low-THC Oil	No more than 5% THC; legal only with a physician prescription. Possession without a prescription is a felony.
THC Oil	More than 5% THC. Possession is a felony.

*When a vaping device contains any form of CBD or THC product, the offense is classified as a **drug offense (Code 07)** and disciplined accordingly.*

Discipline Consequences by School Level

Elementary School Consequences

Class	First Offense	Subsequent Offenses
Class I	In-school conference and parent contact; correction or replacement of damaged property; other appropriate consequences	Probation, detention, after-school detention, discipline contract, time-out, extended time-out, corporal punishment, suspension, or bus suspension up to 10 days
Class II	Extended time-out, before/after school detention, suspension up to 10 days, bus suspension 10+ days for bus offenses	Same range of consequences
Class III	Out-of-school suspension and/or recommendation for expulsion; bus suspension up to remainder of semester or year	Third bullying offense = alternative school assignment

For Class III interim suspensions: if the Tribunal does not expel the student, the interim suspension is considered void. The student will be shown as present and will be allowed to make up all missed work.

Middle and High School Consequences

Class	First Offense	Subsequent Offenses
Class I	In-school conference and parent contact	Probation, detention, corporal punishment, ISS, suspension, bus suspension up to 10 days; may warrant alternative program recommendation
Class II	ISS and/or suspension; bus suspension 10+ days for bus offenses	Long-term suspension and/or alternative program; third bullying offense = alternative school
Class III	OSS, alternative school application, suspension 10+ days, and/or expulsion recommendation; bus suspension remainder of semester or year	Third bullying offense (grades 6–12) = alternative school

Drug and Alcohol — Class III:

- The principal will recommend expulsion for the **remainder of the semester**
- A student expelled for drug/alcohol violations **may not receive credit for the semester**
- Expulsion is not effective until the Tribunal acts; the student is suspended pending the hearing (interim suspension not to exceed 10 days)
- If the Tribunal does not expel, the interim suspension is void; the student is shown as present and may make up all work

Grades 6–12 Expulsion Protocol — Zero Tolerance Offenses

The following Class III offenses may result in expulsion from ECS for a **minimum of 180 school days** with **no option** to apply to the Alternative Education Program:

1. Terroristic threats against students or ECS personnel
2. Violation of the drug and alcohol policy
3. Fighting that results in substantial injury or requires medical attention
4. Possession or use of any weapon, or use of another object as a weapon, with intent to cause harm
5. Committing a sexual offense as defined in the Code of Conduct
6. Assault against any staff member, or misuse of electronic devices to defame a staff member, use racist remarks, or use sexually provocative language that interferes with the safe operation of a class, school, or school system

These offenses are enforced with a **No Tolerance** standard. Based on the severity of the incident, any of these violations could result in **permanent expulsion**. Other serious offenses not listed above may also warrant permanent expulsion depending on circumstances.

Alternative Education Program — Crossroads Transitional Academy

The Crossroads Transitional Academy serves students in grades 6–12 who have been referred to an alternative education setting due to disciplinary reasons or by choice.

- The program is **technology-driven, individualized, and competency-based**
- Primary curriculum is delivered through **Edgenuity**
- Students and parents/guardians complete an **intake interview** and must agree to the structured terms of the program before enrollment
- Students attend a **non-traditional school day schedule**

***Important:** Graduating seniors who attend the Alternative Education Program **due to disciplinary reasons** are not permitted to participate in Board of Education graduation activities. This restriction does **not** apply to students who choose to attend voluntarily.*

Disciplinary Offense Reference Table

All offenses are listed below with their code numbers and level descriptions. Levels correspond to Class I, II, and III consequences outlined above.

Code	Offense	Level 1	Level 2	Level 3
01	Alcohol	Unintentional possession	Under influence without possession	Sale, purchase, transportation, possession, or consumption
02	Arson	N/A	Arson without property damage	Arson with property damage
03	Battery	Battery with no injuries	Battery with mild or moderate injuries	Battery with severe injuries; 3+ offenses in a school year
04	Breaking & Entering / Burglary	N/A	N/A	Any B&E or burglary incident
05	Computer Trespass	N/A	Computer misuse	Unlawful use of computer or altering records
06	Disorderly Conduct	Minor disturbance	Moderate disturbance; 3+ minor disturbances in a year	Severe disruption; 3+ moderate disturbances in a year
07	Drugs	Unintentional possession	Failure to report medication; under the influence	Possession or distribution of unlawful drugs
08	Fighting	Fighting with no injuries	Fighting with minor or moderate injuries	Fighting with severe injuries; 3+ fights in a school year
09	Homicide	N/A	N/A	Any incident involving homicide
10	Kidnapping	N/A	N/A	Any incident involving kidnapping
11	Larceny / Theft	Value \$25–\$100	Value \$100–\$250	Value over \$250; 3+ offenses in a school year
12	Motor Vehicle Theft	N/A	N/A	Any motor vehicle theft incident
13	Robbery	N/A	Robbery without a weapon	Robbery with a weapon
14	Sexual Battery	N/A	N/A	Any sexual battery incident
15	Sexual Harassment	Unwelcome comments not directed at individuals	Unwelcome comments directed at individuals	Violation of harassment policy; 3+ offenses in a year
16	Sex Offenses	Inappropriate sexually-based physical contact	Inappropriate sexually-based behavior	Consensual sexual activity; 3+ offenses in a year
17	Threat / Intimidation	N/A	Threat without weapon or physical attack	School-wide threat or intimidation
18	Tobacco	Unintentional possession	Intentional use or possession	Distribution or sale; 3+ offenses in a year
19	Trespassing	N/A	Unauthorized presence on school property	Refusing to leave; 3+ offenses in a year
20	Vandalism	N/A	Minor damage or defacement of property	Malicious destruction; 3+ offenses in a year
22	Weapons / Knife	Unintentional possession, no intent to harm	Intentional possession, no intent to harm	Intentional possession with intent to harm

23	Weapons / Other	N/A	Unintentional possession (not knife or firearm)	Intentional possession or use (not knife or firearm)
24	Other Discipline Incident	Minor incidents resulting in disciplinary action	3+ offenses in a year	N/A
25	Weapons / Handgun	N/A	N/A	Any handgun incident
26	Weapons / Rifle or Shotgun	N/A	N/A	Any rifle or shotgun incident
27	Serious Bodily Injury	N/A	N/A	Any incident involving serious bodily injury
28	Weapons / Other Firearms	N/A	N/A	Any other firearm incident
29	Bullying	First incident	Second incident	3+ incidents in a school year
30	Attendance Related	Any attendance-related incident	N/A	N/A
31	Dress Code Violation	Non-invasive or non-suggestive clothing	Invasive or suggestive clothing	3+ offenses in a year
32	Academic Dishonesty	Unauthorized assistance on assignments or projects	Plagiarism or cheating on assignments or projects	Plagiarism or cheating on major exams or statewide assessments; 3+ offenses in a year
33	Student Incivility	Failure to follow instructions; inadvertent use of inappropriate language	Blatant insubordination; profanity directed at staff	Issuing false reports on staff; 3+ offenses in a year
34	Possession of Unapproved Items	Possession of unauthorized items	Use of unauthorized items	Possession or use of dangerous/harmful items; 3+ offenses in a year
35	Gang Related	N/A	Wearing/possessing gang-related apparel; conveying gang affiliation	Gang-related solicitation, violence, threats, or property defacement
36	Repeated Offenses	Collection of minor incidents	Collection of moderate incidents	Collection of severe incidents
40	Other Non-Disciplinary Incident	Used only to report physical restraint (Action 95)	—	—
42	Electronic Smoking Device	Unintentional possession	Use or knowing possession	Distribution or sale; 3+ offenses in a year
44	Violence Against a Teacher	N/A	N/A	Intentional physical attack against a teacher with intent to cause bodily harm resulting in severe injury (violence against other school personnel reported as Battery — Code 03, Level 3)

Section 9 — Extracurricular Activities

Overview

Participation in extracurricular activities is a privilege that enriches student life and supports personal growth. All school-sponsored activities — before school, during school, and after school — are subject to the same rules and expectations as the regular school day.

Each school's **supplemental handbook** provides a complete listing of extracurricular offerings. Parents may review that list and decline permission for their child to participate in any specific club or organization.

General Participation Requirements (Grades 6–12)

To participate in extracurricular activities — including clubs, pageants, and field trips — middle and high school students must meet all three requirements at the end of each nine-week grading period:

Requirement	Standard
Grades	70% or higher in at least 75% of classes
Attendance	Fewer than 6 unexcused absences in the 9-week period
Discipline	4 or fewer referrals in the 9-week period

- A student is considered present for a full day if they attend at least **75% of their classes**.
- Students who do not meet these standards lose extracurricular privileges for the **following** nine-week period.
- Privileges may be regained by meeting all three standards in a subsequent grading period.
- Middle school athletics follow **high school eligibility timelines** — eligibility is reviewed at the semester, not each nine weeks.
- For students enrolled for only part of the year, all requirements are **prorated** accordingly.

Day-of Attendance Rule: A student who has an unexcused absence for **half or more of the school day** on the day of an activity may not participate in that activity unless the principal grants an exception.

After-School Activities

All after-school activities sponsored by a school are under the school's jurisdiction.

- To participate in **non-GHSA activities**, students must be present for at least **half the school day** on the day of the event, unless administration grants an exception.
- **GHSA-sanctioned activities** follow GHSA attendance rules.
- All other activities are governed by the sponsoring organization.

Clubs and Organizations

Each school's supplemental handbook lists available clubs and organizations. Parents wishing to opt their child out of a specific club or organization should refer to that handbook for the process.

Fundraising

The Board of Education **strongly discourages** students in grades Pre-K through 5 from participating in **door-to-door fundraising** activities.

Athletic Medical Clearance

Any student athlete restricted from play or practice due to a medical condition or injury must provide a **written physician's release** before returning to play or practice.

Athletic Eligibility — Middle and High School (GHSA)

Students must be certified by their school principal and meet all GHSA standards before they may practice or compete. Eligibility is reviewed **every semester**.

General GHSA Requirements — All Levels:

- Meet academic requirements
- Be within the appropriate age range
- Be within the allowable semester count (high school)
- Reside in the school's service area
- Comply with GHSA transfer rules (if applicable)
- Complete an annual physical examination

First-Year Students: Students entering 6th or 9th grade are academically eligible for their first semester.

Academic Standards for Athletic Eligibility

To remain eligible for athletics, a student must meet all three requirements each nine-week period:

Requirement	Standard
Grades	70% or higher in 3 of 4 classes at end of 1st Semester (yearlong final grades used for 2nd Semester)
Attendance	Fewer than 6 unexcused absences in the 9-week period
Discipline	4 or fewer referrals in the 9-week period

- A student is considered present for a full day if they attend at least **75% of the school day**.
- Athletic eligibility lasts one semester and is reviewed after **every** semester.
- The Athletic Director submits eligibility reports to GHSA each semester.
- The school principal maintains and monitors the school's ineligibility list each nine-week period.

High School Credit Requirements for GHSA Eligibility

Milestone	Credits Required
Previous semester	2.5 units passed
End of Year 1	5 credits accumulated
End of Year 2	11 credits accumulated
End of Year 3	17 credits accumulated

Individual schools may set higher eligibility requirements. Contact your school's athletic director to confirm.

Summer School and Spring Semester: When used to determine fall eligibility, all courses taken in spring semester and summer school are included in the calculation. Credits must be applied toward graduation and taken at an accredited institution. Independent study and non-accredited program credits are not recognized.

Incomplete Grades: A student with an incomplete is ineligible until all incomplete work is finished and passing grades are recorded. Students who participated in competitive activities and received an incomplete have **14 calendar days** after the semester closes to complete the work. If the work is not completed in time, the student is **ineligible for the entire semester**. Ineligible students may not practice, travel with a team, or try out — even for programs not yet in operation.

Middle School Competitive Interscholastic Activities (Grades 6–8)

Sixth, seventh, and eighth grade students participating in any competitive interscholastic activity — including cheerleading — must meet eligibility requirements. Competitive interscholastic activities are defined as any school-sponsored program involving competition between individuals or groups from two or more schools.

- Eligibility is based on subjects **passed the previous semester**.
- Credits from non-accredited home study or private school summer programs cannot be used to gain eligibility.
- Students with incompletes are ineligible until all work is completed and passing grades are on record.
- **Middle school athletics follow high school eligibility timelines** — eligibility changes at the semester.

Student Driving and Parking (High School)

High school students may drive to school and apply for a parking permit if they meet all of the following:

- Have parental consent
- Hold a valid driver's license
- Carry proper vehicle insurance

Middle school students are not permitted to drive to school under any circumstances.

Senior Privilege Period

Rising seniors who meet eligibility requirements at the end of the first semester of their senior year may apply for the **Senior Privilege Period** — an exemption from either the first or last period of their four-block schedule.

*Students with Senior Privilege may **not** remain on campus during that free period.
Personal transportation is required.*

To qualify, a student must meet all three criteria:

Requirement	Standard
Credits	At least 25 of the 28 required units earned (on track for graduation)
Attendance	Fewer than 5 unexcused absences in the previous 9-week period
Discipline	4 or fewer referrals in the previous 9-week period

- This privilege is **earned** during the first semester of the senior year.
 - It may be **revoked** at the principal's discretion for any Code of Conduct violation.
 - **Written parent permission** is required to participate.
-

HOPE Scholarship and Grant Program

The HOPE (Helping Outstanding Students Educationally) program provides financial assistance to qualifying Georgia high school graduates for post-secondary study at Georgia public colleges, universities, and technical institutes — and in some cases, private institutions.

Students and families should speak with their school counselor for details on eligibility requirements, application timelines, and how course grades and credits impact HOPE eligibility.

Georgia Scholar Program

The Georgia Scholar program recognizes high school seniors who have demonstrated excellence in all areas of school and community life. Recipients receive a seal on their diploma.

To qualify, a student must have:

- Carried an exemplary course load throughout high school
- Performed excellently in all courses
- Participated in interscholastic events at school and in the community
- Taken an active role in school-sponsored extracurricular activities

The program is open to any qualifying student. Speak with your school counselor for specific criteria and the nomination process.

Georgia Governor's Honors Program (GHP)

The Governor's Honors Program is a **residential summer academic enrichment program** for gifted and talented rising juniors and seniors. It is held mid-June to mid-July on a Georgia college or university campus.

- Students attend morning and afternoon classes in specific areas of study
- Evenings include social and instructional activities
- Meals and housing are provided
- Student costs are limited to travel to and from interviews, a few basic supplies, and spending money

GHP is designed to provide academic, cultural, and social experiences that prepare students to become the next generation of critical thinkers, innovators, and leaders. Contact your school counselor for more information about the nomination process.

Section 10 — Parent and Student Rights

Overview

Federal and state law give parents and students important rights regarding education records, privacy, non-discrimination, and the ability to raise concerns. This section explains those rights in plain language and provides the official policy language required by law.

Family Educational Rights and Privacy Act (FERPA)

Plain-English Summary: FERPA is a federal law that protects the privacy of student education records. Parents and eligible students (students 18 or older) have the right to review records, request corrections, and control most disclosures. Each year, ECS is required to notify you of these rights. If you believe your rights have been violated, you may file a complaint with the U.S. Department of Education.

Official Policy Language

Each year the Emanuel County Board of Education is required to notify parents and eligible students of their rights under FERPA. Those rights are as follows:

Right to Inspect Records Parents and eligible students have the right to review and inspect the student's education records within **45 days** of submitting a written request to the school principal or other appropriate school official. The school will arrange access and notify the parent or eligible student of the time and place for inspection.

Right to Control Disclosures You have the right to consent to disclosures of personally identifiable information from education records, except where FERPA permits disclosure without consent. ECS limits disclosure to:

- Instances where prior written consent has been given
- Directory information that has not been restricted by the parent or student
- Situations permitted by FERPA without prior consent

One permitted exception is disclosure to **school officials with a legitimate educational interest** — administrators, supervisors, instructors, support staff, health or law enforcement personnel, board members, contractors performing a school task, or parents or students serving on official committees. A school official has a legitimate educational interest when they need to review a record to fulfill a professional responsibility. Records are also disclosed without consent to officials of another district when a student seeks to enroll there.

Right to Request Amendments If you believe a record is inaccurate, misleading, or otherwise in violation of your rights, you may request an amendment by writing to the school principal, clearly identifying the part of the record to be changed and explaining why it is inaccurate. If the school declines to make the change, you will be notified and advised of your right to a hearing.

Right to File a Complaint You have the right to file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605*

Right to Obtain a Copy of the FERPA Policy A copy of ECS's written FERPA compliance policy is available in person or by mail from:

Emanuel County Board of Education
201 North Main Street
Swainsboro, Georgia 30401

Directory Information

Plain-English Summary: "Directory information" is basic student information that ECS may release publicly without your consent — unless you opt out in writing within 30 days of the start of each school year. Federal law also requires schools to provide military recruiters with student names, addresses, and phone numbers unless you specifically opt out of that as well.

Official Policy Language

ECS has designated the following student information as **directory information** under FERPA:

- Name, address, telephone number, and email address
- Date and place of birth
- School and program of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and institutions previously attended
- Audio statements and/or performances
- Photographs, video images, and other pictures for school and system publications

Directory information may be disclosed by ECS at its discretion without consent. However, parents and eligible students have the right to **refuse the designation** of any or all of this information as directory information.

To opt out, written notification must be filed with the school principal **within 30 days of the start of each school year**. Forms are available in the principal's office. If no refusal is filed, ECS assumes that neither the parent nor the eligible student objects to the release of directory information.

Note on Military Recruiters: Federal law requires ECS to provide military recruiters with student names, addresses, and phone numbers upon request — unless the parent has specifically opted out of this disclosure.

Protection of Pupil Rights Amendment (PPRA)

Plain-English Summary: PPRA gives parents and eligible students rights around school surveys, the collection of personal information, and certain physical exams. In short — you have the right to know about, review, and in many cases opt out of

surveys, data collection activities, and non-emergency physical exams that touch on sensitive topics. ECS will notify you annually about activities covered by PPRA and give you the chance to opt out.

Official Policy Language

PPRA affords parents and eligible students (students 18 or older, or emancipated minors) the following rights:

1. Right to Consent before students are required to complete a federally funded survey covering any of these protected topics:

- Political affiliations or beliefs of the student or parent
- Mental or psychological problems of the student or family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of close family members
- Legally recognized privileged relationships (with lawyers, doctors, ministers, etc.)
- Religious practices, affiliations, or beliefs
- Income, except as required to determine program eligibility

2. Right to Opt Out of:

- Any other protected information survey, regardless of how it is funded
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, and not necessary to protect immediate health and safety (exceptions: hearing, vision, and scoliosis screenings, or any exam required under state law)
- Activities involving collection, disclosure, or use of personal information for marketing or distribution to others

3. Right to Inspect, upon request and before administration or use:

- Protected information surveys
- Instruments used to collect personal information for marketing purposes
- Instructional materials used as part of the educational curriculum

ECS will notify parents and eligible students at least annually at the start of each school year — and after any substantive changes — about policies related to these rights. Annual notification will also include the specific or approximate dates of the following activities and an opportunity to opt out:

- Collection, disclosure, or use of personal information for marketing or distribution
- Administration of any protected information survey not funded by the U.S. Department of Education
- Any non-emergency, invasive physical exam or screening as described above

To file a PPRA complaint:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Non-Discrimination Policy

Plain-English Summary: ECS does not discriminate against any student or employee on the basis of age, disability, race, national origin, color, or sex/gender — in academics, athletics, or any school program or activity. If you have a concern about discrimination, contact the appropriate district coordinator listed below.

Official Policy Language

The Emanuel County Board of Education does not discriminate on the basis of age, disability, race, ethnic origin, color, or sex/gender in its educational programs and activities, athletic programs, or employment practices, as required by:

- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Georgia Equity in Sports Act, O.C.G.A. § 20-2-315

Non-Discrimination Contacts:

Area	Contact
All Title Programs	Director of Federal Programs— Anetria Edenfield
Section 504 and ADA	Director of Student Services — Demita Clarke-Hubbard
CTAE and Perkins Grants	CTAE Coordinator — Chip Fleming

Prohibition of Harassment

Plain-English Summary: ECS prohibits all forms of harassment based on race, color, sex, or disability. This applies to students, staff, and anyone participating in school activities. If you or your child experience harassment, you have the right to report it — and ECS is required to investigate and respond.

Official Policy Language

It is the policy of the Emanuel County Board of Education to maintain a learning environment free from harassment based on race, color, sex, or disability. All such harassment is prohibited. It is a violation of this policy for any student, teacher, administrator, or school system employee to harass students through conduct or communication of a sexual nature or based on race, color, or disability. It is also a violation for any school personnel to tolerate such harassment by students, staff, or third parties participating in school activities, including sporting events and extracurricular activities.

ECS will investigate all complaints of harassment — formal or informal, verbal or written — and will promptly discipline any student, teacher, administrator, or other school personnel found to have violated this policy, and/or take other appropriate action to end the harassment.

Title IX — Sex Discrimination and Sexual Harassment

Plain-English Summary: Title IX prohibits sex-based discrimination and sexual harassment at school. If you believe your child has experienced either, you have the right to file a complaint. You can start informally by speaking with a principal or the Title IX Coordinator, or you can file a formal complaint. ECS must investigate and respond in writing. If you disagree with the outcome, you can appeal to the Superintendent. Retaliation for filing a complaint is strictly prohibited.

How to Report

You may report sex discrimination or sexual harassment to:

- Any school staff member
- Your school's principal (who serves as the Title IX Liaison)
- The district's Title IX Compliance Officer

Submit a formal complaint online at: <https://forms.gle/U9UEg7FeMj92w4U77>

Or contact an administrator at your child's school directly. Complaints must generally be filed **within one year** of the incident.

The Three-Step Process:

Step	What Happens	Timeline
Step 1 — File	Submit your complaint online or through the school. The Title IX Coordinator will contact you to discuss and formalize the complaint.	Within 1 year of the incident
Step 2 — Investigation	The compliance officer provides you with complaint procedures and conducts a prompt, thorough investigation. HR is involved if the alleged harasser is an employee. You will receive a written response.	Within 30 school days (extensions possible with written notice)
Step 3 — Response and Appeal	ECS provides a written summary of findings, corrective measures taken, and notice of your right to appeal. If you disagree, appeal in writing to the Superintendent within 10 school days.	Superintendent responds within 30 school days of appeal meeting

Retaliation is prohibited. No one may be retaliated against for filing a complaint, participating in an investigation, or opposing discriminatory practices.

Parent and Guardian Right-to-Know

Plain-English Summary: You have the right to request information about your child's teacher's professional qualifications — including their degree, certification, and whether they are teaching under a provisional license. You may also ask about any paraprofessionals working with your child. Submit requests in writing to the school principal.

Official Policy Language

Parents and guardians of any ECS student may request information regarding the professional qualifications of their child's classroom teacher, including:

- The professional certificate held by the teacher, including grade levels and subject areas
- Whether the teacher is teaching under a provisional or probationary certificate issued by the Georgia Professional Standards Commission
- The teacher's undergraduate degree and major, and any graduate degrees or additional certification areas

Parents may also request information about paraprofessionals working with the student, including their qualifications.

Requests must be submitted in writing to the principal of the student's school, delivered by regular mail or in person to the principal or any assistant principal.

Complaints and Grievances

Plain-English Summary: *If you believe ECS has violated a federal education law, you have the right to file a formal complaint. Start at the school level. If unresolved, you can appeal to the Georgia Department of Education. General concerns and grievances should be handled as close to their origin as possible — starting with the teacher, then the principal, then Central Office.*

Grievances vs. Complaints

- A **grievance** is a claim that ECS or the Board of Education has violated law or Board policy.
- A **complaint** is any other concern not meeting that definition, handled through routine administrative procedures.

Federal Program Complaints

Complaints alleging a violation of a federal statute or regulation may be filed for the following programs:

- Title I, Part A — Improving Academic Achievement of the Disadvantaged
- Title I, Part C — Education of Migrant Children
- Title II, Part A — Supporting Effective Instruction
- Title III, Part A — Language Instruction for English Learners and Immigrant Students
- Title IV, Part A — Student Support and Academic Enrichment
- Title IV, Part B — 21st Century Community Learning Centers
- Title V, Part B — Rural Education Initiative
- Title X, Part C — McKinney-Vento Homeless Assistance Act

How to File a Federal Program Complaint

Complaints must be filed within **one year** of the alleged violation (unless the violation is systemic or ongoing). Submit a written, signed complaint to the Director of Federal Programs that includes:

- A statement that ECS has violated a federal statute or regulation
- The date the violation occurred
- The facts and specific requirement allegedly violated (include the federal citation)
- Names and phone numbers of individuals who can provide additional information
- Copies of all supporting documents
- Your address

Timeline:

Step	Action	Timeline
Filing	Complaint submitted to Director of Federal Programs	—
Acknowledgment	Director issues Letter of Acknowledgment	Within 10 days of receipt
Investigation	Superintendent issues Letter of Findings	Within 60 days (may be extended for exceptional circumstances)
Appeal	If unresolved locally, appeal to Georgia Department of Education	Submit with copy of Superintendent's decision

Appeals may be sent to:

*Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE, 2052 Twin Tower East
Atlanta, GA 30334*

The complaint procedure and form are available on the ECS district website, in each school office, and at the district office. The Federal Programs Director is responsible for distributing complaint procedures.

Appendix A — Technology and Internet Acceptable Use Policy

The full text of the ECS Internet Acceptable Use Policy is included here as a standalone reference. The same policy appears in summarized form in Section 4 of this handbook.

Purpose and Philosophy

The Emanuel County Board of Education provides students and employees access to a wide variety of electronic media resources, including the Internet. The Board recognizes that electronic information research skills are fundamental to preparing students for citizenship and employment in an information-driven world. The Board expects staff to integrate thoughtful use of these resources into the curriculum and to guide students in appropriate use. This policy is compliant with the Protecting Georgia's Children on Social Media Act of 2024 and the Children's Internet Protection Act (CIPA). **Board Policy IFBG — Adopted 05/11/2026.**

Social Media

Students are prohibited from accessing social media platforms on any school-owned, leased, or provided device or internet connection. The only exceptions are:

- When directed by school personnel
- For the exclusive purpose of accessing age-appropriate educational resources
- Under the direct supervision of school personnel
- During a school-related activity

Parental Opt-Out

ECS supports each family's right to deny Internet access for their child. Parents or legal guardians may obtain a **"Request to Deny Internet Access"** form from the principal's office.

Terms and Conditions of Use

Internet access is a privilege, not a right. The Superintendent or designee may deny, revoke, or suspend access at any time for violation of these policies. Receipt of the Student Handbook constitutes acknowledgment that the student and family are bound by these regulations for any Internet access as a student of the Emanuel County School System.

Prohibited Conduct

Students are responsible for all actions and activities involving the school network. The following conduct is prohibited. This list is illustrative, not exhaustive — failure to comply may result in revocation of privileges, disciplinary action, and/or legal action.

Accessing or sending any material that is:

- Damaging to another's reputation
- Abusive, obscene, or sexually oriented
- Threatening or harassing
- Contrary to ECS harassment policy
- Related to unauthorized access (hacking) or other unlawful activities

Other prohibited uses:

- Using the network for any illegal activity, including copyright violations or transmitting material in violation of U.S. or state law
- Copying, downloading, or distributing copyrighted material without the owner's written permission
- Using the network for personal financial gain or commercial advertising
- Wasting network resources or using software designed to damage systems
- Gaining unauthorized access to any account, system, or entity
- Invading the privacy of others or using another user's account or password
- Posting material created by another person without their consent
- Posting anonymous messages or forging email
- Attempting to read, delete, copy, or interfere with another user's email
- Using the network while access privileges are suspended or revoked
- Using the network in a manner inconsistent with teacher or staff directions

Technology Protection Measures

ECS maintains a qualifying technology protection measure (content filter) in continuous operation on all school computers with internet access. These filters block access to visual depictions that are obscene, constitute child pornography, or are harmful to minors as defined by CIPA and the Protecting Georgia's Children on Social Media Act of 2024. The principal of a school may disable the content filter for an adult or for a minor whose parent or guardian has provided written consent, for bona fide research or other lawful purposes.

Additional Responsibilities

Financial Responsibility: Students and their parents or guardians are responsible for any losses, costs, or damages incurred by the school system due to a student's violation of this policy. The Board assumes no responsibility for unauthorized charges, fees, or equipment costs.

Security: If a student identifies a security problem or breach, they must immediately notify the principal, designee, or appropriate staff. Students must not demonstrate the problem to other students.

Vandalism: Any malicious attempt to harm or destroy school equipment, student data, or the network — including uploading or creating computer viruses — will result in cancellation of privileges and additional disciplinary action.

Unauthorized Disclosure: The unauthorized disclosure, use, or dissemination of personal information about minors is illegal under the Children's Internet Protection Act.

Network Etiquette

Students are expected to follow generally accepted standards of online behavior:

- Be polite — do not send abusive messages
 - Use appropriate language — no profanity or vulgarity
 - Do not share other students' personal addresses or phone numbers
 - Understand that email is not private — system operators may access all messages, and messages related to illegal activity may be reported to authorities
 - Do not disrupt other users' access to the network
 - Treat all communications and information on the network as private property
 - Limit streaming of music and video to educational purposes only
-

Bullying and Cyberbullying

Using the network to bully, threaten, harass, or intimidate any student or staff member is prohibited and will be treated as a Code of Conduct violation. See **Section 4** and **Section 8** for full definitions and consequences.

Questions

Direct questions about this policy to the school principal, media specialist, or technology coordinator.

Appendix B — Detailed Discipline Definitions

This appendix provides plain-language definitions for all disciplinary offense categories used in the ECS Code of Conduct. Offense codes and level descriptions appear in the Disciplinary Offense Reference Table in Section 7.

Code	Offense	Definition
01	Alcohol	Possession, consumption, purchase, sale, or transportation of alcoholic beverages on school property or at school events
02	Arson	Intentionally setting fire to or attempting to set fire to school or personal property
03	Battery	Intentional physical contact that causes or is intended to cause physical harm to another person
04	Breaking & Entering / Burglary	Unlawfully entering a school building, vehicle, or other property without authorization
05	Computer Trespass	Unauthorized access to, misuse of, or tampering with computer systems or electronic records
06	Disorderly Conduct	Behavior that disrupts the orderly operation of the school environment
07	Drugs	Possession, use, distribution, or sale of any controlled substance, illegal drug, or unauthorized medication; includes being under the influence
08	Fighting	Physical altercation between two or more students involving mutual combat
09	Homicide	Any incident involving the taking of a human life
10	Kidnapping	Unlawfully taking, confining, or restraining another person
11	Larceny / Theft	Unlawful taking of another's property without permission
12	Motor Vehicle Theft	Unlawfully taking or attempting to take a motor vehicle
13	Robbery	Taking property from another person by force, threat, or intimidation
14	Sexual Battery	Intentional and unwanted sexual contact with another person
15	Sexual Harassment	Unwelcome verbal, nonverbal, or physical conduct of a sexual nature directed at or affecting a student or staff member
16	Sex Offenses	Inappropriate sexually-based physical contact or behavior; includes consensual sexual activity on school property
17	Threat / Intimidation	Communicating an intent to cause harm or creating fear of harm in another person
18	Tobacco	Possession, use, distribution, or sale of tobacco products of any kind on school property or at school events
19	Trespassing	Unauthorized presence on school property or refusal to leave when directed
20	Vandalism	Intentional damage to, defacement of, or destruction of school or personal property

22	Weapons / Knife	Possession of any knife or bladed instrument on school property or at school events
23	Weapons / Other	Possession or use of any dangerous object (other than a knife or firearm) that could cause harm
24	Other Discipline Incident	Minor incidents or collections of incidents resulting in disciplinary action not covered by other codes
25	Weapons / Handgun	Possession or use of a handgun on school property or at school events
26	Weapons / Rifle or Shotgun	Possession or use of a rifle or shotgun on school property or at school events
27	Serious Bodily Injury	Any incident resulting in serious physical injury requiring medical attention
28	Weapons / Other Firearms	Possession or use of any firearm not classified as a handgun, rifle, or shotgun
29	Bullying	Repeated, intentional acts of aggression, intimidation, or harassment directed at a student — including cyberbullying
30	Attendance Related	Any incident directly related to attendance violations
31	Dress Code Violation	Wearing clothing or accessories that do not comply with the ECS dress code policy
32	Academic Dishonesty	Cheating, plagiarism, or unauthorized assistance on assignments, projects, or assessments
33	Student Incivility	Disrespectful, insubordinate, or inappropriate conduct toward staff or others
34	Possession of Unapproved Items	Possessing or using items that are not authorized on school property
35	Gang Related	Any conduct, apparel, symbols, or activity associated with gang membership or gang activity
36	Repeated Offenses	A pattern of disciplinary incidents that collectively warrant escalated consequences
40	Other Non-Disciplinary Incident	Used exclusively to document physical restraint (Action Code 95)
42	Electronic Smoking Device	Possession, use, or distribution of any vaping device or e-cigarette on school property or at school events
44	Violence Against a Teacher	Intentional physical attack against a teacher with intent to cause bodily harm resulting in severe injury

Appendix C — Tribunal Procedures

This appendix summarizes the System Student Disciplinary Tribunal process. Full policy language appears in Section 7 of this handbook.

When a Tribunal Hearing Is Required

A hearing before the System Student Disciplinary Tribunal panel is required in either of the following situations:

1. The principal recommends a suspension or expulsion **longer than 10 school days**
2. A student is alleged to have committed **assault or battery against a teacher or other school employee**, if that employee requests a hearing

Before the Hearing

- The student is **suspended out-of-school** while awaiting the hearing. This interim suspension may not exceed **10 school days**.
 - The student and their parent or guardian receive **written notice** of the charges and the hearing.
 - If the interim suspension is later voided by the Tribunal, the student is shown as present and may make up all missed work.
-

The Hearing Process

The Tribunal panel will:

1. Review evidence presented by the school and the student
2. Determine whether a violation of the student Code of Conduct occurred
3. Consider the student's academic record, disciplinary history, and the specific circumstances of the incident
4. Issue findings and a recommended punishment to the Board of Education

The maximum punishment is permanent expulsion from the Emanuel County School System.

What the Tribunal Decides

Issue	Tribunal Authority
Guilt or innocence	Determined by the Tribunal based on evidence
Punishment	Recommended to the Board of Education
Return to school or program	Determined by the Tribunal
Participation in school activities	Determined by the Tribunal (GHSA-governed activities follow GHSA rules)
Alternative school eligibility	Determined by the Tribunal based on offense and bus discipline history
Transportation to Alternative school	Determined by the Tribunal

Students found guilty of violations involving weapons, drugs, alcohol, sex offenses, assault on school personnel, or bullying may not participate in any school activities — on or off campus — while assigned to alternative programs.

Physical Violence Against School Staff — Special Procedures

Finding	Consequence
Type I (insulting/provoking contact, no physical harm)	Tribunal recommends whether student may return; Board imposes punishment up to expulsion
Type II (contact causing physical harm)	Permanent expulsion ; Board may allow application to Alternative school at its discretion
K–8, Type I	Board may permit re-enrollment in grades 9–12 at its discretion
K–5, Type II (no Alternative school for that grade)	Board may permit re-enrollment at its discretion

All students found guilty of physical violence against school staff are referred to Juvenile Court Services or the District Attorney's Office and reported to law enforcement.

Appeals

The Board of Education reviews Tribunal findings and recommendations. In any appeal to the Board, the Board may modify the punishment but will consider whether the Superintendent and/or Tribunal already evaluated a reduction and any rationale for denying one.

Tribunal Training

All Tribunal members and hearing officers must complete initial training before serving. Ongoing continuing education is required to continue serving in this capacity.

Appendix D — Weapons and Dangerous Items Policy

Full policy text. Also summarized in Section 7.

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

Category 1 — Firearms and Explosive Devices

Weapons in this category include any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; and 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.

Students who possess any Category 1 weapon in violation of this policy are subject to a minimum one calendar year expulsion. The Superintendent may reduce this term before or after a Tribunal referral if the one-year expulsion appears excessive. The Tribunal may also modify the requirement on a case-by-case basis. The Board of Education may further reduce the punishment on appeal but will consider whether a reduction was previously evaluated and any rationale for denying it.

Category 2 — Hazardous Objects

Hazardous objects include any dirk, bowie knife, switchblade, ballistic knife, or any other knife; straight-edge razor or razor blade; spring stick; brass or metal knuckles; blackjack; bat, club, or bludgeon; flailing instrument (nunchaku/fighting chain); throwing star or oriental dart; non-lethal air gun; or stun gun/Taser. Items in this category used for authorized classroom work are excluded from this policy.

Students who possess Category 2 items will be disciplined according to the Code of Conduct offense matrix (Code 22, 23, or 28 as applicable).

Definition of Possession

"Possession" means having a substance or object on one's person — including holding it for any length of time, even a few seconds — or having it under one's control in any location, including a pocket, book bag, purse, vehicle, or locker.

Reporting Requirements

Any school employee who has reasonable cause to believe a student possesses a Category 1 weapon, is involved in an assault with a Category 2 weapon, or commits a second weapon offense on campus must report it immediately to the principal or assistant principal. If the principal has reasonable cause to believe the report is valid, they must immediately make an oral report to the Superintendent, the appropriate law enforcement agency, and the district attorney. The student's parents or guardians will be notified immediately.

Students will be provided with a copy of the Code of Conduct detailing prohibited conduct regarding weapons and possible disciplinary actions.

Appendix E — Vaping/Electronic Smoking Device Policy

Full policy text. Also summarized in Section 7.

The Emanuel County School District is committed to the health, safety, and welfare of its students. The District has determined that the use of vapes, vaporizers, e-cigarettes, or other electronic inhalation devices is harmful to student health and to the good order of the school district.

It is a violation of the ECS Discipline Code to possess, use, or transfer a vaping device as described in this policy.

Definitions

Term	Definition
Vape / Electronic Smoking Device	Any purpose-made or homemade device that electronically vaporizes liquid for inhalation — including vapes, Juuls, e-cigarettes, e-cigs, dab pens, and vape sticks. Includes batteries, reservoirs, vaporizers, and chargers, individually or together.
Vape Juice	The liquid used in a vaporizer to create vapor. May contain flavored juice, CBD oil, low-THC oil, or THC oil.
Cannabis	The cannabis sativa plant, which naturally contains both THC and CBD.
CBD Oil	Derived from hemp; contains high CBD and less than 0.3% THC by volume.
Low-THC Oil	Derived from cannabis; contains no more than 5% THC. Legal only with a valid physician prescription. Possession without a prescription is a felony.
THC Oil	Derived from cannabis; contains more than 5% THC. Possession is a felony.

Classification of Offenses

Situation	Discipline Classification
Vaping device with no controlled substance	Code 42 — Electronic Smoking Device (Levels 1–3)
Vaping device containing any CBD or THC product	Code 07 — Drugs (Levels 1–3)

Consequences follow the offense matrix in Section 7 and Appendix B.

Discipline Matrix for Electronic Smoking Devices (Code 42)

Level	Description	Consequence
Level 1	Unintentional possession of an electronic smoking device	Class I consequences
Level 2	Use or knowing possession of an electronic smoking device	Class II consequences
Level 3	Distribution or sale of electronic smoking devices; or 3+ violations in the same school year	Class III consequences

Appendix F — State and Federal Notices

This appendix consolidates required state and federal notices. Full policy language for each appears in the relevant sections of this handbook.

Notice Index

Notice	Location in Handbook
Georgia Compulsory Attendance Law (O.C.G.A. § 20-2-690.1)	Section 2
Family Educational Rights and Privacy Act (FERPA)	Section 9
Protection of Pupil Rights Amendment (PPRA)	Section 9
Non-Discrimination Policy	Section 9
Title IX — Sex Discrimination and Sexual Harassment	Section 9
Section 504 of the Rehabilitation Act of 1973	Sections 5 and 9
Title I — Family and Community Involvement (ESSA)	Section 6

Teen-Age and Adult Driver Responsibility Act (O.C.G.A. § 40-5-22)	Section 2
Felony Admission Policy (O.C.G.A. § 20-2-768)	Section 6
Physical Violence Against School Personnel (Georgia Law)	Section 7
Children in Need of Services (CHINS) (O.C.G.A. §§ 20-2-698–700)	Section 2
Georgia Immunization Requirements (O.C.G.A. § 20-2-771)	Section 5
Georgia Senate Bill 126 — Emergency Epinephrine	Section 5
HB 340 — Distraction-Free Education Act	Section 4
Children's Internet Protection Act	Section 4 / Appendix A
Protecting Georgia's Children on Social Media Act of 2024 (SB 351)	Section 4 / Appendix A

For the full text of any notice listed above, refer to the section indicated or contact the ECS Central Office at (478) 237-6674.

Appendix G — Forms and Agreements

This appendix lists all forms referenced in this handbook. Forms are available at your child's school office or on the ECS website at www.emanuel.k12.ga.us.

Annual Forms — Required at the Start of Each School Year

Form	Purpose	Where to Submit
Annual Consent and Acknowledgment Form	Confirms receipt of the handbook; includes consent for internet use, photo/video release, and automated calls/texts (TCPA)	Return to school within 5 school days
Affirmation of Receipt of Student Handbook	Student and parent/guardian signature acknowledging receipt and understanding of the handbook	Return to school within 5 school days
Authorization of Medication Administration	Required for each medication (prescription and non-prescription) to be given at school	School nurse
Authorization for Student to Carry a Prescription Inhaler or Epi-Pen	Allows student to self-administer inhaler or Epi-Pen during school hours	School nurse

Forms Available Upon Request

Form	Purpose	Where to Obtain
Request to Deny Internet Access	Opts student out of internet access on school networks	Principal's office
FERPA Directory Information Opt-Out	Restricts release of student directory information, including to military recruiters	Principal's office
Certificate of School Enrollment	Required when applying for a Georgia driver's license or permit	Counselor's office (allow 48 hours)
Address Verification Form	Required when a student's family moves to a new address within Emanuel County	School office

Title IX Complaint Form	Used to file a formal complaint of sex discrimination or sexual harassment	Online: https://forms.gle/U9UEg7FeMj92w4U77 or school administrator
Federal Program Complaint Form	Used to file a formal complaint alleging violation of a federal education program	Director of Federal Programs, ECS Central Office
FERPA Record Inspection Request	Used to formally request access to a student's education records	School principal (written request)
Hospital Homebound Application	Initiates the Hospital Homebound program for students with extended medical absences	School counselor or administrator
Dual Enrollment Student Participation Agreement (SPA)	Required for students enrolling in dual enrollment courses	School counselor
Dual Enrollment Contract	Required for families before dual enrollment begins	School counselor

Forms Referenced in Discipline Procedures

Form	Purpose
School Bus Behavior Contract	Required after bullying or physical assault on the bus; signed by parent/guardian and school officials
Discipline Conference Documentation	Records of parent conferences required before or after suspension
Tribunal Hearing Notice	Written notice of charges and hearing date provided to student and parent/guardian before a Tribunal hearing