CARTERSVILLE CITY SCHOOLS

15 Nelson St.
Cartersville, GA 30120

Phone 770-382-5880
Fax 770-387-7476
www.cartersvilleschools.org

School Board Members

Pictures from Left to Right.

Sitting

Travis Popham – Ward 3

Kelly Dial – Board President, Ward 6

Carolyn Davenport – Board Secretary, Ward 1

Standing

Dr. Marc Feuerbach, Superintendent

Louise Painter – Ward 5

Malcolm Cooley –Ward 4

Emma Paige – Ward 2

Tim Chason – Board Member At Large

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Cartersville City School Board
15 Nelson Street
Cartersville, GA 30120

770-382-5880

Cartersville Primary School
200 Carter Grove Blvd.
Cartersville, GA 30120

David Jaye, Principal
Caleb Freeman, Assistant Principal
Bree Nelson, Assistant Principal
Tara Peters, Assistant Principal
Phone: 770-382-1733
Fax: 770-387-7493

Cartersville Elementary School
340 Old Mill Rd.
Cartersville, GA 30120

Becky Bryant, Principal
Andrew May, Assistant Principal
Phone: 770-382-0983
Fax: 770-387-7497

Cartersville Middle School
825 Douthit Ferry Rd.
Cartersville, GA 30120

Lindsey Montgomery, Principal
Brandon McPherson, Assistant Principal
Molly Gann, Assistant Principal
Christy Gollhoffer, Administrative Assistant
Phone: 770-382-3666
Fax: 770-387-7495

Cartersville High School
320 East Church St.
Cartersville, GA 30120

Shelley Tierce, Principal
Darrell Demastus, Assistant Principal, Athletic Director
JoLynn Miller, Assistant Principal
Michelle Gambill, Assistant Principal
Jeremy Purdy, Assistant Principal
Kenneth Crenshaw, Coordinator CLC
Phone: 770-382-3200
Fax: 770-387-0701

Superintendent	Dr. Marc Feuerbach
Assistant Superintendent	Andre Weaver
Associate Superintendent	Audra Saunders
Chief Financial Officer	Hilary Mullinax
Executive Director Federal/State Programs & HR	Matt Gibson
Director of Exceptional Services	Susan Tolbert
Director of Strategic Planning and School Improvement	Floyd Braid
Director of Technology	Kristy Hovers
Director of Instructional Technology, Media Services, & SIS	Diane Hassler
Director of CTAE and Coordinator of Dual Enrollment, and STEAM	Marc Collier
Director of School Nutrition	Mallory Whorton
Director of Community Relations	Cheree Dye
Coordinator of K-5 & Literacy	Katie Vaughan
Coordinator of 6-12 & Advanced Academics	Beth Glover
Transportation Supervisor	Cathy Watkins
Maintenance Supervisor	Keith Williams
Construction & SPLOST Projects	Ken Paige
Exceptional Services Coordinator	Jorie Wright
Coordinator of Assessment, PFE, ESOL, Title III	Ashley Chupp
Director of School Foundations	Lisa Bell
Student Information System Specialist	Carla Boyd

CARTERSVILLE CITY SCHOOLS

VISION

Building Legacies - One Student at a Time

MISSION READY

We inspire all students to build the skills and confidence to find their passions and achieve their goals.

WHERE LEGACIES ARE BORN...

Cartersville City Schools has a lasting tradition as a high-performing, family-oriented public school district. Our mission is to inspire all students to build the skills and confidence to find their passions and achieve their goals. The cornerstone of this commitment is founded on the tradition of emphasizing a strong partnership with family and community. We believe the inclusion of all stakeholders - faculty, staff, parents, students, and community - enhances opportunities for success and promotes a trusting and positive environment for each student. We allow our traditions to guide us as we build new legacies every day, one student at a time. We take our motto "Making It Personal" very seriously and it guides our operational approach to education. Cartersville has a longstanding tradition as an excellent school district and it is our desire and intent to continue to provide a quality education for each of our students. Everyone in Cartersville is a Purple Hurricane, and we wear that mantle with pride and responsibility.

CARTERSVILLE CITY SCHOOLS

CANES CORE VALUES

COMPASSION

CCS understands that as a member of the global community we must exhibit compassion as we build relationships based on trust and mutual respect. We celebrate diversity and demonstrate awareness, sensitivity, and respect as we build relationships.

COMMUNITY

CCS involves students, parents, teachers, and the community to support student learning. We firmly believe students will learn best when engaged with the community and when the community is invested in student learning- ensuring that we are all achieving at the highest level.

EQUITY

CCS supports every student and creates a learning environment in which all of our diverse learners can achieve their highest potential. We believe that all students have the capability to learn at a high level and we encourage them to find their passions and achieve their goals.

ENGAGEMENT

CCS believes that engagement is at the core of all student success. We know students learn best when they participate in a student-centered, standards-based curriculum that emphasizes hands-on, project-based learning. Our innovative staff strives to create a dynamic engaging learning environment for all students.

HIGH EXPECTATIONS

CCS staff and students hold the highest expectations for their own achievement and believe in the motivating power of hope combined with unwavering determination. We align curriculum, instruction, and assessments as an accountability tool for continuous learning. We are committed to providing all students with the skills that will ensure their ability to achieve success for career, college, and life.

SHARED LEADERSHIP

CCS is committed to a vision of shared leadership that is collaborative and courageous. The district is led by a team of highly qualified partners who invite all community stakeholders to contribute to the decision-making process. We look forward to the momentum that occurs when the hopes and dreams of the community fuse with the expertise of caring innovative educators.

CARTERSVILLE CITY SCHOOLS

MISSION READY

We inspire all students to build the skills and confidence to find their passions and achieve their goals.

STRATEGIC DIRECTION

1. ***Student Achievment:*** *Ensure academic success for all students by continuous progress monitoring, ensuring students have a voice and choice in learning and utilizing engaging personalized instruction.*

2. ***Student Readiness:*** *Ensure students are well prepared for their next level of education and most notably for postsecondary success, including career readiness, college readiness, and military readiness.*

3. ***Engaged, Well-Rounded Students:*** *Engage students in a way that contributes to their individual development as we prepare them to be engaged citizens.*

4. ***Community Engagement and Partnerships:*** *Ensure that community stakeholders and their hopes and dreams are an active part of our district's mission.*

5. ***Professional Learning/Quality Staff:*** *Ensure that every student has quality teachers and adults in the schools who care about students, their learning, and their well-being.*

6. ***Fiscal and Operational Systems:*** *Ensure the district is using its resources to further its mission in educating every student.*

7. ***Safety and Well-Being:*** *Ensure students are educated in an optimal environment that is safe, secure, and promotes positive connections for all including both physical safety as well as the social-emotional needs of each student.*

Cartersville City Schools Student Calendar 2026-2027

August 2026						
M	T	W	Th	F	S	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 2026						
M	T	W	Th	F	S	Su
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026						
M	T	W	Th	F	S	Su
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026						
M	T	W	Th	F	S	Su
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026						
M	T	W	Th	F	S	Su
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027						
M	T	W	Th	F	S	Su
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027						
M	T	W	Th	F	S	Su
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15	16	17	18	19	20	21
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March 2027						
M	T	W	Th	F	S	Su
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29	30	31				

April 2027						
M	T	W	Th	F	S	Su
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26	27	28	29	30		

May 2027						
M	T	W	Th	F	S	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

List of Important Student Dates	
Aug 5	First Day of School
Sept 7	Labor Day - Student Holiday
Sept 21	At Home Learning Day
Oct 12 - 16	Fall Break
Nov 23 - 27	Thanksgiving Break
Dec 18	First Semester Ends*
Dec 21 - Jan 1	Christmas Break
Jan 4, 5	Student Holiday
Jan 6	Second Semester Begins
Jan 18	MLK Jr. Day - Student Holiday
Feb 18	Student Holiday
Feb 19 - 23	Winter Break
Mar 15	At Home Learning Day
April 5 - 9	Spring Break
May 21	Last Day of School*

*The last day of each semester is a half-day of school.

School Day	Start	End
CPS	7:30 a.m.	2:20 p.m.
CES	7:40 a.m.	2:40 p.m.
CMS	8:20 a.m.	3:30 p.m.
CHS	8:30 a.m.	3:35 p.m.

School Contacts	
CPS	770-382-1733
CES	770-382-0983
CMS	770-382-3666
CHS	770-382-3200
Board of Education	770-382-5880

BUILDING LEGACIES

One Student at a Time

ACCREDITATION
Carterville City Schools has met the requirements established by Cognia/AdvancEd Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

CHARTER SYSTEM
The State Board granted a Charter to the Local Board of Education to operate a Charter System. In exchange for the Charter System's agreement to meet or exceed the performance-based goals and measurable objectives outlined in the Charter contract, the State Board granted broad flexibility to the district as a Georgia Charter School System. This provision allows the district broad flexibility form the provisions of Title 20 of the Official Code of Georgia Annotated and from any state or local rule, regulation, policy, or procedure established by the Local Board, State Board or the Georgia Department of Education. Each System Charter School is subject to all accountability and assessment requirements set forth within Title 20 of the Official Code of Georgia Annotated and any corresponding State Board Rules, including but not limited to the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41. The System Charter Schools are also subject to all federal accountability requirements. School Governance Teams and the School System Governance Committee meet on a regular basis to discuss, explore and make recommendations to help ensure there is an appropriate school improvement plan in place to ensure that progress is being made toward reaching student achievement goals.

ACADEMICS

GRADING SYSTEM – Board Policy IHA

The Board believes that necessary records should be kept which adequately show academic progress of each student. The Board believes that the issuance of grades and progress reports on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, parents and counselors of progress, and to provide a basis for bringing about improvement in student performance.

The Board authorizes the Superintendent to develop an appropriate system of grades and/or progress measures for each grade level and/or school which serves the purpose of this policy and is determined appropriate. Grades should reflect the knowledge, skill, and performance level of the student in a particular class or subject. Students are expected to follow directions for turning in assignments, following classroom protocols, and time requirements in assignments. However, the grade on an assignment should be weighted on the content achievement level and/or skill performance and not on the protocol about turning in the assignment.

The Board directs the Superintendent and professional staff to devise and maintain a variety of reporting methods so that parents may be apprised of their child's progress.

Grade Changes
The Board is aware that there are uncontrollable situations which occur that prohibit students from finishing all course requirements during the assigned class schedule and that some students fail a course due to excessive absences. In order to address those situations in which a grade change is merited due to extenuating circumstances, the following procedure shall be used.

"Incomplete" Grades
A teacher may change an Incomplete Grade ("I") to the appropriate grade whenever the student finishes the required work, provided it is finished and the appropriate grade recorded within ten (10) calendar days of the end of the semester. For extra-curricular eligibility purposes, the grade is considered a failing grade until the final grade is recorded in the student's record. If the work has not been made up, the "I" will be changed to the appropriate earned grade average for the student.
Procedures:

a. The subject teacher, the counselor, and the principal will meet and discuss why the change is needed.

b. A grade change form will be completed by the teacher; the grade shall be changed appropriately in the student's permanent record; and the grade change form will become a part of the student's file.

Loss of Credit Due to Excessive Absenteeism

Students who have been denied credit due to excessive absenteeism may request credit due to extenuating circumstances if they have a passing grade average. This request will be considered by the Attendance Committee of the school. This Committee shall be made up of the grade chairpersons (K-5) or department chairpersons (6-12) at each school.

Procedures: The student must:

a. Obtain and complete or cause to be completed a Student Request for Credit form.

b. Secure the required documentation for consideration by the Committee. Acceptable documentation may include, but not be limited to:
   1) Medical doctor's note(s) listing exact dates
   2) Dental/Orthodontist note(s) listing exact dates
   3) Court order(s) listing exact dates

c. Bring the completed form, documentation and report card to a scheduled Attendance Committee Hearing. The case will not be considered unless all required material is submitted. Parents may attend the hearing.

d. The Committee shall review all information provided by the student and discuss consider the request. The Committee may elect to approve or deny the request or elect to postpone its decision until more information is provided by the student.

e. If credit is awarded, the Committee shall submit a grade change form to the school counselor or school secretary who will make the approved changes on the student's permanent record.

Incorrect Grades

A teacher may make a grade correction if it is discovered that the previously recorded or posted grade was in error. Grade changes due to error must be completed by the end of the next succeeding semester.

Procedures:

a. The student must submit in writing to the teacher a request for re-evaluation / re-calculation of the grade in question.
b. The teacher, counselor and principal shall review the matter and approve / disapprove any change in the grade.
c. If a grade change is approved, the teacher shall complete and submit a grade change form and the school counselor or school secretary will make the approved changes on the student's permanent record. The grade change form will become a part of the student's file.

MAKE-UP OPPORTUNITIES

Students who are absent from school with excused absences shall be expected and allowed to make up the work they have missed. The teacher of each subject area will determine the plans for making up the work. The privilege of making up work shall be extended for unavoidable absences such as illness.

The school shall not be responsible for work missed because of late entrance or extended vacations that do not coincide with the regular school holidays.

Each school shall establish policies and procedures governing make-up work. Such policies and procedures shall be in concert with this policy and shall be designed in the best interest of the student and the integrity of the academic program.

During prolonged absences due to illness, the parent may call the school office to make arrangements for picking up the work.

CLASS RANKING, HONOR GRADUATES, HONOR ROLLS -

Cartersville High School

Cartersville High School is authorized to establish class rankings, honor graduates and name Valedictorian and Salutatorians as provided in this policy. Calculations to determine these rankings and honors shall be based on a student's cumulative grade point average (GPA) utilizing a quality point application of a "4.0" scale. There shall be no rounding of numerical averages. Quality points for each completed course shall be awarded as follows:

Letter Grade	Numerical Range	Quality Points	Additional Quality Points added for AP Courses	Additional Quality Points added for Honors/Accelerated & Dual/Joint Enrollment Courses
A	90 – 100	4.0	1.0	0.5
B	80 – 89	3.0	1.0	0.5
C	70 – 79	2.0	1.0	0.5
F	60 – 69	0.0	0.0	0.0

Additional Quality Points shall be added for successfully passing each Advanced Placement (AP), honors/accelerated, and dual/joint enrollment course. These additional Quality Points shall be calculated as part of the student's GPA. There shall be no rounding of grade point averages. All grades transferred into Cartersville High School, including grades from accredited night/alternative high schools, shall be used to calculate class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian. Additionally, all grades taken for high school credit during the middle school years shall be included in the calculations for class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian.

Honor Graduates must have a minimum cumulative GPA of "3.70" as determined by the student's cumulative final grades through the end of the student's senior year. Additionally, students must have a minimum cumulative grade point average of "3.30" in all core academic classes (English/math/science/ social studies/foreign language) and successfully have completed at least two (2) Advanced Placement courses, OR successfully taken at least two (2) Advanced Placement exams, to be eligible for Honor Graduate status.

To qualify for Honor Graduate with Distinction status, the student must have a minimum cumulative GPA of "3.30" in all core academic classes (English/math/science/social studies/foreign language) and successfully have completed four (4) Advanced Placement courses, OR successfully have taken at least four (4) Advanced Placement exams; OR successfully have completed three (3) Advanced Placement courses or successfully taken at least three (3) Advanced Placement exams AND enrolled full time in early admission during the senior year in any regionally accredited college or university in good standing taking collegiate level coursework for credit. Valedictorian or Salutatorian status shall be determined by all final semester grades through the end of second semester of the senior year. The student with the highest cumulative grade point average shall be named Valedictorian; the student with the second highest GPA shall be named is Salutatorian. In the event of a tie, then there shall be co-Valedictorians and/or co-Salutatorians.

The Valedictorian and Salutatorian must be eligible for Honor Graduate with Distinction status. No Cartersville High School student shall be named Valedictorian or Salutatorian of his/her graduating class who has attended Cartersville High School for less than his/her last two (2) consecutive years [four (4) consecutive semesters] prior to graduating from Cartersville High School. Attendance in summer school programs at other high schools or at other educational institutions does not affect a student's standing to become Valedictorian or Salutatorian as long as the student has been a full time student for at least two (2) consecutive years [four (4)

consecutive semesters] prior to graduation. Summer school sessions are considered an extension of the regular school year.

Cartersville Primary, Elementary, and Middle Schools
Cartersville Primary, Elementary, and Middle Schools are each authorized to establish Honor Rolls.

PROMOTION, PLACEMENT AND RETENTION – Board Policy IHE

The Board recognizes its responsibility for providing quality education for the students in the Cartersville City Schools. Part of this responsibility includes a commitment for student understanding and mastery of the basic skills in academic disciplines.

Believing that the primary goal of education is to prepare productive and capable citizens who are able to function in society, it is imperative that the school system provide systematic and procedural safeguards for the purpose of promoting student progress and achievement. Staff expertise, along with a well-defined curriculum, should focus on positive approaches for providing student growth and, where and when necessary, to assist with alleviating the deficiencies in the learner.

Responsibility

Each school shall develop written Promotion/Placement/Retention guidelines which utilize appropriate assessments, grades, attendance and other pertinent criteria. Promotion, placement and retention of students shall be the primary responsibility of the school staff and shall be based on the student's achievement and the provisions of this policy. The school guidelines should be reviewed annually as to their effectiveness and appropriateness in making promotion, placement and retention decisions.

Parents shall receive periodic reports on the progress of their student per procedures set by each school. School personnel shall make every effort to communicate and consult with parents regarding progress and academic problems and when retention is a possibility. Schools shall communicate promotion/retention criteria, policies, and procedures to students and parents through appropriate means including but not limited to student-parent handbooks. Promotion, placement and retention decisions shall be made at the school level, beyond which there shall be no appeal.

GIFTED STUDENTS - Board Policy IDDD

The School District shall identify and serve gifted students as prescribed by state law and SBOE Rule 160-4-2-.38.

The Superintendent or designee shall develop and implement administrative procedures for the operation of the district's gifted education program, including its criteria for continuation of gifted services to applicable students. Such administrative procedures shall be available for review by the public and the Georgia Department of Education.

SPECIAL EDUCATION PROGRAMS – Board Policy IDDF

The Board will provide a free and appropriate education for all students with disabilities whose parents/guardians reside within the school system boundaries or are legally enrolled in the school system. A comprehensive, on-going-program to identify, locate and evaluate students with suspected disabilities shall be developed for:

1. Students enrolled in the school system;

2. Students who are progressing from grade to grade yet may have a suspected disability which may require special education services;

3. Students in grades K-12 attending private schools in the boundaries of the school system;

4. Students attending home schools who are residents of the school system;

5. Students who are highly mobile, such as homeless and/or migrant students;

6. Pre-school students;

7. Children with disabilities from birth to two years of age who will transition at age 3 into the school system from the Babies Can't Wait programs; and/or

8. Students, ages 18-21, who are incarcerated and have been identified as having a disability.

The school system shall ensure that all students with disabilities, ages 3-21, and have not graduated with a high school diploma will have available to them a free and appropriate education (FAPE), including students with disabilities who have been suspended or expelled from school. Upon reaching the age of 22 years, students shall no longer be eligible to be enrolled and attend school in the district.

Each student with a disability will be placed in a program appropriate to that student's needs and eligibility requirements, as determined by the school system's special education placement process. Students shall be placed in the least restrictive environment which will meet their needs.

The school system will provide a method of appeal for parents/guardians who do not agree with the individual education plan (IEP) developed for the child.

The Board will comply with all state and federal regulations and shall adopt a Comprehensive Plan for Special Education under provisions of the Individuals with Disabilities Education Act (IDEA)

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Susan Tolbert
P.O. Box 3310
15 Nelson Street
Cartersville, GA 30120
770-382-5880
stolbert@cartersvilleschools.org

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36. \
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

A copy of the Section 504 Procedural Safeguards may be obtained by contacting the system coordinator listed above and are also located on the system website *www.cartersvilleschools.org*.

DUAL ENROLLMENT

The Board is committed to offering quality educational programs at the elementary and secondary levels and to the extent possible, opportunities at the postsecondary level. In keeping with that purpose, the Board endorses and participates in dual and joint enrollment programs made available by the Georgia Board of Education, public colleges and universities, and technical institutes; and directs the Superintendent to develop procedures for implementation of those and/or other similar approved programs.

The Superintendent or his/her designee shall develop protocols and guidelines on postsecondary enrollment as referenced in and in concert with Georgia Board of Education rules for dual enrollment and/or early admission programs. Eligibility criteria shall conform to state policies and guidelines.

Requirements and Eligibility

a. Any eligible high school student may apply to an eligible postsecondary institution to take one or more dual credit courses or self-pay dual credit courses at or through that postsecondary institution which are approved for secondary credit pursuant to Georgia law. If accepted at an eligible postsecondary institution, the student may take any such approved dual credit course or self-pay dual credit course whether or not the course is taught during the regular high school day and receive secondary credit therefor under the conditions provided in Georgia law.
b. The high school shall provide information about the program to eligible high school students according to timelines established by State Board Rule. Additionally, the high school shall provide counseling services to such students and their parents/guardians before the students enroll in the program. Prior to participating in the program, the student's parent/guardian shall sign a form provided by the high school or postsecondary institution indicating they have received counseling regarding the program and that they understand the responsibilities that shall be assumed in participating in the program.
c. The school shall grant secondary credit to an eligible high school student enrolled in a dual credit course or self-pay dual credit course in an eligible postsecondary institution if such student successfully completes that course. The secondary credit granted shall be for a comparable required course; career, technical and agricultural education course (CTAE); or elective course. Upon completion of an eligible postsecondary institution's dual credit course or self-pay dual credit course, the eligible high school student shall be responsible for requesting that the postsecondary institution notify the student's high school regarding his or her final grade in that course.
    1. Secondary credits granted for eligible postsecondary institution dual credit courses or self-pay dual credit courses shall be counted by the high school toward graduation requirements and subject area requirements. Evidence of successful completion of such courses and credit granted shall be included on the student's high school records and transcript.

Grades earned at an eligible postsecondary institution shall be included on the high school transcript and shall be used by the high school to compute a student's grade point average.

1. Postsecondary institution semester hour credit shall be converted to secondary credit as follows:
    . 1 to 2 semester hours = 0.5 secondary units of credit
    i. 3 to 5 semester hours = 1.0 secondary units of credit
    ii. 1 to 3 quarter hours = 0.5 secondary units of credit
    iii. 4 to 8 quarter hours = 1.0 secondary units of credit
2. The high school shall award a high school diploma to any eligible student who is enrolled at or through an eligible postsecondary institution as long as credit earned at or through the postsecondary institution satisfies course requirements needed for the student to complete high school graduation.

(d) An eligible student must meet one of the following requirements pursuant to Georgia law in order to be awarded a high school diploma:

1. Dual Enrollment Option A:
    a. Receives a score of admission acceptable on the readiness assessment required by the postsecondary institution.
    b. Earns a secondary credit in State Board identified high school course that culminate in a state administered end-of-course assessment in each of the following subject

areas: English/language arts, Mathematics, Science and Social Studies. Students must participate in the appropriate end-of-course assessment. However, State Board rule establishes certain exemptions from end-of-course assessments (160-3-1-.07)

c. Earns one secondary credit in health and physical education.
d. Completes approved postsecondary courses that satisfy high school graduation requirements.

2. Dual Enrollment Option B:
   a. Receives a score of admission acceptable on the readiness assessment required by the postsecondary institution.
   b. Earns two secondary credits in state required ninth and tenth grade level high school courses or their equivalent: two English courses, two mathematics courses, two science courses, and two social studies courses; and any state required tests associated with any such course. Students pursuing this option must successfully complete and pass the following courses and participate in the state specified end-of-course assessments: Algebra I or Coordinate Algebra, and Biology. Beginning with the 2021-2022 school year, students pursuing this option must also successfully complete and pass American Literature and Composition and participate in the state specified end-of-course assessment.
   c. Earns one secondary credit in health and physical education.
   d. Completes one of the following postsecondary requirements:
      i. An associate degree program; or
      ii. A technical college diploma program and all postsecondary academic education and technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field; or
      iii. At least two technical college certificate of credit programs in one specific career pathway and all postsecondary academic education and technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia.
   e. A student who meets the requirements of Option B above shall be deemed to have met all graduation requirements of the State Board and shall not be subject to any courses or assessments otherwise required for graduation.

(e) No eligible student taking one or more dual credit courses pursuant to Georgia law and this policy shall be excluded from eligibility determinations for valedictorian and salutatorian of their graduating class, provided that this provision shall not apply to a student who enrolls into the district after tenth grade and has not taken any courses on site at the high school.

GRADUATION REQUIREMENTS – Board Policy IHF

This policy specifies high school programs of study that shall be offered by the Board and lists specific criteria and courses that meet core, required or elective credits for students. This policy becomes effective for all students beginning the 2017-2018 school year and for subsequent years, unless otherwise noted for particular sections in the provisions therein.

This policy supports the Georgia Board of Education belief that when students take challenging and rigorous courses in high school, they have more options when they graduate. The goal of the system is to have each student succeed in obtaining a high school diploma which is believed to be a valuable initial passport for future life successes.

The official Cartersville High School diploma shall be awarded only to duly enrolled students who complete all Georgia Board of Education and Cartersville Board of Education graduation requirements.

Definitions
Alternate Diploma – A document awarded to students with the most significant disabilities who were assessed using the alternative assessment aligned to alternate academic achievement standards. This diploma is standards-based and aligned with state requirements, it is not a high school diploma.

Career, Technical and Agricultural Education (CTAE) Pathways – three (3) elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of study

Core Courses – specific courses identified as "c" or "r" in Georgia Board of Education Rule 160-4-2-.20

Elective Courses – any course identified as "e" in Georgia Board of Education Rule 160-4-2-.20 that a student may select beyond the core requirements to fulfill the unit requirements for graduation

Georgia Alternate Assessment (GAA) – an alternate assessment based on alternate academic achievement standards. The GAA is a standardized, task-based assessment with multiple access points designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose Individualized Education Program (IEP) team has determined they are unable to meaningfully access the regular assessment program, even with maximum appropriate accommodations. The purpose of GAA is to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

Required Courses – specific courses identified as "r" in Georgia Board of Education Rule 160-4-2-.03 that each student must pass in order to graduate from high school

Secondary School Credential – a document awarded to students at the completion of the high school experience.
1. High School Diploma – the document awarded to students certifying that they have satisfied attendance, unit, and all state assessment requirements for graduation
2. High School Certificate – the document awarded to students who do not complete all the criteria for a diploma or who have not passed the state assessment requirements but have earned the units required for graduation
3. Special Education Diploma – the document awarded to students with disabilities assigned to a special education program and who have not met the state assessment requirements or who have not completed all the requirements for a high school diploma who have nevertheless completed their IEP.

Significant Cognitive Disabilities – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the GAA.

Unit – credit awarded for successful completion of a course of study, generally based upon a minimum of 150 clock hours of instruction, 135 clock hours of instruction in an approved block schedule, or 120 clock hours of instruction in an approved summer school course

Requirements
The Board of Education recognizes that state graduation requirements for students are determined by applicable State Board of Education Rules, which may vary depending on the school year the student enrolls in the ninth grade for the first time.

It shall be the responsibility of the Cartersville Board of Education to set any local graduation requirements that may exceed requirements set by the State Board.

The Cartersville Board of Education shall require that students satisfy all state requirements, to the extent not waived under its charter contract, and local graduation requirements set by the Cartersville Board in order to earn a high school diploma.

Students and their parents or guardians shall be advised of graduation requirements applicable to their graduating class through student handbooks, advisement materials, or the graduation planning process, as required by state law and the applicable State Board of Education graduation rule and guidance.

The Superintendent or designee is authorized to develop any administrative regulations or procedures that may be needed to implement this policy.

ATTENDANCE, DISIPLINE, AND SAFETY

STUDENT ATTENDANCE – Board Policy JB

Board policies and school procedures regarding attendance, absences, truancy and excuses will be guided by the state attendance laws and appropriate state board policies and procedures. Children shall be required to be in attendance for the full session of the school which the child is eligible to attend unless otherwise directed by a court of jurisdiction.

All schools shall keep daily attendance records according to established procedures appropriate to the school. It shall be the duty of the principal and school staff of each school to submit all attendance reports and records as required by the Georgia Board of Education, the Cartersville School Board, and/or the system administration.

All children who legally reside within the city limits of Cartersville and are of legal age are eligible to attend the Cartersville School System unless otherwise suspended or expelled from school. Residency is defined as the permanent place where the student is housed on an on-going and regular basis and where the parent, legal guardian, or other legally authorized caregiver lives. The school system may use homestead exemption status to help determine residency or non-residency. Non-resident students may be admitted to the system within policy and guidelines established by the Board.

The Board recognizes the value of regular and punctual attendance in the overall education of each child. Students shall be in attendance in accordance with requirements of compulsory school attendance laws and for the number of full-length days prescribed by law or permitted under the Cartersville System Charter status.

Absences and Excuses

Excused absences are defined by the Board in accordance with authority granted by the compulsory school attendance law and the guidelines given in this policy. Submission of appropriate documentation for excusable absences may be required by the school.
Students may be temporarily excused from school:

1. When personally ill and when attendance in school would endanger their health or the health of others;
2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school;

3. When mandated by order of governmental agencies or court order, including pre-induction physical examinations for services in the armed forces;
4. On special and recognized religious holidays observed by their faith necessitating absence from school;
5. When conditions rendering attendance impossible or hazardous to student health or safety;
6. When necessary, one day, for registering to vote or voting in a public election.
7. When serving as a page for the Georgia General Assembly; or
8. A student whose parent or legal guardian is in military service in the armed forces of the United States or National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day(s) missed from school to visit with his/her parent or legal guardian prior to such parent's or legal guardian's deployment or leave.
9. Any other justified and valid absence not explicitly defined herein but deemed by the Superintendent or his/her designee to have educational merit based on the circumstances.

In accordance with Georgia Department of Education rules, any student subject to compulsory attendance law, who during the school year, is absent from school more than five (5) days without a valid written excuse is considered truant. School days missed as a result of suspension shall not count as unexcused days for the purpose of determining student truancy.

A valid excuse is a written explanation of one of the approved reasons listed in this policy. The written excuse shall be provided to the school within three (3) days of a student's absence signed by the student's parent, guardian, or physician.

Furthermore, any student in grades 9-12 who exceeds five (5) days absence in a class during a semester without documentation of an excused absence shall not receive credit for the course. Students denied credit for a course due to excessive absences may appeal for credit to the Student Attendance Committee of the school which shall consider the circumstances presented by the student and/or parent and determine if credit is allowed.

1. Absences are justified and validated for excusable reasons; and
2. Allowable makeup work for excused absences was completed satisfactorily.
   Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for at least one-half of the instructional day to be counted "present" for the day. When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his/her parent(s), to a person properly identified to school authorities, or upon request by verifiable contact from/to the parent(s). Principals shall require verification of right of custody of anyone requesting early dismissal of a student. A change of custody cannot occur at the school.

Tardiness/Early Checkouts

Being tardy to school and/or leaving school early is not only an interruption to the educational process for the individual student involved but may also be a disruption to the instructional program for other students.
Any student who is tardy to school or who leaves early during the school day without a valid excusable reason according to this policy is considered unexcused for attendance purposes.

Truancy

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law. Any student who is absent from school more than five (5) days without a valid excuse is considered truant.

Notification
The school shall notify the parent, guardian or other person who has charge of the child when such child has five (5) unexcused absences. Each subsequent unexcused absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the child, the school system shall send written notice via regular U.S. mail. Every reasonable effort shall be made to notify parents prior to referring students to juvenile or other courts having jurisdiction.

Schools shall provide to the parent, guardian, or other person having control or charge of each student enrolled a written summary of possible consequences and penalties for failing to comply with attendance requirements. By September 1 of each school year or within 30 school days of a student's enrollment in the school, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten (10) or older shall be required to sign a statement indicating receipt of written statement of possible consequences for non-compliance to this policy by September 1 of each year or upon enrollment thereafter. This statement may be included in the school's student handbook for which the parent and/or student signs for in receipt thereof.

Withdrawal of Students
A student who has more than ten (10) consecutive days of unexcused absences, who is not subject to compulsory school attendance, and who is not receiving instructional services through homebound instruction or services required by the federal Individual with Disabilities Education Act (IDEA) may be withdrawn from school. The student will be withdrawn retroactive to the first day of the student's absence. The principal or his/her designee shall use his/her best efforts to notify the parent, guardian, or other person who has control or charge of a student if the school system plans to withdraw such student.

Consequences
Possible consequences for non-compliance to the provisions of the attendance policy include but are not limited to:

- Parental notification and/or conference
- Referral to Student Attendance Committee
- Referral to Social Worker
- Referral to juvenile or other appropriate court jurisdiction
- Withdrawal from school
- Class failure resulting in grade level retention
- Disposition for unruly children in accordance with O.C.G.A. 15-11-67, including the possible denial or suspension of a driver's license for the student

Transfer / Withdrawn Students
Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements.

A senior who transfers to Cartersville High School from a high school accredited by a regional or state accrediting agency whose transcript indicates that meeting Cartersville High School graduation requirements is not possible during the remainder of the senior year may be awarded a diploma from his/her former school upon completion of the former school's requirements and with the written consent of the principal or higher system authority of that school. The student receiving this diploma may participate in Cartersville High School's graduation ceremony if they are in good standing behaviorally and in attendance.

Students who meet graduation requirements through early college admission shall be awarded an official Cartersville High School diploma and may participate in graduation exercises with their graduating class.

Students who meet graduation requirements early through completion of an approved alternative education program may participate in graduation exercises at Cartersville High School if they are in good standing behaviorally if there are extenuating circumstances which would benefit the student for college admissions, career engagement, family financial hardship or responsibility, or other approved reason.

Students who enroll in the ninth grade for the first time in the 2008-09 school year and subsequent years and withdraw shall meet the graduation requirements specified in this rule and the state assessment requirements [Rule 160-3-1-.07 – Testing Programs-Student Assessment.

BUS CONDUCT

Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.

1. Students are permitted to load and unload only at their assigned bus stops.
2. Each driver should designate a seat on the bus for each student.
3. Students are not to stand in or operate the door.
4. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
5. Students shall hold or place under the seat personal items such as book bags, purses, smaller band instruments, etc. Large items such as bigger musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (approximately 25" x 11" x 7") may be carried in the lap or under the seat, or in another place designated by the driver.
6. Objects and other materials are not to be thrown or tossed inside the bus or out bus windows.
7. Students are not permitted to get off the bus while it is in motion.
8. Students shall not write on, cut, scratch, deface or otherwise vandalize buses.
9. Tobacco or tobacco-like use or products, including vaping devices are prohibited.
10. Students are prohibited from any of the following:

    a. profanity or vulgarities;
    b. acts of physical violence
    c. bullying or threatening others
    d. physical assault or battery;
    e. verbal assault;
    f. any other unruly or unsafe behavior.

11. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
12. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
13. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost and parents notified.
14. Drivers are to be respected and their instructions followed at all times.
15. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
16. Students shall not behave or act in any way that has the potential of causing unsafe conditions for the driver or other bus occupants.
17. Out-of-district students may not ride a school bus to or from school.

CODE OF CONDUCT & DISCIPLINE PROCEDURES

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors.

Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

Important Information

1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
4. Corporal punishment is not permitted in the Cartersville City School System.
5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.

OFFENSES AND DISCIPLINE PROCEDURES

Offense #1: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. This includes having items in vehicles, lockers, backpacks, etc. [See: O.C.G.A. 16-11-127.1 Weapons Law; 20-2-751.1]

Disposition: Ten-day suspension with recommendation for expulsion of one calendar year minimum. Penalty for possession of a knife with blade less than two (2) inches:

Grades 6-12:	1st offense:	Discretion of administration
	2nd offense:	Suspension
	3rd offense:	10-day suspension with possible recommendation for expulsion
Grades PK-5:	Discretion of administration	

Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense

Disposition:

Grades 6-12: 1st Offense: Suspension
2nd Offense: 10-day suspension with recommendation for expulsion
Grades PK-5: Discretion of school administration

Offense #3: Narcotics, Alcoholic Beverages, Stimulant and Synthetic Drugs

a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; including artificial or synthetic drugs.
b. A student shall not pretend to violate any of the above.
c. Students shall follow school procedures for prescription and over-the-counter medications.

Disposition:

Grades 6-12: Suspension with possible recommendation for expulsion

Grades PK-5: 1st offense: Suspension
2nd offense: 10-day suspension with possible recommendation for expulsion
a. Discretion of school administration
b. Discretion of school administration

Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats

a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions
b. Fighting, threatening and/or intimidating another student with violence is prohibited.
c. Hazing, in any form, of any student is prohibited.
d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

Disposition:
a. Grades 6-12: 10-day suspension with possible recommendation for expulsion
Grades PK-5: Discretion of school administration
b. Range from suspension to expulsion
c. Range from suspension to expulsion
d. Discretion of school administration

Offense #5: Property Damage / Theft

a. Theft of any school property, the property school employees, or the property of another student is prohibited.
b. Willful or malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property
c. Any offense listed above directed toward another student
d. Damage of school property due to negligence or reckless conduct or acts

Disposition:
a. Restitution and consequences at the discretion of school administration

b. Restitution for all damages, & suspension with possible recommendation for expulsion
c. Restitution and consequences at the discretion of school administration
d. Restitution and consequences at the discretion of school administration

Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures

a. Directed toward staff
b. Directed toward students

Disposition:

a. Grades 6-12: Suspension
   Grades PK-5: Discretion of school administration
b. Discretion of school administration

Offense #7: Gang-Related Display(s), Clothing or Communication [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings or communications are prohibited.

Disposition: Discretion of school administration

Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff*

* Including being in an unauthorized area, or while being transported in a vehicle provided by or arranged by the school system

Disposition: Discretion of school administration

Offense #9: Classroom Interference* and School Disturbances

a. Acts which disrupt the learning opportunities of others
b. Acts which cause disruption of learning environment and/or threatening the safety of others; including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption
a. Acts or behaviors which incite, promote, encourage, or otherwise promulgate other students to violate this Code of Conduct or other school rules or procedures.

* Note: Interference includes, but is not limited to, noise making devices, toys, radios, cell phones

a. Range from teacher discretion to office referral to detention to suspension
b. Discretion of school administration
c. Discretion of school administration

Offense #10: Conduct on Bus [Board Policy JCDAD-R]

a. Misbehavior
b. Vandalism
c. Any behavior or action that has the potential of interfering with the safe operations and/or the safety of bus occupants

Disposition:

a. Discretion of school administration as outlined in Board Policy JCDAD-R
b. Restitution for damages and consequences at the discretion of school administration
c. Discretion of school administration as outlined in Board Policy JCDAD-R

Offense #11: Use or Possession of Tobacco Products or Similar Items
Possession or use of tobacco products of any kind is prohibited at all school-sponsored or school-related activities on or off campus. This shall include any chemical delivery system such as nicotine, aerosol, E-cigarettes and/or other "vaping" equipment.

Dispositions:
1st Offense: 3 days in-school suspension
2nd Offense: 3 days out-of-school suspension
3rd & Subsequent Offenses: 5 days out-of-school suspension

Offense #12: Inappropriate Public Displays of Affection
Disposition: Discretion of school administrator

Offense #13: Gambling, Betting, Wagering
Gambling, betting or wagering activity on school property or while attending an activity under school supervision is prohibited.

Disposition: Discretion of school administration

Offense #14: Campus Parking and Traffic Violations
a. Improper parking/Parking in faculty area/No parking permit
b. Speeding and/or reckless driving
c. Third or subsequent parking or traffic violation

Disposition:
a. 1st Offense: Warning
2nd Offense: Traffic ticket
3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges; &/or Vehicle may be towed at owner's expense
b. Traffic ticket; Possible loss of driving privileges
c. Possible loss of driving privileges; Possible notification to police

Offense #15: Absences and/or Truancy
A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.
a. Determination of course credit shall be governed by Board policy and school rules & regulations
b. A student shall not be tardy to school or to class
c. A student may not leave school or class without permission of school officials
Disposition:
a. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities
b. Discretion of school administration
c. Discretion of school administration

Offense #16: Conduct Outside of School [O.C.G.A. 20-2-751.5 (c)]
Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well-being of other students, teachers, or employees within the school system may be punishable.

Disposition: Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

Offense #17: Felony [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

Disposition: Range from suspension to expulsion

Offense #18: Bullying [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:
1. any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate; or
4. any occurrence of cyberbullying which occurs through the use of electronic communication which is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.

Disposition:
Grades PK-5: 1st offense: Discretion of school administration; Notification of parent.
2nd offense: Suspension
Grades 6-12: 1st offense: Discretion of administration; Notification of parent
2nd offense: Suspension
3rd offense: 10-day suspension with possible recommendation for expulsion

Offense #19: False Accusation [O.C.G.A. 20-2-751.5 (a)]

1. A student shall not falsify, misrepresent, omit or erroneously report information regarding
2. instances of alleged inappropriate behavior by a teacher, administrator or other school employee. Such false accusation is prohibited both on and off school
grounds and hours.
3. A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged behavior, including but not limited to any form of harassment, by another student toward any student.

Disposition: Discretion of school administration.

Offense #20: Sexual Harassment/Sexual Misconduct

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature is prohibited. Sexual harassment may include, but is not limited to:
1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Disposition: Discretion of school administration up to and including recommended expulsion.

Offense #21: Aiding, Abetting, Accessory
Students shall not aid, contribute, encourage, be an accessory, or otherwise support other student in the violation of the Code of Conduct. This provision may include, but is not limited to, the use of social media and other avenues to promote, incite, encourage, or provoke others to violate school rules or otherwise advocate for any disruption in the school or take away from the purpose of the school or its orderly operation.

Disposition: Discretion of school administration

Offense #22: Academic Honesty

Students shall conduct themselves with honesty and integrity regarding all academic work. Cheating, forgery, plagiarism, and/or doing work for other students is unacceptable at any level on any assignment or task.

Disposition: Discretion of school administration

Georgia's Drug Law

Georgia law clearly mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.

Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than $20,000, or both. Students who plan to go to college would be barred or denied from receiving state grants, scholarships, or any federal monies for college if convicted under this law.

Electronic Communication Devices

Students are not permitted to use an electronic communication device during school hours except for health or other unusual reasons approved by the Board.

Disposition: As listed under Offense #9 under this *Code of Conduct.*

Weapons [O.C.G.A. 16-11-127.1]

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound (excluding fireworks) within a school safety zone, en route to or from school, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

School Disposition: Expulsion for not less than one calendar year and referral for criminal charges which upon conviction carries fines and/or mandatory prison sentences.

BULLYING

The Cartersville City School Board expressly prohibits the bullying, harassment or intimidation of any person, by any means or method, at school, on school property, at school-related functions and activities, at designated school bus stops, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system. Bullying, harassment and intimidation may include different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the property of the school, at an event within the jurisdiction of the school, or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment or misbehavior at school. Schools shall publish in student codes of conduct the prohibition of bullying, harassment and intimidation and the possible penalties of such behaviors.

Bullying

In accordance with O.C.G.A. § 20-2-751.4, this policy defines bullying as:

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

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

    a. Causes another person substantial physical harm or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;

    b. Has the effect of substantially interfering with a student's education;

    c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or

    d. Has the effect of substantially disrupting the orderly operation of the school.

Cyber Bullying

Bullying behavior also applies to acts of cyber bullying which occurs through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if:

1. Directed specifically at student(s) or school personnel

2. Maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

3. It creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.

Harassment and Intimidation

Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic

including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;

2. Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;

3. Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or has the effect of insulting or demeaning any student or school employee in such a way as to cause substantial disruption or interference with the orderly operation of the school.

Visible Bodily Harm

In accordance with O.C.G.A. § 16-5-23.1, visible bodily harm is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantial blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

Prohibited Behaviors

Examples of prohibited behaviors may include but are not limited to:

- Threats or taunts through words and/or gestures
- Physical violence and/or attacks
- Extortion
- Destruction of school or personal property
- Theft of money and/or personal possessions
- Sexual, religious, or racial harassment
- Public humiliation
- Incitement and/or coercion
- Creating or spreading of rumors or falsehoods
- Stalking
- Engaging in conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing those photos or causing distribution
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

Reporting Procedures

Immediate and reasonably appropriate actions should be taken by school officials upon receipt of any report of bullying, regardless of the source, identity of the alleged violator or victim, grade level, previous circumstances, and/or personal beliefs. Therefore, all reports of bullying must be taken seriously. The system's stance on bullying should be posted in each school and placed in student and employee handbooks and student codes of conduct.

Any employee who has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal. Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

Once bullying has been reported, school officials should take the following actions:

1. Investigate. After a report is made, the investigation should begin no later than the following school day.The investigation should include interviewing the alleged victim(s) and perpetrator(s), identified witnesses, staff members, and reviewing all available evidence.

2. Notify. At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified.If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline. Upon confirming that bullying has occurred, the accused student should be given age-appropriate consequences which shall include, at a minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

    a. Students in grades 6 through 12 found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school program through appropriate due process.

    b. In addition to conferences and phone calls, the school shall notify the parent/guardian of a perpetrator of bullying of the confirmation of finding of bullying.

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

Bullying or Harassment under Federal Law

Bullying and harassment activity may also trigger responsibilities under federal anti-discrimination laws. If an investigation reveals that discriminatory harassment has occurred, the school shall act promptly in compliance with federal law to address the harassment.

Retaliation Prohibited

Retaliation in response to previously reported bullying, harassment or intimidation is strictly prohibited. Such retaliation shall be considered a serious violation of the student code of conduct and independent of whether the complaint is substantiated.

Immunity

Any person who reports in good faith an incident of bullying, harassment, or intimidation to an appropriate school official shall be immune from civil liability for any damages caused by such reporting or any failure to remedy the reported incident.

SEXUAL HARRASSMENT – Board Policy JCAC

It is the policy of the Board to maintain a learning environment free from all forms of discrimination and harassment, including sexual harassment. It shall be a violation of this policy for any member of the school system staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

Sexual harassment, as defined above, may include, but is not limited to the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching; and/or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Any person who alleges sexual harassment by a staff member or student in the school may complain directly to a principal, assistant principal, or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantial charge against an employee shall subject such person to disciplinary action, including discharge, termination, and/or reporting to authorities. A substantial charge against a student shall subject that student to disciplinary action up to and including suspension or expulsion.

INTERVIEWS & SEARCHES OF STUDENTS

Interviews

The principal or his/her authorized representative shall be responsible for conducting reasonable interviews and questioning of students in order to properly investigate matters and punish student misconduct.

Searches

This system endeavors to provide a safe and secure environment for all students and staff. Directed to that end, the Board authorizes reasonable searches of students by school officials. Searches based on reasonable suspicion should proceed without hindrance or delay but shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal or his/her authorized representative, shall be responsible for conducting inspections of students' school lockers, articles carried upon their persons, personal possessions, book bags, and/or vehicles driven on or parked on campus. Such searches shall be based on a reasonable suspicion of the presence of harmful, distracting, or prohibited items.
In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material prohibited by federal, state or local law, then law enforcement authorities shall be notified.

Lockers

Although school lockers may be rented and/or issued to students by the school, the school lockers remain the sole possession of the Cartersville School System and are subject to unannounced searches by school personnel. Principals of schools where lockers are issued shall specify in writing that lockers are the sole property of the school are subject to inspection and search by school officials at any time. Each school shall maintain duplicate keys and/or records of all locker combinations.

Cell Phones / Electronic Devices

By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search may reveal there is a violation of law or school rule.

Dress Code

All students of the school system are expected to select a mode of dress that is appropriate for school activity and promotes proper school decorum and order.

Students are prohibited from wearing any type of apparel which distracts from the educational environment. Such items include, but are not limited to: hats, see-through apparel, halter tops and tube tops. Students may wear shorts of appropriate length and style as deemed appropriate by school rules.

Furthermore, clothing and signs promoting illegal drugs and activities are prohibited at all school events and activities including off campus events.

Every student is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school setting situation. The required standard of dress for students shall be according to rules and regulations established by the school with input from parents and students through the school governance council.

Schools are authorized to develop specific rules and regulations regarding student dress that is age and school appropriate. Such dress codes shall be published and distributed within or in conjunction with parent/student handbooks.

Emergency Closing of Schools – Board Policy AFC
The Superintendent, as chief executive officer, or his/her designee shall determine when an emergency exists, and shall on the basis of this determination close schools.

The Superintendent or his/her designee shall also be empowered to delay the opening time of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist.

There shall be an Emergency Preparedness Plan for the system and for each school. This plan provides periodic drills for emergencies arising from natural or man-made disasters. Each school in the system shall have a copy of these plans. Principals shall be responsible for seeing that the Emergency Preparedness Plan is followed in the event of an emergency.

Emergency Drills Emergency drill procedures shall be included in each school's Emergency Preparedness Plan.

Fire Drills
Fire drills shall be held in each school at least nine (9) times in each school year or more as required.

Severe Weather Drills
Severe weather drills shall be conducted at least semi-annually, preferably during the season when tornadoes are most likely to occur.

Bomb Threats
It is a felony by imprisonment for one to five years to transmit a false alarm to the effect that a bomb or other explosive is concealed in such place that its explosion would endanger human life.
The following procedure shall be followed in the event a bomb threat is received:

1. The principal, assistant principal or their specific designee will immediately call the local police department giving information regarding possible bomb or explosive threat.
2. The principal or assistant principal will immediately conduct an evacuation drill and not allow any person to return into a building without clearance

Lock Down Drills
Lockdown drills shall be held in each school at least two (2) times in each school year or more as required.

MEDICINES AT SCHOOL – Board Policy JGCD

The health of a child is an important factor in his/her learning process. Cooperation among the local and state health departments, the private medical sector, the home and the school is essential. In general, the

administration of medication to students while they are in the schools is to be avoided. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged.
When, however, in the opinion of the prescribing physician it is necessary for the patient's best interest that medication be given during school hours, the School Nurse with the advice of health care personnel, will be responsible for the establishment of a safe method of storage for medication in accordance with procedures developed by the School Nurse in consultation with standard medical procedures and/or a physician.
The term "drugs or medication" shall mean all substances including, but not limited to, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, and all other drugs or substances. Any student required to take medication while at school will follow the procedures provided by the School Nurse prior to possessing and/or using medication on school property.
A student may self-administer asthma medication and/or auto-injectable epinephrine, commonly called an "epi-pen," under the following provisions:

1. the parent or guardian has provided to the school a written statement from the prescribing doctor confirmation and details that the student is able to self-inject;

2. the parent or guardian has provided to the school a written statement giving permission for the school to talk to the doctor or his/her designee if questions arise;

3. the parent or guardian has provided to the school a written statement releasing the school from liability if the student suffers an adverse reaction as a result of self-administration; and

4. the student shall keep the medication and/or epi pen secure at all times and not have it visible unnecessarily or display it to other students on school grounds or school related activities. Violations of this provision of the policy may subject the student to disciplinary action under the Student Code of Conduct.

Sexual Harassment

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be violation of this policy for any staff member to harass a student through conduct or communications of a sexual nature as defined in the following.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a staff member to a student or when made by any student to another student constitutes sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct as necessary.

All allegations of sexual harassment shall be investigated. The Principal or his/her designee shall initiate immediate and appropriate corrective or disciplinary action in cases where it is determined that sexual harassment has occurred. A substantiated charge against an employee shall subject such person to disciplinary action, up to and including discharge or termination. Because sexual harassment can be considered a form of child abuse, the principal or designee may notify proper authorities. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

Suspensions and Expulsions

Suspension precludes a student from all normal school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-of-school for not more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

Students under suspension/expulsion may not attend any school-related activity on or off school grounds during the time of suspension/expulsion. An assignment of suspension ends on the morning of the next day after the suspension is completed or the morning after the last day of the school year if the suspension is at the end of the academic year.

For overall academic progress students are expected to do the work missed during a suspension. Students shall not be penalized in their academic grade for the first suspension of a full credit period (semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by policy and arrangements with the teacher. For subsequent suspensions in a full grading period, a student may receive a grade of no higher than “70” on graded work missed during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher(s) except for final examinations and long-term assignments. If the student fails to make up the work, the teacher may assign a grade of “0” for each assignment not completed. Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

Parental Notice

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Discipline Appeals

Any disciplinary matter involving punishment of five days out-of-school suspension or less, or any punishment less severe is not grieveable beyond the school principal. Any disciplinary matter involving punishment of

seven days out-of-school suspension or less is not grieveable beyond the Superintendent.

STUDENT COMPLAINTS AND GRIEVANCES

It is the purpose of this policy to provide a process and define procedures for resolving complaints and grievances at the lowest level possible. However, nothing in this policy is to be construed as restricting the ability of the Board to constitute a tribunal or hearing and determining any matter of local controversy in reference to the construction or administration of the school law. Such hearings must be specifically requested.

A complaint or grievance shall be defined as a claim allegedly caused by misinterpretation, violation, or inequitable application of school rules, School Board policies, applicable state law, federal law or applicable Georgia Board of Education policies. As a Charter school system in the state of Georgia, Cartersville City has waived certain state education laws and state Board of Education policies which are not applicable. An administrator's or a teacher's professional judgment is not grieveable under this policy provided such judgment does not constitute a misinterpretation, violation, or inequitable application of school rules, School Board policies, applicable state law, federal law or applicable state Board of Education rules and regulations.

"Days" shall be designated as school days only. School holidays, weekends and days when school is not in session for students are not considered applicable in this policy.

General Conditions

1. Any disciplinary matter involving punishment of five (5) days out-of-school suspension or less, or a punishment less severe (e.g., In-School suspension, detention, loss of privilege, etc.) is not grieveable beyond the school principal (Level One). Any disciplinary matter involving punishment of six (6) to ten (10) days out-of-school suspension, or impacts graduation status or graduation ceremony participation in the current year, is not grieveable beyond the Superintendent (Level Two).

2. The procedures described herein do not limit the right of any student and/or student's parent/guardian having a problem to discuss it with the principal or any appropriate administrator.

3. Initially, the student or student's parent/guardian must file an appeal with the school principal, their complaint or grievance within two (2) days following the event or occurrence which is the basis for the complaint/grievance. A sample form is included in this policy (Exhibit A) for initiating the process. Although this exact form is not necessary, the information requested therein should be included in any appeal. Any complaint/grievance not filed within the time frame shall be considered null and void.

4. Failure of a principal or the Superintendent or his/her designee to render and communicate a decision within the specified time limits specified in this policy shall permit the aggrieved student or parent to take said complaint/grievance to the next level of this procedure. The administrator Principal or the Superintendent shall make a good faith effort to communicate a decision immediately by phone, in person, or via email to the student and/or parent/guardian. Failure by the student or student's parent/guardian to appeal their complaint or grievance to the next level within the specified time limit shall constitute acceptance of the decision rendered at that level.

5. Since it is important that complaints/grievances be processed as rapidly as possible, the number of days indicated at each level shall be the maximum allowed, and every reasonable effort shall be made by the administrator to expedite the process. The time limits specified may be extended by mutual written agreement of the parties involved.

6. An administrator or teacher's professional judgment is not grieveable.

7. A copy of this policy shall be included in school parent-student handbooks.

8. Any disciplinary action which might prevent a student from participating in graduation exercises may be subject to immediate appeal upon written request of the student or parent/guardian regardless of the length of suspension or other punishment. In this case because of the necessary timeliness of a resolution, the student or parent/guardian may waive Level One and/or Level Two processes in this policy.

Level One

The student or student's parent/guardian shall file a complaint/grievance with the principal within two (2) school days following the event or occurrence which is the basis for the complaint/grievance. If the complaint/grievance is not filed within the allotted time period, the complaint/grievance shall be considered null and void. The Principal or his/her designee shall investigate the matter and render a decision within three (3) days of receiving the appeal. Upon request by the student or student's parent/guardian, the Principal may, at his/her discretion, delay any complained/aggrieved discipline until the appeal process at this level is completed. Upon granting such a delay, the Principal, at his/her discretion, may temporarily place the student in the In-School Suspension Program until the appeal at this level is completed and a decision rendered. Any disciplinary matter involving punishment of five (5) days out-of-school suspension or less, or any punishment less severe (e.g., In-School suspension, detention, loss of privilege, etc.) is not grieveable beyond Level One.

Level Two

A student or student's parent/guardian may appeal a Level One decision to suspend a student out-of-school more than five (5) days to the Superintendent or his/her representative within two (2) days of the date the Level One decision was communicated. Upon request by the student or student's parent/ guardian, the Superintendent may, at his/her discretion, delay any remaining complained/ aggrieved student discipline assigned by the school until the appeal process at this level is completed and a decision rendered. Upon granting such a delay, the Superintendent may, at his/her discretion, direct the school to temporarily place the student in the In-School Suspension Program until the appeal process at this level is completed. The Superintendent or his/her designee will investigate the complaint/grievance. The Superintendent or his/her designee shall render a decision within two (2) days of receiving the appeal.

Level Three

A student or student's parent/guardian may waive a Level One or Level Two appeal if the aggrieved punishment impacts the ability of a student to graduate or to participate in graduation exercises and have the matter considered by the School Board by presenting the Superintendent a written appeal within two (2) days of the date of the initiation of the punishment. Upon written request by the student or student's parent/guardian, the Superintendent may, at his/her discretion, delay any complained/aggrieved student discipline assigned by the school until the appeal process at this level is completed and a decision rendered. The appeal shall be placed on the agenda of the next board meeting for consideration. All involved parties shall be notified of the meeting and should be prepared to discuss the complaint/grievance with the Board. Following the discussion and consideration of the appeal, the Board shall render a decision to all parties involved as soon as possible but within two (2) days of the decision.

OTHER

ASBESTOS REPORT

The Asbestos Management Plan and Inspection Report is available for viewing during normal business hours in the school office.

ACCEPTABLE USE OF TECHNOLOGY – Board Policy IFBG

The Board believes that using technology resources should be a productive educational and administrative experience. Therefore, the school system provides certain technology resources and access to students and staff for educational activities. This policy mandates responsible behavior by individuals given access to these tools and resources. While the school system respects the privacy of individuals, the district must also protect its property, educational purpose and public trust. Therefore, authorized personnel reserve the right to retrieve and read any data composed, transmitted, received or stored through connections using system property, or accessed through the system network by any means, including personal devices. Failure to comply with the provisions of this policy and its intent may result in disciplinary action.

In addition to the policy requirements included below, Georgia law, O.C.G.A.16-9-90, (Georgia Computer Systems Protection Act) provides definitions, criminal liability and penalties for crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure. Commission of a computer crime carries the possible penalty of a fine not exceeding $50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources. The Cartersville City School District complies with the Children's Internet Protection Act.

For the purpose of this policy technology resources include, but are not limited to, mainframe, servers, switches, portable and desktop computers/devices, electronic devices used to access system data, peripherals, networks, software, data, labs, computer-related supplies, computer programs, stand-alone and web-based applications, and the Internet.

General Technology Policies

1. Abuse of technology resources; interference with operations; interference with the work of other users; violation of confidentiality, copyrights, or license agreements; and intentional wasting of technology resources is prohibited.

2. Actions which attempt to circumvent prescribed channels of obtaining technology privileges, access or resources are prohibited.

3. Changing wiring, connections, or placement of technology resources is prohibited.

4. Modifying any system configuration, startup files or applications, without the explicit permission of the Technology Department is prohibited.

5. Students and staff members shall immediately inform the lab supervisor, Instructional Technology Specialist, Media Clerk, System Media Specialist, or the Technology Department of improperly working equipment, program or software.

6. Using system technology resources for commercial purposes or personal gain is prohibited.

7. Students and staff may not use or download privately owned computer software on system technology resources.

8. Under no circumstance shall students or staff exhibit, disseminate or transmit obscene materials, including but not limited to, pornography.

9. When Internet access or ~~to~~ the system network is allowed via personal devices, students and staff shall adhere to the intent and requirements of this policy as well as any other rules, regulations, procedures or directions established by the system or school related to their use.

10. Students and staff may not copy software from system technology for personal use.

11. Students and staff may not create or cause to create unauthorized accounts for themselves or others, or share or allow to be shared personally identifiable information.

12. Unauthorized disclosure, use and/or dissemination of personally identifiable information on any student or staff member is prohibited.

INTERNET USAGE

Internet access is made available to students and staff for appropriate educational use. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication. Internet users are personally responsible for and expected to restrict access to only those materials and resources that have justified educational value in the PK-12 setting. The appropriate operation of the Internet relies upon the proper conduct of the end user who must adhere to strict guidelines. Those guidelines are provided herewith so that users are aware of their responsibilities. This responsibility requires efficient, ethical, and legal utilization of technology resources. If a user violates any of these provisions, access to the Internet may be terminated and future access jeopardized.

Terms and Conditions

1. Acceptable use - The purpose of Internet is to support legitimate research and education. Access is provided to resources as well as the opportunity for collaborative work. Internet use must be consistent with the objectives of the school system. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, illegal material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.

2. Privileges - The use of Internet is a privilege, not a right. Any inappropriate use may result in a termination of those privileges. The school administration and Technology Department will deem what is inappropriate use.

3. Netiquette - This includes but is not limited to:

    a. Abusive, harassing, obscene, or threatening messages to or about others will not be tolerated.
    b. Appropriate language is required; do not use profanity or vulgarities.
    c. Illegal activities are strictly prohibited. Communications relating to or in support of illegal activities may be reported to proper authorities.
    d. All communications and information accessible via the network should be respected as belonging to the school system.

4. The district makes no warranties, whether expressed or implied, for the Internet service it provides. The district is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The district specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.

5. Users are individually liable for any incurred costs or obligations when accessing commercial services via the Internet.

6. If any security problem is identified, the user must immediately notify the lab supervisor/teacher, Instructional Technology Specialist, Media Clerk, administrator, or Technology Department. The problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with the system technology may be denied access to Internet.

7. Teachers cannot assume the responsibility for monitoring every document or site to which a student may gain access. However, appropriate supervision and monitoring is expected.

8. Attempts, whether successful or not, to access unauthorized areas of the school district's information or the Internet, including "hacking," is prohibited.

9. Users are expected to immediately inform their supervisor if any inappropriate action such as an improper advance or request is encountered from a local or remote user.

10. The school system shall implement appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include, but not be limited to, the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. Students and staff must accept responsibility for their use of the Internet. Disabling of filtering may be allowed for authorized use for bona fide research or other lawful and educational purposes.

11. Vandalism will result in cancellation of privileges. Vandalism is any attempt to harm or destroy data of another user or intentionally interfering with the Internet network service, including uploading or creating a virus or malware.

INTERNET SAFETY MEASURES

1. The schools shall provide age-appropriate instruction and guidance regarding safe and appropriate online behavior, including interacting with others online; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

2. The school system shall utilize technology protection measures that block or filter Internet access to visual depictions that are: obscene, child pornography, harmful to minors, or other material deemed to be inappropriate for minors.

3. Safety and security measures with Internet usage and access is shall be employed for Internet activities including but not limited to: e-mail, chat rooms, hacking, other direct electronic communication (immediate messaging), and unauthorized disclosure of personal identifying information on minors.

4. Online activities of minors shall be supervised and monitored.

STUDENT E-MAIL
The school system may elect to provide students with a system email account for legitimate school and educational communication. If provided, all rules and guidance included in this policy are applicable to the account. Additionally,

1. The student may not provide access to the account or share their password with other students or anyone except a parent/guardian.

2. The student should use the account only for its intended purpose.

3. Student email will not be archived.

4. System sponsored email cannot be used to solicit, advertise, or promote businesses that the student has or is associated with, or any business product or service.

5. Accounts will be terminated upon:
    a. Withdraw from the school
    b. Graduation
    c. Abuse
    d. Any other good and sufficient reason as determined by the school administration.

BRINGING YOUR OWN DEVICE (BYOD)
In cases where the system allows staff and/or students to bring personal devices and allows access to the system network, adherence to all rules, regulations, and procedures is expected. Violation of this privilege may result in consequences as though the device belongs to the system.

Enforcement
Violating any of the guidelines above may result in:

1. Restricted access to technology resources.
2. Temporary or permanent loss of access to technology resources or equipment.
3. Disciplinary or legal action including, but not limited to, student or employment discipline, suspension, termination, and/or criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Cartersville City Schools' internal procedures for enforcement of its policies are independent of possible prosecution under the law.
5. Users who damage hardware or software shall be responsible for the full replacement cost.

Use Agreements
All staff members shall be required to sign and have on file a copy of the Technology Use Agreement outlining the rules, regulations and intent of this policy. Additionally, students may be required to sign a similar agreement of understanding regarding the provisions of this policy.

TECHNOLOGY USE AGREEMENT
Students may have use or be issued certain technology equipment as part of their educational process. With the assignment, issuance, and/or use of this equipment certain requirements and assurances are necessary for its proper care and appropriate use. Upon acceptance of this assignment, issuance and/or use the student agrees to adhere to the technology rules and guidelines both at home and at school. The following list is not comprehensive and may be added to by verbal or other written instructions from the teacher or administrator. The student will:

- Make readily available for inspection by system or school officials any equipment issued or assigned to the student
- Use appropriate language in all communications; avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying such as personal attacks and/or threats on/against anyone using the equipment will not be tolerated.
- Follow copyright laws and should only download/import music, documents or other files that he/she is authorized or legally permitted to reproduce or for which he/she has a copyright.
- Not share passwords or attempt to discover passwords of others.
- Not download and/or install programs, files, games from the internet or other sources without permission from the teacher or administrator.
- Not tamper with hardware or software, attempt unauthorized entry, vandalize, or cause damage of the equipment or its files. Damage to equipment may result in criminal charges.
- Not attempt to override, bypass or otherwise change any internet filtering software or other configurations associated with the equipment.
- Use the technology for academic-related purposes: refraining from use related to commercial, political, or other private matters.
- Keep the equipment secure and damage free.
- Hold the school and district harmless from any loss or damage liability or expense that may arise as a result of the loan or use of the equipment.
- Pay for any loss or damage up to the value of the equipment as determined by the technology department within thirty (30) calendar days
- Not use the equipment for any illegal, immoral, or commercial purpose.
- Return the equipment immediately upon withdrawal from school, expulsion, or at the request of the school administrator or teacher.

STATEMENT OF AUTHORITY OF PRINCIPAL

The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

DIRECTORY INFORMATION

The district recognizes the importance and legal obligation to protect personally identifiable information. From time to time, however, the school/school system may develop and/or participate in presentations and events for approved purposes concerning various activities/publications requiring the sharing of "Directory Information" which is information that is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without the student's/parent's prior written consent. These activities may include but not be limited to the use of photos, slides, tapes, videos, articles news releases, playbills, yearbooks, honor rolls, programs, sports rosters, etc. These may be utilized in faculty staff development, parent and student programs, and in community relations (newspapers, articles, TV and video presentations, brochures, web sites, etc.). The school/school system may share certain information with outsourced agencies such as companies which manufacture class rings or publish yearbooks. As required by law, military recruiters are entitled to receive the name, address, and telephone listing of high school juniors and seniors. This information may be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Additionally, institutions of higher education will be entitled to the names, addresses and telephone listings of high school students. The district may also make available student information to School Resource Officers and law enforcement agencies.

The Cartersville City School System has designated the following as directory information which may be shared with qualifying agencies/organizations:

1. Student's name, address, school e-mail address, and telephone number;
2. Student's photograph or digital likeness;
3. Student's date and place of birth;
4. Grade level
5. Student's participation in officially recognized activities and sports;
6. Weight and height of members of athletic teams;
7. Dates of attendance;
8. Honors and awards received; and
9. The most recent educational agency or institution attended.

Third-Party Providers

The district shall implement and have in place a written contract/agreement with any third-party provider when personally identifiable information is used as part of any software program or application. The contract/agreement should clearly designate the nature of the information to be provided and obligate the third party to adhere to the requirements of FERPA. An electronic signature by a system designee indicating that the district understands that the third-party abides by FERPA shall be sufficient.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT [FERPA]

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have the right to:

- Inspect and review, within 45 days of request, the educational records of a student who is your child, or in case of a student who is eighteen years of age (18) or older, your own education records. A written request to review records should be made to the principal or his/her designee who will make arrangements for access.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Such request should be made to the principal. If the district decides not to amend the record, it will notify the parent/eligible student of the decision and inform them of their right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exemption that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.
- FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent/eligible student has advised the district to the contrary in accordance with district procedures (see Directory Information).
- File with the U. S. Department of Education a complaint concerning the alleged failure by the school district to comply with the requirements of FERPA or the regulations promulgated there under. [Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Federal Programs Complaint Procedures

Legal Reference

Section 9304 – General Applicability of State Educational Agency Assurances Section
9503 – Complaint Process for Participation of Private School Children

Grounds for a Complaint

Any individual, organization or agency ("complainant"), including parents, students, staff, private schools, or the general public, may file a complaint with the Cartersville City School System (CCSS), if that individual, organization or agency believes and alleges that CCSS is violating a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA, 2015). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

- Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part A – School Improvement Grants, referred to as 1003(a) and 1003(g)
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- 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
- Elementary & Secondary Schools Emergency Relief Funds (ESSER) - CARES Act, CRRSA Act, ARP Act

Dissemination of Complaint Procedures

Complaint Procedures for Federal Programs are made available in multiple ways:

- Posted on district website under "About CCS" in the "Federal and State" drop-down menu
- Contained in the Policy Check-Off that each Department/School completes for the Human Resources department at the beginning of each year (and for all new hires during the year)
- Provided to Administrators during the summer leadership meeting.
- Administrators share with parents in parent meetings and with staff during the required Policy Check-off
- Included in the Federal Programs Handbook given to Administrators
- Included in Policy and Procedures Manual given to principals

Complaints Originating at the Local Level

Complainants are expected to address complaints or grievances beginning at the school level with the teacher first (as applicable) and then the administration. Central office personnel should be contacted next should complainants feel the issues have not been resolved. If still unsatisfied, the superintendent should be contacted. Parents have the right to speak to the Board of Education through public participation at a Board of Education meeting. Conference forms/notes/minutes are kept on file as documentation of the issues. Complaint procedures are described and a form for documenting complaints is located on the Cartersville City Schools Website. The complaint procedures describe grounds for complaints, federal programs for which complaints can be filed, filing and investigation of a complaint, as well as rights to appeal.

Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that CCSS has violated a requirement of a Federal statute or regulation that applies to an applicable program;

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

The complaint must be addressed to:

Cartersville City School System
Attn: Associate Superintendent
15 Nelson Street
Cartersville, GA 30120

Investigation of Complaint

Once the complaint has been received at the local level, information will be entered into a log containing the date of receipt; name and address of the complainant; and the general nature of the complaint. Within ten (10) working days of receipt of the complaint, the Superintendent or his designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the District received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the District may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves a specific CCSS Area or department, the Superintendent will also send a copy of the Letter of Acknowledgement to appropriate personnel along with a copy of the complaint. The Superintendent or his designee will contact the identified CCSS department to clarify the issues and review the complaint process.
The Superintendent or his designee will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

NOTES:

- If additional information is required or an investigation is necessary, CCSS will have 60 days from the receipt of the additional information or completion of the investigation to issue a Letter of Findings.
- If a Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.
- The 60 day timeline outlined above may be extended if exceptional circumstances exist.
- The Letter of Findings will be sent directly to the complainant as well as other parties involved.

Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the CCSS, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the CCSS's decision and include a complete statement of the reasons supporting the appeal.

Filing an Appeal Review with the Georgia Department of Education

Procedures and Complaint Form for filing with the GA DOE can be found at
Filing Formal Complaints Under ESSA Programs (gadoe.org)

Cartersville City School System Complaint Form
Under the Every Student Succeeds Act of 2015 (ESSA)

PLEASE PRINT

Name (Complainant):

Mailing Address

Phone Number (home/cell): Phone Number (work):

Agency/agencies complaint is being filed against:

Date on which violation occurred:

Statement that the Cartersville City School System has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation (attach full details on an additional sheet):

The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):

List the names and telephone numbers of individuals who can provide additional information:

Has a complaint has been filed with any other government agency? If so, provide the name of the agency.

Please attach/enclose copies of all applicable documents supporting your position.

_____ _____

Signature of Complainant Date:

Mail or deliver this form to:
Cartersville City School System
Attn: Associate Superintendent
15 Nelson Street
Cartersville, GA 30120
Email to asaunders@cartersvilleschools.org

<u>FIELD TRIPS</u> – Board Policy IFCB

Field trips can be an integral part of the school curriculum and provide related experiences for students. A field trip is to be taken only in connection with a study in which students are engaged. As such, it becomes a vital part of the curriculum.

Teachers should consider wisely the impact of any such experience in the learning environment. It is the responsibility of the individual teacher or sponsor to make all arrangements for field trips. However, such plans must be cleared with the principal or his/her designee before final arrangements are confirmed, students are notified, or funds are encumbered.

Trips should be planned so that there is no conflict with other school or system-wide activities.
The teacher must submit in writing to the principal or his/her designee plans for any field trip so that the principal or his/her designee may approve the trip at least ten (10) days in advance of the trip. Plans must be cleared with the principal or his/her designee before final arrangements are confirmed, students are notified, or funds are encumbered. The teacher must contact the proposed place of visitation and make all confirmed arrangements including, but not limited to: date, time of arrival and departure, cost(s) per pupil and/or cost(s) per adult and any other pertinent information. The teacher must determine transportation costs, admission prices, etc., and include this information on the approval form.

The teacher shall engage students in thorough pre-planning and follow-up activities relevant to any field trip. These plans must include purpose, curriculum-related objectives, pre-trip and post-trip activities, and evaluation plans.
No student will be permitted to go on a field trip unless a permission slip, signed by the parent or guardian, is on file with the school. It is the teacher's responsibility to see that each student in the class is furnished a permission slip. The teacher shall make instructional and supervisory arrangements for any student who does not go on the field trip.

The teacher is responsible for the conduct of students at all times during trips. The teacher is responsible for checking student attendance before leaving the school grounds, before departure from the destination, and throughout the trip.

Children who have displayed a pattern of misbehavior, have been determined to have committed serious rule infractions, have been determined to have past or present behavior/disciplinary concerns, and/or pose threats to other children or adults may be denied the opportunity to participate in specific field trips. Repeated behavior referrals on a student or where there exists a safety risk or danger to others may result in the principal denying that student the privilege of attending a field trip. Denial of field trips is an administrative decision and parents will be notified if this loss of privilege occurs. Additionally, if in the opinion of the principal or his/her designee, allowing the student to participate in a field trip may detract from the experience of other students or require supervision which hinders the teacher or other chaperones from providing the best experience for all other students, then the student may be excluded from the field trip. Students affected by this decision will have an alternative assignment at school the day of the field trip.

Adequate faculty chaperones for the entire trip shall be provided as follows:

1. The faculty advisor(s) shall accompany and continue with the party from time of departure until their return.
2. In the event of an overnight trip, there shall be an adequate number of adults – faculty plus responsible parents, as needed. A faculty or staff member shall assume the full responsibility for the behavior and conduct of each young person.

3. That, in any case wherein it is anticipated that a portion of the expense of such a project is to be paid from Board funds, a detailed statement of the anticipated expenses shall be presented to and approved by the Superintendent or his/her designee at the time of the approved trip.
4. That no staff member shall be expected to pay the expense of a substitute teacher for an absence in connection with any trip referred to herein.
5. That no trip may be made by any school group of more than one day, unless approved by the Board (except in-state GHSA sanctioned events).
6. Each out-of-state trip must be a Board approved activity.

FOOD ALLERGIES & SPECIAL DIETARY NEEDS

Our Food Service Department prides itself on providing quality school meals within federal and state regulations and guidelines. A wide variety of selection is available for children daily. Food substitutions or modifications in school meals for children whose disabilities restrict their diets will be made. A child with a disability must be provided substitutions in foods when that need is support by documentation by a Georgia licensed physician. The physician's document must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food(s) to be omitted from the child's diet, and the food or choice of foods that must be substituted

In the case of a food allergy, children are generally not considered to have a disability. However, when supported by written documentation by a Georgia licensed physician that an allergy may result in severe, life-threatening (anaphylactic) reactions, the child's condition would met the definition of "disability," and the food substitution prescribed by the physician will be made.

The school food service may make food substitution, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions when exposed to the food(s) to which they have problems.

Meal Prices 2026-27

	CPS/CES	CMS	CHS
Breakfast	$1.75	$1.75	$2.00
Lunch	$2.75	$3.00	$3.00
Adult Lunch	$4.00	$4.00	$4.00

GENDER EQUITY

It shall be the policy of the Board to prohibit discrimination based on gender in its school programs. In accordance with the Gender Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. Furthermore, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association that does not comply with the Gender Equity in Sports Act.

The Board directs the Superintendent to conduct an ongoing assessment of the system's athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there is not equity, the school system will conduct an athletic interest survey to determine student interest in various sports. The system will follow the guidelines in administering such a survey as contained in the Georgia Department of Education *Gender Equity in Sports Resource Manual*.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The schools shall annually notify all students of the name, office address, and office phone number of the sports equity coordinator and shall include this information in the parent-student handbook.

The school system shall use the Georgia Department of Education *Gender Equity in Sports Resource Manual* as a guide to carry out its gender equity plan and procedures.

The sports equity coordinator shall investigate any complaint received alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures so stated in this policy.

Grievance Procedures

1. The student or parent/guardian must submit the complaint on the Grievance Form (Exhibit A) to the sports equity coordinator. The sports equity coordinator shall date-stamp the complaint when received.

2. The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. He/she may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation.

3. The sports equity coordinator shall notify the Superintendent of the complaint.

4. The sports equity coordinator shall render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.

5. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.

6. A complainant shall have the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent.

7. The Board shall review all materials and information related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.

8. A copy of such decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.

9. A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. 20-2-1160.

HEALTHY STUDENTS

The Cartersville School Board, the Bartow County Health Department, and/or the Georgia Department of Human Resources have the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease. It is the School Nurse's function to help determine the immediate health of a student and assess the impact and effect on the student's attendance at school.
As a general rule of thumb, it is not appropriate for students to attend or remain at school under the following circumstances:

- A student who has a fever of 100.4 degrees or higher as determined by the school nurse. Students should be free of fever for 24 hours before returning to school.
- A student who has diarrhea/watery stools in excess of two times during the school day.
- A student who is vomiting. If a student is sent home, they should not return for 24 hours or the next school day.
- A student with a draining or weeping lesion that cannot be contained with a dressing.
- A student with a diagnosed communicable illness until released by a physician.

HOMELESS STUDENTS

A "homeless" student is one who lacks a fixed, regular, and adequate nighttime residence, and includes:

--children who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camp grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or

--children who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or

--children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

--migratory children who qualify as homeless for the purposes because they are living in circumstances in the clauses listed above.

The McKinney-Vento Act protects the educational rights of students experiencing homelessness. It provides grants and legal protections so children in these situations can enroll, attend, and succeed in school and preschool programs. Students in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last, even if they move out of the district, if that is feasible. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts, if feasible.

- Go to the local school in the area where they are living.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Receive preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

LIBRARY MEDIA CENTER

The Library Media Center serves as an extension of the classroom and is available for use by all faculty and students. The Library Media Center is open for students daily. Each patron uses an ID to check out materials (two books at a time). Students may visit the Library Media Center as a class or individually with a signed pass from a teacher.

Students with overdue books will not be allowed to check out any materials until the overdue book is returned. Overdue notices will be given to teachers for distribution every two weeks. A replacement fee will be charged for any lost/damaged materials. Within a school year, should a student find and return a book for which he has paid the cost in full, he is entitled to a refund.

Our online catalog, Destiny, may be accessed at https://cartersville.follettdestiny.com

PARENT and STUDENT CELL PHONE USE

Cartersville City Schools respectfully asks that both parents and students refrain from using cell phones while driving, being parked, or waiting in the transportation lines on all school campuses. This is for the safety of all students, staff, parents and visitors.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definitions

Student Records – Information about students recorded or collected in any format by the school system or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

Instructional Material – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or assessments.

Invasive Physical Examination – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Personal Information – Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

No student shall be required to submit a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with who respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program), without written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey.

The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities.

REPORTING INAPPROPRIATE BEHAVIOR

The school system takes very seriously the professional conduct of all employees. Any person who alleges inappropriate behavior by a staff member may complain directly to a principal, assistant principal, or guidance counselor. Filing of a complaint or otherwise reporting inappropriate behavior will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of inappropriate behavior shall be investigated and immediate and appropriate corrective or disciplinary action shall be initiated, if necessary.

Students who falsely report with malice inappropriate behavior by a teacher or school personnel may be punished by suspension or expulsion from the school system and/or court ordered community service or other court sanction.

RESIDENCY and ADDRESSES

The school system accepts resident students living within the Cartersville city limits. A limited number of **out-of-district** students who meet specific criteria may be accepted for enrollment if there is space availability. It is critical that ALL parents keep the school abreast of any change of address and telephone

number(s). Falsifying an address or using an address for the purpose of school enrollment, continued enrollment, or avoiding out-of-district tuition is illegal (O.C.G.A. 16-10-20) and is subject to prosecution.

SOCIAL SECURITY NUMBER

The State of Georgia requires the Social Security number of each student enrolling. This number is used for student identification in state records. Confidentiality of the number will be kept in accordance with applicable state and federal law.

If a parent decides not to give the school a child's Social Security number, the parent must sign a waiver stating they decline to give this information. The parent does not have to state on the waiver a reason for refusing to give the number. The parent does not need to tell the school whether the child has a Social Security number or not.

The school will only use the student's Social Security number for the stated purpose in this notice. Neither the school nor the system will use the information for any other purpose without expressed permission. If you have any questions regarding this notice, please contact the Assistant Superintendent or the building principal**.**

SOCIAL WORKERS

School Social Workers serve a diverse student and family population which is reflective of our changing society. This includes homeless, immigrants, transients, and non-traditional families. In order to met the needs to this critical at-risk populations, as well as others, Social Workers will continue to strengthen partnerships with other service providers and educators in developing innovative practices and programs.

The Social Workers will be required to provide services to greater number of students in a collaborative service delivery model. With an emphasis on school reform and improved educational achievement for all students, social workers serve a more diverse student and family population.

They play an integral part in the pursuit of educational excellence. They analyze barriers to learning and achievement, and develop and implement strategies, which address and eliminate identified barriers to student learning. A student's ability to learn can be affected by many things. Thus School Social Workers help students:

- Increase Academic Success
- Maximize Educational Opportunities
- Improve interpersonal relationships
- Cope with crisis situations
- Develop self-discipline
- Learn problem solving & decision making skills
- Resolve conflicts without violence
- Improve school attendance
- Build Self-esteem
- Remain in school and graduate

SOLICITATIONS OF STUDENTS

Solicitation of students for financial or materials contributions, or for purchase of goods and/or services, on school property, using school property or supplies, and/or at school-sponsored activities, by outside groups is not permitted except where the solicitation is an integral part of a properly approved contract or agreement. Solicitations of information through surveys or other data gathering projects may be permitted where these have been reviewed and approved by the Superintendent or his/her designee as authorized by the Board. The Superintendent is directed to develop procedures for receiving, reviewing, and acting upon requests to collect information or data from students on school property or at school-sponsored activities. The procedures shall meet the following requirements:

1. The project clearly has educational value to the students or to the improvement of education in general.

2. Any instructional materials, including teacher's manuals, videos, films, tapes, or other supplementary material that will be used in connection with any survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students.

3. Without the prior consent of the student, or in the case of an unemancipated minor, without the prior consent of the parent or guardian, no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
   (a) political affiliations;
   (b) religious affiliations;
   (c) mental or psychological problems potentially embarrassing to the student or the student's family;
   (d) sexual behavior and/or attitudes;
   (e) illegal, anti-social, self-incriminating and/or demeaning behavior;
   (f) critical appraisals of other individuals with who respondents have close relationships;
   (g) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; and
   (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

STUDENT RECORDS – Board Policy JR

It is the policy of the Board that all employees and staff shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby each principal will develop a means to notify, on an annual basis, students and parents of their rights under FERPA and PPRA, either by letter or through student-parent handbooks distributed and/or made available to each student in the school.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student, except where authorized by regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order of federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

Confidentiality of student records shall be preserved while access is provided to parents, legal guardians, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported educational programs or for the enforcement or compliance with federal legal requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

Any person whose parental rights have not been revoked by court order, and any guardian and/or authorized individual acting as a parent in the absence of a parent or guardian, may inspect the educational records of his/her child during normal business hours. Generally, a parent or guardian will be permitted to obtain a copy of educational records of his/her child upon reasonable notice.

Educational records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Student Records Errors
A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to applicable federal or state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction. If the hearing determines that the record is not erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

SYSTEM/SCHOOL WEBSITES and MOBILE APP
Students and parents are encouraged to visit the system and school websites on a regular basis to keep well informed of pertinent information, announcements and events. Links to all schools are on the system web site. Website information can also be translated into a variety of language on the web site with one click. ***www.cartersvilleschools.org***

Additionally, Cartersville Schools gives instant access to important information with the CCS mobile app. This free app is available to anyone in the community who wants to stay connected including timely updates and notifications, news and photos, district and school calendars, and lunch menus. Additional features for current CCS parents/guardians and students are available such as student academic performance and lunch and media center account balance information. Download the app onto your mobile device.

TELEPHONE CONSUMER PROTECTION ACT [TCPA]
In order to effectively communicate information in a timely manner, the school system routinely utilizes an automated telephone calling system. The FCC has issued a ruling related to this service (The Consumer Protections Act). We must have your consent to call/text information to any cell/mobile/pay telephone number. We hope you will provide us with that permission so we can continue to communicate with you when you provide us such a phone number. Permission is granted by signing the appropriate place on the Acknowledgment Form for this handbook. This permission may be revoked at any time by contacting the school office. Consent is not required for calls for "emergency purposes," defined as a call necessary in any situation affecting the health and safety or students.

TEACHER QUALIFICATIONS
In compliance with the requirements of the Every Students Succeeds Act, parents/guardians may request the following information:

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

We have assembled an excellent staff to provide a quality educational program for each student. Teacher and paraprofessional qualifications are available upon request from Andre Weaver, Assistant Superintendent, 770-382-5880 (*aweaver@cartersvilleschools.org*).

TEXTBOOK/MATERIALS RESPONSIBILITY

Once textbooks and instructional materials are issued to a student, the responsibility for the return of these materials to the school shall be on that of the student and his/her parent(s) or guardian(s). When textbooks, media books or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parent/ guardian to reimburse the Cartersville School System for the full replacement cost of the textbook, media book or other instructional materials. In cases involving damaged books or materials, such materials shall become the property of the student and his/her parent/guardian once replacement funds are received by the school. Students who do not pay for books issued to them which have been lost or damaged shall not be issued replacement books or materials until the debt is erased. Students who owe for damaged or lost materials shall be provided a textbook during specific class times. In no case shall a student be eligible to participate in graduation exercises or elective school activities of the Cartersville School System if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, media center books, or other instructional materials shall receive their official high school diploma by mail along with an official transcript.

TITLE I

Cartersville (Primary, Elementary, Middle) School is a school-wide Title I school. School-wide is an alternative use of federal funds focusing on the learning needs of all students. The school-wide option enables schools to integrate programs, strategies, and resources to support high quality education for ALL students. The law specifically allows school-wide organization to use Title I funds to: 1) upgrade the school's entire educational programs; 2) serve any and all students at the school; 3) consolidate funds with other federal, state, and local resources to upgrade the entire school program and to help ALL students meet the state's challenging standards; and 4) focus on the needs of students by ensuring that every student succeeds.

TRANSFER OF RECRODS REQUIREMENTS

Student records shall be forwarded without further notice to parents or eligible students to any school within or outside the Cartersville School System, upon request of the school where a student is enrolling.

After receiving a written request for student records from a public or private school, including schools operated by the Department of Juvenile Justice, the school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than ten (10) calendar days a copy of all requested student records to the school system or school to which a student has transferred.

Additional requirements for transfer of records of students in special education programs are specified in State Board Rule 160-4-7.

1. Schools shall not withhold any student record because of nonpayment of fees.
2. The school system or school from which records are requested shall maintain copies of all student records for the minimum period of time required according the records retention plan.

VIDEO SURVEILLANCE

Having carefully weighed and balanced the rights of privacy of students and staff against a duty to maintain order, discipline, and a safe learning environment, the Cartersville City School System and its schools may employ the use of video surveillance equipment on school property and in school vehicles. Such use shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records. Video surveillance is used to promote order, safety, and security of students, staff and property.

WRITING CHECKS

Your preprinted (not counter check) check is welcome at all Cartersville schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the district has contracted with *CHECKredi* for collection of returned checks.

Each person writing a check to a school or the school system should write the check on a commercially printed check with your name, street address (not P.O. Box), and one phone number. When a person writes a check, the person writing the check agrees that, if the check is returned it may be represented electronically on the same account, and that the full face amount PLUS a fee may be debited from the same account. *CHECKredi* will contact you by mail and/or by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to *CHECKredi's* office by mail to P.O. Box 3829 Huntsville, AL 35810. Payments of the check and fee may be made online at www.checkredi.com using a credit card, debit card or electronic check without additional fees. For a convenience fee, payments may be made over the telephone at (877-524-7334) by credit card, debit card or electronic check.

CARTERSVILLE CITY SCHOOLS

15 Nelson St.
Cartersville, GA 30120

Phone 770-382-5880
Fax 770-387-7476
www.cartersvilleschools.org

WELCOME TO CARTERSVILLE ELEMENTARY SCHOOL
MESSAGE FROM OUR PRINCIPAL

It is with great pleasure and pride that I welcome you to Cartersville Elementary School as we embark on a new school year. The CES learning community has worked extremely hard to build a rich tradition of excellence and pride. We have high expectations of all those who walk through our doors and look to you to not only continue the traditions established here at CES, but also to establish your own tradition of excellence that surpasses any we have seen to date.

Here at CES, we build legacy's one student at a time by providing our students with the knowledge, skills, and encouragement each day to ensure success. CES enjoys a history of providing students with a rich academic learning experience. With a dedicated teaching staff, rigorous academic expectations, and high-quality programs, services, and support, I am confident that each student will have a successful school year!

I am honored to serve as your principal and excited as we begin a new school year. Please know that the CES learning community stands ready to assist you in any way possible to ensure your success. On behalf of the faculty and staff, please allow me to welcome you to our campus and to what I hope is the most rewarding school year you have ever experienced.

Please contact me if you have any questions or concerns. Working together, we will continue to be the best place for our students to find their passions and achieve their goals!

Thank you,

Becky Bryant

Principal

WE BELIEVE in **C**haracter, r**E**lationships, and **S**uccess

CARTERSVILLE ELEMENTARY SCHOOL HANDBOOK

The student handbook will be located online at Student Handbook / CES Student Handbook (cartersvilleschools.org) A copy of the student handbook will be available upon request in the main office. Students and parents are expected to be familiar with the policies, rules, and regulations of Cartersville Elementary School and the Cartersville City School System. Also, parents and students are expected to support and abide by all rules/policies. A signature page will be provided for parents and students to sign off acknowledging they have received the handbook via online at the CES website.

Visit the System Website

Students and parents are encouraged to visit Cartersville Elementary's website and the Cartersville City Schools websites regularly to keep well informed of pertinent information, announcements, and events. Links to all schools are on the system web site. Website information can also be translated into a variety of languages on the web site with one click. www.cartersvilleschools.org.

Arrival to School

School hours for Cartersville Elementary School are from 7:40 a.m. until 2:30 p.m. Children should not be dropped off prior to 7:15 a.m. All students arriving at school should report to their assigned classroom. After 7:40 a.m. all students and parents must use the Main Entrance.

Car Riders Arrival

Parents wishing to transport their children to and from school by automobile are asked to observe school hours of 7:40 a.m. - 2:30 p.m. The school doors will not open before 7:15 a.m. and all children should be picked up by 3:00 p.m. Car riders must use the oval drive-in front of the school, facing Old Mill Road, for arrival and departure. The side entrance is for **bus loading only**.

Cartersville City Schools respectfully asks that both parents and students refrain from using cell phones while driving, being parked, or waiting in the transportation lines on all school campuses. This is for the safety of all students, staff, parents, and visitors.

PLEASE DO NOT USE THE PARKING LOT TO DROP OFF STUDENTS; IT IS NOT SAFE FOR STUDENTS TO CROSS FROM THE PARKING LOT.

Late Arrivals

Students are expected to be in their classrooms at 7:40 a.m. and are considered tardy after that time. Students arriving at school after 7:40 a.m. should report to the center foyer to get a tardy note before going to his/her classroom. A student arriving late in the classroom is at risk of missing essential information as the day has already begun. Late arrivals are disruptive to the instructional program for all students and should be kept at a minimum.

Early Sign-Out

If a student leaves before the end of the school day, a parent or guardian must come to the office and sign the student out. This should be done only in the case of emergencies or when the child is sick or has a doctor's appointment. Parents should be prepared to show a picture ID. Instruction continues throughout the school day until dismissal at 2:40p.m. Checking a student out prior to the end of the school day results in loss of instructional time. **Students should not be signed out after 2:10 p.m.**

Student Departure from School

If a child has any change in normal transportation routine, please notify the child's teacher in writing on the morning of the change. **If we do not receive written notification, the teacher will follow the normal procedure at the end of the school day.**

Upon dismissal from school, children are not to linger in the halls or remain on the school grounds. Students must report to the assigned holding area if parents have not arrived or if buses are late. Walking/bicycle riding students are expected to go directly home upon dismissal. Please refrain from calling the school office about dismissal plans unless there is an emergency that forces a change in plans. It is our policy to release children ONLY to parents or legal guardians unless otherwise notified in writing. **Transportation changes WILL NOT be accepted by phone.**

CHILDREN SHOULD BE WARNED AND CAUTIONED AGAINST TALKING TO OR ACCEPTING GIFTS OR RIDES FROM STRANGERS.

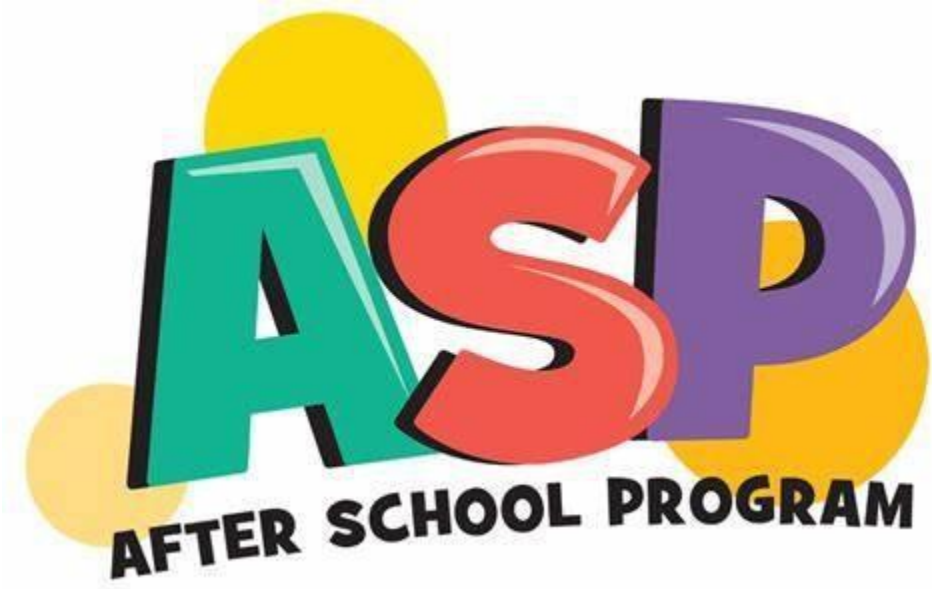
Car Riders Dismissal

Parents who come to school to pick up children in the afternoons are asked to adhere strictly to the following safety guidelines:

1. ONLY buses may use the side entrance that faces CPS.
2. Students should be picked up by 3:00 pm. Parents of all students not picked up by 3:00 p.m. will be subject to a daily fee for childcare. Children left at CES after 3:00 pm will be enrolled at CES after school program and the daily drop-in fees will be charged.
3. Use the two lanes provided in the oval drive-in front of the school for loading students.
4. Pull up as far as possible to allow for additional cars to enter from the street.
5. **DO NOT USE THE PARKING LOT TO PICK UP STUDENTS; IT IS NOT SAFE FOR STUDENTS TO CROSS.**
6. The pick-up area will be supervised. Please adhere to instructions from Cartersville Elementary School staff and supervisors.

7. PARENT AND STUDENT CELL PHONE USE: Cartersville City Schools respectfully asks that both parents and students refrain from using cell phones while driving, being parked, or waiting in the transportation lines on all school campuses. This is for the safety of all students, staff, parents, and visitors.

<u>After School Program Information</u>



As we prepare for the upcoming school year, we would like to inform you of some important updates regarding our After School services.

Pricing Structure:
The daily price for After School services will be $12 per student. Additionally, the registration fee will be $20 per student, with a maximum of $40 per family per school.

Registration Opportunities:
To make the registration process as convenient as possible, we will be offering registration opportunities at the Primary School, the Elementary School, and Middle School during their respective Open Houses. We encourage you to take advantage of these opportunities to ensure your child's spot in our After School program.
We understand that changes in pricing can be challenging, and we want to assure you that this decision was made after careful consideration. The increase will help us

continue to provide a safe, engaging, and enriching environment for your children. If you have any questions or need further assistance, please do not hesitate to contact our office.

Thank you for your understanding and continued support.
Sincerely,
CPS and CES After School Programs

ACADEMICS

Grading

Teachers have the complete responsibility and authority to assign grades to each student based upon work done in the class or subject area and assessments given to measure mastery and understanding of content. Administrators and support personnel cannot change a student's grade as assigned by a teacher.

The following grading system will be in effect for all classes. Reading, Language Arts, Math, Social Studies, Science, Music, Art, Health, and Physical Education will be graded as follows:

A 90 - 100 B 80-89 C 70 - 79 F 69 and below

Grade 3-12 parents can log on to INFINITE CAMPUS and see the most up-to-date grade progress of their student at any time.

Honor Roll

There will be two HONOR ROLLS:

1. A's in academics
2. A's or B's in academics

Homework Policy

Homework is given regularly Monday-Thursday. Homework can be completion of the day's work, written work, or simply studying for an upcoming quiz or test. Except for projects, homework is usually not assigned on weekends.

It is the student's responsibility to write down their assignments, get them completed, and turn in the work the next day. Teachers will notify parents when students do not turn in assignments on a regular basis.

If your child does not have homework, they can always spend 30 minutes reading or reviewing math facts!

Make-Up Assignments

If your child has an excused absence from school for just one day, he/she may complete all assignments upon return; please do not call for make-up work. If your child has an excused absence for more than one day, you may request assignments early. Please phone the school early in the day, and the teacher(s) will make a list of assignments and get the necessary books together. You may then pick up the work in the office after 3:00 p.m. Our policy is that children with absences have the same number of days they were out plus one to turn in all makeup work.

Promotion and Retention

The school principal has the final responsibility and authority to determine the promotion/retention/placement decisions regarding each student. Such decisions are based upon criteria established by the school. The Central Office, School Board, Superintendent, nor his/her staff has any authority to make or change grades, promotion, retention, or placement decisions of any student.

Cartersville Elementary will employ a point system in determining promotion, placement, or retention of students. Student progress shall be evaluated using a system based on points earned for achievement in course work. Additionally, the Georgia Milestones Assessment scores in ELA, Math, as well as the student's attendance will be considered. Teacher recommendation will be an important consideration in the promotion, retention, or placement of students as well.

AWARDS

Various awards are given to students throughout the school year.

- Honor Roll
- Character monthly awards based on the Capturing Kids Hearts character words of the month.
- The DAR Award is given to a 5th grade student who has exhibited outstanding citizenship, leadership, and service. Fifth grade teachers vote to determine the recipient.
- Various civic organizations offer awards in academic subjects to 5th grade students who have the highest average in those designated subject areas.
- Various "in class" awards may be given at all grade levels at teacher discretion.
- The Optimist Award is given to a 5th grade student based on teacher nomination and selection.
- Star Student recognizes outstanding students who are nominated by the certified staff each semester.
- Positive Behavior Instructional Support (PBIS) awards are given throughout the year as positive recognition for appropriate behavior. Recognition for students who are infraction free all year will be given near the end of the school year.

CHANGE OF ADDRESS

It is critical that ALL parents keep the school abreast of any change of address and telephone number(s). Falsifying an address or using an address for the purpose of school enrollment or continued enrollment is illegal in Georgia (O.C.G.A. 16-10-20) and is subject to prosecution.

CHILD CUSTODY

Parents/guardians must indicate who can/cannot pick their child up from school. Official copies of custody papers **must** be on file in the office in those instances where one parent may not have legal permission to pick up or see a child at school. It is the parent's responsibility to update/notify the school office of any changes in custody that may occur during the school year.

CLASSROOM PARTIES

Class parties, with parent assistance, will be allowed based on school policy.

Birthday parties will not be held. However, should a parent want to bring a treat for their child's birthday, these will be distributed during snack time or recess. Please bring enough for all the students in the class.

School-wide parties are limited to the following:

- Fall Party
- Friendship
- Winter Holiday Party (Families invited to attend)
- End of the Year Party (Families invited to attend)

Party refreshments will consist of a beverage and cookies or cupcake. Extravagant parties are discouraged. Any deviations from the normal school day must be cleared with the principal's office. This includes "surprise" parties/activities, etc.

COMMUNICATION

Parents are free to request a conference at any time during the school year when you have questions or concerns. You may request a conference by calling or e-mailing the teacher. We ask that you do not drop in unannounced as teachers may be unable to give you the time and attention you need. Our goal is to keep you informed about your child's progress and to increase communication among stakeholders. We utilize the following communication tools:

Email
Teacher, School and District Websites
INFINITE CAMPUS-for grades, attendance etc..
School and Classroom Newsletter
School Announcement System-Blackboard

CURRENT PHONE NUMBER

Parents must supply the school with current working phone numbers in case a situation arises at school in which the parent must be contacted. These numbers are kept confidential.

DELIVERIES TO STUDENTS

Deliveries of packages, flowers, balloons, cards, etc., may not be brought to students during class hours.

Please refrain from bringing ballons into the building as they may disrupt school procedures and student behaviors.

DRESS CODE

All students are expected to be neat, clean, and appropriately dressed for all school activities. Clothing and appearance should not distract from the instructional program. Good judgment should be a key word. Please note the following guidelines:

• Shoes must be worn at all times. Sandals are allowed; flip flops and high heels are discouraged.
• Halter tops, tank tops, spaghetti straps, see-through clothing, and clothing which shows the midriff are not permitted.
• Shorts are acceptable provided they are not too short.
• Jogging shorts, Lycra-Spandex cycling shorts and swimwear are not permitted.
• Hats and other head coverings are not to be worn in the building.
• Articles of clothing which advertise or display the symbols of drugs, weapons, tobacco products or alcoholic beverages are not permitted.
• Clothing which displays obscene language or symbols is not permitted.
• Emblems, insignia, badges, or other symbols, which unreasonably distract students or disrupt the operation of the school, are prohibited.
• Students should avoid extreme hairstyles and colors which may distract from the learning environment.
• All clothing must be worn in the manner in which it was intended to be worn.

• Belts must be worn if pants/shorts are oversized.
• Pajamas, including pajama pants, should not be worn to school unless it is a designated pajama day.
• Costume attire should be reserved for designated dress up days only.
• Students should wear athletic shoes in P.E. (ex. tennis/running/sports shoes).
• Shoes that contain roller devices are not permitted.
• No see-through holes above the knees that show the students' skin or under garment can be seen.

Administration reserves the right to determine if items of clothing or student appearance are too casual, too revealing or too distracting. In the event of an infringement of the dress code, parents may be called to bring appropriate clothing.

DOOR SAFETY

For the safety of your child, all outside doors remain locked all day. All parents and visitors must enter through the main office.

FIELD TRIPS

Teachers will schedule field trips to enrich their curriculum. To attend, a student must have written permission from the parent or legal guardian prior to the trip. For field trips within Bartow County, a blanket/generic permission form will be completed at the beginning of the school year and will cover the child throughout the year for local trips. Each out-of-town field trip, however, will require a separate permission form signed by the parent or guardian prior to the trip. We may also request a donation to help cover the cost of the trip and admissions. No student is ever excluded from a field trip for financial reasons. However, field trips may be canceled if sufficient funds are not collected. At times, a teacher may request that a limited number of parents go along to help chaperone the trip. Please understand that these positions are limited and every parent who wishes to go may not be able to do so. In addition, our students represent themselves and Cartersville Elementary School while on field trips. Students are held to a high standard of positive behavior on and off campus. Repeated behavior referrals that have resulted in referrals to the office may result in a student losing the privilege of attending a field trip. This may also include any issue

that poses a safety risk or danger to others. Denial of field trips will be an administrative decision and parents will be notified if this loss of privilege occurs. Students affected by this decision will have an alternative assignment at school the day of the field trip.

* **In accordance with Georgia House Bill 340: Distraction-Free Education Act, Cell phones and Smart Watches will not be permitted on field-trips unless approved for medical purposes.**

GUIDANCE AND COUNSELING PROGRAM

Counseling is provided by the guidance counselors. The program is designed to help build good self-esteem for all students and a sense of responsibility for his/her own behavior and achievement. Students may refer themselves or may be referred by faculty members or parents to work with counselors. The counselors may be contacted by calling the school office.

LIBRARY/MEDIA CENTER

The CES Media Center is an extension of the classroom and is available for all students. In addition to group check out time, teachers may send two students at certain scheduled times during the day to check out books. Students are not allowed to check out another book when one is overdue. Overdue notices will be given to teachers for distribution. A replacement fee will be charged for any lost/damaged materials.

LOST AND FOUND

Please mark your child's clothing so that items lost at school can be returned to their owners. Any items found on the school grounds can be claimed across from the cafeteria. Parents are welcome to examine this area for lost and found items. Twice a

year, unclaimed items are donated to charity. This includes electronic devices that have not been claimed.

MESSAGES FOR STUDENTS

The office staff appreciates parents limiting messages to students to a minimum. Emergencies arise, and we are happy to help in such cases, but daily requests for messages about lunch, homework, keys, etc. are time-consuming and disruptive to the other children in the classroom. Every child should know daily what the afternoon plans for his/her family are and whether he/she should ride the bus or be a car rider. Plans should be made in advance for contingencies such as severe weather.

PARENT RESOURCES

Parent resources containing educational pamphlets, parenting materials, and homework strategies are available for parents. Parent resources are in the front office and available to parents during normal school hours.

PARENT TEACHER COOPERATIVE (PTC)

The Cartersville Elementary Parent Teacher Cooperative (PTC) was formed to provide parents an opportunity to assist in incentive programs for CES students, appreciation programs for CES teachers and community service projects. Parents may join at any time but are encouraged to sign up during Open House. The PTC coordinates such fundraisers as: Gift Wrap Sales, Book Fairs, Star Student gifts, etc. To communicate with parents, PTC meetings are held monthly. Dynamic parent support is the key to a successful school, so please join the PTC and attend all PTC events! Call the school office for contact information.

SCHOOL CRISIS PLAN

In a crisis such as a tornado, chemical spill, etc., certain procedures shall be followed. Students will be kept at school or the emergency evacuation site until the crisis/lockdown is determined to be over. Students will not be released during a lockdown. At the conclusion of the crisis/lockdown, students will be released to parents who come to get them. Do not phone the school and tie up lines needed for emergency use. When a person other than the parent comes to get a student, school personnel will first check the student record and then document the name of the person who picked up the student. If there is any doubt the parents do not want the student released, the student will be kept at school. School is one of the safest places that students can be located during most crises or natural disasters.

In addition to the above procedures, CES has a Crisis Alert System called CENTEGIX. The following is brief explanation of system:

Staff Alert: Every staff member will wear a badge that has a single-button activation that will alert administrators immediately of an "I need help incident," displaying a map of the school on the administrators' phone/computer showing who needs help and where they are located on campus.

Campus-wide Alert: If a staff member has identified an intruder with a weapon or other major emergencies, they can instantly initiate a campus-wide rapid response and lock down by simply pressing the button on their badge 8 times. This alert will go directly to first responders and local administrators notifying us who needs help and where they are located.

• Activates full audio communication campus-wide so everyone knows the campus is under threat and can get to safety as soon as possible.
• Notifies 911 dispatch

CENTEGIX CrisisAlert is a wearable mobile panic button that empowers staff to get help instantly in an emergency. With the push of a button, users discreetly alert responders in seconds with precise incident location details. CENTEGIX Crisis Alert system allows our staff to protect our students by reporting emergencies in real time thereby getting help quickly.

For more information on CENTEGIX go to the following website:
CrisisAlert Wearable Mobile Panic Button | CENTEGIX

SCHOOL FOOD SERVICE PROGRAM

Parents are asked to encourage their child to eat breakfast and lunch in the cafeteria. The school meals are both nutritious and delicious. We encourage parents to visit the school cafeteria and have lunch with their child. Due to certain student allergies, birthday treats must be store bought and contain an ingredient label. Please let your child's teacher know the day you plan to come. The cost of an adult visitor's lunch is $ 4.00

Breakfast and lunch are served daily. Meals may be purchased daily (student breakfast - $1.75 & lunch - $2.75). Prepayment may be made weekly or monthly. A free /reduced payment program is available to those students who qualify. The necessary forms are available at the school. A new Free/Reduced form must be filled out **EACH** year.

Lunch Visitor Guidelines

Welcome Parents!
We are delighted to invite you to join your children for lunch at our school. To ensure a smooth and enjoyable experience for everyone, we kindly ask that you follow these guidelines:

1. Sign In at the Office: Upon arrival, please sign in at the school office and present a valid ID.
2. Lunch Visitors: Parents and other guests on a student's pickup list may sign in and join their child for lunch. If a guest is not on the pickup list, they may still join for lunch if a parent/guardian sends a note giving permission. This ensures that all visitors are known to the parents/guardians, maintaining a secure environment.

3. Friends at visitor lunch tables: Students may invite **one** friend to eat with their guest(s) provided the friend's parent/guardian sends a note giving permission prior to their scheduled lunch time.
4. **Team Lunches: To keep the focus on academics during the school day, we are unable to accommodate team lunches for recreational sports.**

Thank you for your cooperation and understanding. We look forward to seeing you!

SCHOOL GOVERNANCE COUNCIL

Recognizing the importance of communication and participation of parents and the community in educating our children, the Council establishes the support of Cartersville Elementary School. The Council shall work to support educational efforts of the school by working in a spirit of cooperation with school staff to improve student achievement and performance, provide support for teachers and administrators, and bring parents into the school-based decision-making process by working on education issues. The Council shall endeavor to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns. The Council shall work collaboratively with all stakeholders in sharing innovative ideas for continuous school improvement. The Council shall provide advice, recommendations, endorsements, assistance; and represent the community of parents and local businesses in support of continuous school improvement.

SCHOOL SOCIAL SERVICES

Cartersville City Schools is dedicated to the goal of helping every student experience success in the school setting. In keeping with this goal, the school social workers provide non-instructional services to students and their families. The primary role of the School Social Workers is to enhance the district's ability to meet its academic mission by serving as a liaison between the school, the home, and the community. Parents are encouraged to assume an active role in their child's education.

The School Social Workers are available to meet with parents and students within the school or at home to provide support, crisis intervention counseling and referral services. The School Social Workers collaborate with all concerned parties to

determine the cause of school-related problems and assist in meeting the student and parent needs.

The school social workers are the designated persons to enforce the Compulsory School Attendance Law. The Cartersville City Schools passionately believe that school attendance and performance are closely related. It is extremely important that your children come to school every day.

The School Social Workers may also be contacted for child needs such as dental/medical care, eyeglasses, shoes, clothing, food, and shelter.

Please feel free to contact your School Social Worker, Mari Casole, at 678-535-6167 or 770-382-0983. You can also contact Mrs. Casole by
email: mcasole@cartersvilleschools.org

SCHOOL-WIDE EXPECTATIONS FOR BEHAVIOR

The goal of Cartersville Elementary School is to establish a positive atmosphere, in which students have an environment conducive to growing academically and socially. We believe in educating the whole child.

At Cartersville Elementary, we live by THE CANES CODE:

Because I come to school every day to learn and do my best, I will honor the Canes Code.

I will…

- Commit to Excellence
- Own My Behavior
- Demonstrate Respect
- Exhibit a Positive Attitude

Positive Behavior Instructional Support(PBIS) and Capturing Kids Hearts (CKH)

Cartersville Elementary School uses Positive Behavior Instructional Support (PBIS) and CKH to encourage and recognize appropriate choices made by students. Students have expectations for behavior in the classroom, cafeteria, hallway, bathroom, playground, bus. Students will receive recognition, such as Canes Cash, for following the School-Wide Expectation - THE CANES CODE.

To maintain a safe and orderly environment both at school and on the bus, there are rules and procedures which students are expected to follow and observe. The conduct rules contained in this handbook are not inclusive and a student may be subject to discipline for other circumstances not specifically listed if in the professional judgment of the administration such action is necessary. Furthermore, the language and expectation for student behavior in this handbook supersede all previous school handbooks.

Students not meeting expectations will receive discipline slips. Placement in a supervised isolation room (ISS) will be used as our major method of discipline. Corporal Punishment is *not* used in the Cartersville City School System. When an office referral is entered for a student, consequences range from a warning, placed in ISS for portions of the day / the full day, or parents may be contacted to pick the child up. Offenses which may result in a discipline referral include but are not limited to: hitting, kicking, fighting, biting, foul language, inappropriate touching, disruption of class, vandalism, disrespect.

We believe that a clearly stated and thorough discipline plan will teach our children to be responsible for their actions and make school a positive experience. We ask for your cooperation and partnership in guiding our students to make good choices. We have also included a copy of the Cartersville School System's Student Code of Conduct and Discipline Procedures in the policy section. Students must adhere to and abide by all the provisions contained there within. General school rules and expectations are also provided below. Please discuss these guidelines with your child and express the importance of obeying school rules.

We are a National Showcase School for Capturing Kids Hearts. CKH strengthens students' connectedness to others through enhancing healthy bonds with teachers and

establishing consistent rules of conduct. You can find out more information at Welcome — Capturing Kids' Hearts

STUDENT CLUBS AND ORGANIZATIONS

Cartersville Elementary School offers the following clubs and organizations in which students may participate:

- 4-H
- Art Club
- Technology Club
- Cup Stacking Club
- Student Council members are elected by the student body.
- 5th grade students may be nominated to serve on the CES Safety Patrol by faculty selection.
- Purple Rain Singers will have try-outs to determine membership.
- The National Elementary Honor Society is by invitation based on outstanding achievement.

STUDENT USE OF SCHOOL TELEPHONE

Students will not be permitted to use the telephone unless it is an emergency. Forgotten school supplies or homework will not be considered an emergency. Students will not be allowed to use the phone to make plans for after-school activities. These plans should be made before coming to school.

CES STUDENT CELL PHONE/WATCH EXPECTATIONS

The number of students with cell phones and cellular watches in grades 4 and 5 has grown tremendously over the past two years. In order to minimize distractions during the school day and prepare our students for middle school expectations, the following rules for student electronic devices will be in place at CES.

CES Student Cell Phone/Smart Watch Expectations: In accordance with Distraction-Free Education Act (O.C.G.A. § 20-2-324.8), CES has created the following expectations regarding cell phones and smart watches.

Student cell phones and smart watches are expected to be off and remain in students' backpacks during the school day. (This includes day and over-night fieldtrips) If a cell phone or smart watch is visible or used during the day, the following consequences will be put in place:

· First Offense - Student Warning
· Second Offense - Infraction: Warning - Parent Contacted
· Third Offense - Infraction: Teacher assigned consequence - Parent Contacted
· Fourth Offense - Infraction: Teacher assigned consequence - Parent Contacted
· Fifth Offense - Office Referral to Administration – ISS

***A student refusing to put away an electronic device when asked could result in an additional office referral for defiance.**
***Smart phones/watches are exempt from this rule if the watch is used for medical reasons. Parents must contact the school nurse to put a plan in place for the device. Example: Diabetic**
*Please note that if the device is being used for any other purpose than medical purposes, the student may be subject to the consequences listed above.

We are fortunate to be a one-to-one school, with a school laptop available for every student. In addition, all of our classrooms have phones and digital clocks.
Should you need to get in touch with your child during the school day, please call the school at 770-382-0983.

TOBACCO

No tobacco is allowed on campus by anyone, including adults. We thank you for your compliance with this policy which ensures a "smoke-free" environment for the children.

VISITORS

All visitors to the school are to report to the office immediately upon entering the building and sign in. Parents are considered visitors. Parents are not allowed to go to the classrooms without first signing in through the Lobby Guard located in the main office. A picture ID is required for sign in purposes. This is for the protection of all students. Once you sign in, you will receive a visitor's pass. The pass must be worn while in the building.

VOLUNTEERS

We encourage all parents to visit and take an active part in their child's education. To ensure the safety of our students and provide uninterrupted instructional time, we ask all parents and visitors to check in at the office before going to a classroom.

If you are interested in helping make your school a better place, please talk to your child's teacher, the school counselor or administration about being a parent volunteer.

POLICY MANUAL

The Policy Manual can be found on the school system's webpage; www.cartersvilleschools.org. The website will have the most current and updated policies passed by the School Board. If you need assistance finding the policies online, we are more than happy to assist you in the CES Main Office.

ACCEPTABLE USE OF TECHNOLOGY

See the district policy at the beginning of this document.

SIGN ONLY IF APPLICABLE:
I/We, the parent(s)/guardian(s) of _____
withhold permission for my/our child to participate in the following school-sponsored Athletic Sports, Club(s) and/or organization(s):

_____ _____
_____ _____
_____ _____

_____ _____
Parent Date

SIGN ONLY IF APPLICABLE:

I/We, the parent(s)/guardian(s) of _____

withhold permission for my/our child's directory information to be given out or used in any purpose for the 2022-2023 school year.

The Cartersville City School System has designated the following information as directory information:

1. Student's name, address, and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs, organizations, sports;
4. Weight and height if student is a member of an athletic team;
5. Dates of attendance in the Cartersville City School System;
6. Awards received during the time enrolled in Cartersville City Schools.

Note: ***SIGN ONLY IF YOU DO NOT WANT THIS INFORMATION RELEASED.***

_____ _____
Parent Date

I/We give consent to the Cartersville City School System and its schools to send phone and/or text informational messages via its automated phone system to cell/mobile/pay numbers I/We have provided to the school and recorded in the student information system. I/We understand that emergency calls regarding the health &/or safety of the student will be made whether I/we opt in to the automated calling or not.

_____ _____
Parent Date

I/We have been notified within the 2024-25 student/parent handbook that parents/guardians have a right to know the professional qualifications of my/our student's teachers & paraprofessionals.

_____ _____

Parent Date

I/We have been notified of the electronic location of the 2024-2025 student/parent handbook.

_____ _____ _____

Student (3rd Grade & Above) Parent Date

Cartersville City Schools Acknowledgment Form