

Hancock County School District

Parent-Student Handbook



**Hancock County Board of Education
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**Mr. Dennis Brown, BOE Chairman
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Mrs. Mary Jackson, BOE Member-District 3**

Dr. Anton Anthony, Superintendent of Hancock County Schools

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It is the policy of the Hancock County School District to provide equal opportunities without regard to race, color, gender, religion, national origin, handicap, disability, genetic information or veteran status in its educational programs and activities.

VISION STATEMENT: The vision of the Hancock County School District is to **EMPOWER** students to **EMBRACE** learning to **ACHIEVE** their maximum learning potential.

MISSION STATEMENT: The mission of the Hancock County School District is to empower students to become globally competitive.

STRATEGIC GOALS/ PERFORMANCE OBJECTIVES:

- I. Student Success & Achievement
 - a. Improve level of Rigor.
 - b. Increase Student Mastery of the Curriculum.
 - c. Improve the integration of technology in daily instruction.
 - d. Provide resources to meet the social emotional needs of learners.
- II. Safe & Supportive Learning Environment.
 - a. Develop and implement effective, efficient operational processes.
 - b. Create and sustain safe school environments.
 - c. Create and sustain a supportive work environment that focuses on stakeholder collaboration.
- III. Improve Staff Effectiveness.
 - a. Employ qualified faculty and staff for all positions.
 - b. Recognize and retain high-performing faculty and staff.
 - c. Develop succession plan for Leadership development.
- IV. Stakeholder Engagement
 - a. Increase the variety of communication tools used to interact with stakeholders.
 - b. Establish and sustain meaningful business and higher education partnerships.
 - c. Expand family engagement opportunities.

CORE BELIEFS:

We, the Hancock County School District, believe that:

- All students have the potential to learn and excel.
- Teacher and leader quality have the single greatest impact on student achievement and district success.
- The most important thing a teacher can do is teach students HOW to learn.
- Parents and the community play an integral role in creating a well-rounded, informed, productive citizen.

Dear Students and Families of Hancock County Schools,

Welcome to the 2024-2025 school year! I am Dr. Anton Anthony, your new superintendent, and I am filled with excitement and energy as we embark on this journey together. This year, we are not just aiming for success; we are striving for greatness, and I am confident that each one of you will rise to the challenge.

As someone who has faced and overcome many obstacles, including ADHD, I know firsthand the power of determination, resilience, and the belief in oneself. I want you to know that you, too, can overcome any challenges that come your way. Our theme for this year is "Bulldog Strong," and it represents our commitment to excellence, perseverance, and unwavering strength.

At Hancock County Schools, we believe in providing a safe, supportive, and nurturing environment where every student can succeed. Our district-wide focus this year is on literacy and numeracy, ensuring that you have the strong foundation needed for future success. We are also dedicated to fostering a community that values brilliance, service, trust, respect, opportunity, nobility, and growth – the core values of being Bulldog Strong.

Here are a few things I want you to remember as we begin this new school year:

Believe in Yourself: You have the potential to achieve great things. Trust in your abilities and never be afraid to ask for help when you need it.

Embrace Challenges: Every obstacle is an opportunity to learn and grow. Face challenges head-on with courage and determination.

Be Kind and Respectful: Treat your classmates, teachers, and everyone you encounter with kindness and respect. Together, we can create a positive and inclusive school community.

Stay Focused and Work Hard: Success comes from dedication and hard work. Stay focused on your goals and put in the effort needed to achieve them.

Get Involved: Participate in school activities, clubs, and sports. Being involved will help you build friendships, develop new skills, and make the most of your school experience.

I am thrilled to lead such an amazing group of students, teachers, and staff. Together, we will make this year unforgettable, filled with achievements, growth, and Bulldog pride. Let's show the world what it means to be Bulldog Strong!

Wishing you all a fantastic and inspiring school year!

Dr. Anton Anthony, Ed.S, Th.D Superintendent, Hancock County Schools

Section I. Information for Students and Parents

This section has been developed to provide general information regarding district procedures and guidelines about a variety of topics of interest to Hancock County School District parents and students. Parents are encouraged to review the index and make note of sections of particular interest or importance, such as attendance and enrollment and withdrawal policies. In addition, parents are asked to share this information with their children and to pay particular attention to sections regarding excused and unexcused absences and tardiness as these areas are of immense importance and are often misinterpreted. Parents wanting additional information or clarity about a specific topic are encouraged to contact their child's school principal.



Student Enrollment and Withdrawal

A student can be enrolled in the Hancock County School System by a parent or legal guardian who lives within the Hancock County Schools attendance boundaries.

Parents wishing to enroll their child in the Hancock County School District should contact the counselor of the intended school of enrollment. The required documentation needed to enroll in the Hancock County School District is as follows:

- Withdrawal form from previous school
- Birth Certificate
- Social Security Card
- Form 3231 – Certificate of Immunization (Health Department)
- Certificate of Ear, Eye and Dental Examination (Health Department)
- Most Current Transcript (High School Students only)
- Discipline Record
- Exceptional Education Program Records (if applicable)
- Student Admission Form
- Student Data Form
- Authorization and Request for Release of Student Records
- Proof of Residency (i.e. latest utility bill, etc.)
- Proof of Guardianship (i.e. court documents, legal documents of custodial parent)

All children who will be 5 years of age on or before September 1st of the present year must be registered for Kindergarten. Additionally, all children reaching the above age requirements must be enrolled in school before June 15 of the present year.

Parents wishing to enroll their child in the Hancock County School System's Kindergarten program should contact the counselor of the school of intended enrollment. The required documentation needed to enroll in the Hancock County School System's Kindergarten program is as follows:

- Official copy of your child's birth certificate
- Your child's social security card
- Your child's Immunization Record (Form 3231)
- Your child's Certificate of Ear, Eye, and Dental Examination (Form 3300)
- Proof of residency (e.g. driver's license, phone bill, electric bill, tag receipt)
- Withdrawal form from previous school (If your child was previously enrolled in another Kindergarten program)

Students who request enrollment in Hancock County Schools and are coming from a Youth Development Center or any detention facility must be approved before enrollment can be granted. All discipline records must be provided to the Hancock County School System prior to requesting admission.

Students who have been expelled from other school systems must also gain approval from a committee of the school principal, Federal Programs Director, and school counselor prior to enrollment in the Hancock County School District.

Additionally, the Hancock County School District must have a prospective student's complete academic and disciplinary records prior to permanent enrollment. Proof of legal guardianship via court decision must be provided if the person enrolling the student is someone other than the biological parent. Notarized statements from the local probate or magistrate court will not be acceptable. All court orders should be accompanied by a judge's signature.

Items that will be considered for Enrollment include, but are not limited to:

- Residency
- Criminal record
- Discipline records from former LEAs (Local Education Agency)

With no proof of enrollment in another school, other LEA, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the LEA provides documentation validating the student no longer resides in the school's attendance area. The LEA superintendent or designee shall notify the registering parent, guardian, grandparent or other person at least 10 calendar days prior to the withdrawal of the student. This policy, however, may be adjusted in the case where the enrolling student is considered Homeless and/or Neglected/Delinquent. In this instance, the district's Homeless Liaison or Foster Care Point of Contact will act on behalf of the student and make every necessary accommodation to obtain proof of enrollment from prior educational facilities.

Withdrawal Process

Parents wishing to withdraw their child from the Hancock County School District should contact the school of your child's current enrollment. The required procedure to follow to withdraw a student from the Hancock County School District is as follows:

- The parent or legal guardian must come to the school which their child attends to complete a withdrawal packet. *(The student may not take the form home for a signature.)* The withdrawal packet may be obtained from the counselor or administrative assistant at the respective school.
- The parent or legal guardian must also complete a student record release form authorizing the school to release all records pertaining to the withdrawing student.
- A Withdrawal Form will be generated, requiring a signature from each course instructor for which the student is currently enrolled. The Withdrawal Form will accompany the student's final records to the receiving school.

Advanced notice to the school will help to expedite the withdrawal process.

If a parent or guardian is withdrawing more than one student from school, a withdrawal packet must be completed for each individual student at their school of current enrollment.

Attendance Policy

The Hancock County School District operates under the authority of the State Board of Education Rules and laws set forth in the state of Georgia.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

Once a child has been absent for a minimum of 3 consecutive days, the parent/guardian will be contacted by a Hancock County School District representative.

Students are held responsible for any assignments they miss whether the absence is excused or unexcused. The student must obtain and complete any make-up coursework/ homework from each of his/her teachers to receive credit. All make-up coursework/homework must be completed within two weeks of student's return to school.

Students of school age have a right to a free public-school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their principal, students are expected to be in school on time every day.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16.

This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

All School Board employees are considered attendance officers, who are authorized and required to file a petition in the Juvenile and Domestic Relations Court to maintain compliance with this law.

Truancy is a serious offense that requires stern corrective action on the part of the school and the parents.

General Attendance Rules

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out with the attendance clerk/secretary. Otherwise, the student will be considered truant. Students requesting to leave campus prior to dismissal must be signed out by a parent or legal guardian. Students who report after 7:45 a.m. are considered late and must be signed in by a parent or legal guardian.

If a student misses school to attend a non-school function, the absence will be considered as unexcused unless he/she has received prior approval from his/her building principal.

A student who has been absent for more than two (2) days for illness must present a physician's statement upon their return to school.

At the elementary level, a student will be marked absent for one-half day if the student is out-of-school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out-of-school for more than 4 hours. At the middle and high school levels, student attendance will be taken by class period.

Disciplinary actions for excessive absences, unexcused absences, tardiness and truanancies are outlined below. A student's record is cumulative and is based on a complete school year.

Excused Absences

The following are considered excused absences: Illness, funeral, medical or dental appointment, and other absences for which permission has been granted in advance. Any students that are participating in school related activities shall be counted as present including those serving as a page in the General Assembly.

Unexcused Absences

The following, even with parental consent, are considered unexcused absences: Truanancies, working, missing the bus, oversleeping, shopping, vehicular mechanical problems, keeping personal appointments, visiting out-of-town relatives (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal.

Tardiness

Classroom teachers must record and report any student who is late to school or class as tardy. Consistent tardiness may result in disciplinary action.

Classes begin within the Hancock County School District at the following times:

M.E. Lewis, Sr. Elementary	7:45 a.m.
Hancock Central Middle	7:45 a.m.
Hancock Central High	7:45 a.m.

Students in grades K-12 arriving to school after these times are considered tardy. If a student is tardy, he/she should report to the office for admission to class. It is the student's and/or parent's responsibility to meet with the teacher and obtain any assignments missed. Students are expected to arrive on time for each scheduled class, without exception. If there are extenuating circumstances affecting a student's ability to arrive on time for school and/or class, the student should meet with school administrators to discuss the matter and devise a solution to correct the problem.

Excessive Absences

A student who is absent for more than six (6) days during any grading period will be considered as having excessive absences. These absences do not include those that result from participation in school-sponsored trips. At the high school level, excessive absences beyond stated limits can result in failure to receive Carnegie credit for the course.

Prolonged Absence Due to Illness

If a student is absent due to illness for more than ten (10) consecutive days, arrangements should be requested for an alternative education program, such as the hospital/homebound program.

School Hours

School Report Times: Students will not be allowed to report to school until 7:15AM daily. School buildings will not be open or be supervised before 7:15AM daily.

Truancy

Hancock County School District Truancy Reduction Protocol

This addresses decreasing the incidence of truancy within the schools of the Hancock County School District in accordance with Georgia State law (O.C.G.A § 20-2-690.1, O.C.G.A § 20-2-690.2 and O.C.G.A § 20-2-697(a). which requires schools to establish student attendance protocol committees to ensure compulsory school attendance by students aged 16 and under. Any person failing to carry out the duties required by this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined an amount established by the courts.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy. The school will make reasonable efforts to ensure that this information is received and understood.

Attendance Goal: Students should not miss more than (6) days of school each school year, (3) per semester for grades K – 12. Days not in attendance because of official suspension or expulsion shall not be counted toward this limit. Students placed in hospital/homebound program shall be considered present in accordance with the policies and procedures governing the administration of the hospital/homebound program. Students in grades K – 8 who are absent from the same class more than (6) times during a school year for any reason risk being retained when attendance is considered with other factors outlined in school policy. Students in grades 9 – 12 who are absent (unexcused) from the same class more than six (6) times per semester will lose course credit. A student must remain in all classes for at least forty (40) minutes to be marked present. If the student is not in the class for at least forty minutes, the student is considered absent for that class period.

Active Steps by School:

1. **Two (2) days absent:** An appointed school personnel, as designated annually by the building principal, will make direct contact with the parent, guardian or other person having control or charge of a child when they have missed two consecutive days of school. This action will be documented in the attendance report.
2. **Three (3) days absent:** The school's designated personnel will make direct contact with the parent, guardian, or other person having control or charge of a child when they have missed five consecutive days of school. If the child has amassed **three unexcused consecutive** days of absences, the case will be referred to the AST for review, and the parent, guardian or other person having control or charge of a child will be notified of the potential consequence and that every unexcused day after these five will constitute a separate offense. If after two reasonable attempts to notify the parent/guardian, the school shall send a notice by certified mail return receipt requested to the parent, guardian or other person having charge of the child.

- 3. *Six (6) days absent:*** Each school principal will send a letter requesting a parent conference to the parent, guardian or other person having control or charge of a child who has missed seven consecutive days of school. If the child has missed five (5) unexcused consecutive days of school, the designated school personnel will send a letter inviting the parent, guardian or other person having control or charge of the child to an AST meeting to discuss conditions of an attendance contract to address the continued absences. At the meeting, a contract will be developed with the parent(s), student (if age appropriate), and the school employees. The contract will detail steps for the student and parent to take to prevent breaking the contract, repercussions for further absences or court charges being filed. A copy of the contract will be given to all parties present at the meeting. Failure of the parent or guardian to attend this meeting will result in the school's establishing the conditions of the contract and mailing a copy of the contract by certified mail return receipt requested, to notify the parent or guardian of expectations and consequences regarding attendance.

Subsequent Absences: The chairperson of the AST will notify the Hancock County School District Campus Police Department of further unexcused absences and violation of the contract. The AST will make contact to determine if the absences are due to reasons beyond the parents' control such as poverty and lack of parenting skills. If this is the case, the Hancock County Schools Parent Involvement Coordinator and/or the Homeless Liaison will provide necessary services and referrals to the appropriate resources. In any event, if the child accumulates six (6) or more unexcused absences per year, the Hancock County School District Campus Police Department representative may file a juvenile complaint and/or issue a warrant.

Court Action

Cases may be sent to the appropriate court once established criteria are met and the student exceeds the standards set forth by the law. Court action may be initiated at any time prior to the start of the next school year.

Tardiness/Early Checkouts

Each school will develop policies and procedures for reducing tardiness and early checkouts. A progressive system should be incorporated in each school whereby appropriate consequences increase based on the number of events. Careful consideration will be made to ensure that the consequences employed are not so stringent as to cause the student to choose to be absent rather than tardy.

At the expense of the student and/or his/her parent, any students who fail to meet the seat time for a given course must seek alternatives to course completion to include Georgia Virtual School at the cost of \$250 per course. **This will be applicable to all students in grades 9-12.**

Health Services

School Nurse

Each school in Hancock County has licensed or registered nursing staff available to provide school nursing services. These personnel shall:

- ☐ Be responsible, in cooperation with other staff, for the final determination at each school regarding when a child should be sent home early for the day, due to health-related concerns, and excusing any resulting absences.
- ☐ Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician's offices for timely appointments, as appropriate.
- ☐ Follow orders written by students' physicians, within the school's medical procedures, regarding medication or other medical treatment to be provided during school hours.
- ☐ Coordinate immunization evaluations for Kindergarten registration and Scoliosis screens for students provided through Public Health.
- ☐ Work in conjunction with teacher, school administrators and public health to promote general health and safety for students, school staff, and the community.
- ☐ School nurses will attend AST meetings.
- ☐ Provide vision/screenings as deemed appropriate.

The Hancock County Health Department is an integral partner in community health related to school readiness, attendance, and success. Hancock County Health Department shall:

- ☐ Provide immunization evaluations, immunizations, and immunization records required for school enrollment.
- ☐ Provide Scoliosis screens for students.
- ☐ Provide various medical, dental and prescription services, referrals, and health education to students and families in Hancock County to promote personal and community health.

Mental Health

The Hancock County School District will provide support for the mental, physical and emotional well-being of students and their families. In support of this Protocol, the Hancock County School District shall recommend a mental health facility upon request that may be of use to the family and/or student. This facility shall:

- ☐ Notify and/or refer student clients to the district Truancy Officer/ Social Worker when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.

- Coordinate and host regular Interagency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, the Hancock County School District shall, as appropriate, obtain releases of information to allow communication as outlined above.

Department of Family and Children Services

The Hancock County Department of Family and Children Services often provides social services to the families of all students, including those who are considered truant. In support of this Protocol, The Hancock County Department of Family and Children Services shall:

- Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the department, or foster care.
- Verify involvement of the district Truancy Officer when available attendance information indicates more than six (6) unexcused absences per year.
- Attend court proceedings, when necessary, for cases involving truancy and/or complaints related to mandatory school attendance. Subpoenas should be issued to the appropriate Case Manager and/or investigator when participation by the Department of Family and Children Services is desired.

Hancock County Family Connections/Communities in Schools

Hancock Family Connections/ Communities in Schools primary goal is to Ensure Academic Success of school-aged children. As a part of this primary goal, there is a committee that is devoted to reducing school absences. This committee works with various agencies and the media to promote programs intended to reduce school absentees. The committee will continue to work with various agencies and the media to ensure public awareness of information of value to the individual and community, and penalties to the parent(s) of a child or children with chronic school absences.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTSO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, D.C. 20202-8520

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Hancock County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Hancock County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hancock County School District to include this type of information from your child's education records in certain school publications. Examples include:

- School newsletter;
- District website;
- A play/program, showing your student's role in a drama production/school assembly;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, graduation apparel, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Hancock County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first 20 days of school. The Hancock County School District has designated the following information as directory information:

- Student's name, address and phone number
- Information relevant to participation in official school clubs and sports (i.e. height, weight etc.)
- Electronic mail address
- Photographs related to participation in school (yearbook, sports, clubs, and activities)

- Dates of attendance in the Hancock County Schools
- Grade level -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Dear Parent(s)/Guardian(s):

In the Hancock County School District, we are very proud of our teachers! We know that they are ready for the 2024-2025 school year and are prepared to help your child do their best in school. In compliance with the requirements of the Every Student Succeeds Act, the Hancock County School District would like to inform you that you may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional (s). The following information may be requested: The Elementary and Secondary Education Act of 1965 (ESEA) requires that all schools notify parents of their children's teachers' qualifications. Thus, M.E. Lewis Elementary School, Hancock Central Middle School, and Hancock Central High School notify parents of every child's teacher and/or paraprofessional, upon request.

It is your right to request the following information about your child's teachers' qualifications:

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

Please know that the staff at each school is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child.

If you wish to request information concerning your child's teachers' qualifications, please contact your child's principal using the information below:

School: M. E Lewis Elementary

Principal: Dr. Jennifer Dunbar

Phone Number: (706) 444-7028

Email: jdunbar@hancock.k12.ga.us

School: Hancock Central Middle School

Principal: Mr. V. Zackery Harris

Phone: (706) 444-6652

Email: zharris@hancock.k12.ga.us

School: Hancock Central High School

Principal: Dr. Daymond Ray

Phone Number: (706)444-7009

Email: dray@hancock.k12.ga.us

District: Hancock County BOE

Contact: Dr. Mesha Mathis

Phone Number: (706)444-5775 Ext.112

Email: mmathis@hancock.k12.ga.us

Thank you for your interest and involvement in your child's education.

Sincerely,

Mesha Mathis, Ph.D. ~ 20. ~

Director of Federal Programs and Special Education

Student Rights and Responsibilities

This handbook has been prepared in accordance with the administrative discipline procedures of the Hancock County School System. It contains important information for school personnel, students, parents/guardians and citizens. Local school rules may supplement, but not conflict with, this code of student conduct. The school system reserves the right to punish behavior which endangers the welfare and/or safety of other students, faculty or staff or causes disruption to good order, even though such behavior is not specified in the written code of student conduct.

Disciplinary action will include appropriate hearings and reviews, and, in all cases, the rights of individuals will be ensured and protected. Disciplinary actions and dispositions will be administered consistently throughout the school system.

Because it is necessary for schools to contact parents/guardians concerning student discipline concerns, it is imperative for parents/guardians to provide schools with updated and accurate phone numbers, email addresses and home addresses.

Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Hancock County School District does not discriminate on the basis of gender in its athletic programs.

The Sports Equity Coordinator for Hancock County Schools is:

Dr. Mesha Mathis
Post Office Box 488
Sparta, GA 31087
(706) 444-5775 Ext.133

Inquiries or complaints concerning sports equity in this system may be submitted to the sports equity coordinator.

Section II. Academic Policies and Procedures

This section has been developed to provide information regarding the academic policies and procedures of interest to the Hancock County School District parents and students. Parents are encouraged to review and share this information with their children and to pay particular attention to sections regarding grading, promotion and retention and testing and curriculum as these areas are the basis for your child's progression through the Hancock County School District.



Academic Placement and Promotion

The Hancock County Board of Education establishes the following criteria to guide the academic placement and promotion of students within the Hancock County School District and to assure that these same students obtain maximum academic growth as they progress through the schools in this district.

General Provisions

Students in the Hancock County School District may be promoted to the next grade level upon meeting the promotion criteria as established by the Hancock County Board of Education and the State Department of Education in accordance with the Official Code of Georgia Placement and promotion. All decisions shall be documented and made a part of each student's permanent record.

General Promotion Standards and Criteria

Kindergarten: First grade placement decisions are made on an individual basis, using the Georgia Kindergarten Assessment Program-Revised (GKAP-R) results in concert with teacher recommendations and other relevant information.

The Hancock County Board of Education shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

PROMOTION AND RETENTION PROCEDURES

The Hancock County Board of Education has approved the enforcement of the following criteria to guide the academic placement, promotion, and retention of students within the Hancock County School District. This policy ensures that all students are given the opportunity for maximum academic growth as they progress from one grade level to the next.

(1) DEFINITIONS

- a. CORE CONTENT:** Core content classes shall be considered Reading, English/ language arts, mathematics, science, and social studies.
- b. PASSING GRADE:** A grade of 70 -100 shall be considered a passing score for any course attempted.
- c. PLACEMENT:** the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- d. PLACEMENT COMMITTEE:** the committee established to make placement decisions concerning a student who does not achieve proficiency on the Georgia Milestones- End-of Grade Assessments. This committee shall be comprised of the principal or designee, the student's parent or guardian, a teacher familiar with the child's ability academic performance, and the SPED Director or other requested personnel acquainted the child's academic, social, or behavioral performance.

- e. **PROMOTION:** the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- f. **RETENTION:** the re-assignment of a student to the current grade level during the next school year based on the student's lack of achievement of established criteria to progress on to the next grade.
- g. **STUDENT SUPPORT TEAM:** this shall refer to the team members identified to develop a plan of action to guide students through a prescribed educational plan. Often referred to as SST, this team is responsible for designing a plan for students who do not adequately respond to the targeted interventions in Tier I and Tier II on the pyramid of interventions. The targeted students at this level participate in individualized assessments, tailored interventions to respond to their needs, frequent formative assessments and consideration for specially designed instruction only when data indicate a need for gifted or special education services. Tier III is comprised of learning in addition to an individualized (prescriptive) researched-based intervention matched to the student's need and evident by frequent progress monitoring. Progress monitoring should be conducted twice each week on the targeted skills. The level of intervention for Tier III should last for a minimum of 9 weeks.

(2) PROMOTION STANDARDS AND CRITERIA.

- a. Each student in grades KK-8 must successfully pass a specified number of core content classes in a given school year to meet eligibility for promotion. A cumulative average of 70 is considered passing.

(3) REQUIREMENTS FOR GRADES K, 1, and 2.

- a. Kindergarten: No kindergarten student shall be promoted to first grade unless he/she has obtained mastery of the skills represented on the Georgia Kindergarten Assessment Program known as the *Georgia Kindergarten Inventory of Developing Skills* (GKIDS).
- b. Each student in grades 1 and 2 must successfully pass all core content classes in a given school year to meet eligibility for promotion. A cumulative average of 70 is considered passing.
- c. A student who does not successfully pass all core content classes will be retained in the current grade unless the classroom teacher is able to demonstrate that the student has met proficiency of the grade level core content standards. Students in grades K-2 will not be offered an opportunity for remediation or acceleration over the summer but will be supported by a Student Support Team (SST) during the subsequent school year.

(4) REQUIREMENTS FOR GRADES 3 through 8.

- a. In addition to the Promotion Standards and Criteria identified in Section II of this policy, the Promotion of a student shall be determined as follows:
 - i. All students in grades 3 through 8 shall be promoted to the next grade level if the student successfully passes 75% of the following core content courses: ELA (or Reading and Language Arts), Mathematics, Social Studies, and Science AND pass the ELA and Mathematics Georgia Milestones Assessments at Level 2 or higher. Students in grade 3 are required to score

at Level II or higher on ONLY the ELA Georgia Milestones Assessment for promotion considerations.

(5) REQUIREMENTS FOR GRADES 9-12.

a. Students in grade 9-12 shall adhere to the Carnegie Units requirements as outlined in O.C.G.A. 160-4-2-13. This regulation requires students in grades 9-12 to earn Carnegie units towards completion of each grade level. The acquisition of earned units shall be used to determine each student’s classification.

Requirement for grades 9-12:

- Students must be enrolled in grades 9-12 for a minimum of four years.
- All students will be required to complete a total of 23 units for graduation.
- All students will take:
 - 4 units of English
 - 4 units of Science
 - 4 units of Mathematics
 - 3 units of Social Studies
 - At least 3 units are required from: Foreign Language* and/or CTAE and/or Fine Arts for all students
 - At least 4 additional electives
 - health/physical education course
- Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language.

The unit requirement outlined below shall be considered the regulation for students entering 9th grade before June 30, 2024.

Classification	Grade Level	Unit Requirement
Freshman	9 th Grade	0-5 Carnegie Units
Sophomore	10 th Grade	5 ½ - 10 ½ Carnegie Units
Junior	11 th Grade	11-16 ½ Carnegie Units
Senior	12 th Grade	17+ Carnegie Units
Total Units	Graduate	Minimum of 23 Carnegie Units

The unit requirement outlined below shall be considered the regulation for students entering 9th grade before July 1, 2024 and beyond.

Classification	Grade Level	Unit Requirement
Freshman	9 th Grade	0-5 ½ Carnegie Units
Sophomore	10 th Grade	6 – 11 ½ Carnegie Units
Junior	11 th Grade	12 – 1 ½ Carnegie Units
Senior	12 th Grade	18+ Carnegie Units
Total Units	Graduate	Minimum of 23 Carnegie Units

Credit Recovery

Students in grades **11 and 12 ONLY** will be allowed to participate in Credit Recovery via the online Credit unless he/she has met the following requirements:

- a. failed a given course twice during traditional enrollment in the course; or
- b. a student has failed a given course in his/her Senior year and will not have the opportunity to re-attempt said course prior to the student's scheduled graduation.

In the event that a Senior student who has attempted a given course only once requires the enrollment in the online credit recovery program to meet the requirements for graduation, the expressed permission of the high school principal must be granted. Enrollment in a specific course via the selected online recovery program, however, does not automatically guarantee award of unit(s) for the course in question. Completion of all coursework for Seniors must adhere to the timeline set forth in the district calendar. Credit Recovery will only be available at the start of the second semester, provided that students meet eligibility for participation in the course.

(6) REQUIREMENTS FOR STUDENTS WITH DISABILITIES

- a. *Promotion/Retention Policy for Students with Disabilities:* The Individualized Educational Plan/Program (IEP) shall establish the standards for promotion of students assigned to the Program for Exceptional Children. Students with disabilities shall be expected to participate in and make progress in the Georgia Performance Standards/ Georgia Standards of Excellence based on the IEP goals. The IEP committee shall be responsible for determining how the student is involved in the curriculum and for determining the necessary accommodations that must be made so the student(s) makes the expected progress, based on the established IEP goals. For many students, achieving mastery in 4 of the 5 core content courses shall be the appropriate criteria for promotion/placement. The IEP committee shall be responsible for determining the alternate promotion/placement criteria for those students unable to meet promotion criteria. Each exception to state and local promotion policies shall be applied on an individual basis and not on a group basis.

Honor Roll Requirements

The Hancock County School District believes that it is important to acknowledge the academic success of its students. In accordance with this belief, an honor roll is published at the end of each 9 weeks grading period. In order to attain an honor distinction, students must meet the required grade average required by their school of enrollment. Semester honor roll listings are based on cumulative averages per their academic records for the given grade span (K-5, 6-8, and 9-12). The honor distinctions accorded, and the grade averages required by each school are as follows:

M.E. Lewis, Sr. Elementary School

- Principal's Honor Roll: 94.5 and above
- Honor Roll: 89.5 – 94.4
- Merit List: 84.5 – 89.4

Hancock Central Middle School

- Principal's Honor Roll: 94.5 and above
- Honor Roll: 89.5 – 94.4

- Merit Scholar: 84.5 – 89.4
- Junior National Honor Society: 84.5 and above*

Hancock Central High School

- Principal's Honor Roll: 94.5 and above
- Beta Club: 84.5 – 89.4
- Honor Roll: 89.5 – 94.4
- National Honor Society: 89.5 and above*

Honor Graduates, Valedictorian, Salutatorian and Determination of Honor Positions The Hancock County School District recognizes the importance of obtaining the distinction of being an honor graduate from high school; therefore, the District has established the following procedures for the selection of honor graduates within the Hancock County School District.

*Candidates for Mr. & Ms. Hancock Central High School must have a cumulative average of 89.5 or above.

Honor Graduates

To obtain the status of honor graduate, a student must be enrolled in the Hancock County School District for his/her entire senior year. Selection of honor graduates shall be based on academic standings figured on grades obtained during freshman, sophomore, and junior years and the first semester of the senior year. Each student, whose cumulative grade point average equals 89.50 or higher, will be given the status of an honor graduate.

Selection of Valedictorian and Salutatorian for Hancock Central High School

The Valedictorian shall be the honor graduate with the highest academic average figured on cumulative grades obtained during freshman, sophomore, junior, and the first semester of the senior years. The Salutatorian shall be the honor graduate with the second highest academic average figured on cumulative grades obtained during freshman, sophomore, junior year, and the first semester of the senior year. In the event of a tie, co-Valedictorians and/or co-Salutorians will be named.

To be eligible to be named as Class Valedictorian or Salutatorian, a student must be enrolled in the Hancock County School District for his/her entire junior and senior years with all academic courses taken on the Hancock County campus or under the umbrella of courses offered by the Hancock County School District. **To be considered Valedictorian or Salutatorian, students must participate in the standard curriculum offered by the LEA.**

Determination of Honor Positions

The third and fourth honor positions will be the honor graduates with the third and fourth highest cumulative academic averages based on academic standings figured on grades obtained during freshman, sophomore, and junior years and the first semester of the senior year. All subsequent honor positions will be determined using this same formula.

Selection of Valedictorian and Salutatorian for Hancock Central Middle School

To be eligible to be named First Honor student or Second Honor student, a student must be enrolled in the Hancock Central Middle School for his/her entire 7th and 8th grade years with all academic courses

taken on the Hancock County campus or under the umbrella of courses offered by the Hancock County School District. To be considered Valedictorian or Salutatorian, students must participate in the standard curriculum offered by the LEA.

Selection of Valedictorian and Salutatorian for M.E. Lewis, Sr. Elementary School

To be eligible to be named First Honor student or Second Honor student, a student must be enrolled in the M.E. Lewis, Sr. Elementary School for his/her entire 3rd, 4th and 5th grade years with all academic courses taken on the Hancock County campus or under the umbrella of courses offered by the Hancock County School District. To be considered Valedictorian or Salutatorian, students must participate in the standard curriculum offered by the LEA.

Graduation Protocol

Education is an ongoing process, and the graduation ceremony is a continuation of our commitment to teach our students not only academics, but also the expectations of behavior at a formal and solemn occasion. Please join us in observing the following code of conduct for guests during a formal graduation ceremony:

- The audience will rise as graduates and faculty enter and remain standing until all graduates are seated.
- The audience must remain seated and quiet during the ceremony.
- The audience will hold applause until all graduates have been presented their diplomas. The audience should please refrain from hooting, hollering, or cheering for individual students.
- Please refrain from entering the floor during graduation exercises.
- Air horns, loud outbursts, and other distractions or commotions that may interfere with the ceremony may result in removal from the program.
- The audience will rise and remain standing at the conclusion of the ceremony until all graduates and faculty have exited.
- Once the ceremony has begun, no one will be allowed to enter or exit the program.
- Out of respect and honor for the HCHS Graduating Class and in recognition of this auspicious occasion, we ask that the audience DOES NOT shout and applaud during the processional as graduates walk in. Also, audience members are asked not to come onto the floor at any time during the ceremony. The audience should remain seated until the graduates have been awarded diplomas and completed the tassel ceremony. We also request that there be NO NOISE MAKERS such as horns, whistles, cowbells, or other items that would disrupt the ceremony. If there are any crowd disturbances whether from the audience or the graduates, the Hancock County School District campus police and Hancock County Sheriff's Department officers will be instructed to escort disruptive individuals from the premises.

Participation in Graduation Exercises

Students in their senior year of school must complete ALL coursework required to meet O.C.G.A. 160-4-2-13 **prior to** participation in graduation exercises. Students must meet all school, local, and state issued obligations to be eligible for participation in graduation exercises.

Participation in Dual Enrollment Coursework

State Board of Education (SBOE) Rule 160-3-1-.07 regarding Testing Programs and Student Assessment was amended by the Georgia Department of Education in order to exempt *certain* dual enrollment/Move on When Ready (MOWR) students from the Georgia Milestones End of Course (EOC) assessment beginning with the 2016-2017 school year. To ensure high schools are not negatively impacted, the college-issued course grade must be used in the CCRPI for the eligible EOC-related MOWR courses. Courses eligible for this flexibility include American Literature, Physical Science, US History, and Economics. All students, regardless of the location of enrollment, are required to participate in the following EOC measures to fulfill federal accountability requirements: 9th Grade Literature, Algebra I/Coordinate Algebra, Geometry/Analytic Geometry, and Biology.

The Georgia Department of Education collaborated with the Governor's Office of Student Achievement, pursuant to O.C.G.A. §20-14-26 and §20-14-33. As a result, students who earn an A (90-100), B (80-89), or C (70-79) in applicable MOWR courses shall count as "Proficient Learners" in CCRPI indicators that utilize achievement levels. Students earning *less than* a C (70) shall count as "Beginning Learners." This conversion reflects consideration of the following: (1) variability in course grading practices across institutions within both the Technical College System of Georgia (TCSG) and the University System of Georgia (USG); (2) the fact that colleges and universities grant course credit for grades of A, B, and C; and (3) historical CCRPI impact data.

Mandatory Participation in Capstone Project

In an effort to provide all students with an education that leads to college or career readiness, students in grades 9 through 12 will be required to develop a career-related capstone project prior to graduation.

The Capstone Project is one way to allow students to uniquely show their talents related to their career area of interest. Reflecting on who they are while showing what they want to do, the project provides students with the opportunity to explore a career of personal or professional interest and to address the latest trends or issues through focused study and applied research. The project allows students to demonstrate their ability to synthesize and apply the knowledge and skills acquired in their academic program to real-world issues and problems. These final projects should affirm students' ability to think critically and creatively, to solve practical problems, to make reasoned and ethical decisions, and to communicate effectively. Because the Capstone Project is designed to be implemented throughout the student's high school matriculation, the student will be required to devise a plan and submit a project proposal for approval prior to the start of their research and as one of the project requirements. This must be completed by the end of the student's 9th grade year in high school.

Components of the Capstone Project Research Paper

Research Paper: The first component is a research paper documenting information on a subject of the student's choice -- a subject demonstrating the student's career interest, but not necessarily one for which they are an expert. The research must be a worthwhile stretch beyond what is already known. The project proposal would be approved prior to beginning this research. The length of the paper is determined by the Capstone Committee, with the understanding that certain information must be evident in the paper. This information includes, but is not limited to, reasons for selecting the occupation in the specific career cluster/pathway, career goals, relevant

career-related information that provides the reader some information about a specific occupation or current topics related to that occupation, research on job outlook and education and training needed, and any current trends or changes in the future of the career field. Formatting and any additional requirements are at the discretion of the Capstone Committee.

Portfolio: The second component of the Capstone project should be a portfolio. This portfolio may be in a notebook form or kept electronically. The portfolio should provide physical documentation of the career-related capstone project journey.

Service Learning: The third component of the Capstone Project should be directed at service learning or community service. All service learning or community service may be completed either individually, as small groups, or as a class. The Capstone Committee shall be responsible for outlining the number of hours required for completion as well as the process for documenting those hours.

Student Presentation: The fourth and final component of the project will be a presentation. A sample rubric must be made available to the student prior to the start of the project to help in assessing the presentation and will be completed by a panel of judges during the student's Senior year. This presentation should be a formal presentation before a panel of community judges where the students present their research information and findings or a presentation before a group of interested students at another grade level such as middle school or elementary school students. Classroom presentations are also acceptable. A student may share any tangible evidence/application of the skills and knowledge acquired from the project. The ideal panel would consist of community members arranged by the school to be held in the evening to accommodate work schedules for those outside of the school. Presentations would consist of the student's purpose and reasons for choosing the career area, new information gained about the career, and plans for pursuing additional information about the education and training needed for entering the chosen career area. In addition, presentations could include any other pertinent information determined by the local system. Hancock Central High School administrators will have the flexibility of scheduling these presentations.

Identification of Grade Level Requirements

GRADE LEVEL	IDENTIFIED ACTIVITY
9th Grade	Devise a plan and submit a project proposal for approval prior to the start of the research project.
10th Grade	Identify a research proposal topic.
11th Grade	Begin work on Capstone portfolio. Identification of Service Learning project.
12th Grade	Completion of Service Learning project. Complete Student Presentation.

Code of Conduct

The purpose of this code is to provide students in the Hancock County School District an effective and safe learning environment in accordance with the Discipline Procedures of the Hancock County School District. It contains information for school personnel, students, and parents.

Included is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is conduct that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals.

Students SHOULD:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs the educational achievements of themselves or others. Students should know and avoid the behaviors prohibited by this code, take care of books, iPads and other instructional material, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

In addition, students are expected to adhere to the following at all times:

- Demonstrate courtesy and respect, even when / if others do not.
- Behave in a responsible manner, always exercising self-discipline/control.
- Attend all scheduled classes, regularly and on time.
- Be prepared for each class; take appropriate materials and assignments to class.
- Meet district as well as campus standards for grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of all students, teachers, and other district staff as well as volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order, and discipline.
- Adhere to all requirements of the currently adopted Student Code of Conduct.

A student whose behavior shows disrespect for others, including interference with access to a public education and/or a safe environment, will be subject to disciplinary action. ***School personnel have the authority to question students without the presence of their parent/guardian or a representative.*** School rules and the authority of the district to

administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on district transportation, including at all HCSD-established bus stops.
- While the student is in attendance at school or any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or when one is threatened, regardless of time or location.
- When criminal mischief is committed on school property or at school-related events.
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line.
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of a neighboring district.

The district has the right to search any vehicle located on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker, bookbag, or other personal belongings when there is reasonable cause to believe it contains articles or materials prohibited by the district.

Note: District administrators may conduct routine blanket inspections of student's personal property and shall include but is not limited to: lockers, lunchboxes, purses, bookbags, and vehicles. Electronic equipment/devices (cell phones, iPads, iPods, etc.) are subject to search in the event school administrators believe reasonable suspicion exists to support the search.

Discipline and Students with Disabilities

Students with Disabilities means any student accepted into the system's special education program under the requirement of the Individuals with Disabilities Education Act (I.D.E.A.).

All preceding sections apply to students with disabilities with the following exceptions:

- Procedures required under the I.D.E.A. must be followed and parents must be informed of their due process rights.
- Any student identified as disabled under the I.D.E.A. can be suspended for up to ten (10) days in a school year without requiring an Individualized Educational Plan (I.E.P.) meeting.
- Immediate notification of any suspensions shall be sent to the Special Ed. Director in writing.
- Suspension for more than ten (10) school days must follow specified procedures including: immediate notification to parents; an I.E.P review with a functional

assessment; development of a behavior management plan; and a Manifestation Determination Review (M.D.R).

- Students receiving special education services MUST receive a free and appropriate public education (F.A.P.E.).
- If as a direct result of disciplinary action, a special education student has not received educational services for ten (10) school days in a school year, the System will make appropriate educational services available to that student for all remaining school days that academic school year.
- If the Manifestation Team determines that the student's conduct at issue WAS caused by or WAS directly and substantially related to the student's disability OR if the I.E.P. Team finds that the conduct in question WAS the direct result of a failure by the school to implement the I.E.P., the disciplinary process will continue; however, the student may not be subjected to the same discipline as non-disabled students. An I.E.P meeting must be held to review the current placement and discuss program changes or modifications.
- Temporary alternative educational setting of not more than 45 days:
- Even if a Manifestation Team determines that the student's conduct at issue was caused by, or was directly and substantially related to the student's disability, or if the I.E.P. Team finds that the conduct in question was the direct result of a failure by the school to implement the I.E.P., the student may be placed in a temporary alternative educational setting for up to 45 school days if he/she:
- Brings a WEAPON to school, on school premises, or at a school function under the jurisdiction of the School District.
- Possesses, uses or sells CONTROLLED SUBSTANCES or ILLEGAL DRUGS at school, on school premises, or at a school function under the jurisdiction of the School District.
- Has caused SERIOUS BODILY INJURY at school, on school premises, or at a school function under the jurisdiction of the School District.

The School District obtains an order from an administrative hearing officer or district court judge that provides for appropriate interim placement of the student due to a finding that maintaining the student's current educational placement is substantially likely to result in an injury to the child or to others.

Any 45-school day alternative educational placements may be applied in addition to a preliminary placement of up to ten (10) days.

All appeals in the case of disagreement by the parent/legal guardian must comply with due process requirements of the I.D.E.A. and the state and local plan for Special Education. Students subject to a Section 504 plan will be processed as appropriate to their particular situation. All concerns under 504 must be directed to the Coordinator.

Code of Sportsmanship

Sportsmanship can be identified in one word: RESPECT. Respect for ourselves, our schools and guests to our schools. Instilling sportsmanship helps build a positive image not only with the community, but also with all those who participate in competitive activities within our schools.

Responsibilities of Participants

- Use appropriate language;
- Treat opponents with the respect due to them as our guests or hosts;
- Exercise self-control at all times;
- Respect the officials' judgment and interpretation of the rules;
- Accept the responsibility and privilege of representing your school in a positive fashion by acting in a manner that will create a positive attitude in the audience.

Note: Students and parents should be aware that, prior to student participation in any athletic activities, students must purchase accident insurance or have their own personal health insurance. Documentation of insurance must be maintained by the Athletic Department at all times. The Hancock County School District only provides supplemental insurance, which covers expenses associated with injuries a student may suffer while participating in extracurricular sports activities, at the discretion of the Hancock County School District personnel AND may only be used after the individual's primary insurance has been used.

Prior to participation in any athletic activities, students and parents must provide the Hancock County School District with a copy of health insurance or proof of purchase of accident insurance.

Academic Honesty

Academic honesty is a fundamental principle of the Hancock County School District. Therefore, district students assume the responsibility of their own work at all times, whether graded or not. Work submitted must be the result of one's own thought, time, and effort. Each student is responsible for his/her future. It is important for each student to act in an ethically responsible manner and hold each classmate to the same high standards as well. In so doing, pride in one's work and respect for others' work will bring honor to each student and campus as well as the district as a whole.

Any action intended to obtain or assist in obtaining credit for work that is not one's own is considered academic dishonesty. Students will support the principles of academic integrity and refrain from all forms of dishonesty by not exhibiting and/or participating in unacceptable behaviors which include, but are not limited to the following:

- Submitting another person's work as one's own
- Committing or being party to the act of forgery
- Giving or accepting a copy of or information in reference to any assessment, quiz, lab work, homework, or scoring device
- Copying from another student's assessment or allowing another student to copy one's assessment at any time
- Using materials or electronic devices that are not permitted during an assessment
- Plagiarizing work (a form of deliberate or reckless representation of another's words/work or ideas as one's own without citation)
- Permitting someone, including another student, parent, sibling, or tutor, to complete one's homework, project, report, paper, or take-home assessment
- Claiming an illness in order to avoid an assessment or assignment of any kind on the scheduled date
- Claiming an emergency or illness in order to miss a class
- Using an on-line translator in a foreign language class for writing assignments, completing projects and preparing oral presentations (**Note:** Use of an on-line dictionary may be permitted to look up isolated words)
- Copying of computer software or data created by others unlawfully
- Misrepresenting the truth/not telling the truth; includes but is not limited to – willful and knowledgeable telling of an untruth or falsehood as well as any form of intentional deceit, attempted deception, or fraud in an oral or written statement
- Illegal use of internet search engines
- Stealing -- includes but is not limited to taking another person's property without permission, stealing copies of assessments, teacher's edition of textbooks, or another student's work, notes, iPads or handouts
- Misusing the district's computer systems
- Modifying or misusing any electronic device (i.e., calculator, cell phones, iPads, etc.) to obtain an unfair advantage

Internet Acceptable Use Policy

Introduction

The purpose of the Hancock County School District Acceptable Use Policy (AUP) is to clarify the District's position as to the acceptable use of its technology investment and to ensure that all users of the network understand the conditions for its use and the ramifications of misuse and to protect the privacy of students, staff and other users of the network. The (AUP) is also designed to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P, and other forms of direct electronic communications or equipment provided by the District ("network."). It also covers any outside equipment that uses the District's network to access the Internet.

Authorized Users of the Network

Current employees or students are authorized to use the network. Temporary access may be granted to visitors who are on campus conducting official business with the District, prior approval must be acquired to grant temporary access, the date and time of access must be documented by a District employee. The District will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communications. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Student Internet Use

Schools must qualify students using the computer network and Internet access at the beginning of each school year with a signed AUP. Students who are under 18 must have their parents or guardians sign the AUP and schools must keep the signed page on file. Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of the policy or is no longer a student of this District.

Staff Internet Use

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for educational and District business purposes. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network, the Internet or E-mail

The District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate. The following are examples of (but not limited to) inappropriate activity on the District network:

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind,
- Obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Obtaining and/or using
 - anonymous proxy sites in an attempt to circumvent District content filtering, email spamming (sending unsolicited advertising email)
 - spreading viruses
- Causing harm to others or damage to their property, such as:
 - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
 - Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - Using another's account password(s) or identifier(s);
 - Interfering with other users' ability to access their account(s); or
 - Disclosing anyone's password to others or allowing them to use another's account(s).
 - Using the network or Internet for Commercial purposes:
 - Using the Internet for personal financial gain
 - Using the Internet for personal advertising, promotion, or financial gain
 - Conducting for-profit business activities and/or engaging in nongovernment related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary actions. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Internet Safety Policy (CIPA Compliance)

It is the policy of Hancock County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Education of Minors

The Hancock County School District is committed to providing all enrolled students who utilize the resources of the Internet on the District's computer network be educated about Internet safety and appropriate online behavior in compliance with all requirements of the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") are used to block, filter, and monitor Internet usage, and other forms of electronic communications, to prevent access to inappropriate materials.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Hancock County School District online computer network when using electronic mail, social networks, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Hancock County School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

Adoption

The Hancock County Board of Education adopted this Internet Safety Policy at a public meeting on March 6, 2006. Amended on May 9, 2012.

Student Discipline

The Hancock County Board of Education recognizes that self-discipline promotes learning and that a safe, secure learning environment is an essential component of effective schooling. The Code of Student Conduct is critical to providing and maintaining a positive school environment that allows for expression of values. The school system's primary goal is to educate, not to discipline; however, when the behavior of an individual student conflicts with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. In this regard, a system-wide Discipline Code has been established. **This code is applicable in each school, on school grounds, on property being used by the school, at any school-related functions, during athletic events, on the school bus, at-school-sponsored activities away from school, and on the way to or from school.**

The Hancock County School District **does not** employ the use of corporal punishment. The use of corporal punishment by any employee of the district is prohibited and will not be allowed or tolerated. The accepted disciplinary practices and options for student misconduct are detailed below. **However, the Hancock County Board of Education does employ a Zero Tolerance for the following offenses:** Possession or Use of Illegal Substances/Drugs/Alcohol, Possession of weapons or explosives, Gang-Related activities (including but not limited to; wearing gang colors and other paraphernalia, throwing gang signs, self-identifying as a member of a gang, gang-calls, and engaging in fights and/or criminal activity, etc.) and Fighting/Assaulting/Threatening of an Administrator, Faculty or staff member.

By Zero Tolerance the Hancock County Board of Education means that it will not condone or allow such undesirable behavior to continue, and any student engaging in such behaviors will be immediately referred to law enforcement personnel. For these offenses, the student shall be immediately removed from the premises with immediate suspension. A Tribunal Hearing will also be scheduled. During this time, the school level administrator may recommend that the student be suspended from the Hancock County School District.

Zero Tolerance Offenses: Inciting, advising or counseling of others to engage in prohibited acts, including violation of any of the rules listed above or any other behavior subversive of good order.

- **Committing Acts of Physical Violence against teachers, school bus drivers, or other school officials, or employees.**
- **Gang Related Activities • Possession of Weapons**
- **Threatening the person or property of school employees (teachers, school bus drivers, or other school officials, or employees).**
- **Sexual Offenses-** Inclusive of sexual harassment. This includes any sexually motivated action that may result in physical or emotional harm.

- **Bomb Threats**

- **Terroristic Threats**

Students in Grades K-12

Penalty Range: Law Enforcement Referral
10 Day Suspension Pending Tribunal Hearing –Expulsion

Suspended students are prohibited from returning to campus and attending any school-sponsored activities. If violated, campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Rule 7(A) [State 1]

Alcoholic Beverages

A student shall not possess, sell or attempt to sell, use, transmit or be under the influence of any alcoholic beverage, malt beverage, or intoxicant of any kind. A student shall not possess, sell or transmit any substance under the pretenses that it is, in fact, a prohibited substance as described in this rule:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop.
- (e) Off the school grounds while the student is in attendance at school or any school function, or is
- (f) otherwise, subject to the jurisdiction of school authorities.

Any student determined to be in violation of Rule 7(A) may upon the first offense, be suspended for ten (10) days. The student shall have the opportunity of having five (5) days of suspension waived, provided the parent provides proof the student has completed an alcohol and drug awareness and prevention program. This opportunity may be extended upon the first offense. Notwithstanding these guidelines, the school administration shall have the discretion to recommend more stringent discipline in serious cases even if such case involves a first offense. Any student who violates this policy more than once shall be subject to more stringent disciplinary action, including long-term suspension or expulsion.

Rule 7(B) [State 7] Narcotics, Drugs and Controlled Substances (1) Use, Possession, Sale and Transmission:

The illegal or improper use of drugs and controlled substances is prohibited and harmful. A student shall not possess, sell or attempt to sell, use, transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind.

A student shall not possess, sell or transmit any substance under the pretenses that it is, in fact, a prohibited substance as described in this Rule. A student shall not possess or use any equipment or paraphernalia which could be used in connection with any of the drugs, substances or intoxicants prohibited by this rule.

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop;
- (e) Off the school grounds while the student is in attendance at school or any school function, or is otherwise, subject to the jurisdiction of school authorities.

Use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

DISCIPLINE

Any student determined to be in violation of Rule 7(B)(1) for any prohibited substance other than alcohol, shall have his or her case referred to the Tribunal for a hearing. The Tribunal shall provide the student due process in accordance with all appropriate laws and policies and upon a finding of a violation, as a minimum, will issue the following discipline: 10 (I) First Offense: The student shall be suspended out of school for ten (10) days and shall be required to attend a drug education program. If the parent/guardian and student accept the offer to attend the drug education program, 5 days of the 10-day suspension shall be waived upon successful completion of the drug education program. If the drug education program is not successfully completed, the full 10-day suspension will be imposed.

(II) Second Offense: The student shall be suspended out of school for ten (10) days and shall be required to attend a drug education program. The student shall be placed on probation for the remainder of the current school year and may be brought back before the tribunal for any serious disciplinary offense. The school administration may refer the student for additional counseling, as appropriate.

(III) Subsequent Offense: For subsequent offenses and/or where the evidence establishes that the student was distributing, selling, attempting to sell, transmit to another person, or was in possession of a large amount of any prohibited substance, or packaged in such a manner that the evidence indicates it to be for sale or distribution, the matter shall be referred to the Tribunal for discipline, which may include, but shall not be limited to, assignment to the Alternative Education Center, long-term suspension, or expulsion, depending upon the individual circumstances, facts, and evidence of the Case.

(IV) Furthermore, there may be occasions where the particular facts and circumstances surrounding the violation of this rule, may indicate that the student, regardless of whether or not it is a first offense, shall receive a greater or lesser discipline than recommended by the Principal, Principal's designee, or the Tribunal. The Superintendent or designee, after consultation with the Board Attorney, shall have the discretion to modify the discipline. Provided, however, a written summary of the reasons for the modification shall be prepared and distributed in accordance with the Tribunal law and Board procedures.

(V) Students charged with any prohibited substance violation shall be referred to the appropriate court or arrested and charged with appropriate criminal statutes.

(VI) Principals will address this policy with the student body and faculty during the first month of each school year to explain the policy and the penalties for violations. Furthermore, it is the policy of the Board of Education that each school will make available to students, upon request, information about drug and alcohol counseling, rehabilitation and re-entry programs.

(2) Under the Influence: The illegal or improper use of drugs and controlled substances is prohibited and harmful. A student shall not be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop;
- (e) Off the school grounds while the student is in attendance at school or any school function, or is otherwise, subject to the jurisdiction of school authorities.

Use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

DISCIPLINE

Any student determined to be in violation of Rule 7(B)(2) for being under the influence of any prohibited substance other than alcohol, shall be subject to the following discipline, including but not limited to:

First Offense: The first offense will result in suspension from school or assignment to in-school suspension for three (3) to five (5) days. The student shall be provided the opportunity to participate in one of the approved drug education programs.

Second Offense: The second offense will result in suspension from school or assignment to in-school suspension for five (5) to ten (10) days. If the student has not already completed an approved drug education program, the student will be required to participate in the program.

Third Offense: The third offense will result in the student having his or her case referred to the Tribunal for a hearing. The Tribunal shall provide the student due process in accordance with all appropriate laws and policies, and upon a finding of a violation, as a minimum, will issue discipline, as outlined above for violations of Rule 7(B)(1). Notwithstanding these guidelines, the school administration shall have the discretion to recommend more stringent discipline in serious cases even if such a case involves a first offense.

Penalty Range:

1 st Offense:	Parent Conference
2 nd Offense:	ISS for 2 days Parent Conference
3 rd Offense:	Suspension for 3 days

Penalty Range:

1 st Offense:	5 Days Out of School Suspension Parent Conference
2 nd Offense:	7 Days Out of School Suspension Parent Conference Social Services/Child Protective Referral
3 rd Offense:	10 Days Out of School Suspension Parent Conference Recommendation to a Tribunal Committee Parent Conference

**Additional consequences may be assigned at the discretion of the principal.*

Students in Grades 3-12

Penalty Range:

1 st Offense:	10 days of Suspension Parent Conference
2 nd Offense:	Alternative School Placement Parent Conference
3 rd Offense:	Law Enforcement Referral Parent Conference

**All cases will be handled by the school administrator at the discretion of the principal.*

Suspended students are prohibited from returning to campus and attending any school-sponsored activities. If violated, campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Use /Possession of Electronic Devices: Electronic devices refer to and includes, but is not limited to, any paging devices, Bluetooths, cellular phones, phone watches, iPods, MP3 players, hands-free phone apparatus, 2-way (walkie-talkie) radio, hand-held radio, computer-phone texting, portable signaling device, and other like electronics. In order to accommodate the growing use possession and use of cell phones or other signaling devices

by students, the following guidelines are set aside for electronic devices during the work or school day.

This policy regulates the possession/ use of cell phones and other electronic signaling devices in order to ensure uninterrupted instruction, safety, decreased bullying, and reduction of theft. All parents and students should note that electronic devices, including cellphones, ARE NOT permitted on school campuses. Exceptions to the Possession/ Use of Electronic Devices policy may be made for students participating in extracurricular activities on assigned games days. This adjustment to policy, however, will be coordinated, supervised, and regulated by the school principal, assistant principal, and athletic director.

Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student.

This policy does not prohibit any device that is used for medical purposes and is worn by the student because of a condition that requires the device. The parent/guardian of any student required to use an electronic medical device shall provide the school of enrollment with permission for the student to wear the device as well as a signed statement from a licensed physician (MD, DO) prescribing its use.

Any student who violates this policy in the commission of any other disciplinary offense will be in violation of both this policy and the Student Code of Conduct. This would be taken into consideration with regard to discipline and will result in a combined punishment for each infraction committed.

The Hancock County Board of Education and/or individual schools are not responsible for lost or stolen cell phones or other electronic signaling devices.

Use/Possession of Electronic Devices (any paging devices, Bluetooths, phone watches, cellular phones, iPods, MP3 players, etc.) are prohibited on campus by including in the cafeteria, hallways, restrooms, etc.

Students in Grades K-12 Penalty Range:

1 st & 2 nd Offense:	\$15.00 Confiscation Fee Administrator will confiscate device until Parent Conference is held. 3 days In-School Suspension
3 rd Offense:	\$50.00 Confiscation Fee Administrator will confiscate device. 3 days Out of School Suspension

Suspended students are prohibited from returning to campus and attending any school-sponsored activities. If violated, campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Property Destruction/Damage /Vandalism: Destruction of or damage or defacing school, private, or public real or personal property which includes, but is not limited to, willful or malicious damage, setting fires, damaging, marking or defacing public or private property and/or other acts of vandalism. This includes the private or public or personal property of any individuals legitimately on school grounds.

Grades K-12 Penalty

Range:

- 1st Offense: Pay for replacement within 30 days, if necessary
Out of school suspension for 5-8 days, at the discretion of the Principal
Required to pay for property
Law Enforcement Referral, at the discretion of Principal
- 2nd Offense: Out of school suspension for 10 days pending tribunal
Small claims court referral if the item is worth \$5000 or less if repayment is not received.

Property Destruction/Attempted Destruction: A threat or attempt to destroy, damage, marking or defacing public or private property and/or other acts of vandalism. This includes the private or public or personal property of any individuals legitimately on school grounds.

- 1st Offense Written Warning
ISS for 3 days
Parent Contact
- 2nd Offense: Written Referral
Out of School Suspension for 3 days
Behavior Contract
Parent Contact
- 3rd Offense Follow protocol outlined in behavior contract

Suspended students are prohibited from returning to campus and attending any school-sponsored activities. If violated, campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Please note all unpaid fees will be added to student accounts. Fees will be collected prior to graduation. No records will be released if all fees have not been paid in full.

Robbery/Theft/Attempt/Possession: Theft and/or attempted theft or theft by deception of public or private property; extortion or attempted extortion; possession of stolen property or counterfeit items or missing items. Schools are not responsible for the loss or damages to personal property.

Students in Grades K-2

Penalty Range:

1 st Offense:	Parental Contact Return or Replacement of stolen item
2 nd Offense:	Suspension up to 10 days

Students in Grades 3-12

Penalty Range:

1 st Offense:	Suspension for up to 5 days Student Behavior Contract Small claims court/Parent notification Law Enforcement Referral Return monies/items
2 nd Offense:	Suspension for up to 10 days Law enforcement Referral Follow behavior contract Tribunal referral

Suspended students are prohibited from returning to campus and attending any school-sponsored activities. If violated, campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Textbooks, Media Center Materials, Computer Equipment: Destruction, defacement, and/or inappropriate use of textbooks, media center materials, IPADs or computer and computer-related equipment and materials. Restitution will be made after assessment of damage. ***Loss of textbooks, media center materials, and computer equipment require reimbursement of costs to replace items.***

Students in Grades K-2

Penalty Range:

1 st Offense:	Parent Conference Required to pay for textbooks
2 nd Offense:	Up to 3 days Suspension

Students in Grades 3-12

Penalty Range:

1 st Offense:	Suspension for 3 days Student Behavior Contract Restitution within 30 days Small claims court Parent conference
2 nd Offense:	Suspension for 5 days Social Services Referral Law enforcement Referral Restitution within 30 days Small claims court
3 rd Offense:	Tribunal Hearing referral if deemed necessary Suspension for 10 days Law enforcement Referral Restitution within 30 days

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Internet Unacceptable Use Guidelines: Students shall observe the standards of courtesy and behavior consistent with the practices of the Hancock County Board of Education when sending or publishing messages or transmitting data or other information on the Internet **Students will not be allowed to use any school computer if the internet policy agreement has not been signed by parents and students and returned to the school of the student's enrollment.**

- ☐ Students shall not send or receive offensive messages or pictures from any source on or off campus. For example, students shall not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially or ethnically offensive, sexist or illegal material.
- ☐ Posting messages and attributing them to another user is prohibited.
- ☐ Students are violating network security if they enter the system under a user ID other than their own, share their Ids, passwords, or user accounts with others. They must make all efforts to safeguard any information from unauthorized users. (Once ID/Passwords have been assigned) No form of hacking into teacher and student networks will be tolerated.
- ☐ Students shall not use the system for any purpose if in violation of copyright laws.
- ☐ Students shall use the system for instructional purposes only as it relates to classroom and co-curricular assignments and activities.

- Students disconnecting network components, altering program data, or purposely infecting any computer with a virus shall be guilty of harming network integrity and/or security.

Students in Grades K-12

Penalty Range:

1 st Offense:	Verbal Warning Parent Conference 3 Days Out of School Suspension
2 nd Offense:	OSS for 5 days Parent Conference Behavior Contract
3 rd Offense:	Suspension for up to 7 days Follow protocol outlined in behavior contract

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Intranet/Internet Unacceptable Use Guidelines Regarding system applications such as EDGENUITY, ONLINE ASSESSMENT SYSTEM (OAS), PARENT PORTAL, INFINITE CAMPUS, CSI, ETC.

Students in Grades K-12

Penalty Range:

1 st Offense:	Referral to Tribunal Hearing Suspension for 10 days Law enforcement referral
2 nd Offense:	Recommendation for expulsion Expulsion from School district pending Tribunal Hearing
3 rd Offense:	Permanent expulsion from School District pending Tribunal Hearing Student/parent is required to pay any fines associated with disciplinary actions

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Bullying

The term “*bullying*”, as defined by section 20-2-751.4 of Title 20 of the Georgia Code, means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; 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, that:
 - a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b) Has the effect of substantially interfering with a student's education;
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of the school.

Bullying further encompasses; systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or child, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking

- ☐ Cyberstalking
- ☐ Cyberbullying
- ☐ Physical violence
- ☐ Theft
- ☐ Sexual, religious, or racial harassment
- ☐ Public humiliation
- ☐ Destruction of personal property
- ☐ Social exclusion, including incitement and/or coercion
- ☐ Rumor or spreading of falsehoods

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student that:

- ☐ Places a student in reasonable fear of harm to his or her person or damage to his or her property;
- ☐ Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- ☐ Has the effect of substantially negatively impacting a student's emotional or mental well-being; or
- ☐ Has the effect of substantially disrupting the orderly operation of the classroom or school.

Cyberstalking means to engage in a course of conduct to communicate, or to 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 that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Instagram, Facebook), chat rooms, and instant messaging.

Bullying, Cyberbullying, and/or Harassment also encompass:

- ☐ Retaliation against a student by another student for asserting or alleging an act of bullying, harassment, or discrimination.
- ☐ Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- ☐ Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by incitement or coercion.

Bullying, Cyberbullying, Harassment, and Discrimination also encompass, but are not limited to, unwanted harm towards a student in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), socioeconomic background, ancestry, ethnicity, linguistic preference, or social/family background or being viewed as different in its education programs or admissions to education programs and

therefore prohibits bullying of any student by any, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events.

Bullying Policy

The Hancock County School District is committed to protecting its students, staff, faculty, and all constituents from all forms of bullying, harassment, or discrimination for any reason and of any type. The Hancock County School District believes that all students are entitled to a safe, equitable, and harassment free learning environment. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying, harassment or discrimination is prohibited.

1. No student shall commit act(s) of bullying against other student(s) that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school.
2. No student shall threaten, intimidate, harass or bully another with or without physical contact on or off school grounds or at school related functions or by use of data or software that is accessed through a computer, computer system or computer network or through other electronic technology of the local school system.
3. Any teacher or other school 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. Once a report of bullying has been received an immediate investigation of the matter will be undertaken to determine whether an incident of bullying has occurred. Every effort will be made to ensure that the bullying behavior or threats of bullying are stopped quickly.
4. All incidents of bullying will be recorded and then investigated by school staff (i.e. the principal, counselor, etc.). In all cases parents of both the accused bully and the bullied child will be notified of the incident. If deemed necessary, the parents will be asked to come into a meeting to discuss the problem. If possible, the pupils will be reconciled. An attempt will be made to help the bully (bullies) change their behavior. In serious cases, suspension or even expulsion will be considered. If necessary and appropriate, police will be consulted. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting and any and all forms of retaliation. The Hancock County School District will not tolerate retaliation or threat of retaliation against those who make good faith disclosures of actual or perceived acts of bullying. "Good faith" means that the person making the disclosure believes it to be true and that a reasonable person could believe the disclosure to be true on the basis of the factual information provided.

Bullying Protocol

The Hancock County School District will follow the established guidelines to ensure a safe and productive learning environment for all of its students:

1. All reports of bullying made to staff members will be documented to establish a record of discipline to track repeat offenders.
2. When an incident of bullying occurs, letters will be sent home to parents of both the alleged bully and the alleged victim to inform them of the incident.
3. In severe cases parents will be asked to come into a meeting to discuss the problem.
4. If necessary and appropriate, outside agencies such as the police, social services and counselors will be brought in to assist.
5. Behavioral contracts will be instituted to monitor behavior and discourage repeat offenses.
6. Follow-up letters will be sent to victims of bullying to ensure that parents/guardians and students are aware of the avenues available to them should the bullying continue.
7. Counseling referrals will be offered to both bullies, victims of bullying, and their families.
8. All forms of bullying, including cyberbullying, that may take place outside of school hours or facilities, shall be punished to the maximum extent possible. This includes bullying against students, faculty, staff, and families of students, faculty, and staff that interferes with the student's ability to receive a quality education or faculty and staff's capacity to work in a friendly, safe environment.

For more information regarding HB 131 "The End to Cyberbullying Act," bullying prevention, and cyberbullying, please visit

<http://www.gadoe.org/Curriculum-and-Assessment/Curriculum-and-Instruction/Pages/Bullying-Prevention-Toolkit.aspx>
<http://www.gadoe.org/Curriculum-and-Assessment/Curriculum-and-Instruction/Pages/Bullying-Prevention-Toolkit.aspx>

Students in Grades K-12

Penalty Range:

1 st Offense:	Up to 5 days Suspension
2 nd Offense:	Up to 10 days Suspension
3 rd Offense:	Penalty ranges from Alternative School Placement to permanent Expulsion, based on the principal's discretion.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Violence

Hancock County School District does not tolerate threatening or physically violent behavior of any kind. This includes all forms of fighting, battery, assault and instigation. Persons engaging in episodes of fighting will be dealt with as outlined below. Persons involved in instigating fights will receive the same penalty.

Students in Grades K-5

Fighting Penalty Range:

1 st Offense:	3 Days Suspension
2 nd Offense:	Up to 10 days of Suspension at the Principal's discretion.

Persons instigating a fight or altercation will receive the same penalty.

Students in Grades 6 -12

Penalty Range: Up to 10 days Suspension at the Principal's discretion
Law Enforcement Detainment. Referral to Department of Juvenile Justice. Mandatory Fee Imposed by Sheriff's Dept.

All fights will be investigated thoroughly to determine which party is the aggressor, instigator, and person acting in self-defense. Although the Hancock County School District does not condone fighting, a person deemed to be acting in self-defense may not be subjected to the same punishment.

Penalties for fighting will be enforced no matter the location of the fight. (i.e. games, school bus, field trip etc.)

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Physical Violence against a Teacher, Bus Driver or other School Official or Employee.

State Law prohibits students from engaging in acts of physical violence. Physical violence is defined as:

1. Making physical contact of an insulting or provoking nature with the person of another; or
2. Making physical contact which causes physical harm to another unless such physical contact or physical harms were in defense of him or her.

Students alleged to have engaged in acts of physical harm to another shall be disciplined according to the procedures set forth in Board Policy JDD and JDE.

Consequences: Students shall be immediately suspended pending a hearing in front of a tribunal. A student found by a tribunal to have committed an act of physical violence, by making physical contact which causes physical harm to a teacher, school bus driver, or other school official, or employee shall be recommended for expulsion from the public school system. The recommended expulsion shall be for a calendar year. The Board, at its discretion, may permit the student to attend an alternative education program for the period of the student's expulsion. The student shall also be referred to juvenile court with a request for a petition alleging delinquent behavior.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Use of Inappropriate Language: Includes but is not limited to; discourteous or inappropriate language, including use of profane language not directed towards a student, administrator, faculty or staff member.

Students in Grades K-2 Penalty

Range:

1st Offense: Parent Conference

2nd Offense: ISS for 2 days

Students in Grades 3-12

Penalty Range:

1st Offense: ISS for 2 days
Parent contact (verbal/written)

2nd Offense: ISS for 3 days
Parent Conference
Behavior Contract

3rd Offense: Suspension for 1 day
Follow Protocol of Behavior Contract

Refusal to Carry out Instructions of Faculty or Staff Member: This behavior includes the refusal to follow the instructions of teachers, school administrators, or other staff members (e.g., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.).

Students in Grades K-12

Penalty Range:

1 st Offense:	Suspension for 3 days Parent contact (verbal/written)
2 nd Offense:	Suspension for 5 days Parent Conference Behavior Contract
3 rd Offense:	Follow protocol of Behavior Contract Penalty ranges will vary at the discretion of the principal.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Unlawful Absences, Violations of Compulsory Attendance Law and/or Truancy Lawful absences are defined by Georgia Law as follows: Illness, death in the family, religious holiday, instances in which attendance could be hazardous as determined by the Hancock County School System, service as a Page in legislature.

Note: (1) Academic work missed due to lawful absences may be made up when the student returns to school; (2) Academic work missed due to unlawful absences may not be made up when the student returns to school unless permission is granted by the principal prior to the absence; (3) Make-up work in cases of suspension or expulsion is covered in the Glossary Section of this handbook.

Skipping Class or Required Activities: Not reporting to classes or required school activities, not returning to class or required school activities, not returning to class or school, etc.

Students in Grades K-2 Penalty

Range:

1 st Offense:	Parent Conference
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2nd Offense: Parent Shadowing

Students in Grades 3-12

Penalty Range:

1st Offense: Warning

ISS for 2 days

2nd Offense: In-School Suspension for 5 days
Parent Conference
Behavior contract

3rd Offense: Suspension for 3 days
Parent Conference

Additional Offenses: Tribunal hearing which may result in
school. recommendation for placement in alternative

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Unauthorized Leave: Leaving school property without the parent/guardian and subsequent authorization of school personnel is not tolerated. All parents/guardians are asked to be present to withdraw students from school. Students in grades 6-12 leaving school property will result in suspension for up to 10 days and referral to a tribunal committee.

Students in Grades K-5

Penalty Range:

1st Offense: 3 Days Suspension

2nd Offense: 5 Days Suspension
Additional Penalties will be assigned at the discretion
of the Principal

3rd Offense: Suspension for 10 days

Students in Grades 6-12 Penalty
Range:

1st Offense: Suspension for 5 days

2nd Offense: Suspension for 7 days

3rd Offense: Suspension for 10 days
Tribunal Hearing

The Hancock County School District does not endorse skip days. All students that report to campus and leave without parental permission will face the penalty outlined above under the Unauthorized Leave statutes.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Classroom Disturbance: Any documented behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, creates a dangerous or fearful situation for students and/or teachers, etc.

Students in Grades K-2

Penalty Range:

1st Offense: Parent/Student Conference

2nd Offense: Parent/Student Conference
Counseling Session
Behavior Contract

3rd Offense: ISS for 2 days
Follow Protocol in Behavior Contract

Students in Grades 3-12 Penalty Range:

1st Offense: ISS for 3 days
Parent Conference

2nd Offense: Suspension for 2 days
Parent Conference
Behavior contract

3rd Offense: Suspension for 5 days
Follow Behavior Contract Protocol

Excessive Talking

Students in Grade K-5

Penalty Range:	1 st Offense:	Parent/Student Conference
	2 nd Offense:	Parent/Student Conference Counseling Session Behavior Contract
	3 rd Offense:	Follow Protocol of Behavior Contract

Students in Grades 6-12

Penalty Range:	1 st Offense:	ISS for 1 day
	2 nd Offense:	ISS for 3 days Behavior Contract
	3 rd Offense:	ISS for 5 days Follow Protocol for Behavior Contract

School Disturbance: Acts which cause substantial disruption of the school environment and/or threaten the safety or well-being of other students and/or teachers or staff, which may include, but not be limited to, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, actual violence during period of disruption, water balloon fights, food fights, etc.

Students in Grades K-2

Penalty Range:	1 st Offense:	Parent Conference Fines will be assessed for damages
	2 nd Offense:	ISS for 3 days Parent Conference Fines will be assessed for damages

Students in Grades 3-12

Penalty Range:	All Offenses:	10 day suspension Misdemeanor to felony charges will be filed, at principal's discretion Fines will be assessed for damages Recommendation for tribunal hearing, which may result in alternative placement or expulsion
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Any student involved with school disturbance will be responsible for any and all damages and /or costs affiliated with the disturbance. Failure to comply will result in civil charges.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Profanity/Vulgarity/Obscenity/Racial or Ethnic Outbursts: Such infractions include, but are not limited to racial slurs, profane, vulgar, obscene words or gestures, and vulgar or obscene material directed at faculty, staff, and administrators and other students.

Students in Grades K-2

Penalty Range:

1 st Offense:	Verbal Warning Parent/Student Conference Behavior Contract
2 nd Offense:	Follow Protocol of Behavior Contract Counseling Referral Suspension for 3 days
3 rd Offense:	Suspension for 5 days Parent Teacher Conference Behavior Contract

Students in Grades 3-12

Penalty Range:

1 st Offense:	Suspension for 5 days Parent Conference Referral to Counselor
2 nd Offense:	Suspension for 7 days Parent Conference Behavior Contract
3 rd Offense:	Suspension for 10 days Tribunal Hearing Referral Alternative School Placement, based on principal's discretion.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Failure to accept disciplinary action will result in removal from property by campus police or law enforcement agency and/or trespass or loitering charges.

Pranks: If a student is involved in a prank at any time during the school year, that student will receive the same penalty for a school disturbance and will not be allowed to participate in any school activities including senior activities (senior trip, prom, senior night, convocation, class day and graduation, etc.) held on Hancock County Schools property. Students will not receive a refund for any class/senior dues and paraphernalia. **Graduating seniors who are found guilty of participating in pranks will not be eligible to obtain diplomas, final transcripts, or other pertinent documents until any outstanding fines are paid and consequences of actions have been fulfilled.**

Penalty Range:

All Offenses:	Up to 10-day suspension Misdemeanor to felony charges will be filed, at principal's discretion; Fines will be assessed for damages; Recommendation for tribunal hearing, which may result in alternative placement or expulsion.
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***Law enforcement referral- student will be responsible for paying for all damages incurred.**

Tardy: After three tardy arrivals to schools, students will generate one, unexcused absence.

Chronic Tardiness: If a student is chronically late to school or to class at least 3 times without an excuse, the student will be referred to District Truancy Officer.

Students in Grades K-12

Penalty Range:

1 st Offense:	Written warning Parent Contact
2 nd Offense	ISS for 3 days

Parent Contact

3rd Offense: ISS 3 days
Parent Contact
district Truancy Officer referral based on the
Principal's discretion.

Bus Misbehavior: Any behavior that disrupts or distracts a bus driver or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus.

Students in Grades K-12

Penalty Range:

1st Offense: Bus Suspension for 5 days
Parent Conference

2nd Offense: Bus Suspension for 10 days
Behavior Contract
Parent Conference

3rd Offense: Suspension for 15 school days from riding the bus

School Bus Fighting: Students who engage in fights while on the bus will receive the same penalties as those outlined for Fighting on School premises or during school related activities. Please refer to the penalties for Fighting. **In addition, students suspended from the school bus must be transported to and from school by his/her parents and/or guardians during the period of suspension.**

****Please note that riding the school bus is a privilege not a right. ****

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Conduct Outside of School Hours or Away from School: Any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, or well-being of other students, teachers, or other employees of the school system; ***including behavior that may result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.***

Students in Grades K-12

Penalty Range: *Incidents that occur outside of school but are not school related will be referred to the local law enforcement and investigated to prevent school infractions. Dependent upon the offense, the infraction may result in criminal charges from outside agencies or referral to law enforcement officials.*

Gambling: Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia. **Please be advised that gambling on school grounds is a zero-tolerance offense.**

Students in Grades K-5

Penalty Range: All Offenses: Parent Conference

Students in Grades 6-12

Penalty Range:

1 st Offense:	3 days Suspension Verbal Warning Confiscation of all assets and materials involved in the offense
2 nd Offense:	5 Days Suspension Parent Conference Confiscation of all assets and materials involved in the Offense
3 rd Offense:	Suspension for 10 days Confiscation of all assets and materials involved in the Offense Law Enforcement Referral based on Principal's discretion.

Suspended students are prohibited from returning to campus. If violated, the following will occur: campus security or other law enforcement will escort student off school grounds/or student will receive trespass or loitering charges.

Entering and Exiting without Authorization: All persons, including visitors, students, faculty and staff, will use the main entrance when entering or exiting the building.

Side and back doors **SHOULD NOT** be used by students unless authorized by the school administrator. All doors will be accessible for immediate exit of the building in cases of safety drills or actual emergency situations, per the administrator's instructions.

Penalty range:

1 st Offense:	Warning (verbal) asked to leave/ noncompliance local law
2 nd Offense	Local Law Officer will be contacted

Loitering/Trespassing: A student is not allowed to enter the premises of a school other than his/her school, unless prior permission is received from an administrator of the school to be visited, or unless the school being visited is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school on weekends or after school hours without authorization or permission.

Note: When a student refuses to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement staff to leave the property, the student will be in violation of this section, and the matter will be referred to law enforcement.

Students in Grades K-12

Penalty Range:

1 st Offense:	Removal from property by Campus Police or other Verbal warning
2 nd Offense:	Suspension for additional 3 days Parent Conference Student will be charged with criminal trespassing
3 rd Offense:	Suspension for additional 5 days Referral to Tribunal Hearing If the parent is unable to pick up the student from school, the student will be placed in ISS for that day.

Providing False Information: This offense includes, but is not limited to, acts such as falsifying school records, forging signatures, making or providing untrue statements, bribery, using an unauthorized computer user ID or password, etc. Extreme cases will result in referral for a Tribunal Hearing and/or referral to a Law Enforcement Agency.

Students in Grades K-5

Penalty Range:

1 st Offense:	Parent Conference Suspension for 1day
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2nd Offense: Suspension for 2 days
Parent Conference
Referral to Counselor

Students in Grades 6-12 Penalty

Range:

1st Offense: Parent Conference
Suspension for 5 days

2nd Offense: Suspension for 8 days
Referral to Counselor

Academic Dishonesty: This offense includes but is not limited to cheating, copying and plagiarism.

1st Offense: Parent Conference
Zero on Assignment
ISS- 3 days

2nd Offense: Suspension for 3 days
Zero on Assignment

3rd Offense: Suspension for 5 days
Zero on Assignment

Inappropriate Bodily Contact of a Sexual Nature Between or Among Students: Sexual misconduct between or among students on school property or at any school activity or event. Behavior of this nature away from school is prohibited when such behavior adversely affects the educational process or endangers the health, safety, morals, reputation, or well-being of other students, teachers, or other employees of the school system.

Students in Grades K-12

All Ranges: Suspension for up 10 days
Parent Conference
Law Enforcement Referral
Referral for Tribunal Hearing

Penalty may range from short-term to long-term suspension to a recommendation that the student be referred to the Tribunal Hearing Committee, which may result in suspension or expulsion.

Sexual Harassment- this offense includes, but is not limited to, any verbal or physical behavior constituting sexual harassment under Title IX, including un-welcomed sexual advances or comments, requests for sexual favors, stalking, etc.

Students in Grades K-12

Penalty Range:

1 st Offense:	3 days Suspension Parent Conference Counseling session for both parties
2 nd Offense:	Suspension for 5 days Parent Conference
3 rd Offense:	Penalty ranges from suspension for 5-10 days at principal's discretion. Tribunal Hearing

Public Displays of Affection: A public display of affection (sometimes also referred to as a PDA) is the physical demonstration of affection for another person while in the view of others. Public displays of affection can include but are not limited to such behaviors as:

- Kissing
- Cuddling
- Petting in public
- Sitting on or in another's lap
- Licking
- Holding hands
- Touching in sexual ways either under or through clothing

Students should remember that the school campus is a public environment and a public facility. Students and staff members are offended when exposed to certain behaviors. Students are to refrain from any public display of affection that would offend others. Kissing, holding, and other intimate acts are not permitted during the school day or at extracurricular events. Teachers will inform students of actions that are inappropriate and will communicate concerns to the parents and/or administration.

Students in Grades K-12

Penalty Range:

1st Offense:	ISS for 3 days Parent Conference
2nd Offense:	Suspension for 3 days Parent Conference
3rd Offense:	Suspension for 5 days Parent Conference

* Please note that dependent upon the nature of the offense and the repetitiveness of the violation, penalty ranges will be determined at the discretion of the Principal.

Soliciting on School Grounds: Solicitation can include the resale of candy, potato chips, sodas, juice, and other food and other non-food items (tickets, etc.).

Students in Grades K-12 Penalty

Range:

1st Offense: Confiscation of items with no return
Parent Conference
Suspension for 5 days

2nd Offense: Suspension for 10 days

Behavior Plans as a Component of Student Support Processes

The Hancock County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources may include student support teams, school counselors, and student behavior plans.

Principals' Discretion

Any student who is found to be a chronic offender of any disciplinary infractions may be suspended for up to 10 days at the discretion of the principal, considering both the number and degree of each disciplinary action.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

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

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Alternative Program

The Board of Education has recognized the need to provide an alternative for students whose conduct warrants their suspension or expulsion from the school system, but who would most likely end up without any type of education if that occurred. In an effort to provide such an alternative, the Board of Education established the Crossroads Alternative Program. If the Tribunal Hearing Committee determines that a long-term suspension or expulsion is an appropriate punishment for a particular student who has been found guilty of violating the rules of student conduct, the Hancock County Board of Education may decide to give the student the opportunity to enroll in the alternative school for a defined period of time. **Please refer to the approved HCSD Alternative Program Handbook for the Code of Conduct for Alternative Placement.**

Students take academic classes that allow them to keep up with the course credit requirements toward graduation. With the individual attention given to students, it is not surprising that the performance and grades of alternative school students often improve while at the alternative Program and when they return to the regular school.

If the student decides to take advantage of the supportive, academic alternative school, the parents/guardians must contact the alternative school within three (3) days after receiving notification of the Tribunal Hearing Committee decision. The alternative school has orientation/scheduling sessions with the student and parents/guardians. The alternative school is accessible for school bus transportation.

Waivers

A parent and student may voluntarily agree to waive the opportunity to participate in a tribunal hearing. Parents may also present evidence, subpoena and cross examine witnesses, and may be represented by an attorney at such hearings. I also acknowledge that my child's

Regular School Administrator's signature of approval is required before this document will be presented to a disciplinary tribunal; and if approved, within ten school days the tribunal will be asked to adopt this agreement and enforce it as the consequences of the actions of my child as described above. If the tribunal chooses to adopt this agreement as its decision, the decision of the tribunal will become a disciplinary order of the school system that is final and cannot be appealed by the school or the family. If the tribunal chooses not to adopt this agreement as its decision, this document will become null and void, all parent/guardian hearing rights will be restored, and a new date and time for the hearing will be established and communicated. No waiver will be allowed for major offenses such as: assault to staff members or students and chronic behavior such as: fighting, drug violations, and constant school interruptions.

Grievance Procedures for Students

Students are entitled to a grievance procedure to address discrimination situations, such as sexual harassment, by an employee or by another student. Students are encouraged to discuss grievance matters with the school's administrative or counseling staff. If a student feels that a formal complaint should be made, the student should prepare a written statement of the facts in the case, including the date of the alleged incident, and present the written complaint to the school's administrative staff and/or counseling staff. A student may ask staff members to help complete the formal complaint. The complaint may include evidence, witnesses, and documentation, and the complaint must be filed within thirty (30) days of the alleged incident. For more information about grievance procedures, discrimination or formal complaints, contact the Board of Education Central Office at (706) 444-5775.

Information for Legal Counsel about the Hancock County Board of Education Disciplinary Procedures

The Hancock County Board of Education is absolutely committed to providing the children who attend its schools with the best education possible. This commitment requires not only the provision of quality courses taught by qualified individuals and well-equipped facilities, but also the use of policies which ensure that the school environment operates smoothly and effectively.

Accordingly, the Board of Education has adopted rules and regulations to discipline those children whose actions may disrupt this environment. Its disciplinary policy is intended to both eliminate disruptive behavior and to make sure that, when punishment must be administered, it is fair and serves the best interest of all the children in the school system.

Legal Basis

In the State of Georgia, public school discipline proceedings are governed by the Public School Disciplinary Tribunal Act, O.C.G.A. et. seq. (the "Act"). The Act requires public schools in Georgia to appoint disciplinary hearing officers or establish disciplinary hearing panels or tribunals if they want to impose punishment for certain defined acts of misconduct. The Act establishes certain requirements for the procedures to be followed by the public school system in creating and operating its disciplinary system.

The Hancock County School System has chosen to establish a disciplinary system to handle all acts of misconduct on the part of its students. The Tribunal Hearing Committee (THC) is

the disciplinary panel or tribunal for the school system under the Act. In addition, the school system has also established procedures for screening out acts of student misconduct that do not warrant a hearing before the THC.

The constitutional requirements governing the imposition of punishment by public schools on their students for violations of established rules of conduct were first announced by the United States Supreme Court in *Goss vs. Lopez*, 419 U.S. 565, 95 S. Ct. 729, L.ED.2D 275 (1975). In essence, the United States Supreme Court concluded that, whenever a public school seeks to suspend a student as a disciplinary measure for a period in excess of ten school days, certain due process requirements must be observed.

Student Tribunal Hearing Committee (THC)

The THC is a panel composed of principals, assistant principals, counselors, teachers, psychologists, social workers and special educators who work in the Hancock County School System. On a rotating basis, they hear evidence concerning charges of misconduct that have been brought against students, which, if proven, may require greater punishment than the ten school-day suspension. The members of this panel who hear evidence concerning the charges made against a particular student have no prior knowledge of those charges: Each hearing panel will have at least three members.

Hearings before the THC are confidential and not open to the public. Friends and relatives of the student and other members of the public who are not witnesses will not be allowed in the hearing room. The proceedings are recorded electronically. Generally, witnesses familiar with the particular case will be subpoenaed by the school system to testify on its behalf at the hearing. The student and/or family may also bring their own witnesses, both material and character, to the hearing. If the student or family thinks there are witnesses within the school system, such as principals, counselors, teachers, or other students who should testify at the hearing, arrangements can be made with the Central Office for the school system to issue subpoenas for those persons. In addition, if the parents/guardians think there are persons outside of the school system who may be beneficial witnesses on behalf of the student, they are entitled to bring these persons to the hearing as well. If you need help in getting a witness to attend a THC hearing, please contact the Board of Education Central Office at (706) 444-5775. Someone will help you obtain subpoenas for any such witnesses. However, it is the responsibility of the student or family to deliver subpoenas to any such persons and arrange for their transportation to the hearing if necessary.

The evidence presented at a THC hearing may include physical evidence, such as drugs or weapons, and the student's current discipline and academic record with the school system, as well as testimony from witnesses. The school system bears the burden of proof at the THC hearing, but this burden is only a "preponderance of the evidence." The school system is not usually represented by attorneys at THC hearings, but in some cases, an attorney is used. The student has the right to have an attorney represent him/her at a THC hearing but must obtain an attorney at his or her own expense.

A decision concerning the student's guilt or innocence and the appropriate punishment to be imposed, if the accused student is found guilty, is made by the hearing panel based only on the evidence presented to it. The hearing panel is free to consider only the evidence it regards to be relevant to the charges in question in making its determination of guilt or innocence and the punishment to be imposed, and it is entitled to give the evidence presented to it whatever weight it thinks the evidence deserves.

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument to the hearing panel. The hearing then ends, and the hearing panel meets privately to decide first, if the student is innocent or guilty of the charges against him or her, and second, if found guilty, the appropriate punishment to impose. The hearing panel may impose punishment ranging from sending the accused back to school on probation to permanent expulsion from the school system. Parents/guardians may contact the Central Office the next working day to receive the decision. A letter will be sent to the student's family or other representative containing this and other information within ten days after the hearing is held.

Appeals

If the student's parents/guardians do not think the evidence supported the decision of the THC hearing panel, an appeal of that decision may be made to the Board of Education. The appeal process begins with a written request for a review of the hearing panel's decision addressed to the Superintendent of the Hancock County School District at 10571 Highway 15 N, Sparta, Georgia 31087. This request must be made within twenty (20) calendar days of the date of the hearing.

The Board of Education will not hear any oral arguments as part of an appeal, nor will it consider any evidence that was not presented to the THC hearing panel. Written arguments concerning the merits of the appeal will be considered by the Board of Education. Its decision on the appeal must be based solely on the record created during the THC hearing. If the parents/guardian wants a copy of the transcript for their own use, they must pay the cost of preparing that copy.

The Board of Education will make its decision on the appeal in Executive Session and has the power to affirm, reverse, or modify in any respect the decision reached by the THC hearing panel. The Board of Education must make its decision on an appeal within ten (10) working days after receipt of the written appeal notice. The decision of the Board of Education will be final, unless an appeal is made to the State Board of Education of Georgia within thirty (30) calendar days of the date of the Hancock Board of Education decision. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia are specified in O.C.G.A. 20-2-1160.

Exceptions may vary depending on the nature of the case.

Weapons

It is very important that you know Georgia laws concerning weapons, violence and drugs on school property. In 1994, the Georgia General Assembly established "School Safety Zones,"

which prohibits weapons, violence and drugs in, on or within 1,000 feet of any property owned or leased to any public school, at any school function and on school buses.

Important parts of the law state that:

- It is unlawful for any person to carry or to possess or to have under the person's control any weapon or explosive compound in a School Safety Zone.
- It is unlawful for any person to manufacture, distribute, dispense or possess with the intent to distribute a controlled substance or marijuana in a School Safety Zone.
- It is unlawful for any person to disrupt or interfere with the operation of any public school in a School Safety Zone.

All visitors to the school must first check in with the office and identify the purpose of their visit to the school and acquire a visitor's pass. The visitor's pass must be returned to the office upon completion of the visit.

Any student who is convicted of violating these laws is subject to a fine and/or imprisonment by the courts and, if a student, expulsion from the school system. Students between the ages of 13-17 who are convicted of violating these laws are subject to the provisions of the Juvenile Proceedings Code of Georgia and may be suspended or expelled from the school system.

Other Georgia laws that pertain to student conduct can be found in the "Important Information" section of this handbook.

It is also important for you to know that the Gun Free Schools Act of 1994, under Federal law, requires school systems to expel students for NOT LESS THAN ONE YEAR for the possession of a firearm.

Teen Violence, Weapons, Drugs Hotline

The Hotline, sponsored by the Georgia Department of Education, provides a 24-hour reporting system for students to report weapons, violence or drugs anonymously by calling

1-877-SAY STOP 1-877- 729-7867

Information is recorded and shared with local school systems and local law enforcement.

Important Information

- Students under suspension or expulsion are not allowed on school campus or at school functions.
- Students are to notify an administrator or other staff member when illegal or suspected illegal, suspicious items, dangerous items, or other items banned from school are found.
Students shall not touch or handle such items or receive or accept such items from other students.

- Due to immaturity of elementary students, administrators may use discretion in determining and resolving discipline violations for those offenses that do not require a local formal hearing.
- School administrators and/or their designated representatives possess the authority based on reasonable suspicion to conduct a reasonable search of students and their possessions. Lockers and desks may be searched at any time. Vehicles on school property or on property being used by the school or at any school function or activity may be searched at any time.
- A student is deemed to be in possession of an item or substance when it is found on the person of the student, in his/her possessions, in his/her locker, in any vehicle brought on school property or property being used by the school or at any school function or activity. Students shall not possess any illegal or banned item on the way to or from school.
- A student on his/her way to or from school, at any school function or activity (or any school-related activity), or at any school event held away from the school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in this Code of Student Conduct.
- Students suspended or expelled through the second semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
- This Student Rights and Responsibilities handbook shall have the effect of policy (Code 8200).
- Students must accept their responsibility in knowing and understanding the contents of the Code of Student Conduct and abide by the rules of the school system. Students may ask faculty or staff members for clarification. All students, regardless of age, are subject to the rules and regulations of the Hancock County School System.
- Students must understand that the items listed under Weapons present an immediate and real danger to students, faculty and staff and can also damage the learning climate and reputation of a school.
- Students found guilty of being accessories (such as assisting, planning, participating, and encouraging) to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.
- State law mandates that the following criminal offenses committed by a student while on school property or at any school function or activity be reported to the appropriate law enforcement authority and the district attorney: aggravated battery, carrying a weapon, any illegal activity involving drugs, or any criminal sexual offense (Official Code of Georgia Annotated [O.C.G.A.] 20-2-1184).
- State law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute, any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private school or school board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony and upon conviction shall receive the following punishment: (1) First conviction - imprisonment for not more than 20 years or a fine of not more than \$20,000 or both; (2) A second or subsequent conviction - imprisonment for not less than five years or more than 40 years or a fine of not more than \$40,000 or both.

Federal law (PL 103-227) states that no federal funds may be provided to any local educational agency unless such agency has a policy requiring the expulsion of the student from school for at least one year for possession of or for bringing a firearm to school (20 USC 3351).

Section IV. Visitors Code of Conduct

This section contains information pertaining to the appropriate, acceptable Code of Conduct for visitors set forth by the Hancock County School District. Parents, advocates, and community personnel are encouraged to read and review this section carefully and to pay close attention to what is and is not considered appropriate behavior for visitors to the school district and for those attending school functions.



Visitor's Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the Hancock County School District, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected Code of Conduct as set forth in this Handbook.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study and ensure homework assignments are completed.
- Review the Code of Pupil Discipline/Cooperation with their child and sign it.
- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand rules are required to maintain a safe, orderly environment in a Democratic society.
- Ensure that children are prepared to attend school each day and encourage your child/children to engage in activities that are considered appropriate and related to the instructional intent of the school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the Hancock County School District.
- Build good relationships with teachers, other parents, and other individuals who help make up the school community.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the approved student dress code each day.
- Provide a place for study and ensure homework assignments are completed on a regular and consistent basis.
- Review the Parent-Student Handbook with their child, sign the FY20 Student Acknowledgement Agreement and return it to your child's school within the first two weeks of school.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for the safety and security of all persons in school buildings and/or on school grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office of the Main Office of each campus upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor should return the badge to the principal's office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the school administrator(s) at least 3 days in advance in an attempt to keep class disruptions to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the school resource office and principal or his/her designee. Unauthorized persons will be asked to leave immediately. Repeated violators will be referred to the local police for trespassing, if the situation warrants.
- All visitors are expected to abide by the Code of Conduct outlined in this Handbook while on school property or while attending school events.
- All visitors to any school or district facilities must dress appropriately and should not wear report in nightwear, house-shoes, or clothing which exposes the midriff, cleavage, etc.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure or plan to injure any person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including by graffiti or arson.
- Disrupt the orderly conduct of classes, school programs, or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations, or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at school functions.
- Possess or use weapons in or on school property or at school functions, except in the case of law enforcement officers.
- Loiter on or about school property after or before school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing his/her respective duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at school functions.

Persons in violation of the Code of Conduct

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises immediately when found to be in violation of the Visitor Code of Conduct outlined in this Handbook. If the individual refuses to leave, he/she shall be subject to ejection.

The district reserves the right to pursue civil or criminal legal action against any person violating the Code of Conduct.

Section V. Student Dress Code

This section contains information and amendments pertaining to the required dress code for students set forth by the Hancock County School District for all students. Parents and students are encouraged to read and review this section carefully and to pay close attention to what is and is not considered appropriate attire for students on any and all occasions.



Student Dress Code

Standards for student attire shall be established by the school system in grades K through 12. These standards will be included in the Student Code of Conduct. A student shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of the other students or otherwise to cause interruption and/or interference with the operation of the school. If school authorities have a reason to question the appropriateness of a student's clothing or appearance, parents or guardians will be contacted and informed of such. The school principal/site administrator will make the final determination on whether a student's dress or appearance conflicts with these standards.

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on school activities, these minimum standards for student attire have been developed. Students are expected to dress appropriately for school and school related activities. Individual school dress codes may exceed these requirements. The school principal/site administrator will make the final determination of whether a student's attire or appearance conflicts with these standards.

The Hancock County School District will promote all efforts to provide additional opportunities for increased school safety minimize disruption, easily identify trespassers on campuses, and to promote improvement in student behavior and academic excellence.

The Hancock County School District **REQUIRES ALL** students in K through 12 to wear a school uniform as identified by the school in which they attend or will attend.

All students in K through 12 (except those deemed exempt) **MUST** adhere to the MANDATORY School Uniform Policy with the following dress code being applied in all schools.

- No articles of uniform clothing may display offensive, illegal, or derogatory behavior, words, or graphics, and may not otherwise promote derogative actions that may potentially counteract the intent of the school or district uniform policy.
 - Solid black, or khaki shorts, skirts, skorts, Capri pants or pants/slacks. Shorts, skirts, skorts, dresses, and jumpers must be knee length.
 - Solid white, solid maroon or solid gold, Navy Blue, Black, Grey, tops must be collar style shirts, collared blouses or turtlenecks, may have the school insignia, if one is available, but no other ornamentation is permitted. All shirts must be tucked in for girls and boys.
 - Belts can be worn in the colors of black, white, or brown. Oversized belt buckles are not permitted.
 - Athletic shoes (sneakers) may be of any color of choice.
 - No slides, flip-flops, house shoes or shower shoes.
 - Closed toe shoes may be worn in any color.
 - No hats, bandanas, caps, headwraps, bonnets, athletic headbands, or sunglasses may be worn in the building.
 - Slacks must be worn with a belt at the natural (naval) waistline. Also, slacks must be worn to the ankle, no stuffing of pant legs in socks or shoes.
1. Undershirts and thermals must be one of the school colors (black, maroon, gold, or white) no other colors are permissible.

2. Shorts, Capri shorts and skirts should be worn at the knee.
3. Cargo pants can be worn as part of the uniform so long as they are in the uniform colors of khaki or black.
4. Flip flops and thigh-high boots may pose a threat of injury to the student are not permissible.
5. Sweaters, vests, and jackets with zippers or buttons are permitted as long as they are primarily of the following colors: maroon, gold, black, gray or white. Hoodies can be worn by students in grades 6-12 but MUST BE solid gray, solid white, solid maroon, or solid gold. Students MUST wear a solid white, maroon, or gold collared shirt under the hoodie. If hoodies are worn by students in grades K-5, students will be inspected to ensure that the proper uniform is worn underneath.
6. No hospital scrubs, knit pants, leggings, joggers, denim, jogging/sweatpants or jeggings are permitted. Clothing with holes, tears, or rips are also prohibited.
7. Any School issued apparel may be worn with prior approval.
8. Appropriate undergarments should be worn at all times.

Procedures for Exemption

Parents/legal guardians may request an exemption from a mandatory school uniform program for medical, religious or other justifiable reasons. A request for an exemption must be made within ten (10) school days of the beginning of the school year. Medical exemption request must be signed by a medical doctor. Religious exemptions must be documented by providing a copy of the official doctrine of the church which prohibits the wearing of uniforms.

A written request for an exemption must be submitted to the school principal using the Application for Exemption form that can be obtained from the school. The request must be completed truthfully and correctly and signed by a physician, if the request is for medical reasons.

The school principal or his designee must meet with the parents/legal guardians within five (5) school days. The principal will discuss the School Uniform Policy and verify the accuracy of the information on the Exemption Form.

The parents/legal guardians will be notified in writing of the outcome of the conference within three (3) school days. The principal will note the finding to grant or deny the request on the application, sign off on the application and forward a copy to the Superintendent or his/her designee.

The Superintendent or his/her designee will affirm or deny the principal's decision. If the parent/legal guardian does not agree with the decision, they have a right to appeal to the Board within five (5) school days. Consideration for exemption will be reviewed on a case-by-case basis.

No student will be considered non-compliant for the following reasons:

- An exemption has been established or is being appealed.
- The principal has established "non-uniform" day.
- A student is on campus outside of normal school hours.

- A student wears a button, armband or other accoutrement (accessories) to exercise a constitutionally protected right to freedom of expression.
- A student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.

Dress Code Violations

The discipline plan below has been established to address incidents of non-compliance to the Student Dress Code – Policy. Non-compliance, as outlined in the plan below, interferes with the operation of the school and such interference will not be tolerated. Any incident, occurrence or display that disrupts the delivery of instruction or other school activities is considered interference with school operation.

If a student comes to school out of uniform the following measures will be taken:

- Step I: Students will be sent home, and a parent conference will be held. If the parent cannot be reached, the student will be placed in ISS and a parent conference will be held before the child returns to school.
- Step II: Students will be placed in ISS for 1 day and a parent conference will be held. A behavior contract will be developed. Follow protocol of behavior contract
- Step III: Students will be suspended for 3 days, and a parent conference will be held. Follow protocol of behavior contract, based on the principal's discretion.

Acceptable Dress for Dress Down Days

Acceptable dress for dress down days will be consistent with the dress code outlined below.

- School uniforms must be worn while attending all school sponsored field trips and activities (grades K – 12).
- Body piercing that causes disruption or interferes with the learning environment will not be allowed to be visibly displayed.
- Tops must not expose any of the midriiffs or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.
- Belts must be buckled.
- Shorts, skirts, jumpers and dresses must have a finished hem and must be knee length.
- Undergarments must not be visible.

Section VI. Additional Information, Policies and Notices

This section contains notices and policies that parents and students may find beneficial as well as additional information that the Hancock County School District is required to provide. Parents and students are encouraged to read and review this section carefully.



Hancock County School District's General Complaint Procedures

The Hancock County School District adheres to the following General Complaints procedure for resolving and documenting complaints or concerns from students, parents, staff, private schools, community members, and the general public:

Grounds for a Complaint

Any individual, parent, community member, private school, organization or agency ("complainant") may file a complaint with the Hancock County School District ("LEA") if that individual, parent, community member, private school, organization or agency believes and alleges that a school, department, individual, or agency within the LEA is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). 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.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Improving Education for Disadvantaged Children and Youth
- Title I, Part A: Academic Achievement Awards
- Title I, Part A: Reward Districts Awards
- Title I, Part B, Subpart 3: Even Start Family Literacy
- Title I, Part C: Education of Migrant Children
- Title I, Part D: Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk
- Title I, Part F: Comprehensive School Reform
- Title II, Part A: Improving Teacher and Leader Quality
- Title II, Part D: Enhancing Education Through Technology
- Title III, Part A: Language Instruction for LEP and Immigrant Students
- Title IV, Part A: Student Supports and Academic Enrichment
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part A: Innovative Programs
- Title VI, Part A, Subpart 1, Section 6111: State Assessment Programs
- Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
- Title V, Part B, Subpart 2: Rural and Low-Income Schools
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
- Title X, Part C: McKinney Vento Education for Homeless Children and Youth
- IDEA, Individuals with Disabilities Education Act
- Title I School Improvement Grant 1003 (a)

- School Improvement Grant 1003 (g) (SIG)
- Race to the Top (RT3)
- Federal Preschool Programs

C. Complaints Originating at the Local Level

As part of its Assurances with ESEA and pursuant to Section 9306 within Title I, Part A of the Elementary and Secondary Education Act of 1965, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of the programs addressed in Section B. Therefore, for complaints originating at the local level, a complaint should not be filed with the LEA until every effort has been made to resolve the issue with the school, individual, department, or agency within the Hancock County School District at which the complaint originates. If the complainant has made a good faith effort to resolve a complaint with the school, individual, department, or agency within the HCSD at which the complaint originates to no avail, the complainant should provide the LEA with written evidence of their attempt to resolve the issue at the local level.

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

The complaint must be addressed to:
 Hancock County School District
 Human Resource Office- General Complaints
 Post Office Box 488
 10571 Highway 15 N
 Sparta, Georgia 31087

Failure to provide each of the seven items required by the complainant may result in failure to follow through with a resolution of the complaint due to the investigator's lack of access to all required information. Once the complaint is received by the Human Resource Office, it will be copied and forwarded to the Superintendent of Schools and the corresponding school, individual, department, or agency in question. In the event that the complaint involves the Superintendent of Schools or the Human Resource Officer, the complaint will be shared with the Hancock County Board of Education Chairperson, who must contact the

School Board Attorney and/or another external agency, or a department or individual within the HCSD to conduct an unbiased review of the complaint. In such case, the external agency, School Board Attorney, or appointed individual or department within the HCSD will follow the procedures outlined in Section E: Investigation of Complaint.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Human Resource Director or his or her designee will issue a **Letter of Acknowledgement** to the complainant that contains the following information:

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

The appropriate LEA staff 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.

If additional information or an investigation is necessary, the LEA will have sixty (60) days from receipt of the information or completion of the investigation to issue a **Letter of Findings**. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If a school, department, individual, organization or agency is aggrieved by the final decision of the LEA, that school, department, individual, organization or agency has the right to request a review of the decision by the Hancock County Board of Education during a closed Executive Session of a scheduled monthly BOE meeting. The approval of an item for review, however, is at the Board Chairperson's discretion.

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

G. Failure to Resolve Complaint at the Local Level

If the complaint is not resolved by the LEA or during the aforementioned Appeals Process, the complainant has the express right to forward the complaint to the Georgia Department of Education. The complainant must also send a copy of the Final Decision Letter issued by

the LEA or external agency regarding the original complaint. The complainant should mail his or her complaint or concern to:

The Georgia Department of Education
Office of School Improvement
Federal Programs Division 1858
Twin Towers East
205 Jesse Hill Jr. Drive, S.E.
Atlanta, GA 30334

For a current copy of the Georgia Department of Education’s Complaint Procedures or to submit an electronic complaint to the Georgia Department of Education, please visit http://www.gadoe.org/tss_title.aspx.

H. Documentation of Complaints and Resolutions

Any complaints received should be documented using the table provided below and must document the manner in which the complaint was resolved.

Date	Name of Individual Filing Complaint	Federal Program or Agency for which the Complaint was Filed	Appeal Has been Filed	
			Yes	No

Hancock County School District’s Publicity Policy

M.E. Lewis Elementary School, Hancock Central Middle School, and Hancock Central High School each publishes positive activities, honors, and work of our staff and students. Throughout the school year, there may be opportunities for your child to be interviewed, photographed, or filmed for use in publications, including, but not limited to, publication via school/district website or other technological publications, the local newspaper, radio,

television, or film. Unless you, as a parent or guardian request otherwise, the Hancock County School District has express permission to interview, film or photograph any students attending its schools. As the child's parent or legal guardian, however, you have the right to request that the Hancock County School District refrain from allowing your child to participate in publication by notifying the school principal in writing within the first 30 days of school.

Annual Public Notification CTAE Offerings 2024-2025

The Career and Technical Department of the Hancock County School District serves students of all race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, disabilities, or sexual orientation in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

The Hancock County School District provides facilities, programs, and activities that are accessible, usable, and available to qualified disabled persons. Further, the Hancock County School District shall not discriminate against qualified disabled persons in the provision of health, welfare, and other social services. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Career, Technical and Agricultural Education (CTAE) provides all Georgia students with the opportunity to select at least three sequenced electives in a career pathway, along with the recommended academic course work, to prepare them to continue their education at any level or to enter the world of work. The Hancock County Career and Technical Department has authorization to teach the following career pathways: Business Education, Family and Consumer Science, JROTC, and Dual Enrollment.

The courses offered through Hancock Central High School's Career Technical and Agricultural Education Department are as follows:

Human Resources Management: HIRED or FIRED? Students will analyze the primary functions of human resources management which include recruitment, selection, training, development, compensation, and evaluation. The course is designed to equip students with operational knowledge of hiring, managing, and firing employees. Throughout this course, students will be introduced to the Human Resource Management role by following the life cycle of an employee from organizational entry to exit.

Plant and Landscape Systems Pathway: A career in plant and landscape systems offers a variety of job opportunities in the fields of education, research, golf and sports turf, landscape design, parks and gardens, public service, production management, and sales and marketing. Some jobs available include landscape designer, greenhouse manager, golf course superintendent, plant breeder, florist, agricultural chemical researcher and garden center owner. Educational requirements in this field vary by job. Two- and four-year programs are available in this area. Advanced degrees may be necessary for some research-related jobs. Those who are interested in this field should be able to carry out projects and work independently, have a commitment to quality and customer service, have an appreciation of our natural environment and have good communication skills, both written and verbal. Employment opportunities in this field should be good, with more job openings than job seekers. Employment is expected to increase in response to the increasing demand for both products and services by commercial producers, landscape contractors, turf managers and the general public. New avenues of research in biotechnology to develop plant and food crops that require less fertilizer, fewer pesticides and herbicides, and less water will also increase the demand for careers in plant science and horticulture.

JROTC-Army Pathway: Junior Reserve Officer Training Corps (JROTC) is a leadership education program. This program will help students build a strong knowledge base of self-discovery and leadership skills applicable to many leadership and managerial situations. Mastery of these standards through project-based learning, service learning and leadership development activities will prepare students for 21st Century leadership responsibilities.

Food and Nutrition Pathway: Family & Consumer Sciences (FCS) offers a unique focus on families, work, and their interrelationships, providing a solid foundation of success for any student. Through relevant coursework, community projects, student organizations, and internship/mentoring opportunities, students develop the essential leadership, life, and communications skills they need to become responsible citizens and leaders in family, community, and work settings.

- The first course in the Family and Consumer Science pathway is Food, Nutrition and Wellness. Food, Nutrition and Wellness is an essential course in understanding nutritional needs and food choices for optimal health of individuals across one's lifespan. This course leads to the advanced nutrition pathway and develops a knowledge base and the skills necessary to select among alternatives in the marketplace, with an emphasis on nutrient content, the development of chronic diseases, and food safety.
- Food and Nutrition through the Lifespan is the second course in the Family and Consumer Science pathway. Food and Nutrition through the Lifespan is an advanced course in food and nutrition that addresses the variation in nutritional needs at specific stages of the human life cycle: lactation, infancy, childhood, adolescence, and adulthood including old age. The most common nutritional concerns, their relationship to food choices and health status and strategies to enhance well-being at each stage of the lifecycle are emphasized. This course provides knowledge for real life and offers students a pathway into dietetics, consumer foods, and nutrition science careers with additional education at the postsecondary level.
- The third course in the Family and Consumer Science Pathway is Food Science. Food Science integrates many branches of science and relies on the application of rapid advances in technology to expand and improve the food supply. Students will evaluate the effects of processing, preparation, and storage on the quality, safety, wholesomeness, and nutritive value of foods. Building on information learned in Nutrition and Wellness and Chemistry, this course illustrates scientific principles in an applied context, exposing students to the wonders of the scientific world. Careers will be explored.

Bridge Bill:

House Bill 186, sponsored by Rep. Randy Nix, was passed in 2011 by the Georgia General Assembly and mandates career pathways for **ALL** public high school students beginning in the 2013-2014 school year. Back in 2010, the legislature passed House Bill 400, the "Building Resourceful Individuals for Georgia's Economy" (BRIDGE) legislation, sponsored by Sen. Fran Millar, who is the current chairman of the Senate Education Committee. The BRIDGE Bill also requires career pathways and establishes that **ALL** students, beginning in 8th grade, develop a graduation plan focused on career interest and CTAE courses offered in the high schools.

Equal Opportunity Disclaimer

In accordance with the office of Civil Rights Compliance

In compliance with relevant state and federal legislation, the Hancock County School District does not discriminate on the basis of race, sex, age, national origin, mental status, religion or disability. The Hancock County Board of Education complies with the Americans Disabilities Act of 1990 and is "*An Equal Opportunity Employer.*"

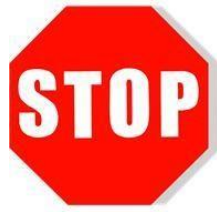
For more information about the Special Education and Support Services Office, please contact:

Dr. Mesha Mathis, Special Education Director/Federal Program Director
Section 504 and Title IX Compliance Officer
Phone: (706) 444 5775 Ext. 133
Hancock County Board of Education
10571 Highway 15 North
Post Office Box 488
Sparta, GA 31087

Mrs. Julie Scales, Human Resource Director
Phone: (706) 444-5775 Ext. 112
Hancock County Board of Education
Post Office Box 488
10571 Highway 15 North
Sparta, GA 31087

Mr. Anthony Webb, CTAE Director/Athletic Director
Phone: (706) 444-7009 Ext. 172
Hancock Central High School
11311 Highway 15 North
Sparta, GA 31087

**HANCOCK COUNTY SCHOOLS
PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS**



**AND TAKE A MINUTE TO READ
THESE EARLY WARNING SIGNS.**

IF YOUR CHILD...

- **HAS TROUBLE SEEING OR HEARING**
- **IS NOT EASILY UNDERSTOOD BY OTHERS**
- **DOES NOT PLAY WELL WITH TOYS OR OTHER CHILDREN**
- **HAS TROUBLE WITH BALANCE, THROWING, CATCHING, OR WALKING**

**YOU MAY SUSPECT THAT YOUR CHILD HAS SPECIAL
NEEDS. THERE IS A PROGRAM TO *HELP!***

**Contact: For Birth to 3
BABIES CAN'T WAIT**

**504 Academy Avenue
Dublin, GA 31021**

**Phone: (478) 275-6841
Free (888) 262-8305**

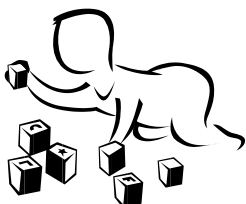
**Contact: For Birth to 22
Mrs. Dawn Howell, Director**

**Oconee GLRS
Dublin, GA 31089**

Phone: (478) 522-5178 Toll

Contact: For 3 to 22 years old

**Dr. Mesha Mathis, Director of Special Education and Supports Hancock
County Schools – Sparta, GA (706) 444-5775 Ext. 133**



Section VII. Glossary

This section contains definitions of terms used throughout the handbook.



Glossary

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

Additional instruction – academic instruction beyond regularly scheduled academic classes designed to bring students not performing on grade level, as defined by the level performance. It may include more instructional time allocated during the school day, Saturday instruction, and/or summer/inter-session instruction.

Alternative School: A student is removed from the local school but is allowed to attend an alternative school for instruction, academic support and counseling. The student may not return to his/her school or any other school or attend any extracurricular activities while at an alternative school.

Aggravated Assault: An assault made with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm.

Aggravated Battery: A person commits the offense of aggravated battery when (s)he maliciously causes bodily harm to another by depriving him/her of a member of his/her body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.

*Assault-*Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. *Battery:* Intentionally causing substantial or visible bodily harm, such as substantially blackened eyes, substantially swollen lips or other facial or body part(s), substantial bruises to body parts or other substantial injury.

Bullying: Any willful attempt or threat to inflict injury on another person, when accompanied by a present ability to do so, or, any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Detention: A student is retained outside of regular school hours, either before school or after school. Students must be given twenty-four hours (24 hours) notice so that transportation can be arranged.

Differentiated instruction – instructional strategies designed to meet individual student learning needs.

Early Dismissal – a student is dismissed early from class/school when he/she leaves the school premises prior to the end of the scheduled school day.

Excused Absence – the reason for a student being absent meets the established criteria set forth in the school board policy for consideration of excused absences.

Excused tardy - is a tardy that includes events that are physically out of your control, such as: an accident, road closed due to an accident, power outage, traffic too heavy, errands for parents, delayed at a train crossing, etc.

Expulsion: A student is removed from school (or bus) for a specified period of time that exceeds the current semester. Permanent Expulsion means that a student may not return to any Hancock County school (a parent/guardian may apply for readmission after six months). Only the Tribunal Hearing Committee or the Board of Education may impose expulsion or permanent expulsion.

Fighting- Any contact, bout, battle, combat, struggle, or contest between two or more individuals in an attempt to defend oneself against or to subdue, defeat, destroy, or destroy an adversary. Those who encourage or instigate such shall also be considered guilty of fighting.

Grade level – standard of performance, as defined by the Office of Education Accountability and the Hancock County Board of Education on criteria developed by the Hancock County School District.

Informal Hearing: A student is informed verbally of charges and is given a chance to explain his/her action. Parent/guardian is usually not present for the informal hearing, but if disciplinary action is taken, the parent/guardian will be contacted.

In-School Suspension: A student is removed from regular classes but is assigned to an in-school suspension setting in the local school. Class assignments are sent to the student by teachers. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

Local Formal Hearing Officer: Any local administrator or designee who conducts a local formal hearing.

Long-Term Suspension: A student is removed from school for ten (10) days, but less than a semester. Only the Tribunal Hearing Committee (THC) or the Board of Education may impose long-term suspension. A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the THC or the Board of Education.

Parent – for purposes of this Protocol, the term “Parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, a guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school. In the event that the guardian is not a biological parent, the parent must provide a court issued document indicating guardianship.

Physical Violence against a Teacher, Bus Driver or other School Official: A student commits this offense when they make intentional physical contact with a teacher, bus driver or other school official that is either insulting or provoking in nature, or which causes physical harm (unless

done in self-defense under O.C.G.A. 16-3-21). In the case of the latter, a student may be subject to permanent expulsion.

Placement – the assignment of a student to a specific grade level or academic setting based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next level of academic achievement.

Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet placement/promotion policies(s) of the Hancock County School District. The placement committee shall be composed of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level as defined above.

Probation: A student found guilty of certain offenses may be placed on probation by the local school administration or the Tribunal Hearing Committee or its designee or the Board of Education. Probation represents a trial period during which a student is expected to adhere to school and school system rules and regulations. Failure to do so may result in further disciplinary action, including a possible referral to the Tribunal Hearing Committee. Terms of probation are provided to students and parents/guardians by the school.

Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.

Retention – the re-assignment of a student to the current grade level during the next school year.

Short-Term Suspension: A student is removed from school (or bus) for one (1) to five (5) days. Any suspension of one (1) to five (5) days may be made by the administrative staff only. Any suspension of more than ten (10) days must be made by a local formal hearing officer or tribunal. School work missed during one (1) to three (3) day suspensions may be made up when the student returns to school. During four (4) to ten (10) day suspensions, parents/guardians may request schoolwork and pick up the school work during school hours.

Simple Battery: Fighting, intentionally making physical contact with or an insulting, offensive or provoking nature with another student or causing physical harm to another.

Tardy - a student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective action.

Tardy to Class – a student is tardy to class when he/she arrives to class after the established start time for the class.

Tardy to School – a student is tardy to school when he/she arrives after the established start time for the school day.

Tribunal Hearing Committee (THC): A panel of administrators, teachers, counselors, and social workers who have no prior knowledge of the case hear evidence presented by the local schools,

witnesses, and/or parents/guardians when a student is referred to the Tribunal Hearing Committee. The committee has the authority to make decisions ranging from returning the student to school to permanent expulsion.

Truant – any child subject to compulsory attendance who during each semester has more than five days of unexcused absences.

Unexcused Absence – the reason for a student being absent does not meet the established criteria set forth in the school board policy for consideration of excused absences.



Hancock County School District
10571 Highway 15 North PO Box
488
Sparta Georgia 31087



FY25 PARENT/STUDENT ACKNOWLEDGMENT AGREEMENT

The Hancock County Board of Education thanks you for spending time reading and reviewing the Parent Student Handbook with your child(ren). Please sign the bottom portion of this sheet and return it to your child(ren)'s homeroom teacher by **August 16, 2024**.

I have read these policies or had them explained to me and I understand what is expected of me as a parent of a student in the Hancock County School System. I assume the responsibility of knowing these policies and will adhere to them, as does my child(ren). I and my child(ren) also assume the consequences that will result if we choose to disregard the policies outlined in this handbook.

Furthermore, I assert that I have reviewed the Hancock County School District's General Complaints Procedures and agree to abide by this procedure in the event that I am not satisfied with any policy, practice, personnel action or procedure.

Parent/Guardian Name (please print)

Parent/Guardian's Signature

Home Phone Number

Work Phone Number

Date

Student Name (please print)

Grade

Teacher

School Name